



VITAL STATISTICS AGENCY

**2015/16
ANNUAL REPORT**

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**ATTORNEY GENERAL
MINISTER OF JUSTICE**

Room 104
Legislative Building
Winnipeg, Manitoba CANADA
R3C 0V8

Her Honour the Honourable Janice C. Filmon, C.M. O.M.
Lieutenant Governor of Manitoba
Room 235, Legislative Building
Winnipeg MB R3C 0V8

May It Please Your Honour:

I am privileged to present the Annual Report of the Vital Statistics Agency for the year ended March 31, 2016, for the information of Your Honour.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Heather Stefanson".

Honourable Heather Stefanson
Minister of Justice and Attorney General



Justice
Deputy Minister of Justice and Deputy Attorney General
Room 110 Legislative Building, Winnipeg, Manitoba, Canada R3C 0V8

Honourable Heather Stefanson
Minister of Justice and Attorney General
Room 104, Legislative Building
Winnipeg MB R3C 0V8

Dear Minister Stefanson:

I have the honour to submit the Annual Report of the Vital Statistics Agency for the year ended March 31, 2016.

On March 1, 2016 *The Vital Statistics Amendment Act, 2014* was fully proclaimed. As of that date, Manitoba will change the sex designation on a Manitoba marriage registration for eligible applicants and will issue a change of sex designation certificate to an eligible resident who is a Canadian citizen born outside of Manitoba. The third feature of the amendment was implemented February 1, 2015 when Manitoba eliminated the requirement to show proof of surgery for transgender individuals born in Manitoba wanting to change their birth documents.

The issue of medical assistance in dying led the Vital Statistics Agency to work closely with Manitoba Justice, the Department of Health, the Office of the Chief Medical Examiner, the College of Physicians and Surgeons and other colleges to develop an appropriate system of reporting these deaths.

The Agency plays a lead role in national and provincial initiatives on identity management. In February 2016, the Agency was invited to participate in the Identity Linkages Project with Immigration, Refugees and Citizenship Canada to verify all passports issued in Manitoba. This is a large national project that will take two to three years to implement.

Thank you to staff and management for continuing to provide excellent customer service while the Agency transitions from being a registrar and keeper of vital event information to a trusted identity manager.

Respectfully submitted,

Julie Frederickson
Deputy Minister of Justice and Deputy Attorney General



Ms Julie Frederickson
Deputy Minister of Justice and Deputy Attorney General
Department of Justice
Room 110, Legislative Building
Winnipeg MB R3C 0V8

Dear Ms Frederickson:

I am pleased to present the Annual Report of the Vital Statistics Agency for the year ended March 31, 2016 and to highlight our achievements, challenges and opportunities.

Proclamation of the remaining sections of *The Vital Statistics Amendment Act, 2014* continued Manitoba's efforts to respect gender equity. As of March 1, 2016 eligible applicants will be able to change the sex designation on a Manitoba marriage registration and will be issued a change of sex designation certificate if they are Canadian citizens born outside of Manitoba. The third feature of the amendment was implemented February 1, 2015 when Manitoba eliminated the requirement to show proof of surgery for transgender individuals born in Manitoba wanting to change their birth documents.

The Agency is keenly interested in federal efforts to implement the Supreme Court of Canada *Carter* decision on physician assisted death. As implementation was delayed until June 6, 2016, the Agency collaborated with the Constitutional Law Branch within the Department of Justice and others, including the Department of Health, Office of the Chief Medical Examiner and College of Physicians and Surgeons on how to report court-ordered exemptions. These relationships will continue as we revise the Medical Certificate of Death to capture information on medical assistance in dying.

Accommodating customer demand has been a major challenge this year. Using LEAN principles, the Agency embarked on a strategic planning exercise to re-design processes and create greater capacity to undertake new initiatives.

High on the list of new initiatives is the validation of vital events. The Agency is the only authoritative party able to provide foundational identity documents that establish the name, age, birth in Canada and parentage of a Manitoba-born individual. The Identity Linkages Project proposes to validate all passport applications to birth registrations and other federal departments are looking to enhance their services using digital technology to confirm identity.

My sincere thanks to all staff for their diligence and commitment to the customers they serve. You demonstrate every day how much you care and the pride you take in your work.

Sincerely,

Denise Koss
Director and Chief Operating Officer

Telephone / Téléphone:	204.945.3701
Toll-Free / Numéro sans frais (Canada):	866.949.9296
E-Mail / Courriel:	vitalstats@gov.mb.ca
Website / Site Web:	http://vitalstats.gov.mb.ca



Madame Julie Frederickson
Sous-ministre de la Justice et sous-procureure générale
Ministère de la Justice
Palais législatif, bureau 110
Winnipeg (Manitoba) R3C 0V8

Madame la Sous-Ministre,

J'ai le plaisir de vous présenter le rapport annuel du Bureau de l'état civil pour l'exercice terminé le 31 mars 2016, et de vous faire part de nos réalisations, de nos défis et de nos possibilités.

La proclamation du reste des articles de la Loi modifiant la Loi sur les statistiques de l'état civil de 2014 poursuit les efforts du Manitoba visant le respect de l'égalité des sexes. Depuis le 1^{er} mars 2016, les demandeurs admissibles peuvent modifier la mention du sexe figurant sur le bulletin d'enregistrement du mariage du Manitoba et se verront délivrer un certificat de changement de mention du sexe s'ils sont des citoyens canadiens nés à l'extérieur du Manitoba. Le troisième élément de la modification est entré en vigueur le 1^{er} février 2015, lorsque le Manitoba a supprimé l'exigence selon laquelle les personnes transgenres nées au Manitoba voulant modifier leurs documents de naissance devaient prouver qu'elles avaient subi une intervention chirurgicale.

Le Bureau est vivement intéressé par les efforts que déploie le gouvernement fédéral pour donner suite à l'arrêt de la Cour suprême du Canada dans l'affaire Carter, qui concerne l'aide médicale à mourir. Comme la mise en œuvre de cet arrêt a été reportée au 6 juin 2016, le Bureau a collaboré avec la Direction du droit constitutionnel du ministère de la Justice et avec d'autres intervenants, dont le ministère de la Santé, le bureau du médecin légiste en chef et le Collège des médecins et chirurgiens du Manitoba, afin de savoir comment signaler les exemptions ordonnées par les tribunaux. Cette collaboration se poursuivra pendant le processus de révision du Certificat médical de décès qui vise à intégrer les renseignements concernant l'aide médicale à mourir.

Il n'a pas toujours été facile de répondre à la demande de la clientèle cette année. En s'appuyant sur les principes LEAN, le Bureau s'est lancé dans un exercice de planification stratégique visant à reformuler ses processus et à renforcer sa capacité d'entreprendre de nouvelles initiatives.

En tête de liste des nouvelles initiatives se trouve la validation des événements naturels. Le Bureau est l'unique partie ayant l'autorité de fournir des documents d'identité essentiels établissant le nom, l'âge, la naissance au Canada et la filiation d'une personne née au Manitoba. Dans le cadre du projet Identity Linkages, l'on propose de valider toutes les demandes de passeport en fonction des renseignements figurant sur les bulletins d'enregistrement de naissance. D'autres ministères fédéraux cherchent à améliorer leurs services en utilisant la technologie numérique pour confirmer l'identité.

Je remercie sincèrement tout le personnel de sa diligence et de son engagement à l'égard de nos clients. Vous démontrez chaque jour à quel point vous vous souciez d'eux et tirez fierté de votre travail.

Veuillez agréer, Madame la Sous-Ministre, l'expression de mes meilleurs sentiments.

La directrice et chef de l'exploitation,


Denise Koss

AGENCY PROFILE

HISTORY AND FUNCTION

The Vital Statistics Agency is the only authoritative:

- * Source of historic and current vital event information in Manitoba;
- * Registrar of Manitoba vital events;
- * Provider of digital vital event notification and validation services in Manitoba;
- * Issuer of Manitoba vital event documents.

The Vital Statistics Agency has a key role in provincial, national and international identity management as registration of birth in the provincial registry is the foundation to an individual's legal identity. The Agency is the only authoritative party able to assure that foundational identity is authentic, and issues the only identity document which establishes core information about a Manitoba-born person, such as age, name, birth in Canada, and parentage. All other identity documents issued to Manitoba-born individuals, including passports, identity cards, and driver's licences, rely on the foundational information provided in a Manitoba birth registration in order to link that information to a specific physical person.

The Agency is responsible for administering and enforcing *The Vital Statistics Act*, *The Marriage Act*, *The Change of Name Act*, processing disinterments under *The Public Health Act*, and protecting privacy under *The Personal Health Information Act* and *The Freedom of Information and Protection of Privacy Act*.

