



## **SPECIAL COUNCIL MEETING AGENDA FOR WEDNESDAY JULY 5, 2023**

*The Town of Comox respectfully acknowledges that we are standing on the Unceded traditional territory of the K'òmoks First Nation.*

**NOTICE is hereby given pursuant to section 127 of the Community Charter that a Special Council Meeting will be held at the location and time noted below for the transaction of business as listed below.**

Meeting Location: Council Chambers, 1801B Beaufort Avenue, Comox

Call to Order: 5:00 p.m.

Adoption of the Agenda

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### **1. DELEGATIONS:**

- (3) a. [Cory Vanderhorst \(MNP Assurance Services\) - 2022 Auditor's Report and Financial Statements](#)

### **2. OTHER ITEMS:**

- (3) a. [2022 Auditor's Report and Draft Financial Statements](#)  
*That the 2022 Audited Financial Statements, as included in the July 5, 2023 Special Council Meeting Agenda, be approved.*
- (47) b. [Comox Fees and Charges Bylaw No. 2016, 2023](#)  
*That Comox Fees and Charges Bylaw No. 2016, 2023 be Adopted.*
- (49) c. [Comox Reserve Funds Bylaw No. 2025, 2023](#)  
*That Comox Reserve Funds Bylaw No. 2025, 2023 be Adopted.*

### **ADJOURNMENT**



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CORPORATE OFFICER





# Town of Comox

2022 Audit Findings

Report to Mayor and Council

December 31, 2022

Cory Vanderhorst, CPA, CA

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Wherever business takes you

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July 5, 2023

Members of Mayor and Council of the Town of Comox

Dear Sirs/Mesdames:

We are pleased to submit to you this report for discussion of our audit of the consolidated financial statements of the Town of Comox (the "Town") as at December 31, 2022 and for the year then ended. In this report we cover those significant matters which, in our opinion, you should be aware of as members of Mayor and Council.

We have substantially completed our audit of the consolidated financial statements of the Town which has been carried out in accordance with Canadian generally accepted auditing standards.

Unless unforeseen complications arise, our Independent Auditor's Report will provide an unmodified opinion to the Mayor and Council of the Town. A draft copy of our proposed Independent Auditor's Report is included with this report.

This report is intended solely for the information and use of Mayor and Council and management and should not be distributed to or used by any other parties than these specified parties.

The matters raised in this and other reports that will flow from the audit are only those which have come to our attention arising from or relevant to our audit that we believe need to be brought to your attention. They are not a comprehensive record of all the matters arising, and in particular we cannot be held responsible for reporting all risks in your business or all control weaknesses. This report has been prepared solely for your use and should not be quoted in whole or in part without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared for, and is not intended for, any other purpose.

We appreciate having the opportunity to meet with you and to respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Sincerely,



MNP LLP

Chartered Professional Accountants

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# Introduction

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As auditors, we report to the Mayor and Council on the results of our examination of the consolidated financial statements of Town of Comox (the "Town") as at and for the year ended December 31, 2022. The purpose of this Audit Findings Report is to assist you, as members of Mayor and Council, in your review of the results of our audit. To facilitate in your understanding of our findings, Appendix A to this report summarizes our audit process.

Our report will discuss the status of our engagement, as well as communicate to you significant audit, accounting and reporting matters arising from our procedures.

We hope that this report is of assistance to you, and we look forward to discussing our findings and answering your questions.

## Engagement Status

We have completed our audit of the consolidated financial statements of the Town and are prepared to sign our Independent Auditor's Report subsequent to completion of the following procedure:

- Mayor and Council review and approval of the consolidated financial statements.

## Independent Auditor's Report

We expect to have the above procedure[s] completed and to release our Independent Auditor's Report on July 5, 2023.

Unless unforeseen complications arise, our Independent Auditor's Report will provide an unmodified opinion to the Mayor and Council of the Town. A draft copy of our proposed Independent Auditor's Report has been included with this report.

# Significant Audit, Accounting and Reporting Matters

## Audit and Reporting Matters

The following significant matters arose during the course of audit that we wish to bring to your attention.

Area	Comments
<b>Changes from Audit Service Plan</b>	There were no deviations from the Audit Service Plan previously presented to you.
<b>Difficulties Encountered</b>	No significant limitations were placed on the scope or timing of our audit.
<b>Identified or Suspected Fraud</b>	<p>Due to the inherent limitations of an audit and the nature of fraud, including attempts at concealment through forgery or collusion, an audit conducted in accordance with Canadian generally accepted auditing standards cannot be relied upon to detect fraud.</p> <p>While our audit cannot be relied upon to detect all instances of fraud, no incidents of fraud, or suspected fraud, came to our attention in the course of our audit.</p>
<b>Identified or Suspected Non-Compliance with Laws And Regulations</b>	Nothing has come to our attention that would suggest any non-compliance with laws and regulations that would have a material effect on the consolidated financial statements.
<b>Matters Arising in Connection With Related Parties</b>	No significant matters arose during the course of our audit in connection with related parties of the Town.
<b>Significant Deficiencies in Internal Control</b>	<p>Our audit process focuses on understanding the controls utilized in management's reporting systems, including for estimates, to the extent necessary to identify overall and specific financial reporting risks. This risk assessment allows us to concentrate our audit procedures on high risk areas and, where possible, place reliance on controls within the financial reporting system to reduce the extent of our testing. It is important to note that our assessment was not, nor was it intended to be, sufficient to comment or conclude on the sufficiency of internal controls.</p> <p>We are required under Canadian generally accepted auditing standards to communicate all significant deficiencies identified during an audit to Mayor and Council on a timely basis. However, we may not be aware of all significant deficiencies that do, in fact, exist.</p>

Area	Comments
	<p>While our review of controls was not sufficient to express an opinion as to their effectiveness or efficiency, no significant deficiencies in internal control have come to our attention.</p>
<p><b>Going Concern</b></p>	<p>We have not identified any material uncertainties related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern.</p> <p>We are of the opinion that the going concern assumption is appropriate in preparation of the consolidated financial statements.</p>
<p><b>Matters Arising from Discussions With Management</b></p>	<p>We would like to formally acknowledge the cooperation and assistance we received from the management and staff of the Town.</p> <p>There were no significant matters discussed, or subject to correspondence, with management that in our judgment need be brought to your attention.</p>
<p><b>Significant Differences</b></p>	<p>A few significant differences were proposed to management with respect to the December 31, 2022 consolidated financial statements.</p>
<p><b>Other Information</b></p>	<p>Pursuant to our responsibilities under Canadian generally accepted auditing standards, we have reviewed other financial and non-financial information included in documents containing the consolidated financial statements and our Independent Auditor's Report thereon. We review these documents for the purpose of ensuring their content does not contradict information derived from our audit procedures.</p>
<p><b>Final Materiality</b></p>	<p>Materiality is a concept used to assess the significance of misstatements or omissions that are identified during the audit and is used to determine the level of audit testing that is carried out. The scope of our audit work is tailored to reflect the relative size of operations of the Town, and is affected by our assessment of materiality and audit risk.</p> <p>Final materiality used for our audit was \$1,000,000 for December 31, 2022 and \$1,000,000 for December 31, 2021.</p>



# Auditor's Views of Significant Accounting Practices

The application of Canadian public sector accounting standards allows and requires the Town to make accounting estimates and judgments regarding accounting policies and financial statement disclosures.

As auditors, we are uniquely positioned to provide open and objective feedback regarding your Town's accounting practices, and have noted the following items during the course of our audit that we wish to bring to your attention.

Area	Comments
<b>Accounting Policies</b>	The accounting policies used by the Town are appropriate and have been consistently applied.
<b>Financial Statement Disclosures</b>	The disclosures made in the notes to the consolidated financial statements appear clear, neutral and consistent with our understanding of the entity and the amounts presented in the consolidated financial statements.

## Other Matters

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### Management Representations

We have requested certain written representations from management, which represent a confirmation of certain oral representations given to us during the course of our audit. This letter, provided by management, has been included as additional material to this report.

### Auditor Independence

We confirm to Mayor and Council that we are independent of the Town. Our letter to Mayor and Council discussing our independence is included as part of the additional materials attached to this report.

# Appendix A - MNP Audit Process

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Our audit was carried out in accordance with Canadian generally accepted auditing standards, and included a review of all significant accounting and management reporting systems, with each material year end balance, key transaction and other events considered significant to the consolidated financial statements considered separately.

Our audit process focused on understanding the controls utilized in management's reporting systems to the extent necessary to identify overall and specific financial reporting risks. This risk assessment enabled us to concentrate our audit procedures on the areas where differences were most likely to arise. Where possible, reliance was placed on the controls within these systems to reduce the extent of our testing of transactions and year-end balances. Our assessment was not, nor was it intended to be, sufficient to conclude on the effectiveness or efficiency of internal controls.

