

# VITAL STATISTICS AGENCY

*A Special Operating Agency of the Manitoba Government*



## ANNUAL REPORT 2019-2020

FRONT COVER:

Drawing of the Bank of Nova Scotia Building (present day A.A. Heaps Building), artist unknown. *The Winnipeg Evening Tribune*, 13 October 1931.

University of Manitoba Archives & Special Collections, *Winnipeg Tribune* fonds.

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**MINISTER OF  
FINANCE**

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 have the privilege of presenting for the information of Your Honour the Annual Report  
of the Vital Statistics Agency for the year ended March 31, 2020.

Respectfully Submitted,

  
Honourable Scott Fielding  
Minister of Finance





**Finance**

Deputy Minister  
Room 109, Legislative Building, Winnipeg, MB, R3C 0V8  
[www.gov.mb.ca](http://www.gov.mb.ca)

Honourable Scott Fielding  
Minister of Finance  
Room 109, Legislative Building  
Winnipeg, MB R3C 0V8

Dear Minister Fielding:

I submit for your consideration the Annual Report of the Vital Statistics Agency for the year ended March 31, 2020, which marks the completion of the Vital Statistics Agency's 25th year as a Special Operating Agency.

This annual report highlights the Agency's 2019/2020 progress and achievements in the provision of civil registration, authenticated evidence of foundational identity and vital status, as well as vital event data for research and policy making. Of special note this year, is the completion of a project which allows eligible individuals to apply for select documents online, 24 hours a day everywhere in Manitoba that is internet-enabled.

I would like to thank the Vital Statistics Agency's Advisory Board for their insights and ongoing support, and staff for embracing innovative change, both of which are key drivers to achieving modernization.

Respectfully Submitted,

Richard Groen  
Deputy Minister of Finance



Justice

Director and Chief Operating Officer  
Vital Statistics Agency

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~~Directrice et présidente générale~~  
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Mr. Richard Groen  
Deputy Minister of Finance  
Department of Finance  
Room 109, Legislative Building  
Winnipeg MB R3C 0V8

Dear Mr. Groen:

On behalf of staff, it is my pleasure to submit for your review and consideration the 25<sup>th</sup> Annual Report of the Vital Statistics Agency. The report details operational highlights and financial results of the Agency's activities for the fiscal year ended March 31, 2020.

Over the past year, the Agency continued its involvement with many of the significant activities initiated in prior years, such as inter-jurisdictional coordination of approaches, development of information sharing agreements with partners, and implementation of LEAN principles in Agency operations.

In recognition of the importance civil registration, evidence of foundational identity and vital status in the lives of individuals and families, the Agency retained a persistent focus on improving outcomes for Manitobans. In this regard, I note the Agency is actively working to modernize operations, and this year launched online ordering of select documents, a project funded by the province's Idea Fund. Since launch, more than 24,000 applicants have applied for documents using online ordering, available 24 hours a day everywhere in Manitoba that is internet-enabled. I thank our staff for their dedication and willingness to embrace change in support of this, and other, important initiatives.

We look forward to building upon these positive achievements in 2020/21.

Respectfully submitted,  
Alena Lukes, PhD  
Chief Operating Officer and Director of Vital Statistics  
Vital Statistics Agency

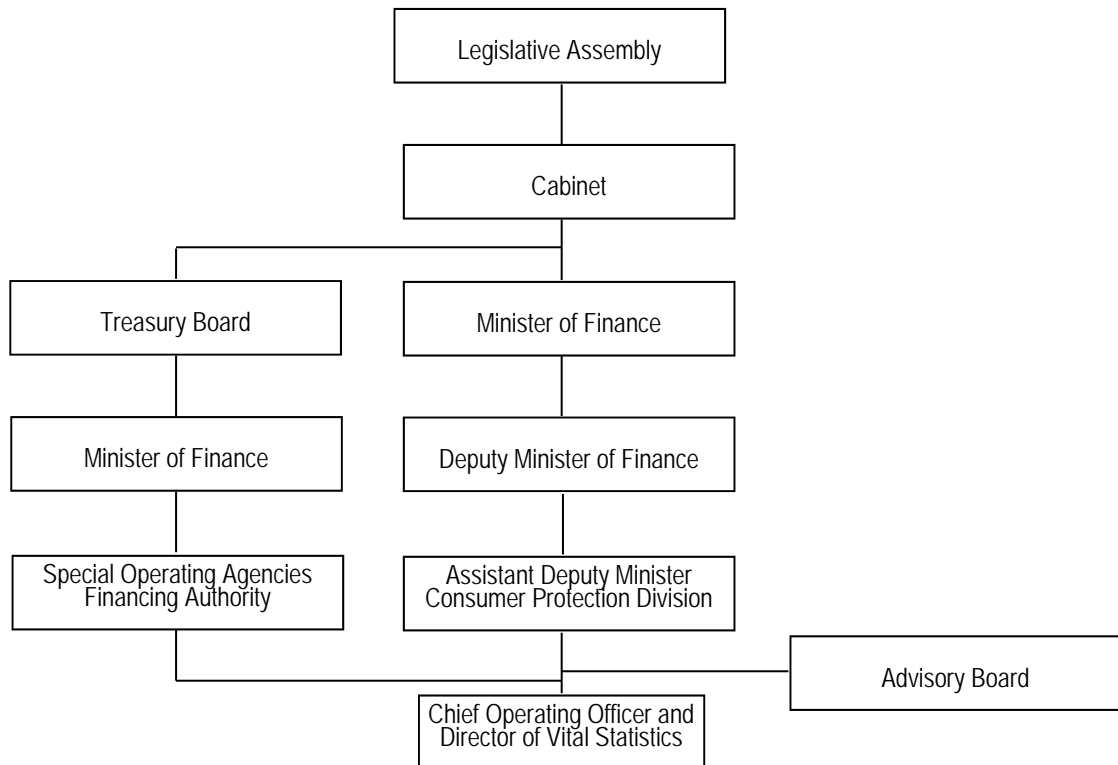
# ACCOUNTABILITY FRAMEWORK

## ACCOUNTABILITY STRUCTURE

The Vital Statistics Agency is a Special Operating Agency (SOA) that:

- ◆ Is within the Department of Finance, accountable to the Deputy Minister for operational and financial performance through the Assistant Deputy Minister of the Consumer Protection Division.
- ◆ Operates on a cost-recovery basis outside the Consolidated Fund under the Special Operating Agency Financing Authority (SOAFA), which holds title to the Vital Statistics Agency's assets, provides financing for operations, and is responsible for the Vital Statistics Agency's liabilities.
- ◆ Is governed by its Operating Charter, Transfer Agreement, and Management Agreement; *General Manual of Administration* policies (unless exempted under the Charter); and by The Special Operating Agencies Financing Authority Act. Financial and operational information/requirements are disseminated to and from Treasury Board through a Special Operating Agency Coordinator at Treasury Board Secretariat.