The Agency began registering Manitoba vital events in 1882, resulting in nearly four million records today. Manitoba births, stillbirths, marriages and deaths are registered at no charge. The provincial vital event registry contains information relevant to understanding cultural trends in Manitoba's population and between geographical areas. This information is used by policy makers, governments, and researchers to make decisions about socio-economic and health programs that benefit the public.

VISION

The Agency's vision is to strive for excellence through responsive and innovative delivery of vital statistics services.

MISSION

The Agency's mission is to ensure accurate and timely registration of vital events for health planning and research, and to provide the public with courteous, timely, and cost-effective services relating to these events in a manner that effectively meets all legislative and statutory requirements.

MANDATE

To fulfill this mission, the Agency maintains the provincial vital event registry; issues certificates and certified copies from vital event registrations; and provides statistical reports and services relating to *The Vital Statistics Act*.

ORGANIZATIONAL STRUCTURE

Vital Statistics Agency's Management team consists of:

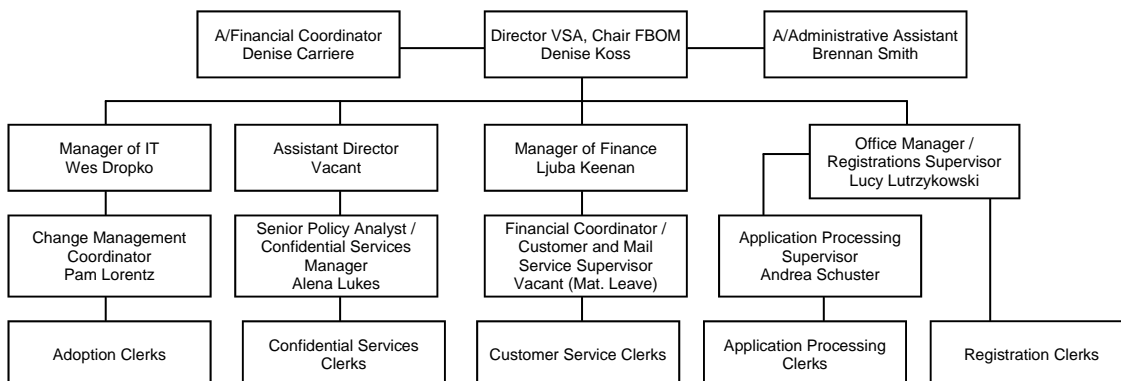
- Director and Chief Operating Officer
- Assistant Director/ Manager of Legislation, Policy, Planning and Privacy
- Manager of Information Technology
- Manager of Finance
- Senior Policy Analyst and Confidential Services Manager
- Office Manager and Registrations Supervisor
- Application Processing Supervisor
- Customer and Mail Service Supervisor
- Change Management Coordinator
- Acting Financial Coordinator

The Director and Chief Operating Officer reports to the Assistant Deputy Minister of the Consumer Protection Division. The Agency currently has 37 regular and 6 term positions.

The Vital Statistics Agency is organized into five main operational units: the Customer Service Unit is a first point of contact for the general public and incoming requests; the Registration Unit enters vital event information into the provincial vital event registry; the Application Processing Unit issues certificates and other documents based on Manitoba vital events; the Mail Unit receives and sends out all Agency post; and the Confidential Services Unit provides identity management services.

The Vital Statistics Agency also relies on the following business units to provide specialized services: the Finance Unit provides accounting and comptrollership services, the Information Technology Unit provides specialized information technology infrastructure and support, as well as authorized electronic notifications; the Change Management Unit provides quality assurance and implements coordinated change across the Agency, the Policy Unit provides legislatively compliant exception management and policy advice on operational issues, as well as development of policy, legislation and Information Sharing Agreements.

ORGANIZATIONAL CHART (as of March 31, 2016)



ADVISORY BOARD

Vital Statistics Agency's Advisory Board provides advice on structure, business practices, finances and performance through reviews of business plans, quarterly reports and annual reports. The Advisory Board members are appointed by the Minister.

The Advisory Board is Chaired by **Gail Anderson**, Assistant Deputy Minister, Consumer Protection Division.

Members of the Advisory Board include:

Denise Koss - Director and Chief Operating Officer,
Vital Statistics Agency

Wilf Falk - Chief Statistician,
Manitoba Bureau of Statistics

Debbie Besant - Chief Executive Officer,
General Child and Family Services Authority

Leslie Russell - Manager, Winnipeg Office,
Passport Canada

Trina Larsen - Manager, Maternal Health and Wellness,
Women's Health Clinic

Pam Lorentz - Staff Representative,
Vital Statistics Agency

VITAL STATISTICS COUNCIL FOR CANADA

Manitoba's Vital Statistics Agency is a member of the Vital Statistics Council for Canada. The Council provides a forum for developing a common approach to collecting vital statistics data across the nation, sharing information with external parties, and facilitating problem-solving through shared experiences, research findings, and expertise among the jurisdictions.

Established in 1945, the Vital Statistics Council for Canada is a partnership of registrars within the provincial/territorial jurisdictions who register all vital events in Canada and the federal officials responsible for the production and analysis of national statistics.

All provincial and territorial registrars provide vital statistics data to Statistics Canada. All levels of government use the data to enhance effective and efficient public administration. The data collected makes it possible to generate statistical research, analysis, comparisons, and projections on mortality, birth rates, nuptial arrangements, life expectancy, and population densities, as well as other demographic and geographic trends.

SERVICES AND PRODUCTS

OUR CUSTOMERS

The general public is the largest consumer of the Agency's products. Data and statistical services are purchased by health institutions, researchers, other federal and provincial government departments and agencies.

OUR SERVICES AND PRODUCTS

The Vital Statistics Agency delivers a broad range of services and products prescribed by *The Vital Statistics Act*, *The Marriage Act*, and *The Change of Name Act*, in addition to processing disinterments under *The Public Health Act*. All services and products are delivered in compliance with *The Personal Health Information Act* and *The Freedom of Information and Protection of Privacy Act*.

Services:

- Vital event registration
 - * Adoption, birth, stillbirth, marriage, common-law relationship registration, common-law relationship dissolution, death
- Foundational identity management
 - * Legal change of name, election of surname, resumption of surname, change of sex designation
- Foundational identity maintenance
 - * Vital event registry amendments (changes to information recorded in registrations of adoption, birth, stillbirth, marriage, common-law relationship registration, common-law relationship dissolution, or death)
- Foundational identity verification (automated)
 - * Digital validation of vital event information
 - * Digital notification of vital event registration
 - * Manual validation and/or adjudication of vital event information/registration
- Statistical information reporting, management, and data extraction
- Rush service to process application(s) and issue document(s) in 1-3 business days
- Registration-related services
 - * Appointment of clergy and commissioners to perform marriages
 - * Recognition of religious denominations under *The Marriage Act*
 - * Appointment of Event Registrars
 - * Orders authorizing disinterment
 - * Issuance of reburial permits

Products (vital event documents):

- * Polymer birth certificates with the option to include parent(s) name(s);
- * Commemorative birth, marriage and stillbirth certificates;
- * Certificates of legal changes of name;
- * Certificates of common-law relationship registration;
- * Certificates of marriages and deaths;
- * Certified copies of registrations for birth, marriage, death, and stillbirth events;
- * Marriage licenses and banns;
- * Record searches (including genealogical searches) and search receipts;
- * Post-Adoption Registry documents

SERVICE ACCESSIBILITY

The Vital Statistics Agency strives for accessibility to services. Services are available at the barrier-free Agency location at 254 Portage Avenue, Winnipeg, or via its bilingual website at <http://vitalstats.gov.mb.ca/index.html>. The Agency will provide forms in alternate formats if requested.

ACTIVITIES OF INTEREST

IDENTITY MANAGEMENT

Identity is the starting point of trust and confidence in interactions between individuals and organizations. It is an enabler of service delivery at the heart of public administration and most government business processes. How identity information is collected, used, managed, and secured is of critical interest to leaders in the public sector charged with managing program eligibility, protecting the rights of citizens, ensuring privacy, and safeguarding national security or public safety. The Vital Statistics Agency has been working with the Vital Statistics Council for Canada (VSCC), as well as the Federal/Provincial/Territorial Council and related work groups, to develop secure identity management practices involved in vital event registration, foundational identity maintenance and validation.

INTER-JURISDICTIONAL COORDINATION

Each Canadian jurisdiction provides services in accordance with local provincial/territorial vital event legislation, resulting in variability across the country. The Vital Statistics Council for Canada (VSCC) was established in 1945 as a means to exchange information and develop similar standards in the provision of vital event services. Manitoba has been working with the Council and other jurisdictions to develop similar operational standards mindful of identity management requirements and emerging issues such as: breadth of information collected during vital event registration; social changes impacting vital event registration (ex: open adoptions, surrogacy in birth registration); as well as processes involved in foundational identity maintenance (ex: registry amendments) and validation. Manitoba is also a member of the VSCC review committee working with the Uniform Law Conference of Canada to update the model *Vital Statistics Act*.

