



Annual Report

2020





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This annual report is prepared pursuant to Section 105 of the Local Governance Act, and Regulation 2018-54. This report contains general information about Quispamsis such as its tax base, tax rate and user charges, as well as more detailed information regarding town council, the provision of grants, and types and cost of services provided. The 2020 Audited Consolidated Financial Statements are appended as Appendix V.

Message from the Mayor



Mayor Gary Clark

Everyone was impacted by COVID-19 in 2020, and those impacts continue to be felt. I want to thank all members of Town Council who served a fifth year of a four-year term due to the postponement of the municipal elections. I also want to thank our incredible staff for their tireless work throughout this challenging year. I believe the pandemic brought us closer together as a community - in a figurative sense, not a literal one - as people galvanized to organize events, such as a new-look prom and graduation at Kennebecasis Valley High School. We held an incredible drive-thru Selfie with Santa, which was organized by town staff and was very well received. These were the result of creative and innovative thinking.

We have learned to think differently, to adapt to a changing environment, and that creates endless possibilities for our future.

We had two major infrastructure projects in the town in 2020: construction of the roundabout on the Gondola Point Arterial at Squire Drive and Alma Lane, and the renovations and expansion of the Meenan's Cove Park and Beach House. The roundabout, which was financed in partnership with the provincial government, has made that intersection safer for Quispamsis residents, and for commuters using the ferry to and from the Kingston Peninsula. At Meenan's Cove, we have nearly doubled the seating capacity, making the Beach House an even more popular destination for weddings, showers and other community events. The project included a redesign of the parking area, playground upgrades, higher netting at the ball field, a generator to allow the building to serve as a reception/warming centre in the event of an emergency, and connecting the Beach House and ball field building to the municipal sewer system.

These projects help make Quispamsis an even better place to live for our residents.

Sincerely,

A handwritten signature in black ink that reads "Gary Clark". The signature is written in a cursive, flowing style.

Gary Clark
Mayor, Town of Quispamsis



Your Council



Mayor Gary Clark



Deputy Mayor
Libby O`Hara



Lisa Loughery



Sean Luck



Kirk Miller



Emil Olsen



Pierre Rioux



Beth Thompson



term
2016-2021

Quispamsis Town Council

Quispamsis Town Council is comprised of the Mayor, Deputy Mayor and six Council members who are elected at large. This is the sixth session of the amalgamated Town of Quispamsis Council.

Note: Council's term was extended until 2021 due to the pandemic.

Council Remuneration

Section 49 of the Local Governance Act states that local governments can provide a salary and allowance for expenses to mayors and councillors. Remuneration of Council is authorized in By-Law 18. For 2020 the total remuneration paid totalled \$182,558 and is detailed in the table below.

	Salary	MERC*	Expenses**	Total
Mayor Clark	\$40,341	\$3,386	\$0	\$43,727
Deputy Mayor O'Hara	\$21,432	\$1,713	\$0	\$23,145
Councillor Loughery	\$18,109	\$1,419	\$0	\$19,528
Councillor Luck	\$18,109	\$1,419	\$0	\$19,528
Councillor Miller	\$18,109	\$1,419	\$0	\$19,528
Councillor Olsen	\$18,109	\$652	\$52	\$18,813
Councillor Rioux	\$18,109	\$652	\$0	\$18,761
Councillor Thompson	\$18,109	\$1,419	\$0	\$19,528
Total	\$170,427	\$12,079	\$52	\$182,558

*Mandatory Employer Related Costs

**2020 travel, training, etc. was curtailed due to Covid-19.

Council Meetings

The Quispamsis Town Council holds its Regular Meetings the first and third Tuesday of each month, with the exception of January, March, June, July and August when Regular Meetings are held on the third Tuesday of the month. Meetings begin at 7 pm and are held in the Council Chambers of the Quispamsis Town Hall, 12 Landing Court. Due to Covid-19, Council Meetings were conducted online throughout 2020.

Refer to Appendix I - 2020 Council Meeting Dates and Attendance; Appendix II - 2020 Committee of the Whole Meeting Dates and Attendance and Appendix III - 2020 Closed Committee of the Whole Meetings and Types of Matters Discussed (pursuant to Section 68 of the Local Governance Act).

2020 Council Members Serving on Town Committees and Regional Boards

Mayor Gary Clark EMO
 Finance Committee
 Nominating Committee
 Personnel Committee
 Quispamsis & Rothesay - Joint Advisory Committee (Regional)
 Fundy Regional Services Commission (Mayors are mandatory members)
 NB Municipal Employees Pension Board

Deputy Mayor Libby O'Hara
 Climate Change Committee
 Finance Committee
 Nominating Committee
 Personnel Committee
 Kennebecasis Regional Joint Board of Police Commissioners
 Regional Facilities Commission
 Economic Development Advisory Counsel - Greater Saint John Regional Task Force
 Sustaining Saint John

Lisa Loughery Scholarship Committee
 Sean Luck Finance Committee
 Kennebecasis Regional Joint Board of Police Commissioners

Kirk Miller Finance Committee
 Kennebecasis Valley Fire Board
 Comex - Public Transit

Emil Olsen Climate Change Committee
 Personnel Committee
 Comex - Public Transit

Pierre Rioux Scholarship Committee
 Kennebecasis Public Library Board
 Trade & Convention Centre
 Kennebecasis Valley Fire Board
 TD Station

Beth Thompson EMO
 Nominating Committee
 Personnel Committee

Community Profile



Situated along the breathtaking Kennebecasis and Hammond River waterways.

We are a picturesque suburban community located in southwestern New Brunswick, 22 kilometres northeast of the City of Saint John. The short distance from the Fundy Fog belt and the cool breezes of the Atlantic Ocean provide warmer temperatures during spring and summer.

Quispamsis is a progressive, vibrant community with many attractive residential opportunities for all types of family units. Abundant recreational areas, quality schools, places of worship, retail and professional services are all within the Kennebecasis Valley.

Quispamsis is a forward-thinking community where families enjoy a safe, friendly and active lifestyle.

The original inhabitants were the proud Maliseet First Nation, part of the great Algonquin Federation. The name “Quispamsis” was translated from the Maliseet language and means “little lake”, representing present-day Ritchie Lake. In 1998, Quispamsis amalgamated with the former Village of Gondola Point and a portion of the area formerly known as Wells.



Regional Contributions

The Town of Quispamsis is legislated by the Greater Saint John Regional Facilities Commission Act to contribute a proportionate share of operating costs for the following facilities. In 2020 the Town also contributed \$5,227 to the Regional Services Commission to assist with cooperative and regional planning.

Facilities



Shared Services

The Town of Quispamsis shares the Kennebecasis Public Library, Kennebecasis Valley Fire Department and Kennebecasis Regional Police Force with the Town of Rothesay. Costs are shared proportionately based on a combination of population, tax base, and kilometers of roads.



Civic Relations

One of local government's purposes is to foster the economic, social and environmental well-being of its community. Through our Community Grant Application process we are able to work with various community groups to efficiently achieve this purpose.

2020 Grant Recipients

Recipient	Amount
Irving Oil Fieldhouse	7,500
P.R.O. Kids	7,135
Dalhousie Medicine	5,000
KV Oasis Youth Centre	5,000
KV Committee for Disabled Persons	4,000
l'ARCF (Acadian Games)	3,333
Cherry Brook Zoo	3,000
Key Industries	3,000
KV Food Basket	2,500
Kennebecasis Crime Stoppers	1,500
Kings Way Life Care Alliance	1,000
Total:	42,968



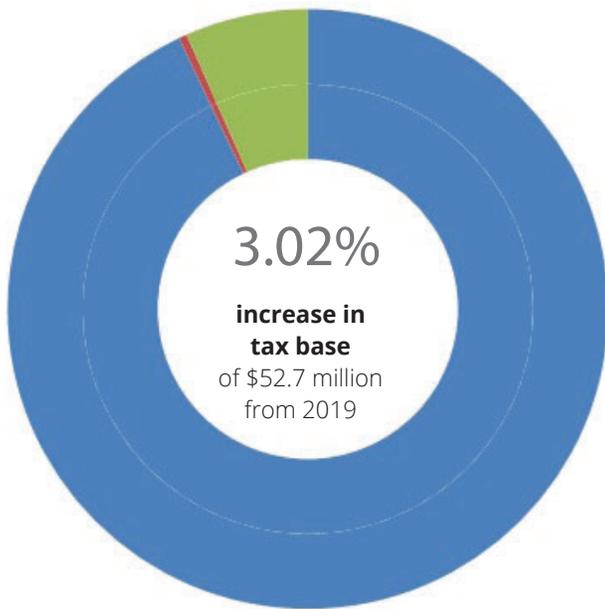
Mayor Clark joined representatives from the Kennbecasis Legion to launch the 2020 Poppy Campaign.



Regional Economic Development

In 2020, Quispamsis contributed \$112,133 to Economic Development Greater Saint John to help them achieve consistent, long-term economic growth for the communities of Quispamsis, Grand Bay-Westfield, Rothesay, Saint John and St. Martins.

Town Revenues



- Property Taxes 92.9%
- Community Funding and Equalization Grant 6.6%
- Other Municipal Sources 0.4%

Tax Base \$1.801 Billion

Property Taxes	\$24,180,624
Community Funding and Equalization Grant	\$114,312
Other Municipal Sources <small>(includes field rentals, facility rentals, building permits, sponsorships)</small>	\$1,722,535
Total	\$26,017,471



Residential Tax Rate \$1.3428 per \$100 of Assessment
A homeowner with a property assessed at \$ 253,620 was charged \$3,406 in municipal property taxes.

User Fees

Facilities

Facility	Fee Range
Tennis Courts	\$34 - \$64
Ballfields	\$107 - \$642
Volleyball Court	\$107 - \$214
Lights	\$18
Beach House	Under Renovation
Civic Centre	\$115 - \$519
Parks	\$50-\$150
QMA	
Ice	\$142 - \$206
Floor	\$48 - \$600
Room	\$20
Sign Advertising	\$200
plex	
Hourly Ice	\$95 - \$227
Daily Ice/Floor	\$2,575 - \$3,605
Conference Centre	\$32 - \$654
Sign Advertising	\$1,725 - \$3,605
Public Swim	\$2 - \$5
Swim Lessons	\$60 - \$65
Pool	\$155 - \$310

Utilities

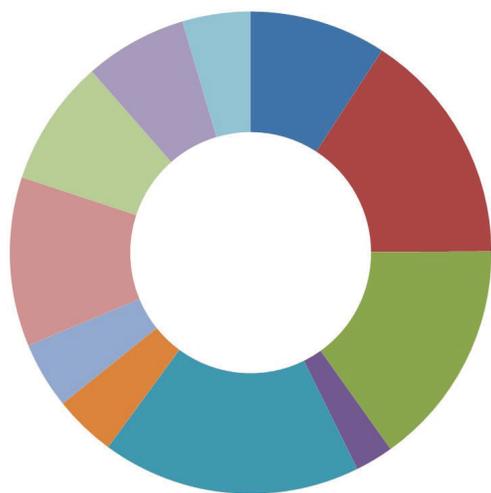
Sewer User Annual Rate	\$ 488
Residential Water Rates (based on 3/4" meter*)	
Fixed Annual Rate	\$ 236
Consumption Rate Per Cubic Meter (c.m.) up to 96 c.m. per quarter	\$0.961
Consumption Rate Per Cubic Meter (c.m.) above to 96 c.m. per quarter	\$1.522

*higher size meters have different fixed rates and consumption thresholds.

Municipal Services

Each year the Town of Quispamsis is required to establish a budget for both the general and utility funds and submit it to the Province of New Brunswick for approval.