The Accountability Structure Chart presented below outlines the current structure:





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## ADVISORY BOARD

The Vital Statistics Agency's Advisory Board reviews the statutory reporting presented by the Agency and offers advice and direction in areas of strategic planning and operations, structure, business priorities, finances and issues of concern. Advisory Board members are appointed by the Minister.

Advisory Board Members:

### CHAIR

**Kathryn Durkin-Chudd**  
**Gail Anderson (Retired)**

Assistant Deputy Minister, Consumer Protection Division

### MEMBERS

**Alena Lukes**

Chief Operating Officer and Director of Vital Statistics

**Pam Lorentz**

Staff Representative, Vital Statistics Agency

**Debbie Besant (Retired)**

Chief Executive Officer, General Child and Family Services Authority

**Michael Wisener**

A/Director, Manitoba Bureau of Statistics

**Trina Larsen (Resigned)**

Manager, Maternal Health and Wellness, Women's Health Clinic

**Clayton Kotzer**

Director, Transformation & Integrated Service Management  
Service Canada

**Leslie Russell (Retired)**

Manager (Winnipeg Office), Passport Canada

## VITAL STATISTICS COUNCIL FOR CANADA (VSCC)

Manitoba's Vital Statistics Agency is a member of the Vital Statistics Council for Canada (VSCC). Established in 1945, the Council is a partnership of provincial/territorial vital event registrars, and federal officials responsible for the production and analysis of national statistics.

The Council provides a forum for developing a common approach to collecting vital event information across the nation, sharing information with external parties, and facilitating problem-solving through shared experiences, research findings, and expertise among jurisdictions.

All provincial and territorial registrars provide vital event information to Statistics Canada.

All levels of government use the data to enhance effective and efficient public administration. The data enables statistical research, analysis, comparisons, and projections such as mortality rates, birth rates, nuptial arrangements, life expectancy, population densities, as well as other demographic and geographic trends.

# AGENCY PROFILE

## HISTORY

The provincial vital event registry dates to 1882, and today includes nearly four million records. Information is added to the registry via Vital Statistics, which became a Special Operating Agency on April 1, 1994.

Across Canada, birth, stillbirth and death events are registered at no charge.

The provincial vital event registry contains information used to provide Manitoba-registered individuals with evidence of foundational identity and/or vital status and policymakers/researchers with Manitoba-specific vital event data in support of Manitoba programs.

## PURPOSE

As the sole custodian of the Crown's vital event records, the Vital Statistics Agency is the only authoritative:

- \* Civil registrar of Manitoba vital events;
- \* Issuer of Manitoba vital event documents that provide evidence of foundational identity and/or vital status;
- \* Provider of digital evidence of foundational identity and/or vital status; and
- \* Source of historic and current vital event information in Manitoba.

The Vital Statistics Agency has a key role in provincial, national and international identity management because information in the provincial vital event registry provides evidence of foundational identity and/or vital status for all events registered in Manitoba.

A 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.

Other entries in the provincial vital event registry, such as a registration of death, common-law relationship, common-law relationship dissolution, marriage, etc. provide evidence of vital status or change in vital status.

## VISION

The Agency's vision is to deliver secure evidence of foundational identity/vital status and to provide accurate vital event data from the provincial vital event registry in support of program delivery, policy development, and research.

## 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 AND STATUTORY BASE**

The Vital Statistics 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*.

Agency operations are also affected by other acts including:

- ♦ *The Adoption Act* (adoption registration, documents to Post Adoption Registry);
- ♦ *The Manitoba Evidence Act* (statutory declarations for vital event registration);
- ♦ *The Family Maintenance Act* (amending parentage particulars in birth records);
- ♦ *The Fatality Inquiries Act* (medical certification of death in death registration);
- ♦ *The Interpretation Act* (interpretation of acts and regulations);
- ♦ *The Personal Health Information Act* (protecting privacy);
- ♦ *The Freedom of Information and Protection of Privacy Act* (protecting privacy).

## **ORGANIZATIONAL STRUCTURE**

In 2019/20, the Vital Statistics Agency' staffing comprised 37 weekday Full Time Employee (FTE) positions, and 3 Part-Time FTE positions working on weekends, however the Agency operated with several vacancies due to retirements and staff turn-over.

The Vital Statistics Agency is organized into four main workflows: registration of vital events in the provincial vital event registry; issuance of printed documents; service by phone, email or in-person; and confidential identity management services.

The Vital Statistics Agency also relies on the following professionals to provide specialized services: the Chief Financial Officer provides accounting and comptrollership services; the Manager of Policy and Policy Analyst provide legislatively compliant exception management and policy advice on operational issues, as well as development of policy, legislation and information sharing agreements; and the Business and Data Analyst provides proprietary registry software support and vital event data services.

## **PUBLIC SECTOR COMPENSATION DISCLOSURE**

Pursuant to section 2(1) of *The Public Sector Compensation Disclosure Act*, employees of the Vital Statistics Agency who received compensation in the 2019/20 fiscal year of \$50,000 or more, directly or indirectly, including benefits and severance payments, are disclosed in Volume 2 of the *Province of Manitoba Public Accounts*.

## **THE PUBLIC INTEREST DISCLOSURE (WHISTLEBLOWER PROTECTION) ACT**

No disclosures of wrongdoing were made to a Vital Statistics Agency supervisor or Department of Finance designated officer during 2019/20 fiscal year. The Vital Statistics Agency confirms disclosures under subsection 18(2)(a) [disclosures received], 18(2)(b) [investigations due to disclosures], and 18(2)(c) [corrective action due to disclosures] are all NIL.