REGISTRY SECURITY

In 2013, the Auditor General noted the importance of maintaining digital vital event information in a highly secure data system centre that provides a tightly controlled network environment suitable for mission critical servers and systems processing extremely sensitive information in order to limit the risk of unauthorized access. Business Transformation and Technology implemented this recommendation for the Vital Statistics Agency, and the Agency has since been conducting on-going operational reviews and staff training to ensure the highly sensitive information in the provincial vital event registry is secure.

DIGITAL VITAL EVENT AND IDENTITY MANAGEMENT SERVICES

The Vital Statistics Agency actively reviews mechanisms for digital notification and validation of vital events to ensure consistent data management, security, and protection of electronic vital event information. The Agency is currently part of a federal/provincial/territorial dialogue on a digital identity management initiative known as Canada's Digital Interchange. The development of a Pan-Canadian Trust Framework to ensure individuals and businesses are who-they-say-they-are, is especially important as all levels of government consider initiatives to move more services on-line and enhance readiness to fully participate in the digital economy.

WEB-BASED SERVICE DELIVERY

The public has come to expect near-instant access to provincial registry information and documents. The Vital Statistics Agency uses proprietary software for vital event registration, and has proposed to develop system enhancements that would enable the public to apply for vital statistics documents on-line, and eventually register vital events on-line. The Vital Statistics Agency is also exploring options to update the web interface used by the public to conduct genealogical searches of the provincial vital event registry.

ACTIVITIES OF INTEREST

INFORMATION SHARING AGREEMENTS

Data in the provincial vital event registry can be used to confirm eligibility for various programs/benefits, and informs on a diverse range of socio-economic and health related issues that assist in decision-making for health and social policy planning. The Vital Statistics Agency has therefore been working with various levels of government to develop information sharing agreements compliant with *The Vital Statistics Act*, *The Personal Health Information Act*, and *The Freedom of Information and Protection of Privacy Act* that secure data, protect privacy, and permit authorized information sharing limited to the needs of each department or organization.

ANONYMIZED AGGREGATE DATA

A significant portion of Agency resources and costs pertain to the receipt, creation, management and storage of accurate and complete vital event information. This information is increasingly requested by larger organizations in anonymized aggregate form to support research and policy initiatives affecting the public. The provision of anonymized aggregate statistical data is permitted under *The Vital Statistics Act*, section 31(3) and section 38. Vital Statistics Agency has proposed a model for cost-recovery for this potential new revenue stream.

IMMIGRATION, REFUGEES, AND CITIZENSHIP CANADA (IRCC)

Immigration, Refugees and Citizenship Canada (IRCC), formerly Citizenship and Immigration Canada (CIC), has indicated its desire to engage Canadian Vital Statistics organizations in initiatives involving digital validation of foundational identity information. The Vital Statistics Agency has been consulting with IRCC on the Identity Linkages Project (ILP).

PERSONAL IDENTIFICATION CARD (PIC)

The Vital Statistics Agency is involved in discussions concerning the need for authentication of vital event information in the Personal Identification Card (PIC) initiative, which aims to combine driver licence and health card information on one document.

TRUTH AND RECONCILIATION COMMISSION RECOMMENDATIONS

In 2015/16 Manitoba announced a government-wide commitment to work with First Nation, Métis and Inuit stakeholders, as well as non-governmental organizations on the ongoing, long-term implementation of the calls to action recommended by the Truth and Reconciliation Commission of Canada (TRC). Call to Action #17 (“Language and Culture” section) would enable residential school survivors and their families to reclaim names changed by the residential school system by waiving administrative costs for a period of five years.

The Vital Statistics Agency has been an active participant in Vital Statistics Council for Canada (VSCC) discussions on implementation of recommendation #17. Some legislative changes may be required as current statutory naming provisions require an individual born or undergoing a legal change of name in Manitoba to have both a given name and a surname consisting only of the letters “a” to “z” and accents from the English or French languages (some reclaimed names could potentially be in an Indigenous language and/or consist of a single name). In addition, the Vital Statistics Agency’s capacity to waive fees may be limited. For instance, Manitoba requires that all adults applying for a legal change of name be fingerprinted. The RCMP has sole authority and responsibility for the fingerprinting process and fingerprinting costs are paid directly to the fingerprinting agency, not the Vital Statistics Agency.

ACTIVITIES OF INTEREST

MEDICAL ASSISTANCE IN DYING (MAiD)

The Supreme Court of Canada extended the suspension of the declaration of invalidity granted in *Carter* until June 6, 2016. In the interim, between February 6 and June 5, 2016, any person that met the conditions set out in *Carter* could apply to the provincial superior court to obtain a constitutional exemption for medical assistance in dying. Vital Statistics Agency registers each death in Manitoba, and since February 6, 2016 has adjusted the death registration process to include medical assistance in dying. Vital Statistics Agency consulted with the Vital Statistics Council for Canada, Statistics Canada, Constitutional Law at Legal Services, the Office of the Chief Medical Examiner and the Manitoba College of Physician and Surgeons to develop the revised death registration process, and will continue to monitor emerging trends for recording medical assistance in dying.

THE VITAL STATISTICS ACT

Change of Sex Designation: *The Vital Statistics Amendment Act, 2014* was fully proclaimed on March 1, 2016 and provides options for eligible individuals born outside Manitoba to apply for a change of sex designation certificate, or to amend change of sex designation on a Manitoba marriage registration. Partial proclamation on February 1, 2015 provided Manitoba-born individuals with the option to apply for a change of sex designation without requiring proof of transsexual surgery.

Adoptions: *The Adoption Amendment and Vital Statistics Amendment Act (Open Birth and Adoption Records), 2014* was fully proclaimed on June 15, 2015 and allows adoptees and birth parents to access previously sealed adoption information, including pre-adoption birth records. Although this legislation establishes Manitoba's Post-Adoption Registry as the central service agency for the disclosure of pre-adoption information, the provincial vital event registry houses this information and it is Vital Statistics Agency's role to provide this information to the Post-Adoption Registry.

IMPLEMENTATION OF LEAN PRINCIPLES IN AGENCY OPERATIONS

Vital Statistics Agency is engaged in strategic planning and the application of LEAN principles to streamline, eliminate waste, and maximize available resources. Much of this strategic planning is driven by the Agency's information system enhancements which will enable the public to apply for vital statistics documents on-line, and eventually to register vital events on-line.

SPECIAL NOTE

THE PUBLIC INTEREST DISCLOSURE (WHISTLEBLOWER PROTECTION) ACT

No disclosures of wrongdoing were received by the Vital Statistics Agency under *The Public Interest Disclosure (Whistleblower Protection) Act*.

ACTIVITIES PERFORMED IN 2015/16

	2015-2016	2014-2015	2013-2014	2012-2013
Vital Event Registration				
Adoption	156	176	243	125
Birth	17,033	16,511	17,177	15,598
Stillbirth	148	163	136	124
Common-Law Relationship	44	70	52	46
Common-Law Dissolution	7	3	5	0
Marriage	5,440	5,727	5,610	5,557
Death	10,513	10,981	10,235	10,161
Delayed Registration ¹	22	32	36	27
Vital Event Registration Sub-Total	33,363	33,663	33,494	31,638
Foundational Identity Services				
Legal Change of Name	1,061	1,184	1,563	1,050
Election of Surname	123	132	181	152
Resumption of Surname	9	6	10	12
Change of Sex Designation ²	60	22	23	6
Registry Amendments	4,219	4,169	4,426	2,749
Foundational Identity Services Sub-Total	5,472	5,513	6,203	3,969
Registration-Related Services				
Clergy appointed	187	147	164	189
Commissioners appointed	1,027	810	721	717
Denominations recognized	5	4	4	5
Event Registrars appointed ³	45	N/A	N/A	N/A
Disinterment orders	10	7	11	8
Victims of crime	177	219	244	237
Registration-Related Services Sub-Total	1,451	1,187	1,144	1,156
Documents Issued				
Birth certificates	49,501	50,287	54,312	52,987
Commemorative certificates	11	19	19	59
Common-Law certificates	124	135	142	145
Marriage certificates	10,239	9,983	9,959	10,231
Marriage licences and banns	5,057	5,103	4,967	4,875
Death certificates	7,915	8,279	8,133	8,198
Certified copies	3,156	3,038	3,160	3,147
Search receipts	3,530	3,586	3,914	4,189
Genealogy requests	2,082	2,295	2,680	3,317
Documents Issued Sub-Total	81,615	82,725	87,286	87,148
Rush Service Requests⁴	19,018	17,600	17,354	16,999
FISCAL YEAR TOTAL	140,919	140,688	145,481	140,910

¹ Delayed registrations of all vital events have been revised to correct an error of omission that affected reporting in previous years.