Expenses



■ General Government	9%
■ Police	16%
■ Fire	15%
■ Other Protective	3%
■ Transportation Services	17%
■ Environmental Health	4%
■ Environmental Development	4%
■ Recreation and Cultural Services	11%
■ Debt principal, interest and bank fees	8%
■ Capital	7%
■ Reserves	5%

Approved Operating Budget	\$ 25,784,694
Actual Revenue	\$ 26,017,471
Actual Expenses	\$ 26,003,529
2020 Surplus	\$13,942

General Government



\$2,388,059 - This category includes expenditures related to administering the Town of Quispamsis. It includes items such as Salaries and Benefits for Mayor and Councilor's, Town Administration, Human Resources, Town Clerk, Finance, IT Support and Marketing & Communications. It also includes expenses related to Civic Relations, Solicitor, Association Dues, Labour Relations, Audit Fees, and Cost of Assessments and other corporate expenses.

Protective



\$8,715,300 - This category includes expenditures related to the Kennebecasis Regional Police Force, Kennebecasis Valley Fire Department, EMO, Telephone 911, Building Inspection and Animal Control. The majority of the expenses are related to the operation of the Police and Fire departments and these services are shared with the Town of Rothesay and the costs are shared proportionately based on a combination of population, tax base, and kilometers of roads.

Recreation and Cultural



\$2,948,994 - This category includes expenditures related to administration of the Community Services department, Town Facilities, Town Beaches, Town Parks, QMA Arena, qplex, as well as Town Programming.

Transportation



\$4,520,343 - This category includes expenditures related to Public Works, Engineering, Summer and Winter Maintenance, Driveway culverts, Street Lighting, Lane marking and Signs, Public Transit and Traffic signals and crossings.

Fiscal



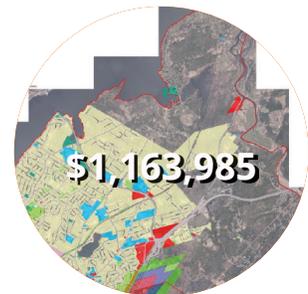
\$5,185,250 - This category includes interest on short and long-term loans, principal repayment of long-term debt, transfers for the purchase of capital assets and transfers to reserve funds for future expenditures. In 2020, the town had principal repayments of \$1,629,170 and interest payments of \$462,032. Transfers were made to reserves totaling \$1,189,500 and capital projects of \$1,790,211 were financed. For a detailed listing of long-term debentures please see Appendix V – 2020 Audited Consolidated Financial Statements Note 8(a).

Environmental Health



\$1,081,598 - This category includes expenditures for Climate Protection as well as all Garbage collection expenses.

Environmental Development



\$1,163,985 - This category includes expenditures related to municipal planning as well as contributions to Economic Development Greater Saint John, Regional Services Commission, Regional Facilities Commission and the Kennebecasis Public Library.

Water & Wastewater Utility

The town provides water service to 279 properties, and sewer service to 4,911 properties. Properties include residential, commercial and institutional (example: schools).



Administration	16%	\$ 516,862
Water service	7%	\$ 245,920
Wastewater disposal	22%	\$ 730,337
Debt principal, interest and bank fee	33%	\$ 1,075,679
Capital	11%	\$ 350,467
Reserves	11%	\$ 365,573

Total Expenditures: \$3,284,838

Approved Operating Budget	\$ 3,246,266
Actual Revenue	\$ 3,326,920
Actual Expenses	\$ 3,284,838
2020 Surplus	\$ 42,082

Administration	\$ 351,539 in salaries and benefits
Water Service	Users of the water service receive their water from one of 2 sources. One is the water tower at 7 Landmark Lane sourced from municipal wells and treated at the Downeast pump station. The second is a community well system sourced and treated at a pump station located at 11 Melanie Drive. The water system contains 14.0 km of distribution lines. The water is tested in accordance with Guidelines of Canadian Drinking Water Quality.
Wastewater Disposal	Sewer Collection system, lift stations, and treatment & disposal. The wastewater disposal system consists of 16 lift stations, a 6.2 hectare lagoon (Longwood Drive), and a 0.3 hectare environmental wetland (Wildwood). The sewer disposal system consists of 132.46 km of piping. The outflow from the lagoon is tested to ensure it is operating in accordance with applicable provincial and federal standards.
Fiscal Services	Includes interest on short and long-term loans, principal repayment of long-term debt, bond discounts, bank charges, the funding of prior year deficits (if applicable), transfers for the purchase of capital assets and transfers to reserve funds for future expenditures. In 2020, the town had principal repayments of \$657,000 and interest payments and bank charges of \$418,679. Transfers were made to reserves totaling \$365,573, a withdrawal of \$14,119 was made and capital projects of \$350,467 were financed. For a detailed listing of long-term debentures please see Appendix V – 2020 Audited Consolidated Financial Statements Note 8(b).

2020 Highlights

Responding to COVID-19



Early in the pandemic, all town facilities closed to the public immediately to follow public health directives. Comprehensive Operational plans were developed for all facilities to allow for reopening to the public and continue to be updated as provincial directives and phases change.

The Town implemented all the necessary protocols and procedures for our employees to comply with provincial directives regarding COVID-19:

- Complying with daily active screening protocol.
- Staying home if having symptoms consistent with COVID-19 and calling 811 or contacting family physician. Following instructions provided by Public Health.
- Informing supervisor if unable to attend work and reason of the absence.
- Following all safety requirements, cleaning protocol and signage.
- Wearing required personal protective equipment.
- Completing daily cleaning check list as applicable.
- Cooperating fully if contacted by the Town, Public Health, Public Safety or WorkSafeNB.
- Notifying supervisor/manager of safety concerns.



2020 Highlights

Squire Drive Roundabout

A roundabout was constructed at the intersection of Squire Drive and the Gondola Point Arterial in 2020 through a partnership between the municipal and provincial governments. Although traffic signals were considered, provincial and municipal engineering staff agreed the preferred method for traffic control at the intersection was the construction of a roundabout. It provides long-term sustainability, the reduction of approach speeds and the reduction of high-impact collisions.



Going Virtual

Council and Planning Advisory Committee meetings went virtual during the pandemic. Because there were no in-person meetings, we live streamed all meetings on our Facebook page. This was very much appreciated by our residents and we will provide this new level of service moving forward.

The 2021 budget was passed a month earlier than usual, at the request of the provincial government. This required a tremendous amount of work from our staff, who worked diligently to allow Council to keep the tax rate at the same level as 2020.



We have made an increased investment in regional economic development for Greater Saint John, and we are excited about the future. We believe a singular economic development entity with greater impact and alignment will propel growth for the Greater Saint John region. In the past, EDGSJ, Discover Saint John and Develop SJ were off paddling in their own directions, now they're all in the same boat, and rowing together.

This is now one of the largest regional economic organizations in Atlantic Canada, governed by a Board of Directors, led by top people from the private sector, the regional municipalities and LSDs. We are excited about the future for our region, and the opportunities the new organization will create.

Quispamsis remains committed to the region, and we will continue to work with all of our partners.

Appendixes



Appendix I – 2020 Council Meeting Dates and Attendance

Dates	Meetings	Clark	O'Hara	Luck	Loughery	Miller	Olsen	Rioux	Thompson
2020-01-21	Council Regular	√	√	√	√	√	√	√	√
2020-02-04	Council Regular	√	√	√	√	√	√	√	√
2020-02-18	Council Regular	√	√	X	√	√	√	√	√
2020-03-17	Council Regular	√	√	√	√	√	√	√	√
2020-04-07	Council Regular	√	√	√	√	√	√	√	√
2020-04-21	Council Regular	√	√	√	√	√	√	√	√
2020-05-05	Council Regular	√	√	√	√	√	√	√	√
2020-05-19	Council Regular	√	√	√	√	√	√	√	√
2020-06-16	Council Regular	√	√	√	√	√	√	√	√
2020-07-21	Council Regular	√	√	√	X	√	√	√	√
2020-08-18	Council Regular	√	√	√	√	X	√	√	√
2020-09-01	Council Regular	√	√	√	√	√	√	√	√
2020-09-15	Council Regular	√	√	√	√	√	√	√	√
2020-10-06	Council Regular	√	√	√	√	√	√	√	√
2020-10-20	Council Regular	√	√	√	X	√	√	√	√
2020-11-03	Council Regular	√	√	√	√	√	√	√	√
2020-11-17	Council Regular	√	√	√	√	X	√	√	√
2020-12-01	Council Regular	√	√	√	√	√	√	√	√
2020-12-15	Council Regular	√	√	√	X	√	√	√	√

√ - Present
X - Absent

Appendix II – 2020 Committee of the Whole Meeting Dates and Attendance

Dates	Meetings	Clark	O'Hara	Luck	Loughery	Miller	Olsen	Rioux	Thompson
2020-01-07	Council Special	X	√	√	√	√	√	√	√
2020-01-21	Council COW	X	√	√	√	√	√	√	√
2020-02-04	Council COW	√	√	√	√	√	√	√	√
2020-02-18	Council COW	√	√	√	X	√	√	√	√
2020-02-25	Council COW	√	√	√	√	√	√	√	√
2020-03-17	Council COW	NO MEETING							
2020-04-07	Council COW	NO MEETING							
2020-04-21	Council COW	√	√	√	√	√	√	√	√
2020-05-05	Council COW	√	√	√	√	√	√	√	√
2020-05-19	Council COW	√	√	√	X	√	√	√	√
2020-06-16	Council COW	√	√	√	√	X	√	√	√
2020-07-15	Council Special	√	√	√	√	√	√	√	√
2020-07-21	Council COW	√	√	√	X	√	√	√	√
2020-08-18	Council COW	√	√	√	√	X	√	√	√
2020-09-01	Council COW	√	√	√	√	√	√	√	√
2020-09-15	Council COW	√	√	√	√	√	√	√	√
2020-09-25	Council Special	√	√	√	√	√	X	√	√
2020-10-06	Council COW	√	√	√	√	√	√	√	√
2020-10-20	Council COW	√	√	√	X	√	√	√	√
2020-10-24	Council Special	√	√	√	√	√	√	√	√
2020-11-03	Council COW	√	√	X	√	√	√	√	√
2020-11-17	Council COW	√	√	√	√	X	√	√	√
2020-12-01	Council COW	√	√	√	√	√	√	√	√
2020-12-15	Council COW	√	√	√	X	√	√	√	√

√ - Present
X - Absent

Appendix III - 2020 Closed Committee of the Whole Meetings & Types of Matters Discussed (Pursuant to Section 68 of the Local Governance Act)

Dates	Meeting	Confidentiality protected by law	Personal info defined in RTIPPA	Could cause financial loss or gain to local govt or person or jeopardize negotiations leading to contract	Proposed or pending acquisition or disposition of land	Confidentiality of info from Provincial or Federal Government	Legal opinion or advice or privileged legal communications	Litigation or potential litigation	Access to or security of buildings or structures or systems	Police investigations	Labour & Employment Matters
2020-01-21	Committee of the Whole Closed				√						√
2020-02-04	Committee of the Whole Closed			√							
2020-02-18	Committee of the Whole Closed			√	√						√
2020-02-25	Special COW			√							
2020-03-17	Committee of the Whole Closed	No Meeting									
2020-04-07	Committee of the Whole Closed	No Meeting									
2020-04-16	Committee of the Whole Closed			√							√
2020-04-21	Committee of the Whole Closed										√
2020-05-05	Committee of the Whole Closed			√							√
2020-05-19	Special Com of the Whole Closed			√				√			√
2020-06-16	Committee of the Whole Closed			√							
2020-07-21	Committee of the Whole Closed			√	√			√		√	√
2020-08-18	Committee of the Whole Closed			√							√
2020-09-01	Committee of the Whole Closed			√			√	√			
2020-09-15	Committee of the Whole Closed			√			√				√
2020-09-25	Special COW							√			
2020-10-06	Committee of the Whole Closed			√			√				√
2020-10-20	Committee of the Whole Closed			√				√			
2020-11-03	Committee of the Whole Closed			√				√			
2020-11-17	Committee of the Whole Closed					√					
2019-12-01	Committee of the Whole Closed			√		√					
2020-12-15	Committee of the Whole Closed			√							

