



# City of Prince Rupert

## AGENDA

For the **REGULAR MEETING** of Council to be held on June 14, 2021 at 7:00 pm in the Council Chambers of City Hall, 424 - 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

### 1. CALL TO ORDER

### 2. ADOPTION OF AGENDA

**Recommendation:**

THAT the Agenda for the Regular Council Meeting of June 14, 2021 be adopted as presented.

### 3. MINUTES

**a) Recommendation:**

THAT the Minutes of the Committee of the Whole Meeting of May 31, 2021 be adopted. (attached)

**b) Recommendation:**

THAT the Minutes of the Special Council Meeting of May 31, 2021 be adopted. (attached)

**c) Recommendation:**

THAT the Minutes of the Regular Council Meeting of May 31, 2021 be adopted. (attached)

### 4. PETITIONS & DELEGATIONS

### 5. REPORTS & RESOLUTIONS

**a) Report from iPlan – Re: DVP-21-089**

**Recommendation:**

THAT Council proceed with approval of DVP-21-08.

**b) Report from the City Manager – Re: Annual Report**

(attached)

**Recommendation:**

THAT Council approve the circulation of the 2020 Annual Report and THAT Council set the date of June 28, 2021 for the Public Meeting on the Annual Report.

**c) Report from the Chief Financial Officer – Re: 2020 Statement of Financial Information (SOFI)**

(attached)

**Recommendation:**

THAT Council, by resolution, approve the 2020 Statement of Financial Information.

**d) Report from the Chief Financial Officer – Re: April 2021 Financial Variance Report**

(attached)

**6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL**

**7. ADJOURNMENT**



# City of Prince Rupert

## MINUTES

For the **COMMITTEE OF THE WHOLE MEETING** of Council held on May 31, 2021 at 7:00p.m. in the Council Chambers of City Hall, 424 – 3<sup>rd</sup> Avenue West, Prince Rupert, B.C. (by Zoom).

**PRESENT:** Mayor L. Brain  
Councillor W. Niesh  
Councillor B. Cunningham  
Councillor G. Randhawa  
Councillor N. Adey  
Councillor B. Mirau

**ABSENT:** Councillor R. Skelton-Morven

**STAFF:** R. Long, City Manager  
C. Bomben, Chief Financial Officer  
R. Miller, Corporate Administrator  
R. Pucci, Director of Operations  
R. Buchan, IPlan (Planning Consultant)  
C. Buchan, IPlan (Planning Consultant)

### 1. CALL TO ORDER

The Mayor called the Committee of the Whole Meeting to order at 7:01 pm.

### 2. ADOPTION OF AGENDA

MOVED by Councillor Adey and seconded by Councillor Cunningham that the Agenda for the Committee of the Whole Meeting of May 31, 2021 be adopted as provided.

CARRIED

### 3. DELEGATION

Presentation by Charles Tree and Craig Rimmer, North Coast Mountain Bike Association

### 4. QUESTION PERIOD FROM THE PUBLIC

### 5. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL.

**6. ADJOURNMENT TO RECONVENE REGULAR COUNCIL MEETING.**

MOVED by Councillor Randhawa and seconded by Councillor Niesh that the meeting be adjourned at 7:35 p.m.

CARRIED

Confirmed:

\_\_\_\_\_  
MAYOR

Certified Correct:

\_\_\_\_\_  
CORPORATE ADMINISTRATOR



# City of Prince Rupert

## MINUTES

For the **SPECIAL MEETING** of Council held on May 31, 2021 at 5:00 p.m. in the Council Chambers of City Hall, 424 - 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

**PRESENT:** Mayor L. Brain  
Councillor B. Cunningham  
Councillor W. Niesh  
Councillor N. Adey  
Councillor G. Randhawa  
Councillor B. Mirau

**ABSENT:** Councillor R. Skelton-Morven

**STAFF:** R. Long, City Manager  
C. Bomben, Chief Financial Officer  
R. Miller, Corporate Administrator  
R. Pucci, Director of Operations  
R. Buchan, iPlan

### 1. CALL TO ORDER

The Mayor called the Special Meeting of Council to order at 5:00 p.m.

### 2. RESOLUTION TO EXCLUDE THE PUBLIC

MOVED by Councillor Cunningham and seconded by Councillor Niesh that the meeting be closed to the public under Section 90 of the Community Charter to consider items relating to one or more of the following:

- 90.1 (c) labour relations or other employee relations;
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interest of the municipality; and,
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

Confirmed:

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MAYOR

Certified Correct:

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CORPORATE ADMINISTRATOR



# City of Prince Rupert

## MINUTES

For the **REGULAR MEETING** of Council held on May 31, 2021 at 7:00 pm in the Council Chambers of City Hall, 424 - 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

**PRESENT:** Mayor L. Brain  
Councillor W. Niesh  
Councillor G. Randhawa  
Councillor B. Cunningham  
Councillor N. Adey  
Councillor B. Mirau

**ABSENT:** Councillor R. Skelton-Morven

**STAFF:** R. Long, City Manager  
C. Bomben, Chief Financial Officer  
R. Miller, Corporate Administrator  
R. Pucci, Director of Operations  
R. Buchan, iPlan Ltd. (planning consultant)  
C. Buchan, iPlan Ltd. (planning consultant)

### 1. CALL TO ORDER

The Mayor called the Regular Meeting of Council to order at 7:00 pm AND it was moved by Councillor Mirau and seconded by Councillor Niesh that the Regular meeting of Council be suspended and the Committee of the Whole be convened.

### 2. ADOPTION OF AGENDA

MOVED by Councillor Cunningham and seconded by Councillor Adey that the Agenda for the Regular Council Meeting of May 31, 2021 be adopted as presented.

CARRIED

### 3. MINUTES

a) MOVED by Councillor Randhawa and seconded by Councillor Niesh that the minutes of the Committee of the Whole meeting of April 26, 2021 be adopted.

CARRIED

b) MOVED by Councillor Cunningham and seconded by Councillor Niesh that the minutes of the Special Council meeting of May 10, 2021, be adopted.

CARRIED

- c) MOVED by Councillor Adey and seconded by Councillor Niesh that the minutes of the Regular Council Meeting of May 10, 2021 be adopted.

CARRIED

- d) MOVED by Councillor Cunningham and seconded by Councillor Niesh that the minutes of the Special Regular Council meeting of May 12, 2021, be adopted.

CARRIED

#### **4. PETITIONS & DELEGATIONS**

- a) Presentation from the Chief Financial Officer

#### **5. REPORTS & RESOLUTIONS**

- a) Report from iPlan – Re: Development Variance Permit DVP-21-07**

MOVED by Mayor Brain and seconded by Councillor Adey THAT this item to be table pending additional review.

CARRIED

- b) Report from iPlan – Re: Development Variance Permit DVP-21-08**

MOVED by Councillor Cunningham and seconded by Councillor Niesh THAT Council proceed to statutory public notification for Development Variance Permit Application DVP-21-08.

CARRIED

- c) Report from the Director of Operations – Re: 2021 Capital Paving Program Award**

MOVED by Councillor Cunningham and seconded by Councillor Mirau THAT Council approve the recommendation of the Director of Operations and award the 2021 Capital Paving Program to Adventure Paving.

CARRIED

- d) Report from the Director of Operations – Re: Landfill Liner and HDPE Piping Material Award**

MOVED by Councillor Cunningham and seconded by Councillor Mirau THAT Council approve the recommendation of the Director of Operations and allow the Director to source and purchase the Liner and HDPE piping material for the Landfill Expansion Project.

CARRIED

**e) Verbal Report from the Corporate Administrator – Re: Request for Letter of Support for the North Coast Mountain Bike Association.**

MOVED by Councillor Adey and seconded by Councillor Cunningham THAT Council authorize staff to provide a letter of support for the North Coast Mountain Bike Association for their Asphalt Pump Track Project for their application to the Northern Development Initiative Trust as requested.

CARRIED

**6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL**

**7. ADJOURNMENT**

MOVED by Councillor Cunningham and seconded by Councillor Randhawa that the meeting be adjourned at 8:58 pm.

CARRIED

Confirmed:

\_\_\_\_\_  
MAYOR

Certified Correct:

\_\_\_\_\_  
CORPORATE ADMINISTRATOR

# CITY OF PRINCE RUPERT

## REPORT TO COUNCIL

**DATE:** June 14, 2021  
**TO:** Mayor and Council  
**FROM:** Robert Long, City Manager  
**SUBJECT:** 2020 ANNUAL REPORT

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### **RECOMMENDATION:**

**THAT Council, by resolution:**

- **Approve the circulation of the 2020 Annual Report; and,**
- **Set the date of June 28, 2021 for the Public Meeting on the Annual Report.**

### **BACKGROUND:**

Preparation of an Annual Report is a statutory requirement of the Community Charter. The scope of the report is specified in the Charter.

The City of Prince Rupert must also set the date, time and place of an Annual Public Meeting for consideration of the Report in accordance with the provisions of the Act regarding Public Notice. The meeting allows the public to make submissions and ask questions about the Report.

The date of the Annual Meeting must be at least fourteen (14) days after the annual report is available for public inspection. The Annual Report will be put on the City's website under Notices and printed copies will be made available for public inspection on Tuesday, June 15<sup>th</sup>, 2021. The Regular Council Meeting scheduled for June 28<sup>th</sup>, 2021 will enable adequate time for the public to view the report.