² Includes applications processed for change of sex designation on a Manitoba birth or marriage registration, or a change of sex designation certificate. Statistics prior to March 1, 2016 denote applications processed for a change of sex designation on a Manitoba birth registration only.

³ Vital Statistics Agency began collecting statistics on the number of appointed Event Registrars in 2015/16. Comparative data is not available.

⁴ Number of requests to process document application and issue documents within 1-3 business days. Total is for *rush service pertaining to document issuance only* and excludes number of documents.

* Manual/electronic vital event validations and notifications, as well as statistical information reporting, management and extraction, are not included in this table.

STATISTICS

2015 CALENDAR YEAR

TOTAL BIRTHS

Year	Total Boys		Total Girls		Total Births	
	Number	Percentage	Number	Percentage	Number	Percentage
2015	8,850	52%	8,331	48%	17,182	100%
2014	8,856	52%	8,124	48%	16,980	100%
2013	8,726	51%	8,233	49%	16,959	100%
2012	8,638	51%	8,189	49%	16,827	100%
2011	8,357	52%	7,830	48%	16,187	100%
2010	8,336	51%	7,915	49%	16,251	100%
2009	8,309	51%	8,056	49%	16,365	100%
2008	8,059	51%	7,847	49%	15,906	100%
2007	8,039	51%	7,658	49%	15,697	100%
2006	7,653	51%	7,351	49%	15,004	100%
2005	7,391	51%	7,191	49%	14,582	100%

MARRIAGES BY OFFICIANT

Year	Clergy		Marriage Commissioner		Court of Queen's Bench		Total Marriages	
	Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage
2015	2,001	37%	3,430	63%	0	0%	5,435	100%
2014	2,155	39%	3,349	61%	1	0%	5,505	100%
2013	2,255	42%	3,129	58%	0	0%	5,384	100%
2012	2,428	43%	3,178	57%	2	0%	5,608	100%
2011	2,525	46%	2,957	54%	2	0%	5,484	100%
2010	2,693	48%	2,917	52%	6	0%	5,616	100%
2009	2,842	50%	2,834	50%	3	0%	5,679	100%
2008	2,782	50%	2,808	50%	8	0%	5,604	100%
2007	2,895	50%	2,884	50%	6	0%	5,785	100%
2006	3,141	54%	2,623	45%	12	0%	5,776	100%
2005	3,127	55%	2,585	45%	16	0%	5,728	100%

COMMON-LAW REGISTRATIONS

	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005
Number	41	68	47	56	40	42	55	43	33	20	8

LIVE BIRTHS, DEATHS, MARRIAGES AND STILLBIRTHS (Rate per 1,000)

YEAR	Live Births			Marriages			Deaths			Stillbirths	
	Number	Rate per MB Health Population	Rate per Statistics Canada Population	Number	Rate per MB Health Population	Rate per Statistics Canada Population	Number	Rate per MB Health Population	Rate per Statistics Canada Population	Number	Rate per 1,000 Live Births*
2015	17,182	13.0	13.3	5,435	4.1	4.2	10,709	8.1	8.3	153	8.9
2014	16,980	13.0	13.2	5,505	4.2	4.3	10,718	8.2	8.4	156	9.2
2013	16,959	13.2	13.4	5,384	4.2	4.3	10,127	7.9	8.0	142	8.4
2012	16,827	13.2	13.3	5,608	4.4	4.4	10,109	8.0	8.0	124	7.4
2011	16,187	12.9	12.9	5,482	4.4	4.4	10,302	8.2	8.2	147	9.1
2010	16,252	13.2	13.2	5,616	4.6	4.5	10,022	8.1	8.1	141	8.7
2009	16,365	13.5	13.4	5,679	4.7	4.6	10,005	8.2	8.2	139	8.5
2008	15,906	13.3	13.2	5,604	4.7	4.6	10,096	8.4	8.4	152	9.6
2007	15,697	13.2	13.2	5,785	4.9	4.9	9,984	8.4	8.4	119	7.6
2006	15,005	12.7	12.7	5,776	4.9	4.9	9,803	8.3	8.3	123	8.2
2005	14,582	12.4	12.4	5,728	4.9	4.9	9,903	8.4	8.4	120	8.2

*Rate is the number of fetal deaths of 20 or more weeks' gestation or weighing 500 grams or more per 1,000 live births.

TOP TEN NAMES

BOYS

	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005
1	Liam	Liam	Liam	Liam	Liam	Liam	Liam	Ethan	Ethan	Ethan	Ethan
2	Lucas	Noah	Ethan	Mason	Ethan	Noah	Ethan	Noah	Noah	Joshua	Matthew
3	Logan	Logan	Lucas	Carter	Noah	Ethan	Noah	Aiden	Logan	Logan	Joshua
4	Mason	Mason	Logan	Noah	Logan	Logan	Logan	Liam	Matthew	Matthew	Noah
5	James	Ethan	Noah	Logan	Lucas	Jacob	Carter	Alexander	Alexander	Noah	Carter
6	Oliver	James	Mason	Lucas	Benjamin	Lucas	William	Joshua	Joshua	Alexander	Alexander
7	Ethan	Lucas	Alexander	William	Mason	Alexander	Owen	Jayden	Benjamin	Owen	Logan
8	Jacob	Jacob	Benjamin	Benjamin	Jayden	Owen	Lucas	Evan	Liam	Liam	Evan
9	William	Hunter	Carter	Hunter	Carter	Daniel	Alexander	Logan	Nathan	Tyler	Liam
10	Owen	Carter	Jacob	Jacob	Jacob	Carter	Joshua	Benjamin	Jacob	Aiden	Nicholas

GIRLS

	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005
1	Emily	Olivia	Emma	Emily	Olivia	Chloé	Ava	Emily	Ava	Emily	Emily
2	Olivia	Emma	Emily	Emma	Ava	Emily	Emma	Emma	Emily	Madison	Emma
3	Emma	Sophia	Olivia	Olivia	Emily	Isabella	Olivia	Ava	Madison	Emma	Madison
4	Hannah	Emily	Sophia	Sophia	Sophia	Ava	Emily	Hannah	Hannah	Hannah	Hailey
5	Ava	Ava	Ava	Ava	Emma	Olivia	Isabella	Olivia	Emma	Sarah	Hannah
6	Chloe	Avery	Hannah	Lily	Hailey	Emma	Chloé	Abigail	Brooklyn	Ava	Olivia
7	Sophia	Abigail	Chloe	Avery	Sophie	Lily	Abigail	Madison	Abigail	Abigail	Sarah
8	Avery	Chloe	Ella	Chloé	Chloé	Sophia	Madison	Hailey	Sarah	Chloé	Ava
9	Amelia	Madison	Madison	Abigail	Isabella	Brooklyn	Alexis	Taylor	Olivia	Isabella	Alexis
10	Abigail	Isabella	Hailey	Hailey	Lily	Sophie	Hailey	Brooklyn	Brooke	Hailey	Ella

INFANT MORTALITY BY REGION OF RESIDENCE

REGIONS	2015		
	Infant Deaths	Live Births	Rate per 1,000 Live Births
Assiniboine	5	908	5.5
Brandon	7	729	9.6
Burntwood	7	1,271	5.5
Central	12	1,829	6.6
Churchill	0	7	0.0
Interlake	5	865	5.8
Norman	6	455	13.2
North Eastman	9	612	14.7
Parkland	1	369	2.7
South Eastman	5	1,256	4.0
Winnipeg	36	8,281	4.3
Manitoba Residents	93	16,582	5.6
Non-Residents	2	564	3.5
Unknown	11	36	
TOTAL	105	17,182	6.2

DEATH RATES (under one year)

YEAR	STILLBIRTH ₁	PERINATAL ₂	NEONATAL ₃	POST-NEONATAL ₄	INFANT ₅
2015	8.9	12.8	4.5	1.6	6.2
2014	9.2	13.0	4.7	1.5	6.2
2013	8.4	11.5	3.7	1.7	5.4
2012	7.4	10.4	4.0	2.1	6.1
2011	9.1	13.9	5.7	2.3	8.0
2010	8.7	12.7	4.9	1.8	6.8
2009	8.5	12.5	5.0	1.3	6.4
2008	9.6	13.9	5.0	2.2	7.2
2007	7.6	11.9	5.2	2.3	7.5
2006	8.2	12.0	4.5	1.7	6.1
2005	8.2	12.3	4.9	2.1	7.0

- ¹ Stillbirth: a child or fetus 20 or more weeks' gestation or weighing 500 grams or more that is dead at birth. Stillbirth rates are per 1,000 live births.
- ² Perinatal: a child aged less than seven days of newborn life or a stillbirth. Perinatal rates are per 1,000 total births (live birth plus stillbirths).
- ³ Neonatal: a child aged less than 28 days of age, excluding stillbirths. Neonatal rates are per 1,000 live births.
- ⁴ Post-Neonatal: a child aged between the 28th day of newborn life and the start of infancy (28 to 364 days). Post-Neonatal rates are per 1,000 live births.
- ⁵ Infant: a child aged less than 1 year. Infant rates are per 1,000 live births.