Appendix IV - 2020 Pay Structure

Pay Band	Position in Band	
10		
20	Administrative Clerk/Receptionist Accounts Payable Clerk Accounts Receivable Clerk	Parks and Facilities Administrative Assistant qplex/QMA Office Clerk Web Co-ordinator and Logistics Support
30	Human Resources Administrator Assistant Town Clerk/Records and Information Management Coordinator Engineering Administrative Assistant/PAC Secretary Procurement Clerk	
40	Administration Services Coordinator Assistant Building Inspector Programming Director Engineering Technologist (3)	Geographic Information System and Planning Technologist Accountant
50	Building Inspector Operations Supervisor – Works Department (2) Operations Supervisor – Fleet Division	Parks and Facilities Operations Supervisor
60	Senior Accountant Communications Manager Engineering Manager Municipal Planning Officer Parks and Facilities Manager Human Resources Manager	Arenas Operations Supervisor qplex/QMA Manager Town Clerk Utility Superintendent Works Superintendent Building Inspection Superintendent
70	Town Treasurer	
80	Director of Community Services Director of Engineering and Works	
90	Chief Administrative Officer	

Pay Band	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
10	\$34,022	\$35,723	\$37,424	\$39,126	\$40,827	\$42,528
20	\$40,572	\$42,601	\$44,630	\$46,658	\$48,687	\$50,716
30	\$46,155	\$ 48,463	\$50,771	\$53,078	\$55,386	\$57,694
40	\$52,668	\$55,302	\$57,935	\$60,568	\$63,202	\$65,835
50	\$61,042	\$64,094	\$ 67,146	\$70,198	\$ 73,250	\$ 76,303
60	\$70,346	\$73,864	\$ 77,381	\$80,898	\$84,416	\$87,933
70	\$79,651	\$83,633	\$87,616	\$91,598	\$95,581	\$99,563
80	\$88,955	\$93,403	\$97,851	\$102,298	\$106,746	\$111,194
90	\$116,280	\$122,094	\$127,908	\$133,722	\$139,536	\$ 145,350

Appendix V

2020

Audited Consolidated
Financial Statements

MUNICIPALITY OF QUISPAMISIS
CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2020



MUNICIPALITY OF QUISPAMISIS

DECEMBER 31, 2020

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To His Worship The Mayor and Members of Council
Municipality of Quispamsis, New Brunswick

Opinion

We have audited the consolidated financial statements of the Municipality of Quispamsis, which comprise the consolidated statement of financial position as at December 31, 2020, and the consolidated statements of operations, changes in net debt and cash flows for the year then ended and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Municipality as at December 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 Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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

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

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

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

Auditors' Responsibilities for the Audit of the Consolidated Financial Statements

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

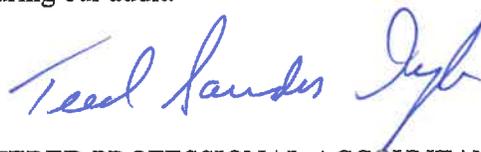
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Auditors' Responsibilities for the Audit of the Consolidated Financial Statements (cont'd)

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

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

We communicated 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.



CHARTERED PROFESSIONAL ACCOUNTANTS

Saint John, NB
May 4, 2021

MUNICIPALITY OF QUISPAMISIS

CONSOLIDATED STATEMENT OF OPERATIONS

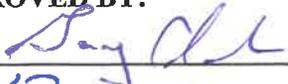
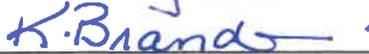
FOR THE YEAR ENDED DECEMBER 31, 2020

	<u>2020</u> Budget (Note 22)	<u>2020</u> Actual	<u>2019</u> Actual
REVENUE (Note 23)			
Property tax warrant	\$ 24,141,976	\$ 24,180,624	\$ 23,045,312
Unconditional grant	114,304	114,312	110,352
Other own source (Note 23)	1,244,957	908,056	1,564,666
Conditional government transfers (Note 23)	28,800	2,128,298	1,563,289
Services to other governments	47,064	47,265	47,266
Water and sewer user fees	2,947,821	2,957,348	2,652,144
Public donations and sponsorships	90,898	55,572	103,662
Sundry income	<u>344,714</u>	<u>417,765</u>	<u>514,130</u>
	<u>28,960,534</u>	<u>30,809,240</u>	<u>29,600,821</u>
EXPENDITURE (Note 23)			
General government services	2,776,077	2,481,299	2,601,399
Protective services	7,766,682	7,916,310	7,791,402
Transportation services	7,516,664	7,426,172	7,836,250
Environmental health services	1,034,795	1,081,598	994,805
Environmental development services	449,177	391,946	401,784
Community services	6,652,673	5,418,340	6,394,984
Utility services	<u>3,221,673</u>	<u>3,103,234</u>	<u>2,989,352</u>
	<u>29,417,741</u>	<u>27,818,899</u>	<u>29,009,976</u>
ANNUAL SURPLUS (DEFICIT) FOR THE YEAR	\$ <u>(457,207)</u>	2,990,341	590,845
ACCUMULATED SURPLUS - BEGINNING OF YEAR		89,192,987	88,600,779
CHANGE IN PERCENTAGE OWNERSHIP OF CONTROLLED ENTITIES		<u>889</u>	<u>1,363</u>
ACCUMULATED SURPLUS - END OF YEAR		<u>\$ 92,184,217</u>	<u>\$ 89,192,987</u>

MUNICIPALITY OF QUISPAMISIS

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2020

	<u>2020</u>	<u>2019</u>
FINANCIAL ASSETS		
Cash and cash equivalents (Note 4)	\$ 7,475,959	\$ 5,503,117
Accounts receivable		
General	805,404	1,033,429
Federal Government and its agencies (Note 5)	577,534	492,939
Province of New Brunswick (Note 6)	1,038,636	286,964
Investments (Note 7)	<u>561,727</u>	<u>530,928</u>
	<u>\$ 10,459,260</u>	<u>\$ 7,847,377</u>
LIABILITIES		
Accounts payable and accrued liabilities	\$ 4,317,141	\$ 3,318,833
Deferred revenue	1,148,149	1,388,624
Long term debt (Note 8)	22,658,634	22,809,795
Accrued pension obligation (Note 11)	18,980	395,170
Accrued sick leave (Note 10)	552,537	613,975
Accrued retirement allowance (Note 11)	<u>804,515</u>	<u>747,384</u>
	<u>29,499,956</u>	<u>29,273,781</u>
NET DEBT	<u>(19,040,696)</u>	<u>(21,426,404)</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 16)	191,787,074	186,706,573
Accumulated amortization (Note 16)	<u>(80,927,214)</u>	<u>(76,491,038)</u>
	110,859,860	110,215,535
Inventory	89,081	129,233
Prepaid expenses	55,898	45,771
Unamortized debenture costs	<u>220,074</u>	<u>228,852</u>
	<u>111,224,913</u>	<u>110,619,391</u>
ACCUMULATED SURPLUS	<u>\$ 92,184,217</u>	<u>\$ 89,192,987</u>
CONTINGENT LIABILITY (Note 12)		
COMMITMENTS (Note 13)		
APPROVED BY:		
 _____	Mayor	
 _____	Treasurer	

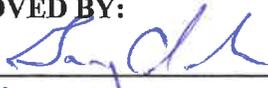
MUNICIPALITY OF QUISPAMISIS

CONSOLIDATED STATEMENT OF CHANGES IN NET DEBT

AS AT DECEMBER 31, 2020

	<u>2020</u>	<u>2019</u>
Annual surplus (deficit)	\$ 2,990,341	\$ 590,845
Acquisition of tangible capital assets	(7,081,879)	(5,355,180)
Proceeds on disposal of tangible capital assets	485,000	35,130
Amortization of tangible capital assets	5,992,902	6,077,351
Change in percentage ownership of tangible capital assets	(1,700)	(2,784)
Loss (gain) on disposal of tangible capital assets	<u>(38,648)</u>	<u>(31,543)</u>
	2,346,016	1,313,819
Acquisition of inventories	(89,081)	(129,233)
Acquisition of prepaid assets	(55,898)	(45,771)
Acquisition of unamortized debenture costs	(220,074)	(228,852)
Consumption of inventories	129,233	138,254
Use of prepaid assets	45,771	75,519
Consumption of unamortized debenture costs	<u>228,852</u>	<u>257,888</u>
	2,384,819	1,381,624
Change in percentage ownership	<u>889</u>	<u>1,363</u>
Decrease in net debt	2,385,708	1,382,987
Net debt - beginning of year	<u>(21,426,404)</u>	<u>(22,809,391)</u>
Net debt - end of year	<u>\$ (19,040,696)</u>	<u>\$ (21,426,404)</u>

APPROVED BY:


 _____ Mayor

 _____ Treasurer

MUNICIPALITY OF QUISPAMISIS

CONSOLIDATED STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2020

	<u>2020</u>	<u>2019</u>
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS		
OPERATING TRANSACTIONS		
Annual surplus (deficit)	\$ 2,990,341	\$ 590,845
Loss (gain) on disposal of tangible capital assets	(38,648)	(31,543)
Amortization of tangible capital assets	5,992,902	6,077,351
Accounts receivable - General	228,025	(106,180)
Accounts receivable - Federal Government and its agencies	(84,595)	4,410
Accounts receivable - Province of New Brunswick	(751,672)	12,611
Accounts payable and accrued liabilities	998,308	490,273
Deferred revenue	(240,475)	1,341,307
Change in accrued sick leave	(61,438)	(27,723)
Change in accrued pension obligation	(376,190)	(23,196)
Change in accrued retirement allowance	57,131	76,306
Change in inventory/prepaid expenses/unamortized debenture costs	<u>38,803</u>	<u>67,805</u>
	<u>8,752,492</u>	<u>8,472,266</u>
CAPITAL TRANSACTIONS		
Acquisition of tangible capital assets	(7,081,879)	(5,355,180)
Change in percentage ownership of capital assets	(1,700)	(2,784)
Proceeds on disposal of tangible capital assets	<u>485,000</u>	<u>35,130</u>
	<u>(6,598,579)</u>	<u>(5,322,834)</u>
FINANCING TRANSACTION		
Long term debt	<u>(151,161)</u>	<u>(2,333,242)</u>
INVESTING TRANSACTION		
Decrease (increase) in investments	<u>(30,799)</u>	<u>(48,995)</u>
CHANGE IN PERCENTAGE OWNERSHIP	<u>889</u>	<u>1,363</u>
NET INCREASE IN CASH AND CASH EQUIVALENTS	1,972,842	768,558
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>5,503,117</u>	<u>4,734,559</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 7,475,959</u>	<u>\$ 5,503,117</u>

MUNICIPALITY OF QUISPAMISIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2020

1. PURPOSE OF THE ORGANIZATION

Quispamsis ("the Municipality") was incorporated as a Municipality by the Province of New Brunswick Municipalities Act on January 1, 1998 and was approved for status as a Municipality effective January 1, 1998 by an amendment of New Brunswick Regulation 85-6 under the Municipalities Act. As a municipality, Quispamsis is exempt from income tax under section 149(1)(c) of the Canadian Income Tax Act.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Municipality are the representations of management prepared in accordance with Canadian generally accepted accounting principles for local government, as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada.

The focus of Public Sector Accounting Standards ("PSAS") financial statements is on the financial position of the Municipality and the changes thereto. The consolidated statement of financial position includes all of the assets and liabilities of the Municipality and its jointly controlled entities.

Significant aspects of the accounting policies adopted by the Municipality are as follows:

Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues, expenditures and changes in net debt and cash flows of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their affairs and resources to the Municipality and which are owned or jointly controlled by the Municipality.

The entities included in the consolidated financial statements are as follows:

- Municipality of Quispamsis;
- Kennebecasis Regional Joint Board of Police Commissioners ("KRJBPC");
- Kennebecasis Valley Fire Department Inc. ("KVFD"); and
- Kennebecasis Public Library ("KPL").

Interdepartmental and organizational transactions and balances are eliminated.