### **CURRENT STATUS:**

The 2020 Annual Report has been completed and is attached. You may note that similar to last year, the Report has a slightly adjusted format to improve overall readability.

### **COST AND BUDGET IMPLICATIONS:**

Preparation of the Annual Report is done by City staff with Notice and the draft Report is posted on the City website. Notice of the Report is additionally posted in the local newspaper for two consecutive weeks, at an approximate cost of \$300. A few paper copies are printed on our colour photocopier. All photographs are donated.

### **CONCLUSION:**

Council, by approving the circulation of the 2020 Annual Report and setting the date of June 28<sup>th</sup>, 2021 for the Public Meeting at the Committee of the Whole Meeting, will enable the City to meet its legislated obligations for the Annual Report.

**Report Prepared By:**

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Robert Long,  
City Manager

Attachment: 2020 Annual Report

# CITY OF PRINCE RUPERT

## REPORT TO COUNCIL

**DATE:** June 14, 2021  
**TO:** Robert Long, City Manager  
**FROM:** Corinne Bomben, Chief Financial Officer  
**SUBJECT: 2020 STATEMENT OF FINANCIAL INFORMATION (SOFI)**

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### **RECOMMENDATION:**

**THAT Council, by resolution, approve the 2020 Statement of Financial Information.**

### **BACKGROUND:**

The Financial Information Act requires the City of Prince Rupert to prepare a document called the Statement of Financial Information (SOFI). This document provides information on the City's financial transactions that occurred during the past fiscal year. The SOFI must be approved by Council within six months after the end of the fiscal year.

Most of the information that must be presented is contained in the Annual Audited Financial Statements which have already been presented to Council but are attached to the end of the SOFI to fulfil the legislative requirements. Additional information requirements include:

- A Schedule showing the remuneration and expenses incurred on behalf of all elected officials;
- A Schedule showing the remuneration and expenses incurred on behalf of all employees earning \$75,000 or more; and
- A Schedule showing the payments made to all vendors who were paid \$25,000 or more.

### **CURRENT:**

The attached Statement of Financial Information has been prepared pursuant to the legislation.

### **CONCLUSION:**

**Council by approving the 2020 Statement of Financial Information will fulfill the requirements of the Financial Information Act.**

**Report Prepared by:**

**Report reviewed by:**

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Corinne Bomben,  
Chief Financial Officer

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Robert Long,  
City Manager

Attachments:

- 2020 Statement of Financial Information

**City of Prince Rupert**

**2020 Statement of Financial Information**

**City of Prince Rupert  
Statement of Financial Information  
For the Year Ended December 31, 2020**

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(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 9)

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2020**

**Statement of Financial Information Approval**

The undersigned, as authorized by the *Financial Information Regulation*, Schedule 1, Subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced as required by the *Financial Information Act*.

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Lee Brain  
Mayor on behalf of Council

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Corinne Bomben  
Chief Financial Officer

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2020**

**Management Letter**

The Financial Statements contained in the Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with Canadian Public Sector accounting standards as recommended by the Public Sector Accounting Board of Chartered Professional Accountants Canada or stated accounting principles identified in the significant accounting policies in the notes to the financial statements. The integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Mayor and Council of the City of Prince Rupert is responsible for ensuring that management fulfils its responsibilities for financial reporting and maintaining internal controls and exercises this responsibility under the auspices of the *Local Government Act* and the *Community Charter*.

The external auditors, Carlyle, Shepherd & Co., Chartered Professional Accountants, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to additional schedules required by the Act. Their examination includes a review and evaluation of the municipality's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Mayor and Council.

On behalf of the City of Prince Rupert

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Corinne Bomben  
Chief Financial Officer

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Date

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 9)

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2020**

**Schedule of Elected Officials' Remuneration and Expenses**

		<u>Remuneration &amp; Taxable Benefits</u>	<u>Expenses</u>	<u>Total</u>
<b>Mayor</b>	BRAIN, LEE ANDREW	\$ 75,440	\$ 7,385	\$ 82,825
<b>Councillor</b>	ADEY, NICHOLAS	18,750	350	19,100
	CUNNINGHAM, BARRY	18,750	-	18,750
	MIRAU, BLAIR J.L.	18,750	-	18,750
	NIESH, WADE R.	18,750	-	18,750
	RANDHAWA, GURVINDER	18,750	-	18,750
	SKELTON-MORVEN, REID	18,750	-	18,750
		<u>\$ 187,940</u>	<u>\$ 7,735</u>	<u>\$ 195,675</u>

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 6(2), (3), (4), (5) & (6))

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2020**

**Schedule of Employees' Remuneration and Expenses**

<b>Employee</b>	<b>Salary/Wages &amp; Benefits</b>	<b>Other Remuneration (Note 1)</b>	<b>Total Remuneration</b>	<b>Training &amp; Related Travel Expenses</b>	<b>Business Travel &amp; Other Expenses</b>
ACETO, VINCE	\$ 94,043	\$ -	\$ 94,043	\$ -	\$ 786
ANDERSON, GLENNA	75,225	-	75,225	197	-
ANDERSON, JERRY	91,759	-	91,759	197	-
ANDERSON, PAUL	72,578	2,797	75,375	-	522
BAILEY, HOWARD	100,625	-	100,625	808	765
BECKWITH, JEFFERY	144,920	-	144,920	197	966
BISHOP, ANTHONY	77,774	2,219	79,994	151	1,329
BISHOP, BRODY	102,789	-	102,789	2,114	1,062
BOMBEN, CORINNE	164,526	-	164,526	2,081	1,521
BONNESCHRANZ, JON	126,319	-	126,319	2,114	1,062
BROOKS, RHEANNON	76,946	-	76,946	95	-
BUNKOWSKI, ANDREW	97,105	-	97,105	2,764	211
BURROWS, JORDAN	99,711	-	99,711	2,114	1,062
CAM, DANIEL	89,273	3,032	92,305	1,606	625
COOPER, CHAD	127,517	-	127,517	1,236	2,066
CORBEIL, ROBERT	68,509	31,282	99,791	-	354
DANIELE, JAMES	118,821	-	118,821	2,114	1,062
DAVIDSON, MICHAEL	115,233	-	115,233	-	460
DAWES, SCOTT	80,925	11,175	92,100	-	888
DE RUYTER DE WILDT, HEIDI	80,923	-	80,923	-	-
DOPKO, TIMOTHY	107,986	-	107,986	2,114	4,473
DRURY, DONNA	85,308	-	85,308	-	654
ELLIS, LYNDASAY	76,059	-	76,059	151	153
FALVO, FRANK	71,904	4,952	76,857	-	1,673
FERGUSON, CRAIG	131,894	-	131,894	-	554
FUZI, RYAN	108,636	-	108,636	2,114	1,062
GALE, DANIEL	118,582	-	118,582	-	153
GARDINER, GARIN	110,968	-	110,968	-	933
GERMAN, RON	84,421	-	84,421	197	175
GERONAZZO, DAVID	90,653	2,358	93,010	(581)	-
HALDANE, TRACY	79,798	-	79,798	197	-
HESS, RUSSELL	96,347	-	96,347	-	-
HIGGINSON, TRISTAN	92,774	-	92,774	3,022	523
HOFFMAN, JONATHAN	85,983	-	85,983	1,808	353
JAMES, DAVID	157,361	-	157,361	-	487
JONES, REAL	112,667	-	112,667	2,114	4,473
KAWAGUCHI, GREGORY	85,238	-	85,238	-	465
KESSLER, MARKO	106,048	-	106,048	4,615	258
KORMENDY, DEREK	100,092	-	100,092	2,114	4,473
Sub-total	\$ 3,908,241	\$ 57,815	\$ 3,966,057	\$ 35,655	\$ 35,601

Note 1: "Other Remuneration" includes retirement allowances, tax-free payments, and payments in lieu of benefits

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 6(2), (3), (4), (5) & (6))