# SERVICES AND PRODUCTS

## SERVICE LINES

The Vital Statistics Agency has two inter-connected lines of business that deliver services and products related to the provincial vital event registry to: the general public (evidence of foundational identity and/or vital status); and provincial/federal departments/organizations, health institutions, and researchers (data and statistical services).

## 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:**

- Civil registration of vital events
  - \* 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)
- Evidence of foundational identity (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) within 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):**

- Evidence of foundational identity (documents)
  - \* Polymer birth certificates with the option to include parent(s) name(s)
  - \* Certificates of Election of surname;
  - \* Certificates of Resumption of surname;
  - \* Certificates of Legal changes of name;
  - \* Certificates of Change of sex designation;
  - \* Certified copies of registrations for birth;
  - \* Post-Adoption Registry documents
- Evidence of vital status (documents)
  - \* Commemorative birth, marriage and stillbirth certificates;
  - \* Certificates of common-law relationship registration;
  - \* Certificates of common-law relationship dissolution registration;
  - \* Certificates of death;
  - \* Certificates of marriage;
  - \* Certified copies of marriage, death, and stillbirth events;
  - \* Marriage licenses and banns;
  - \* Record searches (including genealogical searches) and search receipts.

# ACTIVITIES OF INTEREST

## **IDENTITY MANAGEMENT**

Identity is the starting point in establishing 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 in the public sector, especially areas charged with managing program eligibility, protecting the rights of citizens, ensuring privacy, and safeguarding national security or public safety.

The Vital Statistics Agency and the Employment and Income Assistance Program are co-chairs of a Manitoba Interdepartmental Steering Committee on Identity Management. This committee was created to develop identity notification and authentication options for individuals eligible for Manitoba benefit programs and services. The committee is comprised of a select group of assistant deputy ministers and executive directors from the Departments of Families; Finance; Health; Justice; and Growth, Enterprise and Trade.

## **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 continues to work with the Council and Uniform Law Conference of Canada to update the model Vital Statistics Act, and to develop pan-jurisdictional 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: surrogacy in birth registration); as well as processes involved in foundational identity maintenance or authentication.

## **DIGITAL VITAL EVENT SERVICES**

The Vital Statistics Agency continues to actively review mechanisms for digital notification/authentication of registered vital event information to ensure consistent data management, security, and protection of digital vital event information.

This includes ongoing participation in a federal/provincial/territorial dialogue on a digital identity management initiative known as the 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 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 in 2019/20 applied to the Government of Manitoba's Idea Fund to implement information system enhancements that enable eligible individuals to apply for select vital statistics documents on-line.

## **PRINTED DOCUMENTS AND MICROFILM TO DIGITAL IMAGES**

In 2019/20, the Agency continued with digitization initiatives that will convert microfilm to digital images and enable digitization of printed documents. It is anticipated this change will contribute to faster services times.

## **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 program development and policy planning.

The Vital Statistics Agency therefore continues to work 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.

## **IMMIGRATION, REFUGEES AND CITIZENSHIP CANADA (IRCC)**

In recent years, Immigration, Refugees and Citizenship Canada (IRCC), formerly Citizenship and Immigration Canada (CIC), indicated a desire to engage Canadian vital statistics organizations on a number of topics. Manitoba has agreed to participate in the Identity Linkages Project (ILP), which, when implemented, will enable IRCC/Passport Canada to digitally validate foundational identity information. The Agency is working to onboard in the next few years, after the Agency has implemented on-line application and electronic registration projects.

## **INTEGRATED DEATH REGISTRATION**

The Public Sector Service Delivery Council (PSSDC) and the Public Sector Chief Information Officer Council (PSCIO) of the Institute for Citizen Centred Service (ICCS) have been working to develop federal, provincial and territorial best practices in citizen-centred service delivery. The Vital Statistics Agency continues to participate in PSSDC initiatives related to the Death Notification Working Group and Blueprint for integrated digital death registration.

## **TRUTH AND RECONCILIATION COMMISSION RECOMMENDATIONS**

The government of Manitoba is 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 continues to be 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.

## **TRANSFORMATION**

The Government of Manitoba announced *Transforming the Manitoba Public Service: A Strategy for Action* in February 2018. The Vital Statistics Agency engaged with the strategy, and continues to focus on the implementation of LEAN principles to streamline, eliminate waste, and maximize available resources. Many transformation initiatives such as digitization of microfilm and printed documents, are 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.

# ACTIVITIES PERFORMED IN 2019/20

		2018-2019	2017-2018	2016-2017
<b>Vital Event Registration</b>				
Adoption	105	177	206	154
Birth	17,232	17,377	17,632	17,392
Stillbirth	154	126	135	140
Common-Law Relationship	52	66	90	82
Common-Law Dissolution	8	3	4	10
Marriage	5,182	5,471	5,562	5,515
Death	11,414	10,867	11,105	10,958
Delayed Registration <sup>1</sup>	4	12	20	20
<b>Vital Event Registration Sub-Total</b>	<b>34,151</b>	<b>34,099</b>	<b>34,754</b>	<b>34,271</b>
<b>Foundational Identity Services</b>				
Legal Change of Name	960	1,161	1,153	1,208
Election of Surname	88	100	114	117
Resumption of Surname	10	8	9	11
Change of Sex Designation	76	89	70	76
Registry Amendments	4,144	4,789	5,439	5,456
<b>Foundational Identity Services Sub-Total</b>	<b>5,278</b>	<b>6,147</b>	<b>6,785</b>	<b>6,868</b>
<b>Registration-Related Services</b>				
Clergy appointed	231	250	147	227
Commissioners appointed	1,321	1,245	1,042	1,032
Denominations recognized	10	5	5	7
Event Registrars appointed	116	62	43	34
Disinterment orders	0	5	12	4
Victims of crime	136	165	154	194
<b>Registration-Related Services Sub-Total</b>	<b>1,814</b>	<b>1,732</b>	<b>1,403</b>	<b>1,498</b>
<b>Documents Issued</b>				
Birth certificates	48,423	45,452	49,907	48,946
Commemorative certificates	8	4	13	13
Common-Law certificates	104	152	195	174
Marriage certificates	9,409	8,964	10,136	10,094
Marriage licences and banns	5,232	5,422	5,532	5,324
Death certificates	8,787	7,081	8,186	8,590
Certified copies	2,934	3,205	2,990	3,209
Search receipts	2,621	3,092	3,626	3,888
Genealogy requests	2,332	2,564	2,453	2,035
<b>Documents Issued Sub-Total</b>	<b>79,850</b>	<b>75,936</b>	<b>83,038</b>	<b>82,273</b>
<b>Rush Service Requests<sup>2</sup></b>	<b>22,416</b>	<b>22,631</b>	<b>20,901</b>	<b>20,531</b>
<b>FISCAL YEAR TOTAL</b>		<b>140,545</b>	<b>146,881</b>	<b>145,441</b>

<sup>1</sup> Delayed registrations of all vital events.