The jointly controlled entities have been proportionately consolidated at the following rates:

	<u>2020</u>	<u>2019</u>
Kennebecasis Regional Joint Board of Police Commissioners	59.86%	59.81%
Kennebecasis Valley Fire Department Inc.	59.26%	59.24%
Kennebecasis Public Library	61.01%	61.01%

MUNICIPALITY OF QUISPAMISIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2020

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Budget

The budget figures contained in these consolidated financial statements were approved by Council on December 17, 2019 and the Minister of Local Government on January 17, 2020.

Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, equity instruments with actively traded markets are reported at fair value, with any unrealized gains and losses reported in annual surplus. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale or issue of financial instruments are expensed when incurred.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, balances with banks and short term deposits with original maturities of three months or less.

Revenue Recognition

Unrestricted revenue is recorded on an accrual basis and is recognized when collection is reasonably assured. Restricted contributions are recognized as revenue in the year in which the related expenditures are incurred.

Other revenue is recorded when it is earned.

Expenditure Recognition

Expenditures are recorded on an accrual basis.

Measurement Uncertainty

The preparation of the consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amount of revenues and expenditures during the reporting period. These estimates are reviewed periodically, and as adjustments become necessary, they are reported in earnings in the period in which they become known. Actual results may differ from those estimates.

Examples of significant estimates include:

- the allowance for doubtful accounts;
- providing for amortization of tangible capital assets;
- the estimated useful lives of tangible capital assets;
- the recoverability of tangible capital assets;
- the sick leave liability; and
- the post employment benefits liability.

Inventory

Inventories are valued at the lower of cost and net realizable value with cost being determined on the first in, first out basis.

MUNICIPALITY OF QUISPAMISIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2020

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Capital Reserves

The use of the Capital Reserve Funds is restricted to capital acquisitions. The intention is to use these funds for future capital acquisitions and reduce future borrowing requirements.

Operating Reserves

The use of these funds is restricted to payment of operating expenditures.

Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost of the tangible capital asset, less any residual value when applicable, is amortized on a straight-line basis over the estimated useful lives as follows:

<u>Asset Type</u>	<u>Estimated Useful Life</u>
Land improvements	10-25 years
Buildings and leasehold improvements	20-40 years
Vehicles	3-25 years
Machinery and equipment	3-20 years
Furniture and fixtures	5-20 years
Roads and streets	5-75 years
Treatment facilities	25-60 years
Water and wastewater networks	30-60 years

Assets under construction are not amortized until the asset is available for productive use. Capital assets are subject to the half year rule of amortization in the year of acquisition.

Segmented Information

The Municipality is a diversified municipal unit that provides a wide range of services to its residents. For management reporting purposes, the Municipality's operations and activities are organized and reported by function. This presentation was created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations. Municipal services are provided by departments as follows:

General Government Services

This department is responsible for the overall governance and financial administration of the Municipality. This includes council functions, general and financial management, legal matters and compliance with legislation, as well as civic relations.

Protective Services

This department is responsible for the provision of policing services, fire protection, emergency measures, animal control and other protective measures.

Transportation Services

This department is responsible for common services, roads and streets maintenance, street lighting, traffic services, parking and other transportation related functions.

MUNICIPALITY OF QUISPAMISIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2020

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (cont'd)

Segmented Information (cont'd)

Environmental Health Services

This department is responsible for the provision of waste collection and disposal, and a climate change program.

Environmental Development Services

This department is responsible for planning and zoning, community development, tourism and other municipal development and promotion services.

Community Services

This department is responsible for the maintenance and operation of recreational and cultural facilities including the swimming pool, arenas, parks and playgrounds and other recreational and cultural facilities and community programs.

Utility Services

This department is responsible for the provision of water and sewer services including the maintenance and operation of the underground networks, treatment plants, reservoirs and lagoons.

The Municipality has documented a schedule of segmented disclosure in Note 18.

Post Employment Benefits

The Municipality recognizes its obligations under post employment benefit plans and the related costs, net of plan assets. The Municipality has a sick leave benefit as documented in Note 10 and a pension plan and retirement allowance as documented in Note 11.

3. FINANCIAL INSTRUMENTS

The Municipality is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Municipality's risk exposure and concentration as of December 31, 2020:

Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Municipality is exposed to credit risk from its accounts receivable. The Municipality minimizes credit risk through ongoing credit management.

Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Municipality is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, long term debt, accounts payable and accrued liabilities and other obligations.

MUNICIPALITY OF QUISPAMISIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2020

3. FINANCIAL INSTRUMENTS (cont'd)

Currency Risk

Currency risk is the risk to the Municipality's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Municipality is not exposed to foreign currency risk as it does not hold foreign currencies.

Interest Rate Risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Municipality manages exposure through its normal operating and financing activities. The Municipality is not exposed to interest rate risk as its long term debt does not have a variable interest rate.

4. CASH

	<u>2020</u>	<u>2019</u>
Unrestricted	\$ 3,820,937	\$ 2,836,234
Restricted - reserve funds (Note 20)	3,355,576	2,412,895
Restricted - controlled entities	<u>299,446</u>	<u>253,989</u>
	<u>\$ 7,475,959</u>	<u>\$ 5,503,118</u>

5. DUE FROM FEDERAL GOVERNMENT AND ITS AGENCIES

	<u>2020</u>	<u>2019</u>
Canada Revenue Agency (HST refund)	\$ 517,616	\$ 372,398
Clean Water Wastewater	11,471	55,743
Small Communities Fund	14,379	64,798
RCMP Secondments	<u>34,068</u>	<u>-</u>
	<u>\$ 577,534</u>	<u>\$ 492,939</u>

6. DUE FROM PROVINCE OF NEW BRUNSWICK

	<u>2020</u>	<u>2019</u>
Clean Water Wastewater	\$ 5,736	\$ 27,872
Small Communities Fund	14,379	64,798
Safe Restart	216,900	7,500
Department of Transportation and Infrastructure	677,859	-
Community Development Fund	25,902	-
NB Emergency Measures Organization - Disaster Recovery	<u>97,860</u>	<u>186,794</u>
	<u>\$ 1,038,636</u>	<u>\$ 286,964</u>

MUNICIPALITY OF QUISPAMISIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2020

7. INVESTMENTS

The investments represent the Municipality's proportionate share of the investments of the KRJBPC. The investments consist of short term notes, Canadian equities and foreign equities and are recorded at fair market value. The unrealized gain (loss) on the investments at December 31, 2020 was \$31,072 (2019 - \$34,356). The investments are restricted for future payment of retirement benefits.

8. LONG TERM DEBT

(a) General Capital Fund

	Balance January 1, 2020	Issued during year	Redeemed during year	Balance December 31, 2020
New Brunswick Municipal Financing Corporation				
Debentures:				
BD20 1.5% - 3.85% due November, 2020, OIC # 99-25, 99-72	\$ 59,000	\$ -	\$ 59,000	\$ -
BE14 1.65% - 4.25%, due May 2021, OIC # 00-43, 09-40, 09-72	6,343,000	-	845,000	5,498,000
BF19 1.35% - 3.45%, due December 2026, OIC # 11-39	719,000	-	262,000	457,000
FCM 10092 1-2012 2%, due May 2027, OIC # 09-75	1,141,000	-	133,000	1,008,000
BJ21 1.25% - 4.4%, due November 2033, OIC # 11-83	2,534,000	-	186,000	2,348,000
BL23 1.20% - 3.70%, due December 2034, OIC # 11-83	321,000	-	17,000	304,000
BP18 1.2% - 2.45%, due December 2023, OIC # 16-39	251,000	-	61,000	190,000
BR19 1.65% - 3.2%, due December 2032, OIC # 17-50	<u>665,000</u>	<u>-</u>	<u>44,000</u>	<u>621,000</u>
BX16 0.9% - 2.65%, due May 2035, OIC # 19-0037	-	1,016,000	-	1,016,000
BY21 0.5% - 2.30%, due November 2035, OIC # 20-0012	<u>-</u>	<u>700,000</u>	<u>-</u>	<u>700,000</u>
	<u>12,033,000</u>	<u>1,716,000</u>	<u>1,607,000</u>	<u>12,142,000</u>

MUNICIPALITY OF QUISPAMISIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2020

8. LONG TERM DEBT (cont'd)

(a) General Capital Fund (cont'd)

	Balance January 1, 2020	Issued during year	Redeemed during year	Balance December 31, 2020
Capital leases:				
Caterpillar Financial Services Ltd, 4.45%, due May 2021, secured by equipment with a carrying value of \$41,454.	12,510	-	9,312	3,198
HSBC Bank Canada, 3.899%, due September 2020, secured by equipment with a carrying value of \$26,257.	<u>12,858</u>	<u>-</u>	<u>12,858</u>	<u>-</u>
	<u>25,368</u>	<u>-</u>	<u>22,170</u>	<u>3,198</u>
	<u>\$ 12,058,368</u>	<u>\$ 1,716,000</u>	<u>\$ 1,629,170</u>	<u>\$ 12,145,198</u>

Principal payments required during the next five years for the General Capital Fund are as follows:

2021 - \$6,514,198; 2022 - \$566,000; 2023 - \$583,000; 2024 - \$464,000; 2025 - \$474,000

In 2021, debenture BE14 and BF19 will mature with final amounts due of \$5,498,000 and \$457,000, however it is expected that \$4,637,000 will be refinanced for a period not to exceed five years.

(b) Utility Capital Fund

	Balance January 1, 2020	Issued during year	Redeemed during year	Balance December 31, 2020
New Brunswick Municipal Financing Corporation				
Debentures:				
BD21 1.5% - 3.85%, due November 2020, OIC # 08-42	34,000	-	34,000	-

MUNICIPALITY OF QUISPAMISIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2020

8. LONG TERM DEBT (cont'd)

(b) Utility Capital Fund (cont'd)

	Balance January 1, 2020	Issued during year	Redeemed during year	Balance December 31, 2020
BE15 1.65% - 4.25%, due May 2021, OIC # 00-43, 01-11	134,000	-	66,000	68,000
BF20 1.35% - 3.45%, due December 2021, OIC # 09-68	39,000	-	19,000	20,000
BI19 1.35% - 4.0%, due June 2033, OIC # 09-93	1,314,000	-	75,000	1,239,000
BJ22 1.25% - 4.4%, due November 2033, OIC # 11-83	2,100,000	-	117,000	1,983,000
BK10 1.15% - 4.15%, due May 2034, OIC # 12-0079, 12-0091	3,058,000	-	126,000	2,932,000
BL24 1.2% - 3.7%, due December 2034, OIC # 14-0009	1,703,000	-	64,000	1,639,000
BO18 1.45% - 2.9%, due June 2026, OIC # 04-0015	940,000	-	126,000	814,000
BR20 1.65% - 3.3%, due Dec 2037, OIC # 15-0091	942,000	-	30,000	912,000
BX17 0.9% - 2.95%, due May 2040, OIC # 19-0037	\$ -	\$ 500,000	\$ -	\$ 500,000
	<u>\$ 10,264,000</u>	<u>\$ 500,000</u>	<u>\$ 657,000</u>	<u>\$ 10,107,000</u>

Principal payments required during the next five years for the Utility Capital Fund are as follows:

2021 - \$657,000; 2022 - \$585,000; 2023 - \$601,000; 2024 - \$619,000; 2025 - \$640,000

(c) Jointly Controlled Entity - KRJBPC (proportionate share)

	Balance January 1, 2020	Issued during year	Redeemed during year	Balance December 31, 2020
New Brunswick Municipal Financing Corporation				
Debentures:				
BN 35 1.05% - 3.15%, due 2025, OIC # 03-0053	\$ 331,896	\$ -	\$ 51,661	\$ 280,235
BL 45 1.2% - 3.1%, due 2024, OIC# 02-66, 03-53	155,531	-	29,330	126,201
	<u>\$ 487,427</u>	<u>\$ -</u>	<u>\$ 80,991</u>	<u>\$ 406,436</u>

Principal payments required during the next five years are as follows:

2021 - \$83,801; 2022 - \$85,597; 2023 - \$87,393; 2024 - \$90,386; 2025 - \$59,259

MUNICIPALITY OF QUISPAMISIS

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DECEMBER 31, 2020

8. LONG TERM DEBT (cont'd)

Total Long Term Debt:

	<u>2020</u>	<u>2019</u>
General Capital Fund	\$ 12,145,198	\$ 12,058,368
Utility Capital Fund	10,107,000	10,264,000
Jointly Controlled Entity - KRJBPC	<u>406,436</u>	<u>487,427</u>
	<u>\$ 22,658,634</u>	<u>\$ 22,809,795</u>

Approval of the Municipal Capital Borrowing Board has been obtained for the long term debt. There was no approval of the Municipal Capital Borrowing Board obtained for the capital leases.