During the course of our audit, we have:

- Examined, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements;
- Assessed the accounting principles used and significant estimates made by management;
- Obtained an understanding of the Town and its environment, the applicable financial reporting framework and the Town's system of internal control (regardless of whether we relied on them for the purpose of the audit), sufficient to identify and assess the risks of material misstatement of the consolidated financial statements and to design and perform audit procedures;
- Reviewed and assessed those accounting systems deemed necessary to support our audit opinion;
- Evaluated the overall consolidated financial statement presentation;
- Performed a subsequent events review with management;
- Reviewed and assessed the status of contingencies, commitments and guarantees; and
- Reviewed and assessed exposure to environmental liabilities.

We have obtained written representations from management, included as additional materials following this report, in order to confirm oral representations given to us and reduce the possibility of misunderstanding. Specifically, we have obtained written confirmation of significant representations provided on matters that are:

- Directly related to items that are material, either individually or in the aggregate, to the consolidated financial statements;
- Not directly related to items that are material to the consolidated financial statements, but are significant, either individually or in the aggregate, to the engagement; and
- Matters relevant to management judgments or estimates that are material, either individually or in the aggregate, to the consolidated financial statements.

# Appendix B - Significant Risk Areas and Responses

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## Significant Risk Areas and Responses

Significant Risk Area	Response and Conclusion
<b>Government transfers</b>  Risk of material misstatement due to the complexity of recording grant revenue (determining if criteria has been met to record the revenue).	  Tested government transfers (revenue and deferred revenue) to funding agreements and assessed criteria for revenue/deferred revenue treatment.
<b>Tax revenues</b>  Risk of taxes being billed at the incorrect rate and for properties that don't exist	  Performed a proof in total over property tax revenues by comparing assessment values to BCAA roll, and checking calculation at appropriate tax rates per property class.

# Appendix C - Summary of Significant Differences

## Significant Unadjusted Differences

Differences Noted	Items affected	Statement of Financial Position	Statement of Operations
To propose adjustment for the overstated TCA related to payroll software capitalized in 2020. Net effect on amortization expense of \$47,599.		\$ 47,599	\$ (47,599)
To propose adjustment for the deferral of the Local Government Action Program funds. These funds do not meet the criteria for deferral.		\$ 135,082	\$ (135,082)
<b>Total Unadjusted Differences (Income Effect)</b>			<b>\$ (182,681)</b>

Canadian generally accepted auditing standards require that we request of management and Mayor and Council that identified unadjusted differences be corrected. We have made this request of management, however based on both quantitative and qualitative considerations management has decided not to correct those identified differences that remain unadjusted. They have represented to us that in their judgment the unadjusted differences are, both individually and in the aggregate, not material to the consolidated financial statements.

We concur with management's representation that the unadjusted differences are not material to the consolidated financial statements and, accordingly, these unadjusted differences have no effect on our Independent Auditor's Report.

# Independence Communication

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July 5, 2023

Mayor and Council  
Town of Comox  
1809 Beaufort Avenue  
Comox, BC V9M 1R9

Dear Mayor and Council:

We have been engaged to audit the consolidated financial statements of Town of Comox (the "Town") as at December 31, 2022 and for the year then ended.

CAS 260 *Communication With Those Charged With Governance* requires that we communicate with you matters that are significant to our engagement. One such matter is relationships between the Town and its related entities or persons in financial reporting oversight roles at the Town and MNP LLP and any affiliates ("MNP") that, in our professional judgment, may reasonably be thought to bear on our independence. In determining which relationships to report, the Standard requires us to consider relevant rules and related interpretations prescribed by the appropriate professional accounting body and applicable legislation, covering such matters as:

- (a) Holding a financial interest, either directly or indirectly, in a client;
- (b) Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client or a related entity;
- (c) Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client or a related entity;
- (d) Economic dependence on a client; and
- (e) Provision of non-assurance services in addition to the audit engagement.

We are aware of the following relationships between the Town and MNP that, in our professional judgment, may reasonably be thought to bear on our independence. The following relationships represent matters that have occurred from January 1, 2022 to the date of this letter.

During the year, MNP was engaged to provide a Whistleblower Hotline service as well as various consulting requests. To safeguard our independence, no member of the MNP audit team is involved in the non-audit engagements. In addition, the final quality control review of the audit will be performed by a Partner located in a different MNP office.

We hereby confirm that MNP has adequately safeguarded our independence with respect to the Town within the meaning of the Code of Professional Conduct of the Institute of Chartered Professional Accountants of British Columbia as of the date of this letter.

We hereby confirm that MNP is independent with respect to the Town within the meaning of the Code of Professional Conduct of the Chartered Professional Accountants of British Columbia as of the date of this letter.

This report is intended solely for the use of Mayor and Council, management and others within the Town and should not be used for any other purposes.

We look forward to discussing with you the matters addressed in this letter as well as other matters that may be of interest to you. We will be prepared to answer any questions you may have regarding our independence as well as other matters.

Sincerely,

*MNP LLP*

MNP LLP

Chartered Professional Accountants

# MADE <sup>IN</sup> CANADA

And proud of it!

At MNP we're proud to be the national accounting, consulting and tax firm that is 100% Made in Canada.

Our history defines who we are and our approach to business. Being a Canadian firm has helped shape our values, our collaborative approach, and the way we work with our clients, engaging them every step of the way.

We have a unique perspective. Our decisions are made here – decisions that drive Canadian business and help us all achieve success — and we know the impact that our choices have on the cities and towns we call home.

Throughout our six decades of work, we've seen our communities are more than just a place we do business in. They're a place where our families live, play, and thrive, and we work to make them the best places they can be.

Being 100% Canadian is something we wear proudly. This country provides us with great opportunities, and we're here to help our clients seize the opportunities so we can create a brighter future for the generations to come.



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Consolidated Financial Statements of

# Town of Comox

Year Ended December 31, 2022

# Town of Comox

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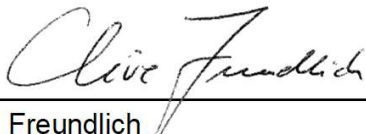
# Town of Comox

## Management's Responsibility for Financial Reporting

The preparation of information in these Consolidated Financial Statements is the responsibility of management. The consolidated financial statements have been prepared in accordance with Canadian public sector accounting standards and are outlined under “Significant Accounting Policies” in the notes to the consolidated financial statements. Management is responsible for the integrity and objectivity of these statements as well as the supplementary statements and schedules.

Management maintains a system of internal accounting controls to provide reasonable assurance that assets are safeguarded and that transactions are authorized, recorded and reported properly. Management also maintains a program of proper business compliance.

MNP LLP, the Town’s independent auditors, have conducted an examination of the consolidated financial statements in accordance with Canadian auditing standards and have expressed their opinion in a report accompanying this statement.



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Clive Freundlich  
Director of Finance

# Independent Auditor's Report

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To the Mayor and Council of Town of Comox:

## Opinion

We have audited the consolidated financial statements of Town of Comox (the "Town"), which comprise the consolidated statement of financial position as at December 31, 2022, and the consolidated statements of operations, accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Town as at December 31, 2022, and the results of its consolidated operations, changes in its net financial assets and its consolidated 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 Consolidated Financial Statements section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the consolidated 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.

## Other Information

Management is responsible for the other information, consisting of the annual report, which is expected to be made available to us after the date of this auditor's report.

Our opinion on the consolidated financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the consolidated financial statements, our responsibility is to read the other information when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the consolidated financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter with those charged with governance.

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

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

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

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

### **Auditor's Responsibilities for the Audit of the Consolidated Financial Statements**

Our objectives are to obtain reasonable assurance about whether the consolidated 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 consolidated 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 consolidated 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 Town'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 Town'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 consolidated 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 Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated 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.