DEATHS UNDER ONE YEAR BY UNDERLYING CAUSE AND AGE

CAUSES OF DEATH	2015				
	< 7 Days	7 - 28 Days	28 Days - 1	Total	
Accidents (V01-X59, Y85-Y86)	1	0	4	5	
Congenital Anomalies (Q00 - Q99)	19	4	5	28	
Immaturity (p07)	15	1	0	16	
Injury at Birth (P10 - P15)	0	0	0	0	
Newborn affected by complications of placenta, cord & membranes (P02)	3	0	0	3	
Other Causes	29	2	17	48	
Other Respiratory Conditions originating in the perinatal period (P23 - P28)	1	0	0	1	
Pneumonia (J12-J18)	0	0	0	0	
Respiratory Distress of Newborn (P22)	1	0	0	1	
Sudden Infant Death Syndrome (R95)	0	2	2	4	
TOTAL	69	9	28	106	

DEATHS BY UNDERLYING CAUSE (Rate per 100,000)

CAUSES OF DEATH	2015				2013				
	Number	Rate per MB Health Population	Rate per Statistics Canada Population*	Number	Rate per MB Health Population*	Rate per Statistics Canada Population*	Number	Rate per MB Health Population*	Rate per Statistics Canada Population*
Accidents (V01-X59, Y85-Y86)	534	40.4	41.3	526	40.3	41.0	515	39.9	40.8
Cancer (C00 - C97)	2,764	209.3	213.7	2,886	220.9	225.1	2,673	207.3	212.0
Cerebrovascular Disease (I60 - I69)	596	45.1	46.1	651	49.8	50.8	608	47.2	48.2
Diabetes (E10 - E14)	368	27.9	28.5	324	24.8	25.3	339	26.3	26.9
Diseases of the heart (I00 - I09, I11, I13, I20 - I25, I26 - I51)	2,136	161.8	165.1	2,217	169.7	172.9	2,076	161.0	164.6
Pneumonia (J12-J18)	228	17.3	17.6	226	17.3	17.6	220	17.1	17.4
Suicide (X60 - X84, Y890)	173	13.1	13.4	176	13.5	13.7	158	12.3	12.5

DEATHS AND DEATH RATES DUE TO ACCIDENTS

YEAR	Motor Vehicle Accidents		Accidental Falls		Other Accidents		Total Accidents	
	Number	Death Rate per 100,000 MB Health Population	Number	Death Rate per 100,000 MB Health Population	Number	Death Rate per 100,000 MB Health Population	Number	Death Rate per 100,000 MB Health Population
2015	98	7.4	217	16.4	219	16.6	534	40.4
2014	77	5.9	194	14.9	255	19.5	526	40.3
2013	105	8.1	187	14.5	223	17.3	515	39.9
2012	111	8.7	179	14.1	243	19.1	533	41.9
2011	118	9.4	186	14.9	235	18.8	539	43.1
2010	94	7.6	214	17.4	207	16.8	515	41.9
2009	110	9.1	198	16.3	181	14.9	489	40.3
2008	100	8.3	174	14.5	203	16.9	477	39.8
2007	123	10.4	152	12.8	212	17.9	487	41.0
2006	142	12.0	165	14.0	168	14.3	475	40.3
2005	117	10.0	143	12.2	176	15.0	436	37.1

DISPOSITION RATES BY TYPE

YEAR	Burials		Cremations		Other*		Total Deaths	
	Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage
2015	3,717	35%	6,784	63%	208	2%	10,709	100%
2014	3,689	34%	6,832	64%	197	2%	10,718	100%
2013	3,751	37%	6,222	61%	154	2%	10,127	100%
2012	3,914	39%	6,014	59%	181	2%	10,109	100%
2011	3,923	38%	6,254	61%	125	1%	10,302	100%
2010	3,951	39%	5,973	60%	98	1%	10,022	100%
2009	4,071	41%	5,826	58%	108	1%	10,005	100%
2008	4,168	42%	5,805	57%	123	1%	10,096	100%
2007	4,383	44%	5,424	54%	175	2%	9,982	100%
2006	4,399	45%	5,222	53%	182	2%	9,803	100%
2005	4,393	44%	5,413	55%	97	1%	9,903	100%

* Includes disposition in mausoleum, crypt, donations for medical research, and remains shipped outside Manitoba.

FINANCIAL SUMMARY

VITAL STATISTICS AGENCY

AN AGENCY UNDER *THE SPECIAL OPERATING AGENCIES FINANCING AUTHORITY ACT*

2015-2016 FINANCIAL SUMMARY (OPERATIONS)

(in thousands)

	Actual	Budget	Actual versus Budget	Actual	Actual versus Actual
	Year ended March 31/16	Year ended March 31/16	Increase/ decrease	Year ended March 31/15	Increase/ decrease
REVENUE					
Net Sales (1)	\$ 3,604	\$ 3,802	\$ (198)	\$ 3,542	\$ 62
Proceeds from Gov't Departments (2)	334	296	38	338	(4)
Interest	1	1	-	1	-
	3,939	4,099	(160)	3,881	58
EXPENSES					
Salaries and employee benefits (3)	2,347	2,341	6	2,401	(54)
Operating expenses	1,125	1,208	(83)	1,120	5
Amortization (4)	150	168	(18)	185	(35)
Total expenses	3,622	3,717	(95)	3,706	(84)
Income from operations	317	382	(65)	175	142
Funeral Board of Manitoba operating grant (5)	160	160	-	180	(20)
Transfer of funds to the Province of Manitoba (6)	220	220	-	200	20
Net Income (loss)	\$ (63)	\$ 2	\$ (65)	\$ (205)	\$ 142

The financial summary (operations) provides comparative information for the fiscal years ending March 31, 2016 and March 31, 2015; and the actual compared to budget for 2015/16. In addition, an explanation has been provided regarding variances. The information below should be read in conjunction with VSA's audited financial statements.

VITAL STATISTICS AGENCY
AN AGENCY UNDER *THE SPECIAL OPERATING AGENCIES FINANCING AUTHORITY ACT*
NOTES TO 2015-2016 FINANCIAL SUMMARY (OPERATIONS)

VSA is mandated to break even and annual projections are developed within that mandate. Although expenses were lower than projected, revenue from certificate sales was also lower, resulting in a net loss for the year.

The Agency may see a turnaround when online application technology is implemented.

1. The year over year increase in net sales revenue of \$62.0 is primarily due to an increase in the number of rush orders and marriage licences sold.
2. Increase of \$38.0 in proceeds from government departments is a result of expenditure recovery to cover the costs of registraton forms.
3. Salaries and benefits decreased by \$54.0 in 2015/16 due to vacant positions (maternity leaves/long term sick leave).
4. Amortization decreased as assets are aging.
5. The grant provided to the Funeral Board of Manitoba (FBOM) was decreased from \$180.0 in 2014/15 to \$160.0 in 2015/16. The Agency provides administrative services to the Board and recovers these costs.
6. Transfer of funds to the Province increased from \$200.0 in 2014/15 to \$220.0 in 2015/16.

FINANCIAL SUMMARY

VITAL STATISTICS AGENCY
AN AGENCY UNDER THE SPECIAL OPERATING AGENCIES FINANCING AUTHORITY ACT
2015-2016 FINANCIAL SUMMARY (FINANCIAL POSITION)
(in thousands)

	Actual	Actual	Actual
	Year ended	Year ended	versus
	March 31/16	March 31/15	Actual
			Increase/ decrease
FINANCIAL ASSETS			
Cash and cash equivalent (1)	\$ 216	\$ -	\$ 216
Accounts receivable (2)	114	173	(59)
Portfolio investments	94	94	-
Inventories for resale	194	185	9
	618	452	166
LIABILITIES			
Bank indebtedness (1)	-	110	(110)
Accounts payable and accruals (3)	325	134	191
Accrued unused vacation settlements (4)	197	176	21
Employee future benefits	247	266	(19)
Unearned revenue	132	135	(3)
	901	821	80
NET DEBT	(283)	(369)	86
NON-FINANCIAL ASSETS			
Prepaid expenses	85	88	(3)
Tangible capital assets (5)	579	725	(146)
Net Income (loss)	664	813	(149)
ACCUMULATED SURPLUS	\$ 381	\$ 444	\$ (63)

The financial summary (financial position) provides comparative information for fiscal years March 31, 2016 and March 31, 2015. In addition, explanations have been provided regarding variances. The information below should be read in conjunction with VSA's audited financial statements.