9. SEWER OUTFALL RESERVE

In accordance with an agreement with Rothesay, the Municipality and Rothesay are required to fund, on an annual basis, an amount to cover the operating and maintenance costs associated with the shared sewer effluent line and outfall pipe. The contributions are made on a per unit basis, with Rothesay contributing \$1 per unit and the Municipality of Quispamsis contributing \$2 per unit.

10. ACCRUED SICK LEAVE

Quispamsis provides sick leave that accumulates at a rate of one and one-half days per month. All employees can accumulate a maximum of 200 days and can take leave with pay for an amount of time equal to the accumulated sick leave.

KVFD provides sick leave that accumulates at a rate of 18 hours per month while the employees sick bank is below 1,000 hours, and at 13.5 hours per month while the sick bank is above 1,000 hours. All employees can accumulate to a maximum of 2,184 sick leave hours and can take leave with pay for an amount of time equal to the accumulated sick leave.

An actuarial valuation in accordance with PSAS 3255, was performed for each plan, December 31, 2018 for the Municipality and December 31, 2017 for KVFD, the 83 employee plan for Quispamsis and the 37 employee plan for KVFD. The actuarial method used was the Projected Unit Credit prorated on service to expected usage. The valuation was based on a number of assumptions about future events, such as interest rates, wage and salary increases and employee turnover and retirement. The assumptions used reflect the Municipality's and KVFD's best estimates.

The following summarizes the major assumptions in the valuation:

- annual salary increase is 3% for the Municipality and 3% for the KVFD;
- the discount rates used to determine the accrued benefit obligations are 3.31% for the Municipality and 3.07% for KVFD;
- retirement age is 60 for the Municipality and 60 for KVFD; and
- estimated net excess utilization of rate of sick leave is independent of age.

The sick leave is an unfunded benefit and as such, there are no applicable assets. Benefits are paid out of general revenue as they come due.

MUNICIPALITY OF QUISPAMISIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

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10. ACCRUED SICK LEAVE (cont'd)

The consolidated unfunded liability consist of:

	<u>2020</u>	<u>2019</u>
Quispamsis	\$ 140,073	\$ 170,100
KVFD	403,306	434,725
KRJBPC	<u>9,158</u>	<u>9,150</u>
	<u>\$ 552,537</u>	<u>\$ 613,975</u>

11. POST EMPLOYMENT BENEFITS PAYABLE

Retirement Allowance Program

KVFD's retiring employees are entitled to four weeks' regular salary for every five years of employment to a maximum of 24 weeks based on a minimum of ten years service. This benefit is available to all employees who have reached the retirement age of 60.

The accrued liability is based on an actuarial valuation as at December 31, 2019, which used a discount rate of 2.69% and an annual salary increase rate of 2.5%.

KRJBPC's retiring employees are entitled to accumulate the greater of fifty percent of unused sick leave credits or one month's standard salary for every five years, or any part thereof, of service to a maximum of 6 months.

The accrued liability is based on an actuarial valuation as at July 31, 2019, which used a discount rate of 2.69% and an annual salary increase rate of 3% for four year and 2% thereafter.

Both organizations have internally restricted funds for these liabilities. The balance at December 31, 2020 consists of:

	<u>2020</u>	<u>2019</u>
KVFD	\$ 299,768	\$ 259,974
KRJBPC	<u>504,747</u>	<u>487,410</u>
Balance at end of year	<u>\$ 804,515</u>	<u>\$ 747,384</u>

Pension Obligation

Employees of Quispamsis, KVFD and KRJBPC participate in the New Brunswick Municipal Employees Pension Plan ("NBMEPP"). The NBMEPP is a multiple-employer defined benefit pension plan administered by a board elected by the members under the provisions of the Local Governance Act of New Brunswick. The NBMEPP provides pensions based on length of service and best average earnings.

Actuarial valuations for funding purposes are performed either annually or triennially depending on the financial position of the NBMEPP (currently annually). In turn, the actuarial valuations for accounting purposes are based on these figures (with adjustments). The most recent actuarial valuation was prepared as at December 31, 2018 and resulted in an overall NBMEPP accrued benefit obligation of \$125,249,500 based on the accounting basis.

MUNICIPALITY OF QUISPAMISIS

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11. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

The actuarial valuation for accounting purposes was based on a number of assumptions about future events, such as inflation rates, interest rates, wage and salary increases and employee turnover and mortality. The assumptions used reflect management's best estimates. The following summarizes the major assumptions in the valuation as at December 31, 2018:

- the expected inflation rate is 2.10% (prior 2.25%);
- the discount rate used to determine the accrued benefit obligation is 5.75% (prior 5.5%);
- the expected rate of return on assets is 5.75% (prior 5.5%);
- retirement age varies by age and employment category; and
- estimated average remaining service life (EARSL) is 14 years (prior 13 years).

The actuarial valuation prepared as at December 31, 2018 indicated that the market value of the net assets available for the accumulated plan benefits were less than the present value of these benefits. The pension plan has been granted a solvency deficiency exemption by the Province of New Brunswick. On a going concern valuation basis, the actuarial valuation indicated a plan deficit of \$7,538,000, a change of of \$7,581,100 from the December 31, 2017 surplus of \$43,100. Based on the assumptions as at December 31, 2018, the actuary expected the level of employer and employee contributions to be sufficient to fund the deficit in less than fifteen years, as allowed by the Pensions Benefits Act.

As at December 31, 2018, the NBMEPP provides benefits for 258 retirees. Total benefits payments to retirees and terminating employees during 2020 are estimated to be approximately \$4,313,800 (actual 2019, \$5,759,400) in totality for the NBMEPP.

Employees make contributions using rates that vary by earnings level and employment category, with an overall average contribution rate of approximately 8.00%. Each municipality contributes an amount that equals their employees contributions amounts. Pension fund assets are invested in short term securities, bonds, Canadian equities and foreign equities. Combined employees and municipalities contributions for 2020 are estimated to be approximately \$6,940,000 (actual 2019, \$6,775,300) in totality for the NBMEPP.

The following summarizes the NBMEPP data as it relates to Quispamsis:

- The average age of the 84 active employees covered by the NBMEPP is 47 (2019 - 47.2);
- benefit payments were \$298,000 in 2019 and were estimated to be \$266,300 in 2020; and
- combined contributions were \$770,000 in 2019 and were estimated to be \$793,200 in 2020.

The following summarizes the NBMEPP data as it relates to KVFD:

- The average age of the 43 active employees covered by the NBMEPP is 42.9 (2018 - 42.1);
- benefit payments were \$95,200 in 2019 and were estimated to be \$90,300 in 2020; and
- combined contributions were \$442,800 in 2019 and were estimated to be \$456,000 in 2020.

The following summarizes the NBMEPP data as it relates to KRJBPC:

- The average age of the 42 active employees covered by the NBMEPP is 43.1 (2019 - 42.6);
- benefit payments were \$440,500 in 2019 and were estimated to be \$432,700 in 2020; and
- combined contributions were \$721,100 in 2019 and were estimated to be \$705,000 in 2020.

MUNICIPALITY OF QUISPAMISIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

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11. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

In addition to determining the position of the NBMEPP as it relates to Quispamsis and the other controlled entities as at December 31, 2018 and December 31, 2019, NBMEPP's actuary performed an extrapolation of the December 31, 2019 accounting valuation to determine the estimated position as at December 31, 2020. The extrapolation assumes assumptions used as at December 31, 2020 remain unchanged from December 31, 2019. The extrapolation also assumes assets return 5.75%, net of all fees and expenses. If experience is different than assumed, amounts will be adjusted to reflect actual experience. Results of the extrapolation are as follows:

	Estimated	
	Jan 1, 2020 to	Jan 1, 2019 to
	<u>Dec 31, 2020</u>	<u>Dec 31, 2019</u>
Accrued Benefit Liability		
Accrued benefit liability at beginning of period	\$ 395,170	\$ 418,366
Change in ownership percentage	122	532
Adjustment to actual	18,504	(36,372)
Pension expense for the year	423,200	815,749
Employer contributions	<u>(818,016)</u>	<u>(803,105)</u>
Accrued benefit liability at end of period	<u>\$ 18,980</u>	<u>\$ 395,170</u>

In summary, the consolidated accrued benefit liability is estimated to be \$18,980 as at December 31, 2020. The December 31, 2019 liability was estimated in the prior year. The actual liability was calculated to be \$418,898. The difference of \$(18,504) has been recorded in the current year. This amount is included in the post employment benefits payable on the consolidated statement of financial position.

	Estimated	
	Jan 1, 2020 to	Jan 1, 2019 to
	<u>Dec 31, 2020</u>	<u>Dec 31, 2019</u>
Quispamsis	\$ (254,000)	\$ (137,700)
KVFD	86,283	281,920
KRJBPC	<u>186,697</u>	<u>250,950</u>
	<u>\$ 18,980</u>	<u>\$ 395,170</u>

The financial position as it relates to the accrued benefit liability is shown as follows and illustrates the unamortized amounts being recognized in pension expense over time:

	Estimated	
	Jan 1, 2020 to	Jan 1, 2019 to
	<u>Dec 31, 2020</u>	<u>Dec 31, 2019</u>
Reconciliation of Funded Status at End of Period		
Accrued benefit obligation	\$ 31,261,310	\$ 29,220,121
Plan assets	<u>(30,991,607)</u>	<u>(28,531,008)</u>
Plan deficit	269,703	689,113
Unamortized experience losses	<u>(250,723)</u>	<u>(270,215)</u>
Accrued benefit liability at end of period	<u>\$ 18,980</u>	<u>\$ 418,898</u>

MUNICIPALITY OF QUISPAMISIS

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11. POST EMPLOYMENT BENEFITS PAYABLE (cont'd)

The following illustrates the reconciliation of accrued benefit obligation from the beginning of period to the end of period:

	Estimated Jan 1, 2020 to Dec 31, 2020	Jan 1, 2019 to Dec 31, 2019
Reconciliation of Accrued Benefit Obligation		
Accrued benefit obligation at beginning of period	\$ 29,220,121	\$ 28,184,988
Change in ownership percentage	-	13,571
Current service cost	1,195,188	1,266,265
Benefits payments	(838,817)	(876,426)
Interest for period	1,684,818	1,561,440
Experience gain during period	<u>-</u>	<u>(929,717)</u>
Accrued benefit obligation at end of period	<u>\$ 31,261,310</u>	<u>\$ 29,220,121</u>

The following illustrates the reconciliation of plan assets from the beginning of period to the end of period:

	Estimated Jan 1, 2020 to Dec 31, 2020	Jan 1, 2019 to Dec 31, 2019
Reconciliation of Plan Assets		
Plan assets at beginning of period	\$ 28,531,008	\$ 25,005,793
Change in ownership percentage	-	12,125
Employer contributions	818,016	794,095
Employee contributions	818,016	816,399
Benefit payments	(838,817)	(876,426)
Return on plan assets during period	<u>1,663,384</u>	<u>2,779,022</u>
Plan assets at end of period	<u>\$ 30,991,607</u>	<u>\$ 28,531,008</u>

Total expense related to pensions include the following components:

	Estimated Jan 1, 2020 to Dec 31, 2020	Jan 1, 2019 to Dec 31, 2019
Pension Expense		
Employer current service cost	\$ 377,172	\$ 444,574
Interest on accrued benefit obligation	1,690,109	1,561,440
Expected return on assets	(1,663,384)	(1,396,111)
Amortization of unrecognized balances		
Experience gain	<u>19,303</u>	<u>215,272</u>
Pension expense	<u>\$ 423,200</u>	<u>\$ 825,175</u>

The pension expense is included in the statement of operations.