Nanaimo, British Columbia

July 5, 2023

Chartered Professional Accountants

Town of Comox  
 Consolidated Statement of Financial Position  
 as at December 31, 2022

	2022	2021
<b>Financial Assets:</b>		
Cash	\$ 10,914,514	\$ 6,944,651
Short-term investments (Note 2c)	37,619,045	41,700,222
Receivables (Note 3)	1,479,547	1,934,291
Land for resale	9,847	9,847
	50,022,953	50,589,011
<b>Financial Liabilities:</b>		
Payables (Note 4)	3,976,779	3,370,741
Deferred revenue (Schedule 2)	1,605,064	1,523,179
Restricted revenue (Schedule 2)	8,049,856	9,816,952
Deposits	3,437,103	4,496,680
Net debenture debt (Note 5)	20,371	64,350
Future payroll obligations (Note 8)	1,131,611	1,173,695
	18,220,784	20,445,597
<b>Net Financial Assets</b>	31,802,169	30,143,414
<b>Non-financial assets:</b>		
Tangible capital assets (Schedule 4)	89,754,706	86,858,945
Supply inventory	280,716	239,163
Prepaid expenses	86,070	36,033
Shares in Courtenay Golf Club Ltd.	8,750	8,750
	90,130,242	87,142,891
<b>Accumulated surplus</b>	<b>\$ 121,932,411</b>	<b>\$ 117,286,305</b>
<b>Accumulated Surplus consists of:</b>		
Accumulated surplus (Note 16)	122,093,344	117,286,305
Accumulated rereasurement loss	(160,933)	-
<b>Accumulated surplus</b>	<b>\$ 121,932,411</b>	<b>\$ 117,286,305</b>

Contingent liabilities (Note 6)  
 Commitment (Note 18)

Clive Freundlich, Director of Finance, responsible for financial administration.

The accompanying notes are an integral part of these consolidated financial statements.

Town of Comox  
 Consolidated Statement of Operations  
 Year Ended December 31, 2022

	<b>Budget</b>	<b>2022</b>	<b>2021</b>
	(Note 15)		
<b>Revenue</b>			
Property taxation	\$ 13,165,150	\$ 12,813,373	\$ 12,294,935
Sale of services	9,986,585	11,262,306	11,040,045
Government transfers	6,223,842	3,650,755	1,824,776
Investment income	400,000	925,021	754,654
Development contributions	1,254,500	685,908	741,875
Gain on disposal of tangible capital assets	-	51,332	-
Other	105,000	126,063	113,104
	<b>31,135,077</b>	<b>29,514,758</b>	<b>26,769,389</b>
<b>Expenses</b>			
General government	3,372,274	3,506,695	2,603,389
Protective services	4,343,542	4,145,253	4,091,778
Solid waste management	1,554,530	1,591,869	1,404,944
Affordable Housing	17,490	17,634	-
Development services	829,710	763,926	700,043
Transportation	3,911,293	4,267,171	3,756,710
Parks, recreation, and culture	4,778,507	4,944,143	4,806,970
Marina	312,720	350,981	289,806
Water services	2,897,080	2,515,835	3,004,835
Sewer services	3,313,897	2,604,212	2,973,001
	<b>25,331,043</b>	<b>24,707,719</b>	<b>23,631,476</b>
<b>Annual surplus</b>	<b>5,804,034</b>	<b>4,807,039</b>	<b>3,137,913</b>
Accumulated surplus, beginning of year	117,286,305	117,286,305	114,148,392
<b>Accumulated surplus, end of year</b>	<b>\$ 123,090,339</b>	<b>\$ 122,093,344</b>	<b>\$ 117,286,305</b>

The accompanying notes are an integral part of these consolidated financial statements.

Town of Comox  
 Consolidated Statement of Remeasurement Gains and Losses  
 Year Ended December 31, 2022

	<b>2022</b>	<b>2021</b>
<b>Accumulated remeasurement losses, beginning of the year</b>	\$ -	\$ -
Unrealized loss attributable to portfolio investments	(160,933)	-
<b>Accumulated remeasurement losses, end of year</b>	<b>\$ (160,933)</b>	<b>\$ -</b>

The accompanying notes are an integral part of these consolidated financial statements.



Town of Comox  
 Consolidated Statement of Change in Net Financial Assets  
 For the Year Ended December 31, 2022

	Budget (Note 15)	2022	2021
<b>Annual surplus</b>	\$ 5,804,034	\$ 4,807,039	\$ 3,137,913
Acquisition of tangible capital assets	(15,098,085)	(6,173,949)	(2,077,686)
Tangible capital assets contributed	-	-	(358,310)
Additions of Capital Assets	(15,098,085)	(6,173,949)	(2,435,996)
Amortization of tangible capital assets	3,300,000	3,278,188	3,288,082
Disposition of tangible capital assets	-	-	1,541
	(5,994,051)	1,911,278	3,991,540
Unrealized (loss) on investments	-	(160,933)	-
(Increase) / decrease in supply inventory	-	(41,553)	3,620
(Increase) / decrease in prepaid expenses	-	(50,037)	86,723
	-	(252,523)	90,343
Increase (decrease) in Net Financial Assets	(5,994,051)	1,658,755	4,081,883
Net Financial Assets at beginning of year	30,143,414	30,143,414	26,061,531
<b>Net Financial Assets at end of year</b>	<b>\$ 24,149,363</b>	<b>\$ 31,802,169</b>	<b>\$ 30,143,414</b>

The accompanying notes are an integral part of these consolidated financial statements.

Town of Comox  
Consolidated Statement of Cash Flows  
as at December 31, 2022

	<b>2022</b>	<b>2021</b>
Net inflow (outflow) of cash related to the following activities:		
<b>Operating activities:</b>		
Annual surplus	\$ 4,807,039	\$ 3,137,913
Non-cash items included in operations:		
Contribution from developers	-	(358,310)
Amortization of tangible capital assets	3,278,188	3,288,082
Disposition of tangible capital assets	-	1,541
Actuarial adjustment on debt	(20,754)	(18,884)
Unrealized loss on investments	(160,933)	-
Net changes to financial assets & liabilities through operations:		
Decrease / (increase) in receivables	454,744	(577,601)
Increase / (decrease) in payables	606,038	(66,604)
Increase in deferred revenue	81,885	214,690
(Decrease) / increase in restricted revenue	(1,767,096)	1,078,885
(Increase) / decrease in other deposits	(1,059,577)	1,557,271
(Decrease) / increase in future employee obligations	(42,084)	111,470
(Increase) / decrease in supply inventory	(41,553)	3,620
(Increase) / decrease in prepaid expenses	(50,037)	86,723
	<b>6,085,860</b>	<b>8,458,796</b>
<b>Investing Activities</b>		
Short-term investing	4,081,177	(4,193,759)
<b>Capital Activities</b>		
Acquisition of tangible capital assets	(6,173,949)	(2,077,686)
<b>Financing activities:</b>		
Debenture principal repaid	(23,225)	(23,225)
Increase in cash and cash equivalents	3,969,863	2,164,126
Cash and cash equivalents, beginning of year	6,944,651	4,780,525
<b>Cash and cash equivalents, end of year</b>	<b>\$ 10,914,514</b>	<b>\$ 6,944,651</b>
Supplemental cash flow information		
Interest paid	\$ 21,355	\$ 19,121
Interest received	\$ 925,021	\$ 754,654

The accompanying notes are an integral part of these consolidated financial statements.

# Town of Comox

## Notes to the Consolidated Financial Statements

For the year ended December 31, 2022

### 1. PURPOSE

The Town of Comox was incorporated in 1946 to provide municipal services to its residents, and is governed by the Community Charter and the Local Government Act of British Columbia.

### 2. SIGNIFICANT ACCOUNTING POLICIES

#### (a) British Columbia Municipalities

It is the policy of the Town to follow accounting principles generally accepted for British Columbia municipalities and to apply such principles consistently. As part of this policy, the resources and operation of the Town are segregated into various funds for accounting and financial reporting purposes, each being treated as a separate entity with responsibility for the stewardship of the assets allocated to it.

The consolidated financial statements are prepared in accordance with recommendations of the Public Sector Accounting Board (PSAB). The consolidated financial statements include the financial position, financial operations, change in net financial assets, and change in cash flows of the one economic entity of the Town of Comox. Inter-fund transactions and fund balances have been eliminated on consolidation.

#### (b) Investments and Financial Instruments

Investments are held by the Municipal Finance Authority (MFA) in their pooled investment funds which include money market and bond funds. Regional District funds invested with MFA are pooled with other local governments and managed independently by Phillips, Hager & North Ltd. and CIBC Mellon Trust.

Investments are initially recognized at cost and subsequently carried at fair market value. Interest and dividends attributable to investments are reported in the statement of operations.

During 2022, the Town of Comox adopted Public Sector Accounting Board Standard PS 3450 Financial Instruments and Public Sector Accounting Board Standard PS 2600 Foreign Currency Translation. The standards have been adopted prospectively and accordingly there is no adjustment to the opening balances.

Financial instruments are classified into two categories fair value or cost.

- (i) Fair value category: investments quoted in an active market are reflected at fair value as at the reporting date. Sales and purchases of investments are recorded on the trade date.

Transaction costs related to the acquisition of investments are recorded as an expense. Unrealized gains and losses on financial assets are recognized in the Statement of Remeasurement Gains and Losses until such time that the financial asset is derecognized due to disposal or impairment. At the time of derecognition, the related realized gains and losses are recognized in the Statement of Operations and related balances reversed from the Statement of Remeasurement Gains and Losses.