<sup>2</sup> 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 the 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

## 2019 CALENDAR YEAR

### TOTAL BIRTHS

Year	Total Boys		Total Girls		Total Births	
	Number	Percentage	Number	Percentage	Number	Percentage
2019	8,641	50%	8,558	50%	17,119	100%
2018	8,924	51%	8,628	49%	17,554	100%
2017	9,116	52%	8,396	48%	17,513	100%
2016	8,854	51%	8,555	49%	17,409	100%
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%

### MARRIAGES BY OFFICIANT

Year	Clergy		Marriage Commissioner		Court of Queen's Bench		Total Marriages	
	Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage
2019	1,539	31%	3,504	69%	0	0%	5,047	100%
2018	1,705	32%	3,665	68%	0	0%	5,373	100%
2017	1,833	33%	3,708	67%	0	0%	5,544	100%
2016	1,897	35%	3,608	65%	0	0%	5,506	100%
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%

### COMMON-LAW REGISTRATIONS

	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
Number	53	66	90	82	41	68	47	56	40	42	55



## 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*
2019	17,199	12.5	12.5	5,047	3.7	3.7	11,225	8.2	8.1	157	9.1
2018	17,554	12.9	13.0	5,376	4.0	4.0	11,072	8.1	8.2	158	9
2017	17,513	12.9	13.1	5,544	4.1	4.1	11,090	8.2	8.3	134	7.7
2016	17,409	13.0	13.2	5,506	4.1	4.2	10,785	8.1	8.2	141	8.1
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

\*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 BABY NAMES

### BOYS

	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
1	Liam	Liam	Liam	Liam	Liam	Liam	Liam	Liam	Liam	Liam	Liam
2	Noah	Noah	Noah	William	Lucas	Noah	Ethan	Mason	Ethan	Noah	Ethan
3	Lucas	Lucas	Lucas	Benjamin	Logan	Logan	Lucas	Carter	Noah	Ethan	Noah
4	William	Logan	Benjamin	Lucas	Mason	Mason	Logan	Noah	Logan	Logan	Logan
5	Mason	Ethan	Ethan	Ethan	James	Ethan	Noah	Logan	Lucas	Jacob	Carter
6	Ethan	Benjamin	Lincoln	Noah	Oliver	James	Mason	Lucas	Benjamin	Lucas	William
7	James	William	Jacob	Carter	Ethan	Lucas	Alexander	William	Mason	Alexander	Owen
8	Oliver	Jacob	Logan	Owen	Jacob	Jacob	Benjamin	Benjamin	Jayden	Owen	Lucas
9	Benjamin	Alexander	Mason	Alexander	William	Hunter	Carter	Hunter	Carter	Daniel	Alexander
10	Carter	Mason	William	Mason	Owen	Carter	Jacob	Jacob	Jacob	Carter	Joshua

### GIRLS

	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
1	Olivia	Olivia	Olivia	Olivia	Emily	Olivia	Emma	Emily	Olivia	Chloé	Ava
2	Emily	Emily	Emily	Emma	Olivia	Emma	Emily	Emma	Ava	Emily	Emma
3	Ava	Charlotte	Ava	Emily	Emma	Sophia	Olivia	Olivia	Emily	Isabella	Olivia
4	Amelia	Amelia	Emma	Sophia	Hannah	Emily	Sophia	Sophia	Sophia	Ava	Emily
5	Hannah	Sophia	Sophia	Chloe	Ava	Ava	Ava	Ava	Emma	Olivia	Isabella
6	Charlotte	Chloe	Abigail	Ava	Chloe	Avery	Hannah	Lily	Hailey	Emma	Chloé
7	Sophia	Abigail	Chloe	Abigail	Sophia	Abigail	Chloe	Avery	Sophie	Lily	Abigail
8	Emma	Ava	Charlotte	Amelia	Avery	Chloe	Ella	Chloé	Chloé	Sophia	Madison
9	Abigail	Isabella	Amelia	Hannah	Amelia	Madison	Madison	Abigail	Isabella	Brooklyn	Alexis
10	Avery	Sophie	Mia	Grace	Abigail	Isabella	Hailey	Hailey	Lily	Sophie	Hailey

## INFANT MORTALITY BY REGION OF RESIDENCE

REGIONS	2019		
	Infant Deaths	Live Births	Rate per 1,000 Live Births
Interlake-Eastern	4	1,469	2.7
Northern	16	1,629	9.8
Prairie Mountain	9	1,943	4.6
Southern	12	3,008	4.0
Winnipeg	38	8,176	4.6
<b>Manitoba Residents</b>	<b>79</b>	<b>16,225</b>	<b>4.9</b>
Non-Residents	7	538	13.0
Unknown	9	436	
<b>TOTAL</b>	<b>95</b>	<b>17,199</b>	<b>5.5</b>

## DEATH RATES (under one year)

YEAR	STILLBIRTH <sub>1</sub>	PERINATAL <sub>2</sub>	NEONATAL <sub>3</sub>	POST-NEONATAL <sub>4</sub>	INFANT <sub>5</sub>
2019	9.1	11.8	3.4	2.1	5.5
2018	9.0	12.8	4.4	2.6	7.0
2017	7.7	11.8	5.2	1.7	6.9
2016	8.1	11.7	4.1	1.4	5.5
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

<sup>1</sup> Stillbirth: a child or fetus of 20 or more weeks gestation or weighing 500 grams or more that is dead at birth. Stillbirth rates are per 1,000 live births.

<sup>2</sup> 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).

<sup>3</sup> Neonatal: a child aged less than 28 days of age, excluding stillbirths. Neonatal rates are per 1,000 live births.