MUNICIPALITY OF QUISPAMISIS

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12. CONTINGENT LIABILITY

In the normal course of operations, the Municipality becomes involved in various claims and legal proceedings. While the final outcome with respect to claims and legal proceedings pending at December 31, 2020 cannot be predicted with certainty, it is the opinion of management and council that resolution of these matters will not have a material adverse effect as the Municipality maintains insurance coverage in amounts considered appropriate.

13. COMMITMENTS

Dalhousie School of Medicine

In 2012, the Municipality committed \$50,000 payable over 10 years to the Dalhousie School of Medicine. During the year, a payment of \$5,000 (2019 - \$5,000) was made. The remaining \$5,000 is payable next year.

Fero Waste & Recycling Inc.

The Municipality has entered into a long-term agreement for services to collect and transport residential waste, Municipal generated waste and recyclable materials for all areas of Quispamsis. The contract expired on December 31, 2023. The future minimum payments over the next three years are as follows:

2021	668,170
2022	701,102
2023	735,668

Office Equipment

The Municipality has entered into lease agreements for certain office equipment which have been accounted for as operating leases. The future minimum payments next year is \$1,397.

14. SHORT TERM BORROWING

Operating Borrowing

As prescribed in the Local Governance Act, borrowing to finance General Operating Fund operations is limited to 4% of the Municipality's budget. Borrowing to finance Water and Sewer Fund operations is limited to 50% of the operating budget for the year. In 2020, the Municipality has complied with these restrictions.

Interim Borrowing Capital Funds

The Municipality has arranged a revolving operating facility bearing interest at BMO prime minus 1% for the Capital Funds. The facility is used to provide interim financing for capital expenditures. At December 31, 2020, the Municipality had no funds (2019 - nil) borrowed from the facility.

MUNICIPALITY OF QUISPAMISIS

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14. SHORT TERM BORROWING (cont'd)

Inter-fund Borrowing

The Municipal Financial Reporting Manual requires that short term inter-fund borrowings be repaid in the next year unless the borrowing is for a capital project. The amounts payable between Funds are in compliance with the requirements.

Amounts outstanding at year end are inter fund regular payables or in some cases, a short term loan may exist from the reserve account. Where a loan is in place, interest is paid to the reserve account at a rate that equates what the account would have earned had it been in the bank. These loan amounts are paid off within the following year and council is given a summary at year end to be fully informed of these transactions.

At December 31, 2020, the Municipality has remaining outstanding authority for short-term borrowings as follows: M019-0047 \$1,758,000 and conditional authority for \$125,000.

15. WATER AND SEWER FUND SURPLUS

The Local Governance Act requires Water and Sewer Fund surplus amounts to be absorbed into one or more of four Operating Budgets commencing with the second next ensuing year. The balance of the surplus at the end of the year consists of:

	<u>2020</u>	<u>2019</u>
2020 Surplus	\$ 42,082	\$ -
2019 Surplus	25,947	25,947
2018 Surplus	<u>-</u>	<u>7,349</u>
	<u>\$ 68,029</u>	<u>\$ 33,296</u>

MUNICIPALITY OF QUISPAMIS

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16. SCHEDULE OF TANGIBLE CAPITAL ASSETS

COST	Land		Buildings and Leasehold Improvements	Furniture and Fixtures	Vehicles	Machinery and Equipment	Infrastructure		Assets Under Construction		2019 Total	
	Improvements						Roads and Streets	Treatment Facilities	Water and Sewer	2020 Total		
Balance - beginning of year	\$ 3,460,565	\$ 8,184,678	\$ 35,396,543	\$ 992,284	\$ 3,893,943	\$ 7,544,250	\$ 18,479,666	\$ 34,833,534	\$ 185,812,101	\$ 894,475	\$ 186,706,576	\$ 182,738,219
Change in percentage ownership	111	28	1,665	101	1,069	430	-	-	3,404	-	3,404	5,904
Add: Net additions during the year	61,512	483,736	579,766	85,950	484,676	315,462	2,124,714	432,270	5,798,669	2,061,112	7,859,781	5,580,279
Less: Disposals during the year	-	(167,603)	(976,876)	(52,000)	(259,319)	(33,186)	(600,280)	-	(2,089,264)	(693,423)	(2,782,687)	(1,617,829)
Balance - end of year	<u>3,522,188</u>	<u>8,500,839</u>	<u>35,001,098</u>	<u>1,026,335</u>	<u>4,120,369</u>	<u>7,826,956</u>	<u>19,710,249</u>	<u>35,265,804</u>	<u>189,524,910</u>	<u>2,262,164</u>	<u>191,787,074</u>	<u>186,706,573</u>
ACCUMULATED AMORTIZATION												
Balance - beginning of year	-	4,057,833	11,051,423	550,351	2,225,556	4,595,397	39,309,275	5,810,525	8,890,690	-	76,491,050	71,799,708
Change in percentage ownership	-	21	772	68	575	268	-	-	1,704	-	1,704	3,120
Add: Amortization during the year	-	390,200	1,037,411	92,952	294,450	550,456	2,478,080	565,288	584,065	-	5,992,902	6,077,351
Less: Accumulated amortization on disposals	-	(113,132)	(586,779)	(52,000)	(260,023)	(33,187)	(513,321)	-	(1,558,442)	-	(1,558,442)	(1,389,141)
Balance - end of year	<u>-</u>	<u>4,334,922</u>	<u>11,502,827</u>	<u>591,371</u>	<u>2,260,558</u>	<u>5,112,934</u>	<u>41,274,034</u>	<u>6,375,813</u>	<u>9,474,755</u>	<u>-</u>	<u>80,927,214</u>	<u>76,491,038</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 3,522,188</u>	<u>\$ 4,165,917</u>	<u>\$ 23,498,271</u>	<u>\$ 434,964</u>	<u>\$ 1,859,811</u>	<u>\$ 2,714,022</u>	<u>\$ 33,277,038</u>	<u>\$ 13,334,436</u>	<u>\$ 25,791,049</u>	<u>\$ 2,262,164</u>	<u>\$ 110,859,860</u>	<u>\$ 110,215,535</u>
Consists of:												
General Fund Assets	\$ 2,268,627	\$ 4,082,399	\$ 19,650,181	\$ 401,266	\$ 437,009	\$ 1,970,547	\$ 33,277,035	\$ -	\$ -	\$ 1,718,191	\$ 63,805,255	\$ 63,912,545
Utility Fund Assets	872,064	-	-	-	106,966	409,941	-	13,334,436	25,791,049	543,971	41,058,427	40,569,297
Jointly Controlled Entities	381,497	83,518	3,848,095	33,698	1,315,836	333,534	-	-	5,996,178	-	5,996,178	5,733,693
	<u>\$ 3,522,188</u>	<u>\$ 4,165,917</u>	<u>\$ 23,498,276</u>	<u>\$ 434,964</u>	<u>\$ 1,859,811</u>	<u>\$ 2,714,022</u>	<u>\$ 33,277,035</u>	<u>\$ 13,334,436</u>	<u>\$ 25,791,049</u>	<u>\$ 2,262,162</u>	<u>\$ 110,859,860</u>	<u>\$ 110,215,535</u>

The Municipality has tangible capital assets under capital leases as follows, included in the amounts listed above:

	Historical Cost	Accumulated Amortization	Net Book Value
Machinery and equipment	\$ 308,256	\$ 258,204	\$ 50,052

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17. SCHEDULE OF TANGIBLE CAPITAL ASSETS FOR JOINTLY CONTROLLED ENTITIES

	Land	Land Improvements	Buildings	Furniture and Fixtures	Vehicles	Machinery and Equipment	Assets Under Construction	2020 Total	2019 Total
COST									
Balance - beginning of year	\$ 357,682	\$ 186,288	\$ 5,861,499	\$ 118,650	\$ 2,445,834	\$ 1,025,507	\$ -	\$ 9,995,460	\$ 9,535,847
Change in percentage ownership	111	28	1,665	101	1,069	430	-	3,404	5,904
Add: Net additions during the year	23,704	-	323,740	-	321,859	69,345	-	738,648	539,087
Less: Disposals during the year	-	-	-	-	(259,319)	(33,186)	-	(292,505)	(85,372)
Balance - end of year	<u>381,497</u>	<u>186,316</u>	<u>6,186,904</u>	<u>118,751</u>	<u>2,509,443</u>	<u>1,062,096</u>	<u>-</u>	<u>10,445,007</u>	<u>9,995,459</u>
ACCUMULATED AMORTIZATION									
Balance - beginning of year	-	91,011	2,120,742	79,047	1,288,170	682,796	-	4,261,766	3,883,057
Change in percentage ownership	-	21	772	68	575	268	-	1,704	3,120
Add: Amortization during the year	-	11,766	217,295	5,938	164,885	78,685	-	478,569	457,379
Less: Accumulated amortization on disposals	-	-	-	-	(260,023)	(33,187)	-	(293,210)	(81,790)
Balance - end of year	<u>-</u>	<u>102,798</u>	<u>2,338,809</u>	<u>85,053</u>	<u>1,193,607</u>	<u>728,562</u>	<u>-</u>	<u>4,448,829</u>	<u>4,261,766</u>
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	<u>\$ 381,497</u>	<u>\$ 83,518</u>	<u>\$ 3,848,095</u>	<u>\$ 33,698</u>	<u>\$ 1,315,836</u>	<u>\$ 333,534</u>	<u>\$ -</u>	<u>\$ 5,996,178</u>	<u>\$ 5,733,693</u>

MUNICIPALITY OF QUISPAMIS

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18. SCHEDULE OF SEGMENT DISCLOSURE

	<u>General</u>	<u>Protective</u>	<u>Transportation</u>	<u>Environmental Health</u>	<u>Environmental Development</u>	<u>Community Services</u>	<u>Utility Services</u>	<u>2020 Consolidated</u>	<u>2019 Consolidated</u>
REVENUE									
Property tax warrant	\$ 2,920,312	\$ 9,282,418	\$ 5,008,433	\$ 1,124,392	\$ 519,065	\$ 5,326,004	\$ -	\$ 24,180,624	\$ 23,045,312
Services provided to other governments	-	-	47,265	-	-	-	-	47,265	47,266
Other own source	24,506	27,545	-	-	-	812,395	43,610	908,056	1,564,666
Unconditional grant	13,806	43,882	23,677	5,315	2,454	25,178	-	114,312	110,352
Conditional government transfers	108,162	-	541,288	-	-	182,541	1,296,307	2,128,298	1,563,289
Water and sewer user fees	-	-	-	-	-	-	2,957,348	2,957,348	2,652,144
Contributions from public donations and sponsorship	-	-	-	-	-	55,572	-	55,572	103,662
Sundry	<u>41,159</u>	<u>252,135</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>9,047</u>	<u>115,424</u>	<u>417,765</u>	<u>514,130</u>
	<u>3,107,945</u>	<u>9,605,980</u>	<u>5,620,663</u>	<u>1,129,707</u>	<u>521,519</u>	<u>6,410,737</u>	<u>4,412,689</u>	<u>30,809,240</u>	<u>29,600,821</u>
EXPENDITURE									
Salaries and benefits	1,225,329	6,523,195	2,466,817	-	241,518	1,817,771	806,114	13,080,744	13,180,425
Goods and services	1,139,291	1,041,589	1,988,026	1,081,598	150,428	1,851,693	695,462	7,948,087	8,866,796
Interest	10,974	31,355	36,058	-	-	406,065	374,390	858,842	916,947
Other	-	(23,029)	(38,648)	-	-	-	-	(61,677)	(31,543)
Amortization	<u>105,705</u>	<u>343,200</u>	<u>2,973,919</u>	<u>-</u>	<u>-</u>	<u>1,342,811</u>	<u>1,227,268</u>	<u>5,992,903</u>	<u>6,077,351</u>
	<u>2,481,299</u>	<u>7,916,310</u>	<u>7,426,172</u>	<u>1,081,598</u>	<u>391,946</u>	<u>5,418,340</u>	<u>3,103,234</u>	<u>27,818,899</u>	<u>29,009,976</u>
Surplus (deficit) for the year	<u>\$ 626,646</u>	<u>\$ 1,689,670</u>	<u>\$ (1,805,509)</u>	<u>\$ 48,109</u>	<u>\$ 129,573</u>	<u>\$ 992,397</u>	<u>\$ 1,309,455</u>	<u>\$ 2,990,341</u>	<u>\$ 590,845</u>