Town of Comox  
 Notes to the Consolidated Financial Statements  
 For the year ended December 31, 2022

(ii) Cost category: investments not quoted in an active market, financial assets and liabilities are recorded at cost or amortized cost. Gains and losses are recognized in the Statement of Operations when the financial asset is derecognized due to disposal or impairment. Sales and purchases of investments are recorded on the trade date.

Transaction costs related to the acquisition of financial assets are included in the cost of the related instrument.

Financial assets are assessed for impairment on an annual basis. If there is an indicator of impairment, the Town of Comox determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Town of Comox expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial adjusted cost base.

(c) Short-term Investments  
 Investments are comprised of various investment funds which have fluctuating returns and are carried at the market value, which is equal to the carrying value, and Guaranteed Investment Certificates.

Short-term Investments	2022	2021
Municipal Finance Authority of BC Funds:		
Short-term Bond Fund *	\$ 4,871	\$ 4,880
Intermediate Bond Fund	4,382,983	4,544,178
Money Market Fund	14,224	13,954
* Adjusted for Trust Fund	4,402,078	4,563,012
Guaranteed Investment Certificates		
Scotiabank (30-day Note Plan)	48,760	10,434,210
Coast Capital Savings	21,668,207	17,703,000
Raymond James	11,500,000	9,000,000
Subtotal	33,216,967	37,137,210
	\$ 37,619,045	\$ 41,700,222

(d) Trust Fund  
 A Town-administered trust fund has been excluded from the consolidated financial statements. The balance in the fund was \$271,945 at December 31, 2022 (\$271,945 in 2021). It was invested in the MFA Short-term Bond Fund in 2022 and 2021.

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(e) Tangible Capital Assets  
 Tangible capital assets are recorded at cost, net of disposals, write-downs and amortization. Acquisitions exceeding the capitalization thresholds are capitalized. The Town records certain infrastructure assets as one network without breaking down the asset into component parts. Expenditures to replace components of such a network are expensed as incurred. Amortization is calculated straight line over the estimated life of the class of assets. Amortization is not taken until the asset is in use. Repairs and maintenance are not capitalized, but are expensed in the period in which they occur. Betterments which enhance the asset life or capacity are capitalized.

Major Asset Category	Threshold	Estimated Life
Land	\$ 10,000	Indefinite
Land improvements	\$ 10,000	25 years
Buildings	\$ 10,000	50 years
Vehicles, Machinery and Equipment	\$ 10,000	8 to 20 years
Computers and programs	\$ 10,000	5 years
Engineered Structures		
Road surfaces	\$ 10,000	25 years
Road sub-surfaces	\$ 10,000	50 years
Sidewalks	\$ 10,000	50 years
Storm drains surface	\$ 10,000	25 years
Storm drains sub-surface	\$ 10,000	75 years
Water	\$ 10,000	75 years
Sewer	\$ 10,000	75 years
Other surface structures	\$ 10,000	25 years

(f) Future Payroll Obligations

- Earned but unpaid vacation is fully accrued and recorded in the financial statements.
- An accrual is made for expected payments of employee sick leave, payout on retirement, disability or death, and termination pay discounted from expected future values to net present value at year-end.

(g) Inventory  
 Inventory of supplies is recorded as a non-financial asset and is valued at the lower of cost and net realizable value. Cost is determined by the first-in, first-out method. Net realizable value is the estimated selling price in the ordinary course of business, less estimated costs of completion and selling costs.

# Town of Comox

## Notes to the Consolidated Financial Statements

For the year ended December 31, 2022

### 2. SIGNIFICANT ACCOUNTING POLICIES (continued)

#### (h) Funds

The financial operations of the Town of Comox are divided into seven funds: General Operating Fund, General Capital Fund, Reserve Fund, Water Operating Fund, Water Capital Fund, Sewer Operating Fund and Sewer Capital Fund. Functionally, the Water and Sewer Funds are used for the services of distribution of potable water and collection and treatment of sanitary sewage respectively. The General Operating Fund is used for all other Town services. Capital Funds (General, Water and Sewer are used to segregate tangible capital assets and related debt). All revenue and expenses for services are recognized in the operating funds. The Reserve Fund is used to segregate capital and other statutory reserves.

#### (i) Revenue Recognition

Property tax revenues are recognized in the year they are levied. User fees and garbage revenues are recognized when the service is provided. Interest and operating grants are recognized as earned. Grants in lieu of taxes are recorded on an accrual basis when it is possible to reasonably estimate the amounts receivable. User fees, garbage collection and disposal are recognized as revenue on an accrual basis according to rates set in various fees and charges bylaws. Permit fees are recognized once the permit has been approved and the fee collected. Development cost charges are deferred and recognized as revenue in the year an acquisition authorized by bylaw is incurred. Contributed tangible capital assets are recorded at fair market value when the contribution is received.

Government transfers are recognized in the consolidated financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made, except when and to the extent the transfer gives rise to an obligation that meets the definition of a liability.

#### (j) Liability for contaminated sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the Town is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2022.

At each financial reporting date, the Town reviews the carrying amount of the liability. Any revisions required to the amount previously recognized is accounted for in the period revisions are made. The Town continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made. As at December 31, 2022 the Town has not recorded any liability for contaminated sites as no such sites have been identified.

# Town of Comox

## Notes to the Consolidated Financial Statements

For the year ended December 31, 2022

### 2. SIGNIFICANT ACCOUNTING POLICIES (continued)

#### (k) Measurement Uncertainty

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the consolidated financial statements, as well as the reported amounts of revenues and expenses during the reporting period. Significant areas requiring management estimates are the estimated life of tangible capital assets (used to establish amortization), determination of future payroll obligation, collectability of accounts receivable and provisions for contingencies. Actual results may vary from the estimates and adjustments will be reported and reflected in operations as they become known. Liabilities for contaminated sites are estimated based on the best information available regarding potentially contaminated sites that the Town is responsible for.

#### (l) Accounting standards issued but not yet adopted

In August 2018, the Public Sector Accounting Board issued PS 3280 Asset Retirement Obligations. The new standard establishes how to account for and report a liability for asset retirement obligations (ARO). The main features of this standard are as follows:

- An ARO represents a legal obligation associated with the retirement of a tangible capital asset.
- Asset retirement costs increase the carrying amount of the related tangible capital asset and are expensed in a rational and systematic matter.
- When an asset is no longer in productive use, the associated asset retirement costs are expensed.
- Measurement of the ARO liability should result in the best estimate of the amount required to retire a tangible capital asset at the financial statement date.
- Subsequent measurement of the ARO liability results in either a change in the carrying amount of the related tangible capital asset or an expense. The accounting treatment depends on the nature of the remeasurement and whether the asset remains in productive use.
- The best method to estimate the liability is often a present value technique.

This standard applies to fiscal years beginning on or after April 1, 2022 and the Town is expected to apply it to its December 31, 2023 financial statements.

Town of Comox  
Notes to the Consolidated Financial Statements  
For the year ended December 31, 2022

3. RECEIVABLES

Receivables are composed of the following amounts:

	2022	2021
Governments	\$ 252,190	\$ 179,619
Other	1,219,498	1,751,549
<b>Total receivables</b>	<b>\$ 1,479,547</b>	<b>\$ 1,934,291</b>

4. PAYABLES

Payables are composed of the following amounts:

	2022	2021
Wages payable	\$ 325,008	\$ 293,926
Governments	2,175,912	2,216,828
Trade & Other	1,475,859	859,987
<b>Total payables</b>	<b>\$ 3,976,779</b>	<b>\$ 3,370,741</b>



Town of Comox  
Notes to the Consolidated Financial Statements  
For the year ended December 31, 2022

5. DEBENTURES ISSUED FOR THE TOWN

The Town's debenture debt arises from participation in debenture issued by the Municipal Finance Authority (MFA) of B.C. These are sinking-fund type debentures with various terms and interest rates.