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2020**

**Schedule of Employees' Remuneration and Expenses**

<b>Employee</b>	<b>Salary/Wages &amp; Benefits</b>	<b>Other Remuneration (Note 1)</b>	<b>Total Remuneration</b>	<b>Training &amp; Related Travel Expenses</b>	<b>Business Travel &amp; Other Expenses</b>
KREKIC, ZENO	\$ 45,055	\$ 30,987	\$ 76,043	\$ -	\$ -
KRISTMANSON, MICHAEL	89,903	-	89,903	959	1,555
KRISTOFF, MARVIN	137,649	1,668	139,317	2,114	1,062
LAWRENCE, STEPHEN	100,986	-	100,986	2,114	1,062
LEIGHTON, TROY	109,364	658	110,022	2,114	4,473
LEWIS, JACQUELINE	76,384	-	76,384	-	-
LOMBA, CARLOS	71,878	11,311	83,189	-	358
LONG, ROBERT	256,165	18,414	274,579	-	7,260
LUSSIER, HADEN	96,432	-	96,432	151	291
LUSSIER, TERRY	72,757	10,217	82,975	-	645
MCKELVIE, DEE-ANN	82,445	-	82,445	-	-
MCKENZIE, DAVID	147,286	5,513	152,800	-	550
MEEGAN, SHAWN	76,788	574	77,362	-	1,690
MEGGISON, JOEL	76,117	-	76,117	197	-
MILLER, ROSAMARIA	102,740	-	102,740	2,630	158
MORASH, ROBERT	83,825	-	83,825	-	-
MORSE, JAMES	128,470	-	128,470	-	366
NEL, SEBASTIAN	94,942	-	94,942	197	773
NEW, STEPHANIE	78,121	-	78,121	-	-
NICHOLLS, CRAIG	144,491	-	144,491	-	864
OSTROM, TANYA	112,283	-	112,283	197	60
PAOLO, ROCKY	93,626	24,806	118,432	2,114	1,141
PATERSON, TREENA	80,359	-	80,359	-	861
PELOQUIN, FLORIAN	90,427	-	90,427	151	631
PETERS, KEVIN	86,905	-	86,905	151	905
POMPONIO, REMO	133,608	-	133,608	2,311	1,062
PROKSCH, GARY	77,512	-	77,512	1,670	642
PUCCI, RICHARD	153,712	-	153,712	-	22,312
RANKIN, JOSH	81,195	-	81,195	1,854	514
ROWSE, SEAN	80,609	-	80,609	246	642
SAMPARE, AARON	93,753	-	93,753	151	547
SCHMIDT, JORDAN	86,018	-	86,018	2,416	1,323
SEIDEL, MARK	121,148	-	121,148	5,250	1,191
SEIDEMANN, HANS	87,124	-	87,124	-	3,014
SIDONI, DYLAN	115,676	352	116,028	2,114	1,062
SLETTEN, HELGE	111,111	-	111,111	-	153
SOARES, JOSE	92,232	-	92,232	-	254
STAVA, BRETT	76,864	-	76,864	-	175
STEWART, TINA	76,995	21,047	98,042	808	-
Sub-total	\$ 3,922,954	\$ 125,548	\$ 4,048,503	\$ 29,911	\$ 57,593

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 6(2), (3), (4), (5) & (6))

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2020**

**Schedule of Employees' Remuneration and Expenses**

<b>Employee</b>	<b>Remuneration and Taxable Benefits</b>	<b>Other Remuneration (Note 1)</b>	<b>Total Remuneration</b>	<b>Training &amp; Related Travel Expenses</b>	<b>Business Travel &amp; Other Expenses</b>	
STEWART, VERONIKA	\$ 89,625	\$ -	\$ 89,625	\$ 33	\$ -	
TEO, KIM	109,994	-	109,994	422	1,196	
TRAN, NICK	87,854	-	87,854	-	61	
TRETHEWEY, DREW	106,937	-	106,937	2,114	4,473	
UPPAL, GUNEET	109,972	-	109,972	-	-	
VENDITTELLI, JORDAN	91,488	-	91,488	2,114	1,062	
VENDITTELLI, PAUL	106,444	-	106,444	-	32,509	
VERA, ANTONIO	93,291	-	93,291	1,842	713	
WEICK, RALPH	108,609	-	108,609	2,114	1,062	
WICK, MARTIN	140,413	-	140,413	-	580	
Sub-total	\$ 1,044,626	\$ -	\$ 1,044,626	\$ 8,640	\$ 41,656	
			Employee (1st page)	3,966,057	35,655	35,601
			Employee (2nd Page)	4,048,503	29,911	57,593
			Employee (3rd Page)	1,044,626	8,640	41,656
Total for employees earning more than \$75,000			\$ 9,059,185	\$ 74,206	\$ 134,850	
Total remuneration of Council members			187,940			
Total remuneration to all other employees			5,891,392			
Total employee remuneration and taxable benefits			\$ 15,138,518			

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 6(2), (3), (4), (5) & (6))

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2020**

**Schedule of Grants or Contributions**

Arts Council	\$	20,000
Lester Centre of the Arts		140,250
Kwinitsa Station Museum		15,000
Museum of Northern BC		147,153
Navy League of Canada (in kind)		4,044
Prince Rupert Library		679,000
Prince Rupert Library Vested Benefit Accrual		9,000
Racquet Association		9,000
SPCA		26,846
Special Events Society		30,000
Special Events Society (in kind)		4,229
Prince Rupert Hospice Society		5,000
Wildlife Rehab Shelter		6,600
Tourism Prince Rupert- Visitors' Info Centre		16,537
Tourism Prince Rupert (Hotel Tax Only)		196,660
PR Golf Club Society - Operating Grant		160,000
PR Golf Club Society - Capital		208,992
Prince Rupert Skating Club		1,250
AFFNO Sugar Shack (in kind)		950
Guns N Hoses Charity Game (in kind)		400
Crime Stoppers (in kind)		110
		<hr/>
Total	\$	<u>1,681,021</u>

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 7(2) b)

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2020**

**Schedule of Suppliers of Goods and Services**  
**Supplier Payments Over \$25,000**

A.J. FORSYTH DIVISION OF RUSSEL METALS INC.	\$ 30,136
ACKLANDS-GRAINGER INC.	41,901
ADVENTURE CONSTRUCTION	406,590
AQUILA SAFETY	77,398
ASSOCIATED ENGINEERING (B.C.) LTD.	30,701
ASSOCIATED FIRE & SAFETY	34,292
AUSTIN ENGINEERING	426,603
B.C. HYDRO	682,386
B.C. HYDRO - INDUSTRIAL ACCOUNTS	54,514
B.C. TRANSIT	619,171
BABCO SALES LTD	62,026
BANDSTRA TRANSPORTATION SYSTEMS LTD.	57,233
BEAR CREEK CONTRACTING LTD.	62,129
BLACK PRESS GROUP LTD.	25,349
BRANDT TRACTOR LTD.	214,828
BRENNTAG CANADA INC.	50,352
BROADWATER INDUSTRIES (2011) LTD.	2,465,858
BROCK WHITE CANADA ULC	44,205
BYTOWN DIESEL SALES LIMITED	110,759
C&C ROAD MAINTENANCE LTD.	1,215,350
CANADIAN FISHING COMPANY	135,042
CARLYLE SHEPHERD & CO.	36,094
CDW CANADA INC.	25,051
CENTRALSQUARE CANADA SOFTWARE INC.	36,497
CENTRIX CONTROL SOLUTIONS LTD. PARTNERSHIP	37,288
CHEVRON CANADA LIMITED	80,096
CIMS LIMITED PARTNERSHIP	104,391
CITYWEST CABLE & TELEPHONE CORP.	152,602
CIVIC LEGAL LLP	274,859
COASTALTEK	29,553
DYNAMIC RESCUE EQUIPMENT SALES LTD.	47,488
EDVAN CONSTRUCTION LTD.	31,450
	Sub-total \$ 7,702,192

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 7 (1) & (2) c)

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2020**

**Schedule of Suppliers of Goods and Services**  
**Supplier Payments Over \$25,000**

EIFFAGE INNOVATIVE CANADA INC.	\$ 5,531,221
EMCO CORPORATION	188,543
EMIL ANDERSON GROUP	38,506
EMPIRE TREE SERVICES	114,054
FINNING (CANADA)	260,838
FIREWORKS CONSULTING INC.	25,184
FIRSTCANADA ULC	503,292
FRED SURRIDGE LTD.	122,619
GREAT WEST EQUIPMENT	29,121
GROUP MILLS LTD.	114,149
GUILLEVIN INTERNATIONAL CO.	29,038
HARRIS & COMPANY	29,889
I.C.B.C	80,893
IPLAN PLANNING AND DEVELOPMENT SERVICES LTD.	164,603
IT BLUEPRINT SOLUTIONS INC.	50,657
JMX CONTRACTING INC.	3,245,142
JOHNNY'S MACHINE SHOP LTD.	180,467
KHTADA ENVIRONMENTAL SERVICES LP	62,713
KYSU CONSULTING SERVICES	59,168
L & M ENGINEERING LTD	413,344
LEUCO CONSTRUCTION INC.	325,923
LIGHTEN UP ELECTRIC LTD.	121,670
LINDE CANADA INC.	50,477
MAGNA ENGINEERING SERVICES INC.	195,048
MANULIFE FINANCIAL	753,857
MARCAN CONSTRUCTION LTD.	83,421
MCELHANNEY LTD.	1,240,763
MIDWAY PURNEL SANITARY SUPPLY (PG) LTD.	35,870
MONT-LEON MASONRY CONSTRUCTION LTD.	77,148
MOORLAND TECHNOLOGIES	278,311
MUNICIPAL INSURANCE ASSOCIATION OF B.C.	250,081
MUNICIPAL PENSION PLAN	1,359,467
	<hr/>
Sub-total	\$ 16,015,477

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 7 (1) & (2) c)