MUNICIPALITY OF QUISPAMIS

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DECEMBER 31, 2020

19. RECONCILIATION OF ANNUAL SURPLUS

	General Operating Fund	General Capital Fund	Utility Operating Fund	Utility Capital Fund	General Operating Reserve Fund	General Capital Reserve Fund	Utility Operating Reserve Fund	Utility Capital Reserve Fund	Land Trust Fund	Jointly Controlled Entities	Total
2020 annual surplus (deficit)	\$ 2,911,793	\$(2,219,827)	\$ 1,075,512	\$ 295,060	\$ 7,831	\$ 13,352	\$ 1,415	\$ 12,799	\$ 6,855	\$ 885,551	\$ 2,990,341
Adjustments to annual surplus for funding requirements											
Second previous year's surplus	48,939	-	7,349	-	-	-	-	-	-	(39,219)	17,069
Transfers between funds											
Transfer elimination	(255,100)	-	-	-	255,100	-	-	-	-	-	-
Transfer elimination	(201,500)	-	-	-	201,500	-	-	-	-	-	-
Transfer elimination	(116,000)	-	-	-	-	116,000	-	-	-	-	-
Transfer elimination	(616,900)	-	-	-	-	616,900	-	-	-	-	-
Transfer elimination	-	400,000	-	-	-	(400,000)	-	-	-	-	-
Transfer elimination	-	-	(45,661)	-	-	-	-	45,661	-	-	-
Transfer elimination	-	-	-	14,119	-	-	-	(14,119)	-	-	-
Transfer elimination	-	-	(69,912)	-	-	-	-	69,912	-	-	-
Transfer elimination	-	-	(250,000)	-	-	-	-	250,000	-	-	-
Long term debt principal repayment	(1,629,170)	1,629,170	(657,000)	657,000	-	-	-	-	-	-	-
Provision for pension liability	(101,829)	-	(14,470)	-	-	-	-	-	-	(260,025)	(376,324)
Provision for sick leave accrual	(26,291)	-	(3,736)	-	-	-	-	-	-	(31,570)	(61,597)
Provision for retirement allowance	-	-	-	-	-	-	-	-	-	(4,055)	(4,055)
Proceeds from disposal of tangible capital assets	-	485,000	-	-	-	-	-	-	-	-	485,000
Accumulated amortization on disposal of tangible capital assets	-	(1,265,233)	-	-	-	-	-	-	-	(293,210)	(1,558,443)
Gain on disposal of tangible capital assets	-	(38,647)	-	-	-	-	-	-	-	-	(38,647)
Unrealized gains on investments	-	-	-	-	-	-	-	-	-	(31,072)	(31,072)
Amortization expense	-	4,287,064	-	1,227,268	-	-	-	-	-	478,570	5,992,902
Total adjustments to 2020 annual surplus (deficit)	\$(2,897,851)	5,497,354	(1,033,430)	1,898,387	456,600	332,900	-	351,454	-	(180,581)	4,424,833
2020 annual surplus (deficit) for funding requirements	\$ 13,942	\$ 3,277,527	\$ 42,082	\$ 2,193,447	\$ 464,431	\$ 346,252	\$ 1,415	\$ 364,253	\$ 6,855	\$ 704,970	\$ 7,415,174

MUNICIPALITY OF QUISPAMIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2020

20. STATEMENT OF RESERVES

	General Operating Reserve	General Capital Reserve	Utility Operating Reserve	Utility Capital Reserve	Land Trust Fund	2020 Total	2019 Total
ASSETS							
Cash and short term investments	\$ 392,634	\$ 1,123,409	\$ 136,577	\$ 1,570,646	\$ 132,310	\$ 3,355,576	\$ 2,412,896
Accounts receivable from other funds	<u>838,608</u>	<u>530,157</u>	<u>205</u>	<u>18,445</u>	<u>6,855</u>	<u>1,394,270</u>	<u>1,153,744</u>
	<u>\$ 1,231,242</u>	<u>\$ 1,653,566</u>	<u>\$ 136,782</u>	<u>\$ 1,589,091</u>	<u>\$ 139,165</u>	<u>\$ 4,749,846</u>	<u>\$ 3,566,640</u>
ACCUMULATED SURPLUS	<u>\$ 1,231,242</u>	<u>\$ 1,653,566</u>	<u>\$ 136,782</u>	<u>\$ 1,589,091</u>	<u>\$ 139,165</u>	<u>\$ 4,749,846</u>	<u>\$ 3,566,640</u>

	REVENUE	EXPENDITURES	ANNUAL SURPLUS (DEFICIT)
Lot fees	\$ -	\$ -	\$ 4,500
Transfers from General Operating Fund	456,600	732,900	1,189,500
Transfers from Utility Operating Fund	-	-	365,573
Interest	<u>7,831</u>	<u>13,352</u>	<u>37,752</u>
	<u>464,431</u>	<u>746,252</u>	<u>1,597,325</u>
	-	400,000	414,119
	\$ 464,431	\$ 346,252	\$ 1,183,206

MUNICIPALITY OF QUISPAMISIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2020

20. STATEMENT OF RESERVES (cont'd)

Council Resolutions regarding transfers to and from reserves:

Moved By Coucillor Thompson
Seconded By Deputy Mayor O'Hara

BE IT RESOLVED that \$255,100 be transferred from the General Operating Fund to the General Operating Reserve Fund as per the 2020 budget.

Motion Carried

Moved By Coucillor Rioux
Seconded By Councillor Miller

BE IT RESOLVED that \$201,500 be transferred from the General Operating Fund to the General Operating Reserve Fund for future expenditures.

Motion Carried

Moved By Councillor Luck
Seconded By Councillor Miller

BE IT RESOLVED that \$116,000 be transferred from the General Operating Fund to the General Capital Reserve Fund as per the 2020 budget.

Motion Carried

Moved By Deputy Mayor O'Hara
Seconded By Councillor Olsen

BE IT RESOLVED that \$400,000 be transferred from the General Capital Reserve Fund to the General Capital Fund as per the 2020 budget.

Motion Carried

Moved By Councillor Rioux
Seconded By Councillor Miller

BE IT RESOLVED THAT \$45,661 be transferred from the 2020 Utility Operating Fund to the Utility Capital Replacement Reserve Fund to pay for future costs of replacement of capital items for the Wastewater System Upgrades.

Motion Carried

Moved By Councillor Miller
Seconded By Councillor Luck

BE IT RESOLVED that \$14,119.06 be transferred from the Utility Capital Replacement Reserve Fund to the Utility Capital Fund to cover the cost of aerator work at the Longwood Lagoon done in 2020.

Motion Carried

Moved By Deputy Mayor O'Hara
Seconded By Councillor Luck

MUNICIPALITY OF QUISPAMISIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2020

BE IT RESOLVED that \$69,912 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for future use on the Utility Building.

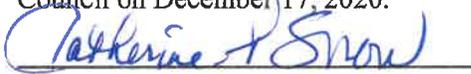
Motion Carried

Moved By Councillor Olsen
Seconded By Councillor Thompson

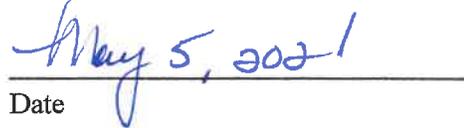
BE IT RESOLVED that \$250,000 be transferred from the Utility Operating Fund to the Utility Capital Reserve Fund for future use on the Utility Building

Motion Carried

I hereby certify that the above are true and exact copies of resolutions adopted at a meeting of Council on December 17, 2020.



Town Clerk,
Town of Quispamsis



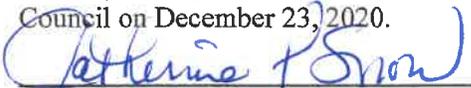
Date

Moved By Deputy Mayor O'Hara
Seconded By Councillor Olsen

BE IT RESOLVED that \$616,900 be transferred from the General Operating Fund to the General Capital Reserve Fund for future use

Motion Carried

I hereby certify that the above are true and exact copies of resolutions adopted at a meeting of Council on December 23, 2020.



Town Clerk,
Town of Quispamsis



Date

MUNICIPALITY OF QUISPAMISIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2020

21. STATEMENT OF JOINTLY CONTROLLED ENTITIES OPERATIONS

	<u>KVFD</u>	<u>KRJBPC</u>	<u>Library</u>	<u>2020 Total</u>	<u>2019 Total</u>
ASSETS	\$ <u>2,941,622</u>	\$ <u>2,018,849</u>	\$ <u>2,553,646</u>	\$ <u>7,514,117</u>	\$ <u>6,888,817</u>
LIABILITIES	\$ <u>896,131</u>	\$ <u>1,355,571</u>	\$ <u>24,547</u>	\$ <u>2,276,249</u>	\$ <u>2,559,148</u>
ACCUMULATED SURPLUS	\$ <u>2,052,642</u>	\$ <u>663,277</u>	\$ <u>2,529,099</u>	\$ <u>5,245,018</u>	\$ <u>4,308,239</u>
REVENUE	\$ 3,872,940	\$ 4,533,058	\$ 143,849	\$ 8,549,847	\$ 7,691,384
EXPENDITURES	<u>2,990,833</u>	<u>4,435,549</u>	<u>269,667</u>	<u>7,696,049</u>	<u>7,504,346</u>
	882,107	97,509	(125,818)	853,798	187,038
CHANGE IN PERCENTAGE OWNERSHIP	<u>407</u>	<u>482</u>	<u>-</u>	<u>889</u>	<u>1,363</u>
ANNUAL SURPLUS (DEFICIT)	\$ <u>882,514</u>	\$ <u>97,991</u>	\$ <u>(125,818)</u>	\$ <u>854,687</u>	\$ <u>188,401</u>

The above noted entities are included in the consolidated financial statements. The above figures do not include the eliminating adjustments and represent Quispamsis' proportionate share.