The outstanding debt reported is the original amount borrowed less the actuarial value of the sinking fund, including interest. The outstanding debentures at December 31, 2022 are:

Issued / Bylaw #	Purposes of Borrowing	Terms	Interest Rate	Amount Borrowed	Sinking Fund	Net Owing	Debt Reserve	Promissory Note
Apr 2004 B/L #2426	Kye Bay Water & Sewer system	19 yrs	2.40%	\$ 317,250	\$ 296,879	\$ 20,371	\$ 5,639	\$ 9,731
Apr 2008 B/L #1520	Pt. Holmes Water	14 yrs	4.65%	270,000	\$ -	-	-	-
Total at December 31, 2022				\$ 587,250	\$ 296,879	\$ 20,371	\$ 5,639	\$ 9,731
Total at December 31, 2021				\$ 587,250	\$ 522,900	\$ 64,350	\$ 9,481	\$ 20,689

Scheduled payments and net balances for the above issues over the next two years are:

Year	Schedule Annual Payments		Total	Sinking Fund	Net Debt
	Principal	Interest		Actuarial Earnings	Outstanding
2023	8,465	6,204	14,669	11,907	-

At the time the debentures were issued, the MFA deposited 1% of the amount borrowed to its Debt Reserve Fund. This is managed by the MFA and used to secure the debenture issue as a whole (see Note 6 Contingent Liabilities). Once the MFA has repaid the debenture issue, the Town is entitled to the proceeds of its share of the Debt Reserve Fund, including accrued interest.

## Town of Comox

Notes to the Consolidated Financial Statements  
For the year ended December 31, 2022

### 6. CONTINGENT LIABILITIES

#### (a) Regional District Debt

Regional District debt is, under the provisions of the Local Government Act (Section 836), a direct, joint and several liability of the District and each member municipality within the District, including the Town of Comox. Readers are referred to the Comox Valley Regional District 2022 Audited Financial Statements for specific information and detail.

#### (b) Municipal Finance Authority Debentures

The Town is also contingently liable to the Municipal Finance Authority (MFA) of B.C. for a Debt Reserve Fund, to help secure its participation MFA Debentures (see Note 5). The MFA has the right, if one or more participants in that issue default, to draw upon the Town's share of the Debt Reserve Fund (\$5,639 at December 31, 2022; \$9,481 in 2021), plus Promissory Notes issued by the Town at the time of issue (\$9,731 at December 31, 2022; \$20,689 in 2021).

#### (c) Comox Fire Department

The Comox Fire Department protects both the Town of Comox and the Comox Rural Fire Protection Improvement District, and so is jointly funded by the Town and the District. In the event that this relationship ended, the Town would have to compensate the District for its share of the equity of Fire Department assets. At December 31, 2022 the District's share of those tangible capital assets (at cost and net book value) were \$1,133,698 and \$442,542 respectively (\$1,074,219 and \$428,135 in 2021) and its share of a Fire Department Capital Reserve was \$485,422 (\$354,735 in 2021).

#### (d) Claims

At December 31st there existed outstanding claims against the Town. These claims have been referred to legal counsel and to the Town's liability insurers. It is not possible to determine the Town's potential liability, if any, with respect to these matters.

## Town of Comox

### Notes to the Consolidated Financial Statements

For the year ended December 31, 2022

#### 7. PENSION INFORMATION

The Town of Comox 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, 2021, the plan has about 227,000 active members and approximately 118,000 retired members. Active members include approximately 42,000 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, 2021, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The Town of Comox paid \$519,477 for employer contributions to the plan in fiscal 2022 (\$560,136 in 2021).

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.

#### 8. FUTURE PAYROLL OBLIGATIONS

The Town calculates the value of vacation, sick, severance, and meritorious service accruals to be \$1,131,611 at December 31, 2022 (\$1,173,695 in 2021).

Vacation Accrual is calculated to be \$599,096, at December 31, 2022 (\$624,218 in 2021). Sick, Severance, & Meritorious Service is calculated to be \$532,516 at December 31, 2022 (\$549,477 in 2021). In 2022, an unamortized net actuarial gain of \$187,390 (\$161,165 in 2021) was recognized as a result of an overvaluation from prior years.

Meritorious Service is for Town employees who have worked at least 10 years for the Town and then retire, become permanently disabled, or die receive 2 days pay for each year of service. The reported liability reflects the likelihood that employees will become eligible for this benefit. The calculations were projected into the future with an inflation factor of 2.5% and discounted back at a discount rate of 4.50% (2% and 2.6% respectively in 2021). Employee retirement benefit payments are being funded by an accounting charge on wages paid in the year.

# Town of Comox

Notes to the Consolidated Financial Statements  
For the year ended December 31, 2022

## 9. FINANCIAL RISKS AND CONCENTRATION OF RISK

The Town of Comox is potentially exposed to credit risk, market and interest rate risk, and liquidity risk from the Town's financial instruments. Qualitative and quantitative analysis of the significant risks from the Town's financial instruments is provided below by type of risk.

### (a) Credit Risk:

Credit risk primarily arises from the Town's cash, investments and accounts receivable. The risk exposure is limited to their carrying amounts as at the date of the statement of financial position.

Accounts receivable primarily consist of amounts receivable from other government organizations and residents. To reduce the risk, the Town regularly reviews the collectability of its accounts receivable and if needed, will establish an allowance based on its best estimate of potentially uncollectible amounts. As at December 31, 2022, the amount of allowance for uncollectible amounts was nil (2021 - nil). The Town historically has not had difficulty collecting receivables, nor have counterparties defaulted on any payments.

### (b) Market and Interest Rate Risk:

Market risk is the risk that changes in market prices and inputs, such as interest rates, will affect the Town's income. The objective of market risk management is to control market risk exposures within acceptable parameters while optimizing the return on risk.

The Town manages market risk by holding cash balances with top rated Canadian Schedule I financial institutions. The investments are managed following the investment policy which is approved by the Town's council. The Town periodically reviews its investments and is satisfied that the portfolio investments are being managed in accordance with the investment policy.

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. The Town's investments are disclosed in Note 2 and changes in the fair value of investments have parallel changes in unrealized gains or losses until realized on disposal. The Town's exposure to interest rate risk in relation to debt instruments is limited to long-term debt and short-term financing. The risk applies only to long-term debt when amortization periods exceed the initial locked-in term. Short-term financing is subject to daily floating rates, which can result in variability over the course of short-term financing. Interest rate risk related to debt instruments is managed through budget and cash forecasts.

Interest rates have increased during the year, which primarily affects interest costs of short-term debt, and interest earnings on investments.

### (c) Liquidity Risk:

Liquidity risk is the risk that the Town will not be able to meet its financial obligations as they become due. The Town manages liquidity risk by continually monitoring actual and forecasted cash flows from operations, anticipated investing, and financial activities to ensure that its financial obligations are met.

## Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2022

### 10. ENVIRONMENTAL REGULATIONS

The Town makes every reasonable effort to comply with all environmental regulations that apply to its operations. These regulations may require future expenses to meet applicable standards. Amounts required to meet these obligations will be charged to operations when incurred or set aside as future reserves when they can be reasonably estimated.

### 11. FEDERAL PAYMENTS IN LIEU OF TAX

Although the Town is not economically dependent upon receipt of Federal Payments in Lieu of Tax (PILT), it normally receives 15% of its revenue from taxation from this source of revenue. Were the Government of Canada to halt its PILT, there would be a significant impact on operations that could result in either a reduction in service levels and/or an increase in property tax rates.

### 12. RESTRICTION ON DEFERRED REVENUE

The Town receives Development Cost Charges from developers. Section 935 of the Local Government Act requires that these funds are deposited to reserves and limits the use of those reserves (including the interest earned on them) to capital costs related to the purpose for which the charge was collected. Section 941 of the Local Government Act similarly limits the use of cash payments received in lieu of the 5% parklands provided at subdivision of land, for acquisitions of parkland. See Schedule 3 for details of deferred revenues.

## Town of Comox

Notes to the Consolidated Financial Statements  
For the year ended December 31, 2022

### 13. SEGMENTED INFORMATION

The Town of Comox is a local government that provides a wide range of services to its citizens. For management and reporting purposes the Town's operations are organized and reported by segments. Schedules 5 and 6 (for 2022 and 2021, respectively) of these Financial Statements disclose the Town's revenue and expenses split into the following segments:

General Government – including the activities of Council plus general Town administration, finance, and enforcement of Town bylaws.

Protective Services – including the activities of the RCMP on behalf of Comox, plus the Comox Volunteer Fire Department, building inspection, emergency planning and animal control.

Transportation – including roads, sidewalks, street lighting, traffic control and storm drains.

Solid Waste Management – including collection and disposal of garbage, recyclables and yard waste. The Town does not operate any landfills or transfer facilities.

Development Services – including Town planning and our annual grants to the Downtown Business Improvement Area Association.

Marina – is operation of the Town's marina.

Parks, Recreation, and Culture – including operating the Town's recreation centre and public recreation programs, Town parks and greenways, cultural grants from the Town and events sponsored for the Town, Christmas lighting, and Town buildings used for recreation and cultural activities. The Town is a member of the Vancouver Island Regional Library (VIRL), and owns library space that it rents to VIRL, which operates the Comox library branch.