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2020**

**Schedule of Suppliers of Goods and Services**  
**Supplier Payments Over \$25,000**

NORTHERN LABORATORIES (2010) LTD.	\$ 102,837
NORTHLANDS WATER & SEWER SUPPLIES LTD.	30,574
NORTHWEST FUELS LTD.	401,543
OCEAN DRY ENT. LTD. DBA SAANICH PLUMBING & HEATING	45,394
PACIFIC NORTHERN GAS	206,344
PACIFIC NORTHWEST ELECTRIC AND CONTROLS	38,596
PEMBINA INFRASTRUCTURE & LOGISTICS LP	368,126
PETERBILT PACIFIC INC.	54,693
PORT EDWARD HARBOUR AUTHORITY	25,220
PRINCE RUPERT HOTEL (1957) LTD.	33,600
PROGRESSIVE STEEL	294,188
QUADIANT CANADA INC - DPOC	26,250
R&R REWINDING LTD.	57,054
RECEIVER GENERAL FOR CANADA - GST	301,043
RECEIVER GENERAL FOR CANADA - PAYROLL (CITY PORTION ONLY)	690,376
RECEIVER GENERAL FOR CANADA - RCMP "E" DIVISION	3,795,893
REVENUE SERVICES OF B.C.	308,686
ROCKY MOUNTAIN PHOENIX	28,563
ROGERS	35,217
ROLLINS MACHINERY LIMITED	446,896
ROSE & BRODY LTD.	50,050
RUPERT CLEANERS & LAUNDRY LTD.	64,523
RUPERT DISPOSAL LTD.	117,882
RUPERT WOOD 'N STEEL CONSTRUCTION LTD.	44,192
SEA-SPORT OUTBOARD MARINA LTD.	54,469
SHELL ENERGY NORTH AMERICA (CANADA) INC.	108,151
SKEENA CONCRETE PRODUCTS LTD	104,222
SLOPESIDE MECHANICAL SYSTEMS	546,809
SPATIAL TECHNOLOGIES	145,569
SPERLING HANSEN ASSOCIATES	491,098
STANTEC CONSULTING LTD	25,693
STOREY'S EXCAVATING	469,166
Sub-total	\$ 9,512,917

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 7 (1) & (2) c)

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2020**

**Schedule of Suppliers of Goods and Services**  
**Supplier Payments Over \$25,000**

STUCK ON DESIGNS	\$ 27,592
SULLIVAN MECHANICAL LTD.	33,069
SUMAS ENVIRONMENTAL SERVICES INC.	595,831
TENAQUIP NIS LIMITED	66,156
TERVITA CORPORATION	305,322
THE PLANNING PARTNERSHIP LTD.	73,367
TRUSTEES OF THE PRINCE RUPERT CONGREGATION OF JEHOVAH WITNESSES	1,213,740
VIMAR EQUIPMENT LTD	38,279
WEAVER TECHNICAL CORP.	98,838
WEST COAST RIGGERS	154,182
WEST FRASER CONCRETE LTD.	127,607
WILL CREATIVE INC.	40,328
WORKER'S COMPENSATION BOARD	396,245
YELLOWHEAD PAVEMENT MARKING	81,055
	Sub-total \$ 3,251,611
Suppliers (1st Page)	\$ 7,702,192
Suppliers (2nd Page)	16,015,477
Suppliers (3rd Page)	9,512,917
Suppliers (4th Page)	3,251,611
Suppliers paid equal and over \$25,000	36,482,197
Other suppliers paid under \$25,000	1,936,188
Total paid to Suppliers in 2020	38,418,385
Grants to community partners	1,681,021
Council & employee remuneration	15,138,518
Council & employee expenses	216,790
	55,454,714
Less investment in tangible capital assets	(18,739,698)
Net change in accrued expenses	1,827,653
Net change in Inventory	(584,000)
Amounts billed back via accounts receivable	(958,771)
Net Fiscal Expenses (audited financial statement Schedule 10)	1,111,603
Refundable sales tax included in amounts paid to vendors	(1,449,711)
Less expense reported for Prince Rupert Legacy Inc	(684,287)
Expenses as per audited financial statement "B"	\$ 35,977,503

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 7 (1) & (2) c)

**City of Prince Rupert  
Statement of Financial Information  
For the Year Ended December 31, 2020**

**Schedule of Severance Agreements**

**Nil**

(Prepared as required by *Financial Information Regulation*, Schedule 1, Subsection 6(7))

**City of Prince Rupert  
Statement of Financial Information  
For the Year Ended December 31, 2020**

**Schedule of Guarantee and Indemnity Agreements**

**Nil**

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 5)

**City of Prince Rupert**  
**Statement of Financial Information**  
**For the Year Ended December 31, 2020**

**Schedule of Long Term Debt**

Information on all long-term debt is included in the Financial Statements in Schedule 11 – Schedule of Leases and Schedule 12 – Schedule of Debenture Debt.

(Prepared as required by *Financial Information Regulation*, Schedule 1, Section 4)

**City of Prince Rupert  
Statement of Financial Information  
For the Year Ended December 31, 2020**

**Audited**

**2020 Financial Statements**

**Attached**

**INDEPENDENT AUDITOR'S REPORT**

**To the Mayor and Council  
City of Prince Rupert**

**Opinion**

We have audited the financial statements of the City of Prince Rupert, which comprise the consolidated statement of financial position as at December 31, 2020, the consolidated statements of operations, changes in net financial assets, cash flows and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the City of Prince Rupert as at December 31, 2020 and the results of its operations and 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. We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Auditor's Responsibility for the Audit of the Financial Statements**

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

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

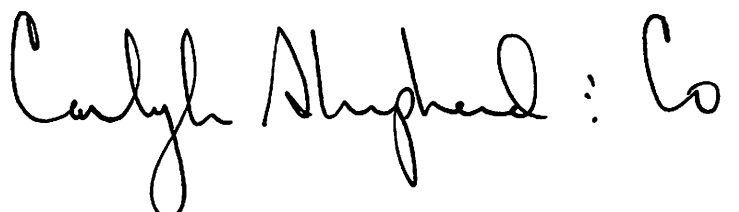
**Responsibilities of Management and Council for the Financial Statements**

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

In preparing the financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless conditions exist that do not allow for the going concern basis to be used.

Mayor and Council are responsible for overseeing the City's financial reporting process.

Prince Rupert, BC  
May 10, 2021



**City of Prince Rupert**

**2020 Audited Financial Statements**

## City of Prince Rupert

### Consolidated Statement of Financial Position December 31

	<u>2020</u>	<u>2019</u>
<b>Financial Assets</b>		
Cash and Cash Equivalents	\$ 64,871,539	\$ 48,681,908
Taxes Receivable (Note 2a)	1,248,709	1,316,654
General Receivables (Note 2b)	5,912,996	1,705,265
Deposit-Municipal Finance Authority (Note 3)	208,721	204,513
Land Inventory Held for Resale (Note 4)	9,606,917	9,032,325
Loans to Prince Rupert Airport Authority (Note 5)	6,920,249	6,889,586
	<u>\$ 88,769,131</u>	<u>\$ 67,830,251</u>
<b>Liabilities</b>		
Accounts Payable and Accrued Liabilities (Note 6a)	\$ 14,097,197	\$ 11,327,688
Deferred Revenue (Note 6b)	4,104,752	7,798,206
Landfill Closure Cost (Note 9b)	5,059,000	4,734,000
Reserves - Municipal Finance Authority (Note 3)	82,045	204,513
Loans Payable (Schedule 11 and Note 7)	4,798,024	1,987,371
Debenture Debt (Schedule 12 and Note 7)	6,555,551	7,105,959
	<u>\$ 34,696,569</u>	<u>\$ 33,157,737</u>
<b>Net Financial Assets</b> (Statement C)	<u>\$ 54,072,562</u>	<u>\$ 34,672,514</u>
<b>Non-financial Assets</b>		
Tangible Capital Assets (Schedule 3 and Note 1c)	\$ 94,042,104	\$ 80,175,014
Investment in City West Cable & Tel. Corp. (Schedule 4 and Note 8)	43,270,763	39,072,763
Inventory (Note 1d)	618,055	608,647
	<u>\$ 137,930,922</u>	<u>\$ 119,856,424</u>
<b>Surplus and Equity</b> (Statement B)	<u>\$ 192,003,484</u>	<u>\$ 154,528,938</u>
<b>City Position</b>		
Accumulated Operating Surplus (Schedule 1)	\$ 32,228,787	\$ 25,296,158
Bylaw and Statutory Reserve Funds (Schedule 2)	30,699,115	15,667,540
Investment in City West Cable & Tel. Corp. (Schedule 4 and Note 8)	43,270,763	39,072,763
Investment in Tangible Capital Assets (Schedule 5)	85,804,819	74,492,477
<b>Net Position</b> (Statement B)	<u>\$ 192,003,484</u>	<u>\$ 154,528,938</u>