VITAL STATISTICS AGENCY
AN AGENCY UNDER *THE SPECIAL OPERATING AGENCIES FINANCING AUTHORITY ACT*
NOTES TO 2015-2016 FINANCIAL SUMMARY (FINANCIAL POSITION)

1. There was no bank indebtedness in 2015/16 as the Agency improved collection on accounts receivable and had an increase in trade accounts payable.
2. Accounts receivable are from four main customer groups: Child and Family Services Agencies, Funeral Homes, marriage license issuers and the Funeral Board of Manitoba. The reduction in accounts receivable in 2015/16 is attributed to greater diligence in collecting funds.
3. The year over year increase of \$191.0 in accounts payable and accruals is due to the number of trade accounts payable and salary accrual.
4. The Agency has a significant number of long term employees increasing the vacation entitlement liability.
5. Tangible capital assets are aging with a resulting decrease in value.

AUDITED FINANCIAL STATEMENTS

The following pages contain:

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Independent Auditor's Report	29
Statement of Financial Position as at March 31, 2016	30
Statement of Operations	31
Statement of Change in Net Debt	32
Statement of Cash Flows	33
Notes to Financial Statements	34
Schedule of Operating Expenses	43

MANAGEMENT'S RESPONSIBILITY



Vital Statistics Agency 254 Portage Avenue, Winnipeg, MB R3C 0B6 Canada
Bureau de l'état civil 254, avenue Portage, Winnipeg MB R3C 0B6 Canada

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The accompanying financial statements and all the information in the annual report are the responsibility of the management of Vital Statistics Agency and have been prepared in accordance with Public Sector Accounting Standards. In management's opinion, the financial statements have been properly prepared within reasonable limits of materiality, incorporating management's best judgment regarding all necessary estimates and all other data available to June 14, 2016.

Management maintains internal controls to properly safeguard the assets and to provide reasonable assurance that the books and records from which the financial statements are derived accurately reflect all the transactions and that established policies and procedures are followed.

The responsibility of Bulat & Poustie is to express an independent opinion on whether the financial statements of Vital Statistics Agency are fairly presented in accordance with Public Sector Accounting Standards. The Independent Auditor's Report outlines the scope of the audit examination and provides the audit opinion.

On behalf of Management,
Vital Statistics Agency

Denise Koss, Chief Operating Officer
June 14, 2016

Telephone / Téléphone:
Toll-Free / Numéro sans frais (Canada):
E-Mail / Courriel:
Website / Site Web:

204.945.3701 - 1 -
866.949.9296
vitalstats@gov.mb.ca
<http://vitalstats.gov.mb.ca>

INDEPENDENT AUDITOR'S REPORT

BULAT & POUSTIE
CHARTERED ACCOUNTANTS

1700 Ness Avenue
Winnipeg, Manitoba R3J 3Y1
Telephone: (204) 831-1700
Fax: (204) 831-7812

INDEPENDENT AUDITOR'S REPORT

TO THE SPECIAL OPERATING AGENCIES FINANCING AUTHORITY

We have audited the accompanying financial statements of Vital Statistics Agency, an Agency of the Government of Manitoba which comprise the statement of financial position as at March 31, 2016 and the statement of operations, statement of change in net debt, and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with 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.

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Vital Statistics Agency as at March 31, 2016, and its financial performance and its cash flows for the year then ended in accordance with Public Sector Accounting Standards.

BULAT & POUSTIE



CHARTERED ACCOUNTANTS

June 14, 2016
Winnipeg, Manitoba

FINANCIAL POSITION

**VITAL STATISTICS AGENCY
AN AGENCY OF THE GOVERNMENT OF MANITOBA**

**STATEMENT OF FINANCIAL POSITION
(in thousands)
AS AT MARCH 31, 2016**

	2016	2015
FINANCIAL ASSETS		
Cash and cash equivalents, note 6	\$ 216	\$ -
Accounts receivable, note 7	114	173
Portfolio investments	94	94
Inventories for resale	194	185
	618	452
LIABILITIES		
Bank indebtedness, note 6	\$ -	\$ 110
Accounts payable and accruals	325	134
Unearned revenue	132	135
Accrued unused vacation entitlements	197	176
Employee future benefits, note 8	247	266
	901	821
NET DEBT	(283)	(369)
NON-FINANCIAL ASSETS		
Prepaid expenses	85	88
Tangible capital assets, note 9	579	725
	664	813
ACCUMULATED SURPLUS	\$ 381	\$ 444
Designated assets, note 10		
Commitments, note 11		

The accompanying notes are an integral part of the financial statements

OPERATIONS

**VITAL STATISTICS AGENCY
AN AGENCY OF THE GOVERNMENT OF MANITOBA**

**STATEMENT OF OPERATIONS
(in thousands)
FOR THE YEAR ENDED MARCH 31, 2016**

	2016 Budget	2016 Actual	2015 Actual
REVENUE			
Net sales	\$ 3,802	\$ 3,604	\$ 3,542
Proceeds from government departments	296	334	338
Interest	1	1	1
	4,099	3,939	3,881
EXPENSES			
Salaries and employee benefits	2,341	2,347	2,401
Operating expenses, Schedule 1	1,208	1,125	1,120
Amortization	168	150	185
Funeral Board of Manitoba operating grant	160	160	180
	3,877	3,782	3,886
Net income (loss) before the transfer of funds to the Province of Manitoba	222	157	(5)
Transfer of funds to the Province of Manitoba, note 12	220	220	200
NET INCOME (LOSS)	2	(63)	(205)
ACCUMULATED SURPLUS, BEGINNING OF YEAR	444	444	649
ACCUMULATED SURPLUS, END OF YEAR	\$ 446	\$ 381	\$ 444

The accompanying notes are an integral part of the financial statements

CHANGE IN NET DEBT

VITAL STATISTICS AGENCY
AN AGENCY OF THE GOVERNMENT OF MANITOBA

STATEMENT OF CHANGE IN NET DEBT
(in thousands)
FOR THE YEAR ENDED MARCH 31, 2016

	2016 Budget	2016 Actual	2015 Actual
NET INCOME (LOSS)	\$ 2	\$ (63)	\$ (205)
TANGIBLE CAPITAL ASSETS			
Acquisition of tangible capital assets	-	(4)	(8)
Amortization of tangible capital assets	168	150	185
Net acquisition of tangible capital assets	168	146	177
OTHER NON-FINANCIAL ASSETS			
Decrease in prepaid expenses	-	3	5
DECREASE (INCREASE) IN NET DEBT	170	86	(23)
NET DEBT, BEGINNING OF YEAR	(369)	(369)	(346)
NET DEBT, END OF YEAR	\$ (199)	\$ (283)	\$ (369)

The accompanying notes are an integral part of the financial statements

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CASH FLOWS

**VITAL STATISTICS AGENCY
AN AGENCY OF THE GOVERNMENT OF MANITOBA**

**STATEMENT OF CASH FLOWS
(in thousands)
FOR THE YEAR ENDED MARCH 31, 2016**

	2016 Actual	2015 Actual
CASH PROVIDED BY (APPLIED TO):		
OPERATING		
Net loss	\$ (63)	\$ (205)
Amortization of tangible capital assets	150	185
	87	(20)
Changes in the following:		
Accounts receivable	59	8
Inventories for resale	(9)	(23)
Accounts payable and accruals	191	(10)
Unearned revenue	(4)	82
Accrued unused vacation entitlements	23	(6)
Employee future benefits	(20)	(5)
Prepaid expenses	3	5
	330	31
CAPITAL		
Acquisition of tangible capital assets	(4)	(8)
INCREASE IN CASH AND CASH EQUIVALENTS	326	23
CASH AND CASH EQUIVALENTS (DEFICIENCY), BEGINNING OF YEAR	(110)	(133)
CASH AND CASH EQUIVALENTS (DEFICIENCY), END OF YEAR	\$ 216	\$ (110)
Supplementary information:		
Interest paid	\$ -	\$ -
Interest received	\$ 1	\$ 1

The accompanying notes are an integral part of the financial statements

FINANCIAL STATEMENTS

**VITAL STATISTICS AGENCY
AN AGENCY OF THE GOVERNMENT OF MANITOBA**

**NOTES TO FINANCIAL STATEMENTS
(in thousands)
MARCH 31, 2016**

1. ENTITY DEFINITION

Effective April 1, 1994, the Lieutenant Governor in Council designated the Vital Statistics Agency (the "Agency") as a special operating agency under The Special Operating Agencies Financing Authority Act (C.C.S.M. cS185) by Order in Council 232/1994. The Order also gave approval to the Special Operating Agencies Financing Authority (SOAFA) and the Minister of Consumer and Corporate Affairs, being the Minister responsible for the Agency at that time, to enter into a Management Agreement with respect to the Agency.