Water Service – is the distribution of water to Town residents. The Town buys treated bulk water from the Comox Valley Regional District, so the Town neither produces nor treats the water it distributes.

Sanitary Sewer Service – is the collection of sanitary sewage and transmission of the same to the sanitary sewer treatment system operated by the Comox Valley Regional District. The Regional District charges the Town for a share of the costs to operate its system.

Certain allocations are employed in the preparation of segmented financial information. General Property Taxation, Payments in Lieu thereof, and Investment income are not allocated between segments, but are allocated to General Government. Government grants and DCCs used for capital acquisitions are allocated to segments depending on the purpose of the grant. Investment income is allocated to segments depending on the nature of the capital reserves that it has been earned on. Some expenses are allocated to segments based on an estimated use of resources.

The accounting policies used in these segments are consistent with those followed in preparation of the consolidated financial statements as disclosed in Note 2.

There are no inter-segment sales of goods or services.

# Town of Comox

## Notes to the Consolidated Financial Statements

For the year ended December 31, 2022

### 14. COMMUNITY WORKS (FEDERAL GAS TAX) FUNDS

The Town receives transfers of Community Works (federal gas tax) Funds through the Union of BC Municipalities that can be used to fund eligible expenditures.

Continuity of Funds:	2022	2021
Opening balance at start of year	\$ 5,339,909	\$ 4,501,880
Transfers received during year	675,280	1,321,151
Interest on investments	103,371	6,878
Draws to fund eligible projects	(789,158)	(490,000)
Closing balance at end of year	\$ 5,329,402	\$ 5,339,909

These transfers are recorded as conditional grant revenue because they can only be used for eligible expenditures under the terms of a 2014 agreement between the Government of Canada and the Union of BC Municipalities.

### 15. RECONCILIATION OF 2022 BUDGET

The Town's budget figures come from a five-year Financial Plan adopted May 11, 2022 in accordance with Section 165 of the Community Charter of BC. That section requires that municipalities must set out for each year of their Plan, the proposed expenditures (including debt principal repayments, transfers to reserves, and tangible capital asset acquisitions) and the proposed funding sources for them (including debt issues and transfers from reserves and accumulated surplus). However, for financial reporting purposes the Town follows public sector accounting standards and reports revenues and expenses, so the following adjustments must be made to the budgeted figures to reconcile them to the Towns 2022 Financial Plan:

Reconciliation of 2022 Budget Reported to Financial Plan:	
Net budget for 2022 reported	\$ 5,804,034
Capital acquisitions in Financial Plan	(15,098,085)
Transfers from capital reserves in Financial Plan	11,030,876
Transfers to capital reserves in Financial Plan	(5,013,575)
Debt principal repayments in Financial Plan	(23,250)
Amortization expense	3,300,000
Net of Financial Plan	\$ -

# Town of Comox

## Notes to the Consolidated Financial Statements

For the year ended December 31, 2022

### 16. ACCUMULATED SURPLUS

Operating Funds - comprise the principal operating activities of the Town and are separated into General, Water, and Sanitary Sewer Funds.

Capital Funds - used to record the acquisition and disposal of tangible capital assets and related financing and are similarly separated into General, Water and Sanitary Sewer Funds. The General Capital Fund also contains shares in Courtenay Golf Club Ltd. carried at a value of \$8,750.

Reserve Funds - created to hold cash, and investments for specific future requirements. They are comprised of the funds shown in Schedule 1.

Accumulated Surplus	2022	2021
Operating Funds:		
General Operating Fund	\$ 3,273,341	\$ 6,489,168
Water Operating Fund	1,766,775	1,468,107
Sanitary Sewer Operating Fund	3,558,287	3,158,944
	<u>8,598,404</u>	<u>11,116,219</u>
Capital Funds:		
General Capital Fund	73,393,402	70,103,917
Water Capital Fund	8,530,457	8,704,208
Sanitary Sewer Capital Fund	7,819,226	7,995,219
	<u>89,743,085</u>	<u>86,803,344</u>
Reserve Funds (Schedule 1)	20,974,585	19,366,742
	<u>\$ 119,316,074</u>	<u>\$ 117,286,305</u>



# Town of Comox

Notes to the Consolidated Financial Statements

For the year ended December 31, 2022

## 17. COVID SAFE RESTART FUNDS

COVID-19 Safe Restart funding is provided by the Province of British Columbia. COVID-19 Safe Restart funding may be used towards designated categories that address the impacts of COVID-19. Eligible costs will include:

- addressing revenue shortfalls;
- facility reopening and operating costs;
- emergency planning and protective services;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (eg., persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

Revenues under the COVID-19 Safe Restart program have been recognized when allocated to the Municipality. The Municipality continues to track the unspent amounts in the COVID-19 Safe Restart Reserve. The continuity of this fund is presented in the table below:

COVID-19 Safe Restart Reserve	2022	2021
Opening balance of unspent funds	\$ 1,070,158	\$ 2,067,000
Add: Interest on investments	20,716	3,158
Less: Revenue shortfall - recreation	(280,351)	(438,664)
COVID related expenses	(810,523)	(561,336)
Closing balance, unspent funds	\$ -	\$ 1,070,158

## 18. COMMITMENT

The Town of Comox has an agreement with Emterra Environmental for garbage, recycling and yard waste collection that is valid until December 31, 2023.

Service is provided by Emterra weekly to the residents in the Town of Comox and costs are expensed monthly. Contracted cost estimate for 2023 is \$1,004,171.

## 19. COMPARATIVE FIGURES

Comparative figures have been reclassified to confirm to current year's presentation.

Town of Comox  
 Schedule of Continuity of Reserve Funds  
 Year ended December 31, 2022

Schedule 1  
 (unaudited)

	2022	2021
Opening Balance of Reserve Funds	\$ 19,366,742	\$ 17,091,329
Contributions to funds from operations	4,808,446	4,650,000
Interest earned on funds	374,906	26,110
Withdrawals from funds for capital acquisitions	(3,575,509)	(2,400,697)
<b>Closing balance of Reserve Funds</b>	<b>\$ 20,974,585</b>	<b>\$ 19,366,742</b>

Represented by the following financial assets:

Cash and short-term investments	\$ 20,974,585	\$ 19,366,742
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Including the following Reserve Funds:

Federal Gas Tax (Community Works) Funds (Note 14)	\$ 5,329,402	\$ 5,339,909
COVID-19 Safe Restart reserve (Note 17)	-	1,070,158
Capital Works Reserve	3,848,110	3,268,197
Equipment Replacement Reserve	858,150	479,514
Municipal Marina Reserve	531,238	423,049
Water Utility Reserve	2,847,974	2,100,798
Sewer Enterprise Reserve	5,480,297	4,961,449
Lancaster Sewer Lift Station Capital Reserve	82,808	81,236
Point Holmes Sewer Lift Station Capital Reserve	54,611	53,574
Recreation Centre Capital Reserve	6,009	5,894
Waterfront Walkway Reserve	348	342
Affordable Housing Reserve	187,845	184,278
Public Safety Reserve	219,132	92,345
Fire Department Capital Reserve - Town Share	1,043,239	951,264
	20,489,163	19,012,007
Fire Department Capital Reserve CFPID share (Note 6c)	485,422	354,735
	<b>\$ 20,974,585</b>	<b>\$ 19,366,742</b>

Town of Comox  
 Schedule of Deferred and Restricted Revenue Continuity  
 Year ended December 31, 2022