<sup>4</sup> 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.

<sup>5</sup> 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	2019					Total
	< 7 Days	7 - 28 Days	28 Days - 1 Year			
Accidents (V01-X59, Y85-Y86)	0	0	1			1
Congenital Anomalies (Q00 - Q99)	14	1	5			20
Immaturity (p07)	9	1	0			10
Injury at Birth (P10 - P15)	0	0	0			0
Newborn affected by complications of placenta, cord & membranes (P02)	4	0	0			4
Other Causes	18	7	26			51
Other Respiratory Conditions originating in the perinatal period (P23 - P28)	2	1	2			5
Pneumonia (J12-J18)	0	0	2			2
Respiratory Distress of Newborn (P22)	1	1	0			2
Sudden Infant Death Syndrome (R95)	0	0	0			0
<b>TOTAL</b>	<b>48</b>	<b>11</b>	<b>36</b>			<b>95</b>

## DEATHS BY UNDERLYING CAUSE (Rate per 100,000)

CAUSES OF DEATH	2019			2018			2017		
	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)	497	36.2	36.0	379	27.9	28.0	422	31.1	31.5
Cancer (C00 - C97)	2,864	208.6	207.7	2,696	198.2	199.4	2,456	181.0	183.5
Cerebrovascular Disease (I60 - I69)	595	43.3	43.1	526	38.7	38.9	561	41.3	41.9
Diabetes (E10 - E14)	331	24.1	24.0	315	23.2	23.3	276	20.3	20.6
Diseases of the heart (I00 - I09, I11, I13, I20 - I25, I26 - I51)	2,076	151.2	150.5	1,951	143.4	144.3	1,883	138.8	140.7
Pneumonia (J12-J18)	209	15.2	15.2	187	13.7	13.8	184	13.6	13.8
Intentional Self-Harm (X60 - X84, Y890)	192	14.0	13.9	219	16.1	16.2	166	12.2	12.4

## 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
2019	87	6.3	204	14.9	206	15.0	497	36.2
2018	68	5.0	158	11.6	153	11.2	379	27.9
2017	70	5.2	190	14.0	162	11.9	422	31.1
2016	117	8.7	207	15.5	206	15.4	530	39.6
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

NOTE: Due to being incomplete at the time of printing, approximately 4% of the 2019 cause of death data has been excluded from the above table.

## DISPOSITION RATES BY TYPE

YEAR	Burials		Cremations		Other*		Total Deaths	
	Number	Percentage	Number	Percentage	Number	Percentage	Number	Percentage
2019	3,429	31%	7,566	67%	232	2%	11,227	100%
2018	3,613	33%	7,223	65%	236	2%	11,072	100%
2017	3,553	32%	7,317	66%	220	2%	11,090	100%
2016	3,610	34%	6,985	65%	190	2%	10,785	100%
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%

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

# ANALYSIS OF AUDITED FINANCIALS

## ANALYSIS OF STATEMENT OF FINANCIAL POSITION (Audited Financial Statements, page 4)

	Actual 2020	Actual 2019	Variance Amount	Variance %
<b>FINANCIAL ASSETS</b>				
Cash and Cash Equivalents (1)	1,264	1,186	78	7%
Accounts Receivable (2)	157	95	62	65%
Portfolio Investments	94	94	0	0%
Inventories for Resale (3)	266	154	112	73%
	<u>1,781</u>	<u>1,529</u>	<u>252</u>	<u>16%</u>
<b>LIABILITIES</b>				
Accounts Payable and Accruals (4)	90	93	-3	-3%
Unearned Revenue (5)	470	436	34	8%
Accrued Unused Vacation Entitlements (6)	181	174	-7	4%
Employee Future Benefits (7)	306	292	14	5%
	<u>1,047</u>	<u>995</u>	<u>253</u>	<u>5%</u>
<b>NET FINANCIAL ASSETS (DEBT)</b>	<u>734</u>	<u>534</u>	<u>200</u>	<u>37%</u>
<b>NON-FINANCIAL ASSETS</b>				
Pre-Paid Expenses (8)	132	153	-21	-14%
Tangible Assets (7)	412	412	-0	0%
	<u>544</u>	<u>565</u>	<u>-21</u>	<u>-4%</u>
<b>ACCUMULATED SURPLUS</b>	<u>1,278</u>	<u>1,099</u>	<u>179</u>	<u>16%</u>

# VARIANCE NOTES

## VARIANCE NOTES TO ANALYSIS: STATEMENT OF FINANCIAL POSITION

- 1) *Cash and Cash Equivalents* increased from \$1,186.0 in 2018/19 to \$1,264.0 in 2019/20.  
The increase is due to an overall net increase in cash and cash equivalents of \$78.0 in 2019/20. See *Statement of Cash Flows* on page 7 of the *Audited Financial Statements and Notes to Financial Statements* on page 11 of the *Audited Financial Statements* for more information.
- 2) *Accounts Receivable* increased from \$95.0 in 2018/19 to \$157.0 in 2019/20.  
This increase is due to a higher trade accounts receivable balance at year end. For more information see *Notes to Financial Statements* on page 10 of the *Audited Financial Statements*.
- 3) *Inventories for Resale* increased from \$154.0 in 2018/19 to \$266.0 in 2019/20.  
This increase is due to a large order of pre-printed certificate stock, made to achieve bulk savings.
- 4) *Accounts Payable and Accruals* decreased from \$93.0 in 2018/19 to \$90.0 in 2019/20.  
This decrease is due to invoices being more timely.
- 5) *Unearned Revenue* increased from \$436.0 in 2018/19 to \$470.0 in 2019/20.  
This increase is due to longer processing times for some service and product requests at year end. The Agency receives payments at the time various documents/services are ordered—these are reflected as unearned revenue until completion of the service or issuance of the ordered document. Staff vacancies delayed some processing times.
- 6) *Accrued Unused Vacation Entitlement* increased from \$174.0 in 2018/19 to \$181.0 in 2019/20.  
This increase is due to staffing level increase.
- 7) *Employee Future Benefits* increased from \$292.0 in 2018/19 to \$306.0 in 2019/20.  
This increase is due to staffing level increase.
- 8) *Pre-Paid Expenses* decreased from \$153.0 in 2018/19 to \$132.0 in 2019/20.  
This decrease is due to a decrease in value of service contracts.