MUNICIPALITY OF QUISPAMIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2020

22. OPERATING BUDGET TO PSAS BUDGET

	Operating Budget General	Operating Budget Water and Sewer	Amortization and Long Term Accruals	Controlled Entities	Transfers	Total
REVENUE	\$ 24,180,623	\$ -	\$ -	\$ -	\$ -	\$ 24,180,623
Property tax warrant	114,304	-	-	-	-	114,304
Unconditional transfers from other governments	28,800	-	-	-	-	28,800
Conditional transfers from Federal or Provincial governments	56,011	-	-	-	(8,947)	47,064
Services other governments	1,223,119	21,838	-	-	-	1,244,957
Other own source	90,898	-	-	-	-	90,898
Public donations and sponsorships	12,000	203,452	-	-	(215,452)	-
Other transfers	-	2,947,821	-	-	-	2,947,821
Water and sewer user fees	30,000	65,805	-	248,909	-	344,714
Sundry income	48,939	7,349	-	-	(56,288)	-
Surplus of second previous year	25,784,694	3,246,265	-	248,909	(280,687)	28,960,534

EXPENDITURES

General government services	2,682,381	-	82,266	-	11,430	2,776,077
Protective services	8,542,753	-	324,146	7,109,838	(8,210,055)	7,766,682
Transportation services	4,609,338	-	2,908,419	-	(1,093)	7,516,664
Environmental health services	1,034,795	-	-	-	-	1,034,795
Environmental development services	1,221,216	-	(5,454)	-	(766,585)	449,177
Community services	4,163,319	-	1,303,202	152,948	1,033,204	6,652,673
Fiscal services						
Long term debt repayments	1,629,170	670,081	-	-	(2,299,251)	-
Interest	504,563	426,100	-	-	(930,663)	-
Transfer from General Operating Fund to Utility Operating Fund	91,923	-	-	-	(91,923)	-
Transfer from General Operating to General Capital Reserve Fund	116,000	-	-	-	(116,000)	-
Transfer from Utility Operating Fund to Utility Capital Replacement Reserve Fund	-	115,573	-	-	(115,573)	-
Transfer from General Operating Fund to General Capital Fund	934,136	-	-	-	(1,239,155)	-
Transfer from Utility Operating Fund to Utility Capital Fund	-	448,000	-	-	(35,000)	-
Transfer from General Operating Fund to General Operating Reserve Fund	255,100	-	-	-	(255,100)	-
Utility services	-	1,586,511	1,209,062	-	426,100	3,221,673
	25,784,694	3,246,265	5,821,641	7,262,786	(12,589,664)	29,417,741
Surplus (deficit)	\$ -	\$ -	\$ (5,821,641)	\$ (7,013,877)	\$ 12,308,977	\$ (457,207)

MUNICIPALITY OF QUISPAMISIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2020

23. REVENUE AND EXPENDITURES SUPPORT

	<u>2020</u> Budget	<u>2020</u> Actual	<u>2019</u> Actual
REVENUE			
Other own source			
Permits and fines	\$ 121,000	\$ 230,044	\$ 169,611
Connection fees	16,750	43,610	49,021
Developers infrastructure contribution	-	67,096	121,800
Rental revenue	1,089,207	522,103	1,161,673
Miscellaneous	<u>18,000</u>	<u>45,203</u>	<u>62,561</u>
	<u>\$ 1,244,957</u>	<u>\$ 908,056</u>	<u>\$ 1,564,666</u>
Conditional government transfers			
Government of Canada			
Clean Water Wastewater	\$ -	\$ -	\$ 83,615
Small Communities Fund	-	110,543	64,798
Canada Summer Jobs	-	32,643	-
Province of New Brunswick			
Small Communities Fund	-	110,543	64,798
Regional Development Corporation	-	60,753	-
Safe Restart	-	216,900	-
Employment & Social Dev	-	94,043	-
SEED Grant	-	7,074	-
Federation of Canadian Municipalities	-	-	50,000
Gas Tax revenue	-	1,480,799	1,236,663
Other	<u>28,800</u>	<u>15,000</u>	<u>63,415</u>
	<u>\$ 28,800</u>	<u>\$ 2,128,298</u>	<u>\$ 1,563,289</u>
EXPENDITURE			
General government services			
Legislative			
Mayor	\$ 61,464	\$ 45,842	\$ 51,666
Councillors	<u>201,560</u>	<u>149,610</u>	<u>163,499</u>
	<u>263,024</u>	<u>195,452</u>	<u>215,165</u>
Administrative			
Administration	1,212,263	1,159,551	1,186,175
Office building	178,993	157,850	147,803
Solicitor	140,000	133,618	130,977
Professional fees	-	(3,228)	111,452
Other	<u>338,794</u>	<u>207,121</u>	<u>160,758</u>
	<u>1,870,050</u>	<u>1,654,912</u>	<u>1,737,165</u>
Financial management			
External audit	<u>22,338</u>	<u>22,338</u>	<u>27,320</u>

MUNICIPALITY OF QUISPAMISIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2020

23. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	<u>2020</u> Budget	<u>2020</u> Actual	<u>2019</u> Actual
General government services (cont'd)			
Other			
Civic relations	70,618	52,455	64,091
Marketing	1,500	2,060	1,500
Insurance	105,302	111,492	99,732
Cost of assessment	349,349	349,350	339,124
Other	200	-	9,969
Interest	11,430	10,974	12,038
Pension expense (recovery)	(18,629)	(18,629)	7,069
Sick leave expense	(4,810)	(4,810)	544
Amortization	<u>105,705</u>	<u>105,705</u>	<u>87,682</u>
	<u>620,665</u>	<u>608,597</u>	<u>621,749</u>
	<u>\$ 2,776,077</u>	<u>\$ 2,481,299</u>	<u>\$ 2,601,399</u>
Protective services			
Fire			
Administration	\$ 424,481	\$ 413,711	\$ 421,024
Firefighting force	2,135,004	2,066,477	2,168,224
Telecommunications	4,563	-	2,342
Insurance	20,148	21,909	19,618
Prevention and training	29,926	20,734	21,948
Facilities	131,309	133,035	131,594
Fleet	63,734	44,549	63,445
Operations	34,371	39,065	29,169
Water costs	18,686	18,686	18,136
Retirement allowance	32,665	36,932	30,488
Other	1,778	1,518	1,057
Loss on disposal of tangible capital assets	(21,884)	(21,884)	(1,392)
Amortization	<u>204,088</u>	<u>204,088</u>	<u>169,470</u>
	<u>3,078,869</u>	<u>2,978,820</u>	<u>3,075,123</u>
Police			
Crime control		2,938,180	2,977,857
	2,908,806		
Vehicle fleet	120,126	101,299	107,599
Property	128,261	131,930	126,494
Administration	733,615	706,172	748,911
Retirement allowance	51,935	51,496	45,005
Communications	242,201	257,008	229,683
Labour relations	-	127,392	84,959
Loss on disposal of tangible capital assets	(1,145)	(1,145)	386
Amortization	<u>133,111</u>	<u>133,111</u>	<u>145,958</u>
	<u>4,346,284</u>	<u>4,485,120</u>	<u>4,397,801</u>

MUNICIPALITY OF QUISPAMISIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2020

23. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	<u>2020</u> Budget	<u>2020</u> Actual	<u>2019</u> Actual
Protective services (cont'd)			
Other			
Emergency measures	23,082	156,408	16,500
Animal control	74,853	58,224	63,987
Building inspection	201,190	196,930	194,225
Crosswalk guards	8,162	7,867	7,832
Interest	32,656	31,355	34,395
Pension expense (recovery)	(3,509)	(3,509)	1,429
Sick leave expense (recovery)	(906)	(906)	110
Amortization	<u>6,001</u>	<u>6,001</u>	<u>-</u>
	<u>341,529</u>	<u>452,370</u>	<u>318,478</u>
	<u>\$ 7,766,682</u>	<u>\$ 7,916,310</u>	<u>\$ 7,791,402</u>
Transportation services			
Common			
Workshop, yard and equipment maintenance	\$ 71,863	\$ 77,515	\$ 67,564
Engineering	<u>499,165</u>	<u>481,266</u>	<u>474,993</u>
	<u>571,028</u>	<u>558,781</u>	<u>542,557</u>
Roads and streets			
Culverts and drainage ditches	73,000	73,067	83,158
Summer maintenance	1,449,022	1,435,463	1,362,270
Snow and ice removal	2,108,346	2,058,636	2,320,847
Street lighting	153,345	146,566	143,611
Street signs	37,800	31,448	6,456
Traffic lane marking	30,000	33,302	29,630
Traffic signals and signs	10,836	11,777	10,758
Railway crossing signals	10,100	9,528	9,040
Public transit - Comex Service	165,861	161,775	163,107
Pension expense (recovery)	(43,875)	(43,875)	17,600
Sick leave expense	(11,328)	(11,328)	1,354
Interest	37,555	36,058	39,555
Gain on disposal of tangible capital assets	(38,648)	(38,648)	(30,537)
Amortization	<u>2,963,622</u>	<u>2,963,622</u>	<u>3,136,844</u>
	<u>6,945,636</u>	<u>6,867,391</u>	<u>7,293,693</u>
	<u>\$ 7,516,664</u>	<u>\$ 7,426,172</u>	<u>\$ 7,836,250</u>
Environmental health services			
Waste collection and disposal	\$ 1,031,795	\$ 1,081,233	\$ 991,271
Climate protection	<u>3,000</u>	<u>365</u>	<u>3,534</u>
	<u>\$ 1,034,795</u>	<u>\$ 1,081,598</u>	<u>\$ 994,805</u>

MUNICIPALITY OF QUISPAMISIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2020

23. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	<u>2020</u> Budget	<u>2020</u> Actual	<u>2019</u> Actual
Environmental development services			
Administration	\$ 332,771	\$ 280,047	\$ 266,174
Municipal plan	4,500	(7)	12,000
Enterprise Saint John	112,133	112,133	112,133
Regional Services Commission	5,227	5,227	9,682
Pension expense (recovery)	(4,335)	(4,335)	1,667
Sick leave expense	<u>(1,119)</u>	<u>(1,119)</u>	<u>128</u>
	<u>\$ 449,177</u>	<u>\$ 391,946</u>	<u>\$ 401,784</u>
Community services			
Administration	\$ 202,006	\$ 174,112	\$ 190,243
Facilities maintenance	431,586	454,774	452,316
Parks office	92,811	83,375	70,005
Beaches	72,906	37,062	68,795
Quispamsis Arena	401,371	278,618	372,763
Qplex	1,797,175	1,044,214	1,661,419
Parks and playgrounds	969,799	772,582	856,827
Civic Centre	58,966	46,211	41,800
Recreation programs	86,174	6,850	84,644
Regional Facilities Commission	610,282	610,282	572,967
Library	152,948	149,798	165,597
Warehouse	13,803	9,429	10,130
Food bank building	10,549	7,494	10,297
Beach house	26,173	34,273	35,016
Pension expense (recovery)	(31,481)	(31,481)	13,980
Sick leave expense	(8,128)	(8,128)	1,075
Interest	422,922	406,064	445,444
Amortization	<u>1,342,811</u>	<u>1,342,811</u>	<u>1,341,666</u>
	<u>\$ 6,652,673</u>	<u>\$ 5,418,340</u>	<u>\$ 6,394,984</u>
Utility services			
Water System			
Treatment	\$ 46,400	\$ 41,717	\$ 50,608
Wellfields	6,250	3,239	530
Pump	47,051	35,905	37,711
Infrastructure	183,677	165,060	169,444
Pension expense (recovery)	(2,440)	(2,440)	882
Interest and bank charges	25,897	26,662	26,991
Sick leave expense	<u>(630)</u>	<u>(630)</u>	<u>68</u>
	<u>306,205</u>	<u>269,513</u>	<u>286,234</u>

MUNICIPALITY OF QUISPAMISIS

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2020

23. REVENUE AND EXPENDITURE SUPPORT (cont'd)

	<u>2020</u> Budget	<u>2020</u> Actual	<u>2019</u> Actual
Sewer System			
Sewer collection system	151,972	170,859	130,974
Sewer lift stations	296,272	296,150	292,393
Treatment and disposal	253,639	263,328	245,588
Pension expense (recovery)	(5,720)	(5,720)	2,112
Sick leave expense	(1,477)	(1,477)	162
Interest and bank charges	400,203	374,390	385,515
Amortization	<u>1,227,268</u>	<u>1,227,268</u>	<u>1,195,731</u>
	<u>2,322,157</u>	<u>2,324,798</u>	<u>2,252,475</u>
Administration			
Administration	601,250	516,862	448,423
Pension expense (recovery)	(6,310)	(6,310)	2,061
Sick leave expense	<u>(1,629)</u>	<u>(1,629)</u>	<u>159</u>
	<u>593,311</u>	<u>508,923</u>	<u>450,643</u>
	<u>\$ 3,221,673</u>	<u>\$ 3,103,234</u>	<u>\$ 2,989,352</u>



2020

ANNUAL REPORT

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