Schedule 2

	2021	2022					
	Balance	Receipts	Interest	Refunded	Recognized as Revenue	Balance	
Deferred Revenue							
Prepaid property taxes	\$ 1,051,361	1,062,540	9,094	-	1,051,361	\$ 1,071,634	
Parcel Tax Commutation, Kye Bay	7,662	-	-	-	-	7,662	
<u>Prepaid General Fees</u>							
Prepaid Storm Drainage Development Works Payment	605	5,706	-	6,198	12,396	113	
Prepaid marina fees							
Prepaid dog tags							
Prepaid business licer							
Prepaid environmental mitigation (\$7,670)							
General Unearned Income	113,880	111,190	-	-	125,709	99,361	
General Unearned Income - 2nd account	-	-	-	-	-	-	
Prepaid General Fees	114,485	116,896	-	6,198	138,105	99,474	
Prepaid Recreation	349,671	2,547,282	-	-	2,470,659	426,294	
<b>Total Deferred Revenue</b>	<b>1,523,179</b>	<b>3,726,718</b>	<b>9,094</b>	<b>6,198</b>	<b>3,660,125</b>	<b>1,605,064</b>	
Restricted Revenue							
<u>Development Charges:</u>							
Open Space Development Cost Charges	3,713,768	125,261	-	-	-	3,839,029	
Water Development Cost Charges	925,107	-	-	-	-	925,107	
Major Road Development Cost Charges	1,315,064	183,636	-	(36,807)	255,907	1,205,986	
Storm Drain Development Cost Charges	407,229	-	-	-	-	407,229	
Sanitary Sewer Development Cost Charges	435,084	54,724	-	-	-	489,808	
<b>Other Restricted Revenue</b>	<b>6,796,252</b>	<b>363,621</b>	<b>-</b>	<b>(36,807)</b>	<b>255,907</b>	<b>6,867,159</b>	
5% Payment in Lieu of Parks Dedication	268,856	-	-	-	-	268,856	
Developer Payments in Lieu of Parking	31,775	-	-	-	-	31,775	
Developer Contribution for Public Amenities	10,084	-	-	-	-	10,084	
Developer Payments for Affordable Housing	599,293	-	-	-	430,000	169,293	
Provincial Government, Climate Action	-	135,082	-	-	-	135,082	
Provincial Government, Child Care Spaces	1,110,692	36,787	-	-	1,147,479	-	
Provincial Government, Marine Services Building	1,000,000	-	-	-	432,393	567,607	
<b>Total Restricted Revenue</b>	<b>9,816,952</b>	<b>535,490</b>	<b>-</b>	<b>(36,807)</b>	<b>2,265,779</b>	<b>8,049,856</b>	

# Town of Comox

Continuity of Equity in Tangible Capital Assets  
Year ended December 31, 2022

Schedule 3

	2022	2021
Opening balance of equity in Tangible Capital Assets	86,803,345	87,614,863
Changes in Capital Assets		
Acquisitions of tangible capital assets	6,173,949	2,077,686
Tangible capital assets contributed	-	358,310
Additions of Capital Assets	6,173,949	2,435,996
Write-offs of assets replaced (at NBV)	-	(1,541)
Amortization expense	(3,278,188)	(3,288,082)
Changes in related liabilities		
Principal payment on debenture (to sinking fund)	23,225	23,225
Actuarial earnings on debenture sinking fund	20,754	18,884
<b>Closing Balance of Equity in Tangible Capital Assets</b>	<b>\$ 89,743,085</b>	<b>\$ 86,803,345</b>

Represented by the following:

Tangible capital assets at net book value (Schedule 4)		
Capital assets at cost	\$ 148,981,583	\$ 142,939,030
Less accumulated amortization	(59,226,877)	(56,080,085)
Tangible capital assets at net book value	89,754,706	86,858,945
Net debenture debt (Note 5)	(20,371)	(64,350)
Shares in Courtenay Golf Club Ltd.	8,750	8,750
	<b>\$ 89,743,085</b>	<b>\$ 86,803,345</b>

Town of Comox  
 Schedule of Tangible Capital Assets  
 Year ended December 31, 2022

Schedule 4

	Totals											
	Land	Land Improvements	Buildings	Equipment	Transportation	Storm Drain	Water Service	Sewer Service	Work in Progress	2022	2021	
<b>Cost</b>												
Opening costs	9,138,380	5,001,825	19,438,816	9,365,420	49,717,950	23,652,295	14,075,334	12,176,596	372,414	142,939,030	140,503,034	
Additions during the year	-	117,268	1,824,281	590,601	761,656	-	49,919	-	2,830,224	6,173,949	2,435,996	
Add/(Less): Assets put to use	-	12,856	31,831	-	-	-	2,000	-	(46,687)	-	-	
Disposals and write downs	-	-	-	(131,396)	-	-	-	-	-	(131,396)	-	
Closing costs	9,138,380	5,131,949	21,294,928	9,824,625	50,479,606	23,652,295	14,127,253	12,176,596	3,155,951	148,981,583	142,939,030	
<b>Accumulated Amortization</b>												
Opening accum'd amortization	-	2,647,751	5,321,501	5,501,120	25,329,407	7,645,076	5,271,214	4,364,016	-	56,080,085	52,790,462	
Amortization	-	169,418	423,167	621,654	1,323,966	328,680	233,222	178,081	-	3,278,188	3,288,082	
Accum Amort Adj for Disp/WD	-	-	-	(131,396)	-	-	-	-	-	(131,396)	1,541	
Closing accum'd amortization	-	2,817,169	5,744,668	5,991,378	26,653,373	7,973,756	5,504,436	4,542,097	-	59,226,877	56,080,085	
Net Book Value of Tangible Capital Assets	9,138,380	2,314,780	15,550,260	3,833,247	23,826,233	15,678,539	8,622,817	7,634,499	3,155,951	89,754,706	86,858,945	

Town of Comox  
Schedule of Operations by Segment  
Year ended December 31, 2022

Schedule 5

	General Government	Protective Services	Waste Disposal	Affordable Housing	Development Services	Transportation	Parks, Recreation & Culture	Marina	Water	Sanitary Sewer	Total All Segments	2022 Budget
<b>Revenue</b>												
Taxation	\$ 11,894,370	\$ -	\$ -	\$ -	\$ 73,008	\$ 4,239	\$ -	\$ -	\$ 439,556	\$ 402,200	\$ 12,813,373	\$ 13,165,150
Sale of Services	197,771	808,301	1,857,250	-	116,324	39,317	1,570,392	442,186	3,106,607	3,124,158	11,262,306	9,986,585
Government Transfers	1,954,355	80,519	-	1,147,479	-	-	468,402	-	-	-	3,650,755	6,223,842
Investment Income	550,115	47,786	-	3,567	-	175,920	121	8,189	40,668	98,655	925,021	400,000
Development Contributions	-	-	-	-	-	359,594	326,314	-	-	-	685,908	1,254,500
Gain (loss) on Disposals	3,450	-	-	-	-	47,500	382	-	-	-	51,332	-
Other	113,441	11,036	-	-	-	-	1,586	-	-	-	126,063	105,000
	14,713,502	947,642	1,857,250	1,151,046	189,332	626,570	2,367,197	450,375	3,586,831	3,625,013	29,514,758	31,135,077
<b>Expenses</b>												
Employees	1,802,339	1,465,095	-	-	641,250	1,250,188	2,763,904	71,552	211,275	64,407	8,270,010	8,223,942
Materials	79,911	158,381	126	-	2,243	297,336	413,925	13,547	2,014,383	18,730	2,998,582	3,036,142
Services	1,375,146	2,378,726	1,591,743	-	120,433	701,709	1,394,873	185,826	48,134	2,342,594	10,139,584	10,743,719
Interest	12,534	-	-	-	-	-	-	-	8,821	-	21,355	27,240
Amortization	236,765	143,051	-	17,634	-	2,017,938	371,441	80,056	233,222	178,081	3,278,188	3,300,000
	3,506,695	4,145,253	1,591,869	17,634	763,926	4,267,171	4,944,143	350,981	2,515,835	2,604,212	24,707,719	25,331,043
<b>Surplus (deficit) for the year</b>	\$ 11,206,807	\$ (3,197,611)	\$ 265,381	\$ 1,133,412	\$ (574,594)	\$ (3,640,601)	\$ (2,576,946)	\$ 99,394	\$ 1,070,996	\$ 1,020,801	\$ 4,807,039	\$ 5,804,034

Year ended December 31, 2021

Schedule 6

	General Government	Protective Services	Waste Disposal	Affordable Housing	Development Services	Transportation	Parks, Recreation & Culture	Marina	Water	Sanitary Sewer	Total All Segments	2021 Budget
<b>Revenue</b>												
Property taxation	\$ 11,415,653	\$ -	\$ -	\$ -	\$ 73,008	\$ 4,713	\$ -	\$ -	\$ 401,746	\$ 399,815	\$ 12,294,935	\$ 12,138,242
Sale of services	202,434	1,406,981	1,789,233	-	161,005	14,472	1,214,187	430,886	2,945,365	2,875,682	11,040,045	9,642,152
Government transfers	1,055,516	22,392	-	-	15,000	675,280	56,588	-	-	-	1,824,776	4,713,951
Investment income	716,605	1,652	-	-	1,165	22,462	9	798	4,141	7,822	754,654	400,000
Development contributions	-	-	-	-	-	488,901	-	-	237,582	15,392	741,875	714,375
Gain (loss) on disposal of assets	-	-	-	-	-	-	-	-	-	-	-	-
Other	80,770	32,334	-	-	-	-	-	-	-	-	113,104	72,300
	13,470,978	1,463,359	1,789,233	-	250,178	1,205,828	1,270,784	431,484	3,588,834	3,298,711	26,769,389	27,681,020
<b>Expenses</b>												
Employees	1,791,209	1,641,088	-	-	560,936	1,314,955	2,634,462	82,359	199,654	87,388	8,312,051	8,052,547
Materials	65,142	257,569	22,106	-	1,660	295,171	361,229	13,926	1,988,625	22,548	3,027,976	3,000,092
Services	540,599	2,035,532	1,382,838	-	137,447	256,651	1,271,515	150,214	526,329	2,683,121	8,984,246	9,745,248
Interest	4,863	-	-	-	-	-	-	-	12,331	1,927	19,121	27,240
Amortization	201,576	157,589	-	-	-	1,889,933	539,764	43,307	277,896	178,017	3,288,082	3,250,000
	2,603,389	4,091,778	1,404,944	-	700,043	3,756,710	4,806,970	289,806	3,004,835	2,973,001	23,631,476	24,075,127
<b>Surplus (deficit) for the year</b>	\$ 10,867,589	\$ (2,628,419)	\$ 384,289	\$ -	\$ (449,865)	\$ (2,550,882)	\$ (3,536,186)	\$ 141,678	\$ 583,999	\$ 325,710	\$ 3,137,913	\$ 3,605,893