Corinne Bomben, CPA, CA  
Chief Financial Officer

## City of Prince Rupert

### Consolidated Statement of Operations For The Year Ended December 31

	Unaudited <u>2020 Budget</u>	<u>2020 Actual</u>	<u>2019 Actual</u>
<b>Revenues</b>			
Taxes (Net) (Schedule 6)	\$ 24,481,000	\$ 24,968,676	\$ 21,839,994
Sale of Services (Schedule 7)	11,953,000	10,622,431	11,710,025
Services Provided to Other Government	70,000	118,025	86,150
Government Transfers (Schedule 8)	24,473,000	27,257,344	11,638,765
Fees, Permits, Licenses and Fines (Schedule 9)	520,000	498,389	549,073
Investment Income	600,000	609,877	755,729
City West Cable & Tel. Corp.	-	4,898,000	2,781,000
Prince Rupert Legacy Inc.	-	6,775,066	7,360,762
Miscellaneous Revenues (Schedule 9)	1,163,000	2,576,849	1,075,332
<b>Total Revenue</b>	<u>\$ 63,260,000</u>	<u>\$ 78,324,657</u>	<u>\$ 57,796,830</u>
<b>Expenses</b>			
Protection to Persons and Property	\$ 10,910,000	\$ 10,973,040	\$ 9,819,449
Water, Sewage and Solid Waste	7,842,360	7,209,532	6,307,455
Roadways and Transportation	7,394,800	5,970,914	7,181,226
Recreation and Culture	6,577,650	5,311,455	6,067,015
General Government	4,840,350	6,185,496	5,623,590
Other	349,200	327,066	332,080
<b>Total Expenses (Schedule 10)</b>	<u>\$ 37,914,360</u>	<u>\$ 35,977,503</u>	<u>\$ 35,330,815</u>
<b>Revenue Over Expenditure Before Amortization</b>	\$ 25,345,640	\$ 42,347,154	\$ 22,466,015
<b>Amortization of Tangible Capital Assets</b>	\$ -	\$ (4,872,608)	\$ (4,726,605)
<b>Gain (Loss) on disposition of Tangible Capital Asset</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (78,931)</u>
<b>Revenue Over Expenditure</b>	\$ 25,345,640	\$ 37,474,546	\$ 17,660,479
<b>Opening City Position</b>	<u>\$ 154,528,938</u>	<u>\$ 154,528,938</u>	<u>\$ 136,868,459</u>
<b>Closing City Position (Statement A)</b>	<u>\$ 179,874,578</u>	<u>\$ 192,003,484</u>	<u>\$ 154,528,938</u>

## City of Prince Rupert

### Consolidated Statement of Changes in Net Financial Assets For The Year Ended December 31

	<b>2020</b>	<b>2019</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>
Revenue Over Expenditure (Statement B)	\$ 37,474,546	\$ 17,660,479
Acquisition of Tangible Capital Assets (Schedule 1 & 3)	(18,739,698)	(7,462,208)
Amortization of Tangible Capital Assets	4,872,608	4,726,605
Gain on sale of Tangible Capital Assets	-	78,931
City West Cable and Tel. Corp. (Increase)/Decrease in Equity	(4,198,000)	(2,181,000)
Change in Inventory	<u>(9,408)</u>	<u>(68,696)</u>
Change in Net Financial Assets	<u>\$ 19,400,048</u>	<u>\$ 12,754,111</u>
Net Financial Assets at Beginning of Year	<u>\$ 34,672,514</u>	<u>\$ 21,918,403</u>
Net Financial Assets at End of Year	<u><u>\$ 54,072,562</u></u>	<u><u>\$ 34,672,514</u></u>

## City of Prince Rupert

### Consolidated Statement of Cash Flows For The Year Ended December 31

	<u>2020</u>	<u>2019</u>
<b>Operating Activities</b>		
Revenue Over Expenditure	\$ 37,474,546	\$ 17,660,479
Non-cash Items		
Amortization	4,872,608	4,726,605
Gain on disposition of Tangible Capital Assets	-	78,931
City West Cable & Tel. Corp	(4,898,000)	(2,781,000)
Taxes Receivable	67,945	892,922
General Receivables	(4,207,731)	868,978
Land inventory held for resale	(574,592)	(862,939)
Inventory	(9,408)	(68,696)
Accounts Payable and Accrued Liabilities	2,769,509	(174,045)
Deferred Revenue	(3,693,454)	636,295
Landfill Closure Costs	325,000	500,000
Cash Provided by Operating Activities	<u>\$ 32,126,423</u>	<u>\$ 21,477,530</u>
<b>Financing Activities</b>		
Equipment and Short Term Loans	\$ 3,350,000	\$ 1,600,000
MFA Deposits and Reserves	(126,676)	-
Repayment (Loans) from Prince Rupert Airport Authority	(30,663)	369,928
Principal Repayments	(1,089,755)	(948,576)
Cash provided by/(applied to) Financing Activities	<u>\$ 2,102,906</u>	<u>\$ 1,021,352</u>
<b>Investing Activities</b>		
Tangible Capital Assets Additions	\$ (18,739,698)	\$ (7,462,208)
City West Cable & Tel. Corp. Loan Repayment	700,000	600,000
Cash Provided by/(applied to) Investing Activities	<u>\$ (18,039,698)</u>	<u>\$ (6,862,208)</u>
Increase/(Decrease) in Cash and Cash Equivalents	\$ 16,189,631	\$ 15,636,674
Cash and Cash Equivalents at Beginning of Year	48,681,908	33,045,234
Cash and Cash Equivalents at End of Year	<u>\$ 64,871,539</u>	<u>\$ 48,681,908</u>

# City of Prince Rupert

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## Notes to the Consolidated Financial Statements December 31, 2020

### 1) Significant accounting policies

#### a) *Basis of presentation*

It is the Municipality's policy to follow accounting principles generally accepted for British Columbia Municipalities and to apply such principles consistently. These consolidated statements include the operations of the General, Water, Sewer, Solid Waste, Capital and Reserve Funds, Prince Rupert Legacy Inc. and City West Cable & Telephone Corp. They have been prepared using guidelines issued in the CPA Canada Public Sector Accounting Handbook.

#### b) *Revenue and expenses recognition*

The accrual method for reporting revenues and expenditures has been used.

Revenues are normally recognized in the year in which they are earned and measurable.

Government transfers are recognized in the financial statements as revenue in the period in which the eligibility criteria have been met and reasonable estimates of the amounts can be made. Transfers received for which the expenditures have not yet been incurred are reported as deferred revenue.

Deferred revenue includes grants, contributions and other amounts received from third parties which are specifically designated and the expenditures have not yet been incurred.

#### c) *Tangible capital assets*

Tangible capital assets are reported at cost. Donated assets are reported at fair market value at the time of donation. Tangible capital assets are amortized using the straight-line method as follows:

	<u>Years</u>	
Buildings and Improvements	5	to 50
Equipment	5	to 20
Infrastructure	25	to 100

#### d) *Inventory*

Inventory is reported at average cost.

#### e) *Estimates*

The preparation of financial statements in accordance with CPA Canada Public Sector Accounting Standards requires management to make estimates and assumptions that affect the amounts reported. Actual results could differ from those estimates.

# City of Prince Rupert

## Notes to the Consolidated Financial Statements December 31, 2020

### f) Reporting entity

The City's reporting entity includes the municipal government and entities that are either controlled or owned by it. All controlled entities are fully consolidated on a line-by-line basis except for government business enterprises.

Government business enterprises are consolidated on a modified equity basis. Under the modified equity basis, accounting policies are not adjusted to conform to the City's, inter-organizational transactions and balances are not eliminated and the City recognises annual earnings or losses in its statement of operations with a corresponding increase or decrease in the investment. Any distributions reduce the carrying value of the investment.

The City's reporting entities include:

Prince Rupert Legacy Inc.	Controlled Entity	100%
City West Cable & Telephone Corp.	Government Business Enterprise	100%

### g) Financial instruments

The City's financial instruments consist of cash, taxes and accounts receivable, accounts payable, accruals and deferred revenue, capital leases and debenture debt. It is management's opinion that the City is not exposed to significant interest, currency or credit risk arising from these financial instruments. The fair value of these financial instruments approximate their carrying value.

## 2) Receivables

### a) Taxes receivable

	<u>2020</u>	<u>2019</u>
Current	\$ 716,653	\$ 618,174
Arrears	259,829	444,625
Tax sale properties	<u>272,227</u>	<u>253,855</u>
Net taxes receivable	<u>\$ 1,248,709</u>	<u>\$ 1,316,654</u>

### b) General receivables

	<u>2020</u>	<u>2019</u>
General receivables	\$ 5,917,279	\$ 1,709,548
Allowance for doubtful accounts	<u>(4,283)</u>	<u>(4,283)</u>
Net general receivables	<u>\$ 5,912,996</u>	<u>\$ 1,705,265</u>

## City of Prince Rupert

### Notes to the Consolidated Financial Statements December 31, 2020

#### 3) Municipal Finance Authority reserve and deposit

The City issues its debt instruments through the Municipal Finance Authority. As a condition of these borrowings, a portion of the debenture proceeds are withheld by the Municipal Finance Authority as a debt reserve fund. The City also executes demand notes in connection with each debenture whereby the Municipality may be required to loan certain amounts to the Municipal Finance Authority.

#### 4) Land inventory held for resale

The Watson Island land property value is reported at the gross value of the property taxes owing when it was acquired through tax sale in 2008 plus \$3.7 million of remediation costs incurred to prepare the island for resale, less \$1.2 million for 35 acres leased out. Management believes current market value exceeds net book value. There is approximately \$2 million owing to the Ministry of Education and BC Assessment Authority that is included in accounts payable.

#### 5) Loans to Prince Rupert Airport Authority

	<u>2020</u>	<u>2019</u>
From Municipal Finance Authority (MFA)	\$ 5,394,979	\$ 5,689,482
Rescheduled payments	<u>350,572</u>	<u>-</u>
	\$ 5,745,551	\$ 5,689,482

(Details per Schedule 12. Due to COVID 19 disruption, the annual combination principal and interest repayment for 2020, 2021, and 2022 from Prince Rupert Airport are rescheduled to the end of the term. Normal payments will resume in 2023.)