# ANALYSIS OF AUDITED FINANCIALS

## ANALYSIS OF STATEMENT OF OPERATIONS (Audited Financial Statements, page 4)

	Actual 2020	Actual 2019	Variance Amount	Variance %	Actual 2020	Budget 2020	Variance Amount	Variance %
<b>REVENUE</b>								
Net Sales (1)	3,811	3,675	136	4%	3,811	4,403	-592	-13%
Departmental / Gov proceeds (2)	221	291	-70	-24%	221	246	-25	-10%
Interest	6	3	3	100%	6	1	5	500%
	<u>4,038</u>	<u>3,969</u>	<u>69</u>	<u>2%</u>	<u>4,038</u>	<u>4,650</u>	<u>-612</u>	<u>-13%</u>
<b>EXPENSES</b>								
Salaries and benefits (3)	2,472	2,262	210	9%	2,472	2,223	249	11%
Operating expenses - schedule 1 (4)	1,308	1,212	96	8%	1,308	1,320	-73	-1%
Amortization	79	79	0	0%	79	164	-85	-52%
	<u>3,859</u>	<u>3,553</u>	<u>306</u>	<u>9%</u>	<u>3,859</u>	<u>3,707</u>	<u>152</u>	<u>4%</u>
<b>NET INCOME (LOSS)</b>								
Before Grants & Transfers	<u>179</u>	<u>416</u>	<u>-237</u>	<u>+57%</u>	<u>179</u>	<u>943</u>	<u>-764</u>	<u>-81%</u>
<b>GRANTS AND TRANSFERS</b>								
Grant to other OREs	0	0	0	0%	0	0	0	0%
Transfer to Province	0	140	-140	-100%	0	0	0	0%
	<u>0</u>	<u>140</u>	<u>-140</u>	<u>-100%</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
<b>NET INCOME (LOSS)</b>								
After Grants & Transfers	<u>179</u>	<u>276</u>	<u>-97</u>	<u>-35%</u>	<u>179</u>	<u>943</u>	<u>-764</u>	<u>-81%</u>
<b>ACCUMULATED SURPLUS</b>								
Beginning of Year	<u>1,099</u>	<u>823</u>	<u>276</u>	<u>34%</u>	<u>1,099</u>	<u>1,099</u>	<u>0</u>	<u>0%</u>
End of Year	<u>1,278</u>	<u>1,099</u>	<u>179</u>	<u>16%</u>	<u>1,278</u>	<u>2,042</u>	<u>-764</u>	<u>-37%</u>



# VARIANCE NOTES

## VARIANCE NOTES TO ANALYSIS: STATEMENT OF OPERATIONS

- 1) *Net Sales* increased from \$3,675.0 in 2018/19 to \$3,811.0 in 2019/20.  
This increase is offset by unearned revenue. The Agency receives payments at the time various documents/services are ordered—these are reflected as unearned revenue until completion of the service or issuance of the ordered document. Ability to reduce or eliminate unearned revenue is dependent on staffing levels and implementation of transformation initiatives such as LEAN operations, IT enhancements, and digitization projects. The Agency experienced increases in unearned revenue as follows: from \$520.0 in 2013/14 to \$135.0 in 2014/15 to \$132.0 in 2015/16 to \$173.0 in 2016/17 to \$188.0 in 2017/18 to \$436.0 in 2018/19 and \$470.0 in 2019/20. Comparing budgeted revenue versus actual revenue appears to indicate actual *Net Sales* were \$592.0 below the budgeted *Net Sales* — however, the budgeted amount included anticipated fee increases which were not implemented in 2019/20. Actual volume of sales did not reduce, and remains comparable to prior years, see *Activities Performed* in 2019/20 on Page 15 of this report.
- 2) *Proceeds from Other Departments* decreased from \$291.0 in 2018/19 to \$221.0 in 2019/20. This decrease is due to Treasury Board approved cessation of cost-recovery from the Funeral Board of Manitoba.
- 3) *Salaries and Benefits* increased from \$2,262.0 in 2018/19 to \$2,472.0 in 2019/20. This increase is due to an increase in weekday staffing and implementation of weekend staffing.
- 4) *Operating Expenses* increased from \$1,212.0 in 2018/19 to \$1,308 in 2019/20. The increase in operating expenses is primarily due to legal fees/settlement and IT costs. Please see *Schedule of Operating Expenses* on page 18 of the *Audited Financial Statements* for more information.



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# AUDITED FINANCIAL STATEMENTS

VITAL STATISTICS AGENCY  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED MARCH 31, 2020

VITAL STATISTICS AGENCY  
AN AGENCY OF THE GOVERNMENT OF MANITOBA

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AS AT MARCH 31, 2020

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## 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 July 9, 2020.

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



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Alena Lukes, Chief Operating Officer and Director of Vital Statistics  
July 9, 2020

**INDEPENDENT AUDITOR'S REPORT****TO THE SPECIAL OPERATING AGENCIES FINANCING AUTHORITY  
VITAL STATISTICS AGENCY****Opinion**

We have audited the financial statements of Vital Statistics Agency (the Agency), which comprise the statement of financial position as at March 31, 2020, and the statements of operations, change in net financial assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

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

**Basis for Opinion**

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

**Other Information**

Management is responsible for the other information. The other information comprises the information, other than the financial statements and our auditor's report thereon, in the Annual Report that is posted on their government website.

Our opinion on the 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 financial statements, our responsibility is to read the other information, and in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

The Annual Report is expected to be made available to us after the date of the auditor's report. If, based on the work we perform on this information, we conclude that there is a material misstatement of this other information, we are required to report that fact to those charged with governance.

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

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

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

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

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

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

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

Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

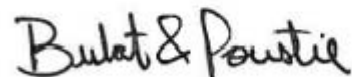
Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control.

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 Agency's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Agency to cease to continue as a going concern.

Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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



July 9, 2020  
Winnipeg, Manitoba

CHARTERED PROFESSIONAL ACCOUNTANTS

VITAL STATISTICS AGENCY  
AN AGENCY OF THE GOVERNMENT OF MANITOBA

STATEMENT OF FINANCIAL POSITION  
(in thousands)  
AS AT MARCH 31, 2020

	2020	2019
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents, note 6	\$ 1,264	\$ 1,186
Accounts receivable, note 7	157	95
Portfolio investments	94	94
Inventories for resale	266	154
	<u>1,781</u>	<u>1,529</u>
<b>LIABILITIES</b>		
Accounts payable and accruals	\$ 90	\$ 93
Unearned revenue	470	436
Accrued unused vacation entitlements	181	174
Employee future benefits, note 8	306	292
	<u>1,047</u>	<u>995</u>
<b>NET FINANCIAL ASSETS</b>	734	534
<b>NON-FINANCIAL ASSETS</b>		
Prepaid expenses	132	153
Tangible capital assets, note 9	412	412
	<u>544</u>	<u>565</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 1,278</u>	<u>\$ 1,099</u>
Designated assets, note 10		
Commitments, note 11		
Contingencies, note 12		

The accompanying notes are an integral part of the financial statements

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

**STATEMENT OF OPERATIONS  
(in thousands)  
FOR THE YEAR ENDED MARCH 31, 2020**

	2020 Budget	2020 Actual	2019 Actual
<b>REVENUE</b>			
Net sales	\$ 4,403	\$ 3,811	\$ 3,675
Proceeds from government departments	246	221	291
Interest	1	6	3
	4,650	4,038	3,969
<b>EXPENSES</b>			
Salaries and employee benefits	2,223	2,472	2,262
Operating expenses, Schedule 1	1,320	1,308	1,212
Amortization	164	79	79
	3,707	3,859	3,553
Net income before the transfer of funds to the Province of Manitoba	943	179	416
Transfer of funds to the Province of Manitoba, note 13	-	-	140
<b>NET INCOME</b>	943	179	276
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	1,099	1,099	823
<b>ACCUMULATED SURPLUS, END OF YEAR</b>	\$ 2,042	\$ 1,278	\$ 1,099

The accompanying notes are an integral part of the financial statements



VITAL STATISTICS AGENCY  
AN AGENCY OF THE GOVERNMENT OF MANITOBA

STATEMENT OF CHANGE IN NET FINANCIAL ASSETS  
(in thousands)  
FOR THE YEAR ENDED MARCH 31, 2020

	2020 Budget	2020 Actual	2019 Actual
<b>NET INCOME</b>	\$ 943	\$ 179	\$ 276
<b>TANGIBLE CAPITAL ASSETS</b>			
Acquisition of tangible capital assets	-	(79)	(50)
Amortization of tangible capital assets	164	79	79
Net acquisition of tangible capital assets	164	-	29
<b>OTHER NON-FINANCIAL ASSETS</b>			
Decrease in prepaid expenses	-	21	13
<b>INCREASE IN NET FINANCIAL ASSETS</b>	1,107	200	318
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	534	534	216
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	\$ 1,641	\$ 734	\$ 534

The accompanying notes are an integral part of the financial statements

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

**STATEMENT OF CASH FLOWS  
(in thousands)  
FOR THE YEAR ENDED MARCH 31, 2020**

	2020 Actual	2019 Actual
<b>CASH PROVIDED BY (APPLIED TO):</b>		
<b>OPERATING</b>		
Net income	\$ 179	\$ 276
Amortization of tangible capital assets	79	79
	258	355
Changes in the following:		
Accounts receivable	(62)	23
Inventories for resale	(112)	40
Accounts payable and accruals	(3)	8
Unearned revenue	33	247
Accrued unused vacation entitlements	8	(24)
Employee future benefits	14	22
Prepaid expenses	21	13
	157	684
<b>CAPITAL</b>		
Acquisition of tangible capital assets	(79)	(50)
<b>INCREASE IN CASH AND CASH EQUIVALENTS</b>	<b>78</b>	<b>634</b>
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<b>1,186</b>	<b>552</b>
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<b>\$ 1,264</b>	<b>\$ 1,186</b>
Supplementary information:		
Interest received	\$ 6	\$ 3

The accompanying notes are an integral part of the financial statements

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

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**NOTES TO FINANCIAL STATEMENTS  
(in thousands)  
MARCH 31, 2020**

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**1. ENTITY DEFINITION**

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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**

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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**

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**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

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NOTES TO FINANCIAL STATEMENTS  
(in thousands)  
MARCH 31, 2020

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**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 cost 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.

NOTES TO FINANCIAL STATEMENTS  
(in thousands)  
MARCH 31, 2020

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 (2019 - \$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  
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NOTES TO FINANCIAL STATEMENTS  
(in thousands)  
MARCH 31, 2020

Financial Instruments and Financial Risk Management - continued

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

	2020	2019
Cash on hand and balances in bank, note 6	\$ 1,264	\$ 1,186
Accounts receivable	157	95
Portfolio investments	94	94
	<b>\$ 1,515</b>	<b>\$ 1,375</b>

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, 2020 was:

	Net	Allowance
Current	\$ 79	\$ -
31-60 days past billing date	32	-
Greater than 90 days past the billing date	46	-
Balance, end of the year	<b>\$ 157</b>	<b>\$ -</b>

There was no allowance for doubtful accounts provision made at year end and there were no amounts written off during the year.

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.

VITAL STATISTICS AGENCY  
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NOTES TO FINANCIAL STATEMENTS  
(in thousands)  
MARCH 31, 2020

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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**

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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 \$33 for the year ended March 31, 2020 (2019 - \$33).

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 \$4 for the year ended March 31, 2020 (2019 - \$5).

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

**NOTES TO FINANCIAL STATEMENTS  
(in thousands)  
MARCH 31, 2020**

<b>6. CASH AND CASH EQUIVALENTS</b>	<b>2020</b>	<b>2019</b>
Cash on hand and balances in bank less outstanding cheques	\$ 559	\$ 984
Short term deposit, interest at 1.71%, maturing April 15, 2020 (2019 - interest at 1.87%, maturing April 14, 2019)	205	202
Short term deposit, interest at 0.98%, maturing June 18, 2020	500	-
	<b>\$ 1,264</b>	<b>\$ 1,186</b>

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 did not approve a limit for working capital advances during the year (2019 - \$212) and approved \$300 (2019 - \$250) for capital supply for the Agency. At March 31, 2020 the Agency has not accessed any of these advances.