A Management Agreement between the Financing Authority and the Minister of Consumer and Corporate Affairs assigns responsibility to manage the assets transferred to the Agency in delivering regulated services to clients through administration of three major Acts; The Vital Statistics Act, The Change of Name Act, and The Marriage Act. The Agency also handles disinterments under the Public Health Act. The ownership of the vital events records is excluded from this agreement, as their ownership is considered Crown property and should not be alienated from Government protection in the the public interest.

The Agency is part of the Consumer and Corporate Affairs Division in the Healthy Living, Seniors and Consumer Affairs Department under the general direction of the Minister of Healthy Living, Seniors and Consumer Affairs, the Deputy Minister and Assistant Deputy Minister who is also Chairperson of Vital Statistics Advisory Board.

The Agency remains bound by relevant legislation and regulation. It is also bound by administrative policy except where specific exemptions have been provided for in its charter in order to meet business objectives.

2. BASIS OF ACCOUNTING

The financial statements are prepared in accordance with Canadian generally accepted accounting principles for the public sector as recommended by the Public Sector Accounting Board.

3. SIGNIFICANT ACCOUNTING POLICIES

Deferred Revenue and Revenue Recognition

Government transfers

Government transfer without eligibility criteria or stipulations is recognized as revenue when the transfer is authorized.

Government transfer with eligibility criteria but without stipulations is recognized as revenue when the transfer is authorized and all eligibility criteria have been met.

Government transfer with or without eligibility criteria but with stipulations is recognized as revenue in the period the transfer is authorized and all eligibility criteria have been met, except when and to the extent that the transfer gives rise to a liability.

**VITAL STATISTICS AGENCY
AN AGENCY OF THE GOVERNMENT OF MANITOBA**

**NOTES TO FINANCIAL STATEMENTS
(in thousands)
MARCH 31, 2016**

Significant Accounting Policies - continued

Exchange transactions

The Agency receives cash payments at the time various certificates are ordered and the cash payments are reflected as deferred revenue. Revenue is recognized at the time the service is completed and the certificate is issued.

Other revenue

All other revenues are recorded on an accrual basis.

Expenses

Accrual accounting

All expenses incurred for goods and services are recorded on an accrual basis.

Government transfers

Government transfer without eligibility criteria or stipulations is recognized as revenue when the transfer is authorized.

Financial Assets

Cash and cash equivalents

Cash and cash equivalents include cash on hand, bank balance, bank indebtedness, and investments with a maturity of three months or less from the date of acquisition.

Portfolio investments

Portfolio investments are short-term deposits with original maturities of more than three months. The investments are recognized at cost.

Inventories for resale

Inventory of certificates and pre-printed forms are valued at the lower of and net realizable value. Cost is generally determined on a first-in, first-out method.

Liabilities

Liabilities are present obligations as a result of transactions and events occurring prior to the end of the fiscal year. The settlement of the liabilities will result in the future transfer or use of assets or other form of settlement. Liabilities are recorded at the estimated amount ultimately payable.

Non-Financial Assets

Non-financial assets do not normally provide resources to discharge liabilities of the Agency. These assets are normally employed to provide future services.

Prepaid expenses

Prepaid expenses are payments for goods or services which will provide economic benefit in future periods. The prepaid amount is recognized as an expense in the year the goods or services are consumed.

**VITAL STATISTICS AGENCY
AN AGENCY OF THE GOVERNMENT OF MANITOBA**

**NOTES TO FINANCIAL STATEMENTS
(in thousands)
MARCH 31, 2016**

Significant Accounting Policies - continued

Tangible capital assets

Tangible capital assets are recorded at cost. Cost includes the purchase price as well as other acquisition costs. The costs of tangible capital assets are amortized over their estimated useful lives as follows:

	<u>Rate</u>	<u>Method</u>
Data conversion	20 %	Declining balance
Furniture and fixtures	20 %	Straight line
Information system	20 %	Declining balance
Leasehold improvements	20 %	Straight line
National Routing System - Computer equipment and software	20 %	Declining balance
Office equipment	20 %	Straight line
Security equipment	20 %	Straight line

Measurement Uncertainty

The preparation of the financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingencies at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these estimates.

4. FINANCIAL INSTRUMENTS AND FINANCIAL RISK MANAGEMENT

Measurement

Financial instruments are classified into one of the two measurement categories: (a) fair value; or (b) cost or amortized cost.

The Agency records its financial assets at cost, which include cash and cash equivalents, portfolio investments, accounts receivable, and inventories for resale. The Agency also records its financial liabilities at cost, which includes accounts payable and accruals.

Gains and losses on financial instruments measured at fair value are recorded in accumulated surplus as re-measurement gains and losses until realized. Upon disposition of the financial instruments, the cumulative re-measurement gains and losses are reclassified to the statement of operations. Gains and losses on financial instruments measured at cost or amortized cost are recognized in the statement of operations in the period the gain or loss occurs.

The Agency did not incur any re-measurement gains and losses during the year (2015 - \$nil).

Financial Risk Management - overview

The Agency has exposure to the following risks from its use of financial instruments: credit risk; liquidity risk; market risk; interest risk; and foreign currency risk.

Credit Risk

Credit risk is the risk that one party to a financial instrument fails to discharge an obligation and causes financial loss to another party. Financial instruments which potentially subject the Agency to credit risk consist principally of cash, accounts receivable and portfolio investments.

**VITAL STATISTICS AGENCY
AN AGENCY OF THE GOVERNMENT OF MANITOBA**

**NOTES TO FINANCIAL STATEMENTS
(in thousands)
MARCH 31, 2016**

Financial Instruments and Financial Risk Management - continued

The maximum exposure of the Agency to credit risk at year end is:

	2016	2015
Cash on hand and balances in bank, note 6	\$ 216	\$ 37
Accounts receivable	114	173
Portfolio investments	<u>94</u>	<u>94</u>
	<u>\$ 424</u>	<u>\$ 304</u>

Cash and cash equivalents, and portfolio investments: The Agency is not exposed to significant credit risk as these instruments are primarily held by the Minister of Finance.

Accounts receivable: The Agency is not exposed to significant credit risk as no one party accounts for a significant balance of trade receivables and payment in full is typically collected when it is due. The majority of the other receivables is due from the federal government. The Agency establishes an allowance for doubtful accounts that represents its estimate of potential credit losses. The allowance for doubtful accounts is based on management's estimates and assumptions regarding current market conditions, customer analysis and historical payment trends. These factors are considered when determining whether past due accounts are allowed for or written off.

The aging of accounts receivable and allowance for doubtful accounts as of March 31, 2016 was:

	<u>Net</u>	<u>Allowance</u>
Current	\$ 114	\$ -
Greater than 90 days past the billing date	<u>-</u>	<u>1</u>
Balance, end of the year	<u>\$ 114</u>	<u>\$ 1</u>

The change in the allowance for doubtful accounts during the year was as follows:

	2016	2015
Balance, beginning of the year	\$ 2	\$ 1
Provision for receivable impairment	-	4
Amounts recovered	<u>(1)</u>	<u>(3)</u>
Balance, end of the year	<u>\$ 1</u>	<u>\$ 2</u>

Liquidity Risk

Liquidity risk is the risk that the Agency will not be able to meet its financial obligations as they come due.

The Agency manages liquidity risk by maintaining adequate cash balances and by review from the Province of Manitoba to ensure adequate funding will be received to meet the obligations.

Market Risk

Market risk is the risk that changes in market prices, such as interest rates and foreign exchange rates, will affect the Agency's income or the fair values of its financial instruments.

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Financial Instruments and Financial Risk Management - continued

Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The interest rate exposure relates to funds on deposit and portfolio investments.

The interest rate risk on funds on deposit is considered to be low because of their short-term nature. The interest rate risk on portfolio investments is considered to be low as the original deposits are reinvested at rates for investments with similar terms and conditions.

Foreign Currency Risk

Foreign currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The Agency is not exposed to significant foreign currency risk as it does not have any financial instruments denominated in foreign currency.