From Prince Rupert Legacy

(Payments include interest at 2.5% per annum, secured by mortgage on Airport Lands. Effective March 1, 2020, Prince Rupert Legacy suspended the requirement for loan repayments and interest accruals until the 2022 financial year)

\$24,080 due January 28 and July 28 each year with a final payment on July 28, 2033. The next payment will be on July 28, 2022	\$ 461,057	\$ 479,185
\$16,054 due April 6 and October 6 each year with a final payment on April 6, 2033. The next payment will be on April 6, 2022	319,457	319,457
\$9,030 due June 20 and December 20 each year with a final payment on June 20, 2033. The next payment will be on June 20, 2022	179,694	179,694
\$10,033 due February 28 and August 28 each year with a final payment on February 28, 2034. The next payment will be on August 28, 2022	214,490	221,768
	<u>\$ 1,174,698</u>	<u>\$ 1,200,104</u>
Total loans to Prince Rupert Airport Authority	<u>\$ 6,920,249</u>	<u>\$ 6,889,586</u>

## City of Prince Rupert

### Notes to the Consolidated Financial Statements December 31, 2020

**6) Accounts payable, accrued liabilities and deferred revenue**

	<u>2020</u>	<u>2019</u>
<b>a) Accounts payable and accrued liabilities</b>		
Trade payables	\$ 4,669,983	\$ 2,847,847
Accrued liabilities	47,000	1,408,219
Accrued interest payable - MFA	61,656	68,359
Taxes due to other governments	3,139,067	2,190,508
Salaries, wages, other payroll payables	4,925,557	4,731,369
Holdbacks and deposits	1,253,934	81,386
	<u>\$ 14,097,197</u>	<u>\$ 11,327,688</u>
<b>b) Deferred revenue</b>		
Prepaid taxes	\$ 1,248,928	\$ 1,185,054
Deferred revenue - PR Legacy	2,544,566	4,122,952
Other deferred revenue	311,258	2,490,200
	<u>\$ 4,104,752</u>	<u>\$ 7,798,206</u>

**7) Debenture debt and loans payable**

Debenture debt and loans are with the Municipal Finance Authority and are being repaid in accordance with approved bylaws and agreements.

**8) Investment in City West Cable & Telephone Corp.**

Financial information for the Company as at December 31 is as follows

	<u>2020</u>	<u>2019</u>
Assets	\$ 59,036,000	\$ 56,349,000
Liabilities to arms-length parties	\$ 15,766,000	\$ 17,277,000
Net income	\$ 4,898,000	\$ 2,781,000

**9) Commitments and contingencies:**

**a) Pension information**

The City and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2019, the plan has about 213,000 active members and approximately 106,000 retired members. Active members include approximately 41,000 contributors from local governments.

# City of Prince Rupert

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## Notes to the Consolidated Financial Statements December 31, 2020

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

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

The City of Prince Rupert paid \$1,401,185 (2019- \$1,375,323) for employer contributions while employees contributed \$1,189,308 (2019 - \$1,167,658) to the plan in fiscal 2020.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

### **b) Landfill closure costs**

The City is responsible for closing the landfill in accordance with Ministry of Environment regulations. The current cell will be at capacity 2021 with a newly constructed cell expected to be opened early 2022. The closure costs have been fully accrued based on the latest landfill closure plan.

### **c) Third party claims**

The City has various lawsuits and claims pending by and against it. It is the opinion of management that the determination of these claims will not materially affect the financial position or the operating results of the City.

## **10) COVID-19**

The impact of COVID-19 has resulted in decreased fees for services and may result in taxpayers' inability to remit taxes as they become due. The City has mitigated these risks by applying funding received from the Province of British Columbia against expected shortfalls through the budgeting process.

## City of Prince Rupert

### Operating Funds and Surplus Allocation For The Year Ended December 31

Fund	General	Water	Sewer	Solid Waste	Prince Rupert Legacy Inc.	2020 Total	2019 Total
<b>Operating Results</b>							
Revenue	\$ 46,816,548	\$ 17,607,543	\$ 2,684,553	\$ 4,440,947	\$ 6,775,066	\$ 78,324,657	\$ 57,796,830
Expenditure (Exclude Tangible capital assets)	<u>28,767,971</u>	<u>2,313,695</u>	<u>2,117,221</u>	<u>2,778,616</u>	<u>-</u>	<u>35,977,503</u>	<u>35,330,815</u>
	\$ 18,048,577	\$ 15,293,848	\$ 567,332	\$ 1,662,331	\$ 6,775,066	\$ 42,347,154	\$ 22,466,015
Add /(Less)							
Additions to Tangible capital assets	\$ (5,496,045)	\$ (9,164,977)	\$ (537,350)	\$ (3,352,953)	\$ (188,373)	\$ (18,739,698)	\$ (7,462,208)
New Loans from MFA	850,000	-	-	2,500,000	-	3,350,000	450,000
Debt payment and Actuarial Adjustments	(774,778)	-	(20,474)	-	-	(795,252)	(665,602)
Bylaw and Statutory Reserve Interest Income	(190,852)	-	-	-	-	(190,852)	(305,700)
Prince Rupert Legacy Dividend	1,665,527	2,384,473	-	-	(4,050,000)	-	-
City West Cable & Tel. Corp Loan Repayment	700,000	-	-	-	-	700,000	600,000
City West Cable & Tel. Corp (Income)/Loss	(4,898,000)	-	-	-	-	(4,898,000)	(2,781,000)
Transfer (to)/ from Reserves (Schedule 2)	<u>(6,118,951)</u>	<u>(8,596,342)</u>	<u>(52,931)</u>	<u>(72,499)</u>	<u>-</u>	<u>(14,840,723)</u>	<u>(7,966,489)</u>
	\$ (14,263,099)	\$ (15,376,846)	\$ (610,755)	\$ (925,452)	\$ (4,238,373)	\$ (35,414,525)	\$ (18,130,999)
Total Operating Surplus/(Deficit)	\$ 3,785,478	\$ (82,998)	\$ (43,423)	\$ 736,879	\$ 2,536,693	\$ 6,932,629	\$ 4,335,016
Balance forward Surplus/(Deficit)	<u>8,663,531</u>	<u>2,184,449</u>	<u>4,916,837</u>	<u>472,065</u>	<u>9,059,276</u>	<u>25,296,158</u>	<u>20,961,142</u>
Accumulated Surplus/(Deficit)	<u>\$ 12,449,009</u>	<u>\$ 2,101,451</u>	<u>\$ 4,873,414</u>	<u>\$ 1,208,944</u>	<u>\$ 11,595,969</u>	<u>\$ 32,228,787</u>	<u>\$ 25,296,158</u>
<b>Surplus Allocation</b>							
Unappropriated Surplus	\$ 2,770,375	\$ 2,101,451	\$ 3,934,414	\$ 75,944	\$ 5,773,969	\$ 14,656,153	\$ 10,234,116
Restricted Land Surplus	7,983,634	-	-	-	-	7,983,634	7,409,042
2021 Appropriated Surplus	<u>1,695,000</u>	<u>-</u>	<u>939,000</u>	<u>1,133,000</u>	<u>5,822,000</u>	<u>9,589,000</u>	<u>7,653,000</u>
	<u>\$ 12,449,009</u>	<u>\$ 2,101,451</u>	<u>\$ 4,873,414</u>	<u>\$ 1,208,944</u>	<u>\$ 11,595,969</u>	<u>\$ 32,228,787</u>	<u>\$ 25,296,158</u>

**City of Prince Rupert**

**Statement of Bylaw and Statutory Reserve Fund Balances  
December 31, 2020**

	<u>Opening Balance</u>	<u>Interest/Income</u>	<u>Transfer (to)/from Other Funds</u>	<u>Year End Balance</u>	<b>RESERVE ALLOCATION</b>		
					<u>2021 Budget Appropriation</u>	<u>Unappropriated Reserve</u>	<u>Year End Balance</u>
<b>BYLAW &amp; OTHER RESERVES</b>							
General Reserves	\$ 4,621,022	\$ 56,839	\$ 1,647,987	\$ 6,325,848	\$ 1,296,000	\$ 5,029,848	\$ 6,325,848
Public Work Equipment Reserves	891,198	10,962	104,000	1,006,160	-	1,006,160	1,006,160
Ferry Maintenance Reserves	17,427	214	150,000	167,641	-	167,641	167,641
NCPG Reserve (Schedule 13)	7,898,444	97,151	4,141,860	12,137,455	6,172,000	5,965,455	12,137,455
Water Asset Management Reserve	128,364	1,579	8,596,342	8,726,285	2,150,000	6,576,285	8,726,285
Sewer Asset Management Reserve	153,524	1,889	52,931	208,344	-	208,344	208,344
Solid Waste Asset Management Res.	186,682	2,296	72,499	261,477	-	261,477	261,477
<b>Total Bylaw &amp; Other Reserves</b>	<b>\$ 13,896,661</b>	<b>\$ 170,930</b>	<b>\$ 14,765,619</b>	<b>\$ 28,833,210</b>	<b>\$ 9,618,000</b>	<b>\$ 19,215,210</b>	<b>\$ 28,833,210</b>
<b>STATUTORY RESERVES</b>							
Capital Assets & Land Acquisition	\$ 1,398,062	\$ 17,196	\$ 68,288	\$ 1,483,546	\$ 25,000	\$ 1,458,546	\$ 1,483,546
Parkland Reserves	6,911	85	-	6,996	-	6,996	6,996
Parking Space Requirements	144,253	1,774	200	146,227	-	146,227	146,227
Cemetery Care Trust	221,653	867	6,616	229,136	-	229,136	229,136
<b>Total Statutory Reserves</b>	<b>\$ 1,770,879</b>	<b>\$ 19,922</b>	<b>\$ 75,104</b>	<b>\$ 1,865,905</b>	<b>\$ 25,000</b>	<b>\$ 1,840,905</b>	<b>\$ 1,865,905</b>
<b>TOTAL RESERVES</b>	<b>\$ 15,667,540</b>	<b>\$ 190,852</b>	<b>\$ 14,840,723</b>	<b>\$ 30,699,115</b>	<b>\$ 9,643,000</b>	<b>\$ 21,056,115</b>	<b>\$ 30,699,115</b>