<b>7. ACCOUNTS RECEIVABLE</b>	<b>2020</b>	<b>2019</b>
Trade	\$ 156	\$ 95
Interest	1	-
	<b>\$ 157</b>	<b>\$ 95</b>

<b>8. EMPLOYEE FUTURE BENEFITS</b>	<b>2020</b>	<b>2019</b>
Severance benefits	\$ 269	\$ 255
Sick pay benefits	37	37
	<b>\$ 306</b>	<b>\$ 292</b>

**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 2020 was \$134 (2019 - \$148). Under this agreement, the Agency has no further pension liability.



VITAL STATISTICS AGENCY  
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NOTES TO FINANCIAL STATEMENTS  
(in thousands)  
MARCH 31, 2020

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, 2017. 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, 2020 was \$269 (2019 - \$255). The actuarial loss of \$182 (2019 - \$182) 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, 2017 valuation, and in the determination of the March 31, 2020 present value of the accrued severance benefit obligation were:

Annual rate of return	<u>3.80 %</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:

	2020	2019
Balance, beginning of year	\$ 255	\$ 233
Actuarial loss	110	122
Benefits accrued	14	13
Interest on accrued benefits	13	13
Severance paid	(26)	(17)
Accrued benefit liability	366	364
Less: unamortized actuarial losses	(97)	(109)
Severance benefit liability	<u>\$ 269</u>	<u>\$ 255</u>

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

	2020	2019
Interest on obligation	\$ 13	\$ 13
Current period benefit cost	14	13
Amortization of actuarial gain over EARSL	13	13
Total expense related to severance benefits	<u>\$ 40</u>	<u>\$ 39</u>

VITAL STATISTICS AGENCY  
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NOTES TO FINANCIAL STATEMENTS  
(in thousands)  
MARCH 31, 2020

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

2020

	Opening Balance	Additions/ Transfers	Disposals	Closing Balance
<b>Cost</b>				
Data conversion	\$ 2,555	\$ -	\$ -	\$ 2,555
Furniture and fixtures	134	-	-	134
Information system	1,700	79	-	1,779
Leasehold improvements	122	-	-	122
National Routing System	471	-	-	471
Office equipment	218	-	-	218
Security equipment	75	-	-	75
	5,275	79	-	5,354
<b>Accumulated amortization</b>				
Data conversion	2,391	33	-	2,424
Furniture and fixtures	131	2	-	133
Information system	1,535	32	-	1,567
Leasehold improvements	99	-	-	99
National Routing System	414	12	-	426
Office equipment	218	-	-	218
Security equipment	75	-	-	75
	4,863	79	-	4,942
<b>Net book value</b>	\$ 412	\$ -	\$ -	\$ 412

VITAL STATISTICS AGENCY  
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NOTES TO FINANCIAL STATEMENTS  
(in thousands)  
MARCH 31, 2020

Tangible Capital Assets - continued

	2019			Closing Balance
	Opening Balance	Additions/ Transfers	Disposals	
<b>Cost</b>				
Data conversion	\$ 2,589	\$ (34)	\$ -	\$ 2,555
Furniture and fixtures	134	-	-	134
Information system	1,619	81	-	1,700
Leasehold improvements	99	23	-	122
National Routing System	468	3	-	471
Office equipment	218	-	-	218
Security equipment	98	(23)	-	75
	5,225	50	-	5,275
<b>Accumulated amortization</b>				
Data conversion	2,350	41	-	2,391
Furniture and fixtures	129	2	-	131
Information system	1,514	21	-	1,535
Leasehold improvements	99	-	-	99
National Routing System	400	14	-	414
Office equipment	217	1	-	218
Security equipment	75	-	-	75
	4,784	79	-	4,863
<b>Net book value</b>	\$ 441	\$ (29)	\$ -	\$ 412

10. DESIGNATED ASSETS

The Agency has allocated \$94 (2019 - \$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, 2021 are estimated to be \$190 (2020 - \$190).

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

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**NOTES TO FINANCIAL STATEMENTS  
(in thousands)  
MARCH 31, 2020**

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**12. CONTINGENCIES AND LEGAL SETTLEMENTS**

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During the year, the Agency paid out \$52 in legal settlements related to claims against them. There are no other amounts accrued in the financial statements as management has determined that any litigation pending is either unlikely or not determinable.

**13. TRANSFER OF FUNDS TO THE PROVINCE OF MANITOBA**

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During the year, with Lieutenant-Governor-in-Council approval by Order in Council, the Agency transferred \$nil (2019 - \$140) of its surplus funds to the Province of Manitoba.

**14. SUBSEQUENT EVENTS**

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Before the year end there was a global outbreak of a novel coronavirus identified as "COVID-19". On March 11, 2020, the World Health Organization declared a global pandemic. In order to combat the spread of COVID-19, governments worldwide have enacted emergency measures including travel bans, legally enforced or self-imposed quarantine periods, social distancing, and business and organization closures. These measures have caused material disruptions to businesses, governments and other organizations resulting in an economic slowdown and increased volatility in national and global equity and commodity markets.

Central banks and governments, including Canadian federal, provincial and territorial governments have reacted with significant monetary and fiscal interventions designed to stabilize economic conditions. The duration and impact of the COVID-19 outbreak is unknown at this time, as the efficacy of any interventions. It is not possible to reliably estimate the length and severity of these developments and the impact on the financial results and condition of the Agency and its operations in future periods.

VITAL STATISTICS AGENCY  
AN AGENCY OF THE GOVERNMENT OF MANITOBA

Schedule 1

SCHEDULE OF OPERATING EXPENSES  
(in thousands)  
FOR THE YEAR ENDED MARCH 31, 2020

	2020 Budget	2020 Actual	2019 Actual
Accommodation	\$ 190	\$ 190	\$ 190
Bank and credit card fees	41	45	39
Central government charges	93	41	45
Computer information system	336	321	287
Digital imaging	35	16	75
Legal settlements, note 12	-	52	-
Manitoba Gazette charges	17	20	24
Office equipment support	16	7	8
Office supplies	21	25	19
Other operating expenses	10	19	10
Printed material supplies	162	165	157
Professional fees	74	75	42
Security	45	48	41
Telecommunications	42	53	49
Training	4	1	3
Transportation and freight	234	230	223
	\$ 1,320	\$ 1,308	\$ 1,212

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