5. WAIVER OF FEES

The Agency charges no fee for services in exchange for services from the following organizations:

- (a) The Manitoba Bureau of Statistics.
- (b) Vital Statistics Offices in other jurisdictions through agreements to exchange information between jurisdictions as it relates to one another's residency or birthplace.

Services provided under the above agreements are valued at \$39 for the year ended March 31, 2016 (2015 - \$38).

The Agency provides services without compensation to victims of crimes as follows:

In March of 1998, the Ministers of Justice, Consumer and Corporate Affairs, and Highways and Transportation agreed that the fees for replacement documents should be waived. Representatives of Vital Statistics and the Division of Driver and Vehicle Licensing met to coordinate the process so the public would receive the same program from both agencies.

Effective January 1, 1999, members of the public who have had their birth certificate stolen during a criminal act can request replacement certificates and have the fee waived. This does not apply to members of the public who have lost their identification or individuals who are non-residents of Manitoba. Clients are asked to indicate that they are requesting a waiver of fees as a result of a criminal act and to provide police incident number.

Service provided under the above arrangement are valued at \$5 for the year ended March 31, 2016 (2015 - \$6).

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6. CASH AND CASH EQUIVALENTS, AND BANK INDEBTEDNESS

	2016	2015
Cash on hand and balances in bank less outstanding cheques	\$ 216	\$ 37
Working capital advances	-	(147)
	\$ 216	\$ (110)

Working capital advances and long term financing for significant capital purchases are provided to the Agency through the Special Operating Agencies Financing Authority. The Financing Authority has approved a \$212 limit (2015 - \$212) for working capital advances and a capital supply of \$250 for the Agency. At March 31, 2016 the Agency has accessed working capital advances of \$nil (2015 - \$147).

7. ACCOUNTS RECEIVABLE

	2016	2015
Trade	\$ 115	\$ 175
Less: Allowance for doubtful accounts	1	2
	\$ 114	\$ 173

8. EMPLOYEE FUTURE BENEFITS

	2016	2015
Severance benefits	\$ 210	\$ 229
Sick pay benefits	37	37
	\$ 247	\$ 266

Pension benefits

Employees of the Vital Statistics Agency are eligible for pension benefits in accordance with the provisions of the Civil Service Superannuation Act (CSSA) administered by the Civil Service Superannuation Board (CSSB). The CSSA established a defined benefit plan to provide benefits to employees of the Manitoba Civil Service and to participating agencies of the Government, including the Vital Statistics Agency, through the Civil Service Superannuation Fund (CSSF).

Effective March 31, 2001, pursuant to an agreement with the Province of Manitoba, the Vital Statistics Agency transferred to the Province the pension liability for its employees.

Commencing April 1, 2001, the Agency was required to pay to the Province an amount equal to its employees' current pension contributions. The amount paid for 2016 was \$139 (2015 - \$144). Under this agreement, the Agency has no further pension liability.

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Employee Future Benefits - continued

Severance benefits

Effective April 1, 1998, the Agency began recording accumulated severance pay benefits for its employees. The amount of severance pay obligations is based on actuarial calculations. The periodic actuarial valuations of these liabilities may determine that adjustments are needed to the actuarial calculations when actual experience is different from that expected and/or because of changes in actuarial assumptions used. The resulting actuarial gains or losses are amortized over the expected average remaining service life of the related employee group.

An actuarial report was completed for the severance pay liability as of March 31, 2011. The report provides a formula to update the liability on an annual basis. The Vital Statistics Agency's actuarially determined net liability for accounting purposes as at March 31, 2016 was \$210 (2015 - \$229). The actuarial loss of \$88 based on actuarial reports is being amortized over the 15 year expected average remaining service life (EARSL) of the employee group.

Significant long-term actuarial assumptions used in the March 31, 2011 valuation, and in the determination of the March 31, 2016 present value of the accrued severance benefit obligation were:

Annual rate of return	
Inflation component	2.00 %
Real rate of return	<u>4.00 %</u>
	<u>6.00 %</u>
Assumed salary increase rates	
Annual productivity increase	1.00 %
Annual general salary increase	<u>2.75 %</u>
	<u>3.75 %</u>

The severance benefit liability at March 31 includes the following components:

	2016	2015
Balance, beginning of year	\$ 229	\$ 234
Actuarial loss	53	59
Benefits accrued	12	12
Interest on accrued benefits	17	18
Severance paid	<u>(55)</u>	<u>(41)</u>
Accrued benefit liability	256	282
Less: unamortized actuarial losses	<u>(46)</u>	<u>(53)</u>
Severance benefit liability	<u>\$ 210</u>	<u>\$ 229</u>

The total expenses related to severance benefits at March 31 includes the following components:

	2016	2015
Interest on obligation	\$ 17	\$ 18
Current period benefit cost	12	12
Amortization of actuarial gain over EARSL	6	6
Total expense related to severance benefits	<u>\$ 35</u>	<u>\$ 36</u>

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Employee Future Benefits - continued

Sick pay benefits

Vital Statistics Agency provides sick leave benefits for employees that accumulate but do not vest. The accrued benefit obligation related to sick leave entitlement earned by employees is determined using a valuation model developed by an actuary. The valuation is based on employee demographics, sick leave usage and actuarial assumptions. These assumptions include a 6.00% annual return and a 3.75% annual salary increase.

9. TANGIBLE CAPITAL ASSETS

	2016			
	Opening Balance	Additions	Disposals	Closing Balance
Cost				
Data conversion	\$ 2,555	\$ -	\$ -	\$ 2,555
Furniture and fixtures	129	4	-	133
Information system	1,619	-	-	1,619
Leasehold improvements	99	-	-	99
National Routing System	448	-	-	448
Office equipment	218	-	-	218
Security equipment	75	-	-	75
	5,143	4	-	5,147
Accumulated amortization				
Data conversion	2,154	81	-	2,235
Furniture and fixtures	124	1	-	125
Information system	1,411	42	-	1,453
Leasehold improvements	98	1	-	99
National Routing System	348	20	-	368
Office equipment	208	5	-	213
Security equipment	75	-	-	75
	4,418	150	-	4,568
Net book value	\$ 725	\$ (146)	\$ -	\$ 579

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MARCH 31, 2016**

Tangible Capital Assets - continued

	2015			Closing Balance
	Opening Balance	Additions	Disposals	
Cost				
Data conversion	\$ 2,555	\$ -	\$ -	\$ 2,555
Furniture and fixtures	123	6	-	129
Information system	1,619	-	-	1,619
Leasehold improvements	99	-	-	99
National Routing System	448	-	-	448
Office equipment	216	2	-	218
Security equipment	75	-	-	75
	5,135	8	-	5,143
Accumulated amortization				
Data conversion	2,056	98	-	2,154
Furniture and fixtures	122	2	-	124
Information system	1,358	53	-	1,411
Leasehold improvements	97	1	-	98
National Routing System	322	26	-	348
Office equipment	203	5	-	208
Security equipment	75	-	-	75
	4,233	185	-	4,418
Net book value	\$ 902	\$ (177)	\$ -	\$ 725

10. DESIGNATED ASSETS

The Agency has allocated \$94 (2015 - \$94) of its portfolio investments as designated assets for cash received from the Province of Manitoba for vacation entitlements earned by employees of the Agency prior to its designation as an SOA and the severance pay benefits accumulated to March 31, 1998 for certain of their employees. This amount is held by an interest bearing account until the cash is required to discharge the related liabilities. Any unused balance is re-invested annually.

11. COMMITMENTS

The Agency has not entered into a lease agreement with the Province of Manitoba for rental of facilities at 254 Portage Avenue. Occupancy charges for the year ending March 31, 2017 are estimated to be \$189 (2016 - \$189).

12. TRANSFER OF FUNDS TO THE PROVINCE OF MANITOBA

During the year, with Lieutenant-Governor-in-Council approval by Order in Council, the Agency transferred \$220 (2015 - \$200) of its surplus funds to the Province of Manitoba.

OPERATING EXPENSES

VITAL STATISTICS AGENCY
AN AGENCY OF THE GOVERNMENT OF MANITOBA

Schedule 1

SCHEDULE OF OPERATING EXPENSES
(in thousands)
FOR THE YEAR ENDED MARCH 31, 2016

	2016 Budget	2016 Actual	2015 Actual
Accommodation	\$ 189	\$ 189	\$ 179
Bad debts (recovery)	-	(1)	1
Central government charges	47	46	43
Computer information system	291	243	250
Digital imaging	-	64	-
Office equipment support	33	24	24
Office supplies	28	21	28
Other operating expenses	114	101	98
Printed material supplies	159	130	139
Professional fees	73	48	113
Telecommunications	54	53	55
Training	7	2	4
Transportation and freight	213	205	186
	\$ 1,208	\$ 1,125	\$ 1,120