## City of Prince Rupert

### Consolidated Statement of Tangible Capital Assets December 31

	<u>CAPITAL ASSETS</u>				<u>ACCUMULATED AMORTIZATION</u>				<u>NET BOOK VALUE</u>	
	<u>Opening Balance</u>	<u>Additions</u>	<u>Disposals/ Write-Downs</u>	<u>Closing Balance</u>	<u>Opening Balance</u>	<u>Amortization</u>	<u>Disposals/ Write-Downs</u>	<u>Closing Balance</u>	<u>2020</u>	<u>2019</u>
<b>Land</b>	\$ 9,030,959	\$ 2,164,208	\$ -	\$ 11,195,167	\$ -	\$ -	\$ -	\$ -	\$ 11,195,167	\$ 9,030,959
<b>Buildings</b>	12,035,642	197,049	-	12,232,691	7,776,844	499,958	-	8,276,802	3,955,889	4,258,798
<b>Equipment</b>	9,004,596	1,582,142	(232,529)	10,354,209	5,299,309	780,079	(232,529)	5,846,859	4,507,350	3,705,287
<b>Infrastructure</b>	112,157,156	14,796,299	(820,768)	126,132,687	48,977,186	3,592,571	(820,768)	51,748,989	74,383,698	63,179,970
	<u>\$ 142,228,353</u>	<u>\$ 18,739,698</u>	<u>\$ (1,053,297)</u>	<u>\$ 159,914,754</u>	<u>\$ 62,053,339</u>	<u>\$ 4,872,608</u>	<u>\$ (1,053,297)</u>	<u>\$ 65,872,650</u>	<u>\$ 94,042,104</u>	<u>\$ 80,175,014</u>

## City of Prince Rupert

### City West Cable & Telephone Corporation Statement of Financial Position December 31

	<u>2020</u>	<u>2019</u>
<b>ASSETS</b>		
City West Cable & Telephone Corporation		
Investment	\$ 1	\$ 1
Loan	22,830,762	18,632,762
Equity	<u>20,440,000</u>	<u>20,440,000</u>
	<u>\$ 43,270,763</u>	<u>\$ 39,072,763</u>
<b>LIABILITIES AND EQUITY</b>		
Equity, Beginning of Year	\$ 39,072,763	\$ 36,891,763
Net Income of Corporation	4,898,000	2,781,000
Repayment of loan	<u>(700,000)</u>	<u>(600,000)</u>
Equity, End of Year	<u>\$ 43,270,763</u>	<u>\$ 39,072,763</u>

## City of Prince Rupert

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### Statement of Changes in Investment in Tangible Capital Assets December 31

	<u>2020</u>	<u>2019</u>
Opening Balance	\$ 74,492,477	\$ 71,620,203
Loan for prior year assets taken out in 2019	-	1,150,000
Tangible Capital Assets Purchased By Operations	15,389,698	5,862,208
Debenture Debt Repayment	149,102	149,102
Actuarial Additions	106,803	97,344
Loan Repayment	539,347	419,156
Disposition of Tangible Capital Assets	-	(78,931)
Amortization	<u>(4,872,608)</u>	<u>(4,726,605)</u>
Closing Balance	<u>\$ 85,804,819</u>	<u>\$ 74,492,477</u>

## City of Prince Rupert

### Schedule of Tax Revenues For The Year Ended December 31

	Unaudited 2020 Budget	2020 Actual	2019 Actual
<b>Real Property Taxes</b>			
Municipal Property Tax			
Residential	\$ 7,071,000	\$ 7,070,381	\$ 7,025,447
Utilities	204,000	204,250	187,126
Major Industry	8,728,000	8,732,782	6,060,917
Light Industry	558,000	558,319	569,269
Business	5,013,000	5,004,490	4,801,129
Recreational	20,000	19,577	22,055
	<u>\$ 21,594,000</u>	<u>\$ 21,589,799</u>	<u>\$ 18,665,943</u>
Less: Tax Sharing with District of Port Edward	<u>\$ (1,636,000)</u>	<u>\$ (1,000,000)</u>	<u>\$ (1,253,182)</u>
	<u>\$ 19,958,000</u>	<u>\$ 20,589,799</u>	<u>\$ 17,412,761</u>
<b>Special Payments</b>			
Port Competitiveness Tax Grant	\$ 1,781,000	\$ 1,781,020	\$ 1,740,976
Revenue Tax	524,000	507,405	523,033
Specified Area Tax	61,000	63,170	60,951
Payments in Lieu of Tax			
Federal Government Properties	209,000	168,939	185,331
Prince Rupert Port Authority	1,580,000	1,472,584	1,554,865
	<u>\$ 1,789,000</u>	<u>\$ 1,641,523</u>	<u>\$ 1,740,196</u>
Grants in Lieu of Tax			
Provincial Government Properties	\$ 162,000	\$ 181,442	\$ 156,369
BC Buildings Corp.	46,000	44,497	45,767
BC Housing Commission	90,000	86,847	89,850
BC Hydro and Power Authority	60,000	63,692	60,003
Insurance Corporation of BC	10,000	9,281	10,088
	<u>\$ 368,000</u>	<u>\$ 385,759</u>	<u>\$ 362,077</u>
	<u>\$ 4,523,000</u>	<u>\$ 4,378,877</u>	<u>\$ 4,427,233</u>
<b>Net Tax Revenue</b>	<u><u>\$ 24,481,000</u></u>	<u><u>\$ 24,968,676</u></u>	<u><u>\$ 21,839,994</u></u>

## City of Prince Rupert

### Schedule of Sale of Service Revenues For The Year Ended December 31

	Unaudited 2020 Budget	2020 Actual	2019 Actual
<b>GENERAL FUND</b>			
<b>Protective Services (RCMP)</b>	\$ 21,000	\$ 12,788	\$ 19,934
<b>Transportation Services</b>			
Public Transit	\$ 344,000	\$ 192,078	\$ 302,149
Airport Ferry	1,287,000	557,976	1,461,637
	<u>\$ 1,631,000</u>	<u>\$ 750,054</u>	<u>\$ 1,763,786</u>
<b>Environmental Development Services</b>			
Rezoning / Subdivision Services	\$ 20,000	\$ 16,715	\$ 18,990
Parking	90,000	85,622	41,197
	<u>\$ 110,000</u>	<u>\$ 102,337</u>	<u>\$ 60,187</u>
<b>Public Health (Cemetery)</b>	<u>\$ 103,000</u>	<u>\$ 88,369</u>	<u>\$ 93,021</u>
<b>Recreation and Cultural Services</b>			
Civic Centre Rentals & Programs	\$ 269,000	\$ 111,286	\$ 289,281
Swimming Pool	451,000	129,591	489,364
Arena	204,000	117,698	194,684
	<u>\$ 924,000</u>	<u>\$ 358,575</u>	<u>\$ 973,329</u>
<b>Cow Bay Marina</b>	<u>\$ 219,000</u>	<u>\$ 200,434</u>	<u>\$ 256,429</u>
<b>TOTAL GENERAL OPERATING FUND</b>	\$ 3,008,000	\$ 1,512,557	\$ 3,166,686
<b>SOLID WASTE FUND</b>	\$ 3,323,000	\$ 3,624,947	\$ 3,165,040
<b>WATER FUND</b>	\$ 2,892,000	\$ 2,808,055	\$ 2,762,401
<b>SEWER FUND</b>	\$ 2,730,000	\$ 2,676,872	\$ 2,615,898
	<u>\$ 11,953,000</u>	<u>\$ 10,622,431</u>	<u>\$ 11,710,025</u>