**THE TOWN OF COMOX**

**BYLAW 2016**

**A BYLAW OF THE TOWN OF COMOX TO ESTABLISH AND REGULATE STATUTORY FEES AND CHARGES FOR SERVICES CARRIED OUT BY THE TOWN OF COMOX**

WHEREAS under Section 194 of the Community Charter, a Council may, by bylaw, impose fees with respect to all or part of a service of the municipality, the use of municipal property, or the exercise of authority to regulate, prohibit or impose requirements;

NOW THEREFORE the Council of the Town of Comox in open meeting assembled, enacts as follows:

**1. Title**

(1) This bylaw may be cited for all purposes as the "Comox Fees and Charges Bylaw No. 2016, 2023".

**2. Fees and Charges**

Fees charged by the Town of Comox for applications received, services rendered and goods supplied shall be in accordance with the requirements of Schedule A, attached hereto and forming part of this bylaw.

**3. Repeal**

Comox Fees and Charges Bylaw No. 2012, 2023 is hereby repealed.

**4. Adoption**

READ a FIRST time this	3 <sup>rd</sup>	day of	May	, 2023
READ a SECOND time this	3 <sup>rd</sup>	day of	May	, 2023
READ a THIRD time this	3 <sup>rd</sup>	day of	May	, 2023
ADOPTED this		day of		, 2023

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

**SCHEDULE “A”**

<b>TOWN OF COMOX SCHEDULE OF FEES AND CHARGES</b>	
<b>Description</b>	<b>Fee or Charge</b>
General Photocopying	\$0.55 per page plus GST
Copy of Tax notice or Assessment information - current or previous year - other than current or previous year	\$5.50 per folio per year \$16.50 per folio per year
Tax Account Status	\$16.50
Mortgage Company Listings	\$10 per folio
Mortgage Company Refunds	\$5 per folio
Title Search/Registry Search (only in conjunction with building permit application)	\$15 per search
Collection Agency Fee	30% of items sent to collections
Freedom of Information Requests	\$10 – non-refundable
Maps - Zoning/OCP (full size) - all others (full size) - custom maps	\$22.00 colour \$22.00 colour plus GST \$22.00 plus \$60.00/hour plus GST (\$50.00 min)
Official Community Plan Bylaw	\$38.50
Zoning Bylaw	\$27.50
Building Bylaw	\$22.00 plus GST
Subdivision Bylaw	\$27.50 plus GST
Subdivision Specifications	\$38.50 plus GST
Building Permit Reports - One month report - Monthly reports - Weekly reports	\$11.00 plus GST \$110.00 per year plus GST \$137.50 per year plus GST
Business Licence List	\$55.00 plus GST
Legal Plan Request - Up to Tabloid size - Greater than Tabloid size	\$0.55 per plan plus GST \$11.00 plus \$5.00 per copy plus GST
Application for Boundary Extension	\$1,100.00 per application
Non-Sufficient Funds Cheque	\$20.00 per cheque
Copies of Development and/or Building Permits - Up to Tabloid size - Greater than Tabloid size	\$22.00 plus GST plus \$0.55 per page plus GST \$10.50 plus \$5.00 each plus GST
Comfort Letters	\$110.00 per parcel
Copies of covenants, ROWs or easements	\$0.55/page or \$5.00, whichever is higher plus GST
Entertainment Permit - Four month period - Full year	\$55.00 \$110.00
Banner Station Advertising: - Registered provincial or federal non-profit society - Other	\$0 \$50 per day or \$300 per week
Banner Station Installation/Removal	\$100 for both
Community Link on Town Website: - Registered provincial or federal non-profit society - Other	\$0 \$100 per month



**TOWN OF COMOX**

**BYLAW NO. 2025**

**A BYLAW TO ESTABLISH RESERVE FUNDS**

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WHEREAS section 188 of the Community Charter authorizes Council to establish reserve funds for specified purposes and direct that money be placed to the credit of the reserve funds;

NOW THEREFORE the Council of the Town of Comox in open meeting assembled enacts as follows:

**1. Title**

This bylaw may be cited for all purposes as the "Comox Reserve Funds Bylaw No. 2025, 2023".

**2. Reserve Funds**

Monies deposited into each Reserve Fund, together with interest thereon, shall only be expended for the purposes listed under each fund.

(a) MACHINERY AND EQUIPMENT RESERVE FUND

- (i) The purchase of machinery and equipment to maintain municipal property and to protect persons and property.
- (ii) Depreciation and obsolescence of any machinery and equipment.

(b) PUBLIC OPEN SPACE RESERVE FUND

- (i) A capital or debt payment, including engineering and legal costs for providing public open space.
- (ii) The interest earned on money deposited in this reserve fund may also be used to provide fencing, landscaping, drainage and irrigation, restrooms and changing rooms, playground and playing field equipment on parkland owned by the Municipality or parkland owned by the Crown and managed by the Municipality.

(c) MUNICIPAL MARINA RESERVE FUND

- (i) Capital expenditures for the Municipal Marina
- (ii) Redemption of debentures issued for the Municipal Marina

(d) CAPITAL WORKS RESERVE FUND

- (i) Capital projects and land acquisition
- (ii) Extension and renewal of existing capital works
- (iii) Machinery and equipment necessary for (i) or (ii) above

- (e) SEWER UTILITY RESERVE FUND
  - (i) Capital expenditure for the sewer utility
  - (ii) Repayment of long-term debt issued for the sewer utility
- (f) WATER UTILITY RESERVE FUND
  - (i) Capital expenditure for the water utility
  - (ii) Repayment of long term debt issued for the water utility
- (g) WATERFRONT WALKWAY CAPITAL RESERVE FUND
  - (i) Acquisition of land and rights-of-way for a waterfront walkway, including survey and legal costs
  - (ii) Design, construction and improvement of waterfront walkways
- (h) FIRE DEPARTMENT CAPITAL RESERVE FUND
  - (i) Capital expenditures for the Comox Fire Department
  - (ii) Repayment of long-term debt (including leases) for property used by the Comox Fire Department
- (i) OFF-STREET PARKING RESERVE FUND
  - (i) Costs for providing off-street parking spaces
- (j) AFFORDABLE HOUSING RESERVE FUND
  - (i) Expenditures for the acquisition of land, or for the construction of, or acquisition of residential housing units that will be used to provide affordable housing in Comox
- (k) ALTERNATIVE TRANSPORTATION RESERVE FUND
  - (i) Costs for transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.
- (l) LANCASTER HEIGHTS SEWER LIFT STATION CAPITAL RESERVE FUND
  - (i) Capital expenditures for the upgrade, replacement and decommissioning of the Lancaster Heights sanitary sewer lift station.
- (m) POINT HOLMES SEWER LIFT STATION CAPITAL RESERVE FUND
  - (i) Capital expenditures for the upgrade, replacement and decommissioning of the Point Holmes sanitary sewer lift station
- (n) PUBLIC SAFETY RESERVE FUND
  - (i) Expenditures for public safety, policing, response to emergencies and disasters, and recovery from emergencies and disasters
- (o) MACK LAING RESERVE FUND
  - (i) Capital expenditures for a replacement structure for Shakesides
  - (ii) Expenditures for the maintenance and repair of the replacement structure

**3. REPEAL OF BYLAW**

Comox Reserve Funds Bylaw, 2015 is repealed.

**4. Adoption**

- (1) READ A FIRST time this 14<sup>th</sup> day of June , 2023
- (2) READ A SECOND time this 14<sup>th</sup> day of June , 2023
- (3) READ A THIRD time this 14<sup>th</sup> day of June , 2023
- (4) ADOPTED this day of , 2023

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MAYOR

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CORPORATE OFFICER