## City of Prince Rupert

### Schedule of Government Transfers For The Year Ended December 31

	Unaudited 2020 Budget	2020 Actual	2019 Actual
<b>Federal Grant- Conditional</b>			
General Operating Fund			
PRPA- Digby Island Airport Road Paving	\$ -	\$ -	\$ 459,790
PRPA- Fire Department Heavy Rescue Gear	70,000	-	-
Canada Summer Jobs	-	19,325	-
Canada Parks and Recreation	-	-	34,272
Water Fund			
Woodworth Dam Design & Construction- Fed	3,089,000	3,066,530	182,241
Water Treatment Plant and Submarine Line - Fed	4,659,000	4,658,719	-
	<u>\$ 7,818,000</u>	<u>\$ 7,744,574</u>	<u>\$ 676,303</u>
<b>Provincial Grants</b>			
<b>Unconditional</b>			
General Operating - Small Community	\$ 390,000	\$ 393,693	\$ 389,535
- Traffic Fines	220,000	285,218	220,051
- Carbon Tax Rebate	-	67,835	206
Total Unconditional	<u>\$ 610,000</u>	<u>\$ 746,746</u>	<u>\$ 609,792</u>
<b>Conditional</b>			
General Operating Fund			
Victim Services	\$ 97,000	\$ 87,131	\$ 81,698
Tsunami Preparedness Grant	25,000	22,236	107,036
Provincial Emergency Grant	-	-	4,013
Casino Revenue	542,000	126,434	525,820
Two Percent (2%) Hotel Tax	280,000	196,660	280,264
Situation Tables	65,000	-	-
NDIT- Economic Development	50,000	67,200	59,200
NDIT- Business Façade	20,000	18,950	10,000
Waterfront Ferry Development	-	500,000	-
CleanBC Communities Fund (Charge North)	8,000	-	-
BC Hydro- Engergy Savings incentive	17,000	24,042	31,274
COVID-19 Safe Restart Grant	-	2,799,000	-
Northern Capital and Planning Grant	6,524,000	6,524,000	8,121,000
Water Fund			
Water Treatment Plant and Submarine Line - Prov	3,882,000	3,881,878	-
Woodworth Dam Design & construction	3,089,000	3,066,530	182,241
Total Conditional	<u>\$ 14,599,000</u>	<u>\$ 17,314,061</u>	<u>\$ 9,402,546</u>
<b>Regional and Other External Transfers - Conditional</b>			
General Operating Fund			
UBCM- Community Work Fund (Gas Tax)	\$ 630,000	\$ 635,963	\$ 950,124
Solid Waste Fund			
UBCM- Community Work Fund (Gas Tax)	816,000	816,000	-
	<u>\$ 1,446,000</u>	<u>\$ 1,451,963</u>	<u>\$ 950,124</u>
<b>Total Government Transfer</b>	<u><u>\$ 24,473,000</u></u>	<u><u>\$ 27,257,344</u></u>	<u><u>\$ 11,638,765</u></u>

## City of Prince Rupert

### Schedule of Revenue from Own Sources For The Year Ended December 31

	Unaudited 2020 Budget	2020 Actual	2019 Actual
Licenses and Permits	\$ 381,000	\$ 367,878	\$ 412,122
Fines	33,000	32,429	31,300
911 Service Fee	106,000	98,082	105,651
	<u>\$ 520,000</u>	<u>\$ 498,389</u>	<u>\$ 549,073</u>
Miscellaneous revenues			
Actuarial Additions	\$ -	\$ 166,234	\$ 145,246
Cemetery Care Fund	-	6,616	5,230
Miscellaneous - General Fund	93,000	543,343	119,573
Miscellaneous Grants - General Fund	228,000	3,170	31,095
Penalties and Interest on Taxes	-	195,160	278,534
Property Rentals	494,000	1,309,058	92,780
Water Meter Rentals	123,000	125,831	121,674
Miscellaneous - Solid Waste Fund	-	-	100,000
Sale of Tangible Capital Assets	225,000	227,437	181,200
Total Miscellaneous Revenues	<u>\$ 1,163,000</u>	<u>\$ 2,576,849</u>	<u>\$ 1,075,332</u>

## City of Prince Rupert

### Schedule of Expenditure by Objects of Expense For The Year Ended December 31

	Unaudited 2020 Budget	2020 Actual	2019 Actual
Wages	\$ 15,295,000	\$ 14,574,115	\$ 14,975,520
Benefits	3,915,000	3,730,435	3,673,906
Professional Fees	819,000	900,237	1,013,769
Supplies	2,253,000	2,363,352	2,237,367
Services	3,234,000	4,409,862	3,790,566
Energy	1,262,000	1,085,332	1,182,726
Fiscal Expenses	1,626,000	1,800,052	1,530,809
Grants in Aid to Community Partners	1,773,000	1,681,022	1,574,540
Contracts	<u>5,867,000</u>	<u>4,625,887</u>	<u>5,103,904</u>
	\$ 36,044,000	\$ 35,170,294	\$ 35,083,107
Capital Purchases & Capital Works (Per budget)	42,635,000	20,711,163	8,168,818
Wages & Vehicle cost allocated to Capital Works	(17,000)	(475,807)	(368,987)
Less:			
Investments in Tangible Capital Assets	(39,800,640)	(18,739,698)	(6,748,793)
Long Term Debt Repayment	<u>(947,000)</u>	<u>(688,449)</u>	<u>(803,330)</u>
Total Expenses (Statement B)	<u>\$ 37,914,360</u>	<u>\$ 35,977,503</u>	<u>\$ 35,330,815</u>

## City of Prince Rupert

### Schedule of Equipment / Short Term Financing Debt December 31

Loan No.	Purpose	New/ Renewal	Amount of Issue	2019 Balance	Additions	Principal Payments	2020 Balance
<b>General Fund</b>							
<b>Equipment Financing</b>							
0001-0	2015 Rescue Vehicle	2015	338,904	\$ 34,918	\$ -	\$ (34,918)	\$ -
0002-0	2017 Pumper Truck	2017	890,000	524,983	-	(184,230)	340,753
0003-0	2019 Vactor Truck	2019	450,000	450,000	-	(90,159)	359,841
0004-0	Garbage Truck	2020	850,000	-	850,000	-	850,000
				<u>\$ 1,009,901</u>	<u>\$ 850,000</u>	<u>\$ (309,307)</u>	<u>\$ 1,550,594</u>
<b>Short Term / Temporary Financing</b>							
695-6	2018 Cell Block Reno and PW Buildings	2019	1,150,000	\$ 977,470	\$ -	\$ (230,040)	\$ 747,430
695-1	ByLaw 3459 (New Landfill Cell)	2020	2,500,000	-	2,500,000	-	2,500,000
				<u>977,470</u>	<u>2,500,000</u>	<u>(230,040)</u>	<u>3,247,430</u>
				<u><u>\$ 1,987,371</u></u>	<u><u>\$ 3,350,000</u></u>	<u><u>\$ (539,347)</u></u>	<u><u>\$ 4,798,024</u></u>

## City of Prince Rupert

### Schedule of Debenture Debt December 31

Bylaw No.		Maturity Date	Amount of Issue	2019 Balance	Principal Payment	2019 Accrued Actuarial	2020 Actuarial	2020 Accrued Actuarial	2020 Balance
<b>General Fund</b>									
3129	George Hills Way/Specified Area	75	2021	\$ 700,000	\$ 102,000	\$ (21,170)	\$ 2,441	\$ (29,778)	\$ 50,836
3201	Cruise Ship Dock	94	2025	3,133,056	1,183,030	(115,139)	14,613	(67,703)	998,763
3333	Airport Upgrade	127	2034	7,000,000	5,689,482	(235,072)	37,292	(50,929)	5,394,979
				<u>\$ 6,974,512</u>	<u>\$ (371,381)</u>	<u>\$ 54,346</u>	<u>\$ (148,410)</u>	<u>\$ (64,489)</u>	<u>\$ 6,444,578</u>
<b>Sewer Fund</b>									
3201	Moresby Sewer Upgrade	94	2025	\$ 346,970	\$ 131,447	\$ (12,793)	\$ 1,624	\$ (7,523)	\$ 110,973
				<u>\$ 7,105,959</u>	<u>\$ (384,174)</u>	<u>\$ 55,970</u>	<u>\$ (155,933)</u>	<u>\$ (66,271)</u>	<u>\$ 6,555,551</u>

## City of Prince Rupert

### Schedule of Northern Capital and Planning Grant For Year Ended December 31, 2020

Grant Balance as at Jan 1, 2020	\$	<b>7,898,444</b>
Additional Grant Received Mar 31, 2020		6,524,000
Interest earned in 2020		97,151
Purchase of land for new RCMP Detachment		(1,679,835)
Removal of bunker fuel tanks in Moresby Park		(702,305)
Grant Balance as at Dec 31, 2020 (Schedule 2)	<b>\$</b>	<b>12,137,455</b>

This money is used at the discretion of the municipality for capital and long term planning purposes in accordance with S.32 of the Local Government Grants Regulation (BC Reg. 221/95) which cross-references with S.4(1)(a) & (c) of the Local Government Grants Act.

## City of Prince Rupert

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### Schedule of COVID-19 Safe Restart Grant for Local Governments For Year Ended December 31, 2020

Grant Balance as at Jan 1, 2020	\$ -
Grant Received Nov 19, 2020	2,799,000
Use of funds in 2020:	
Revenue shortfall from PR Airport Authority loan payment	(350,000)
<b>Grant Balance as at Dec 31, 2020</b>	<b>\$ 2,449,000</b>

This money is used at the discretion of the municipality to address increased operating costs and lower revenue due to COVID-19 accordance with section 36 of the Local Government Grants Regulation and this schedule is attached to the Financial Statements as per section 167 of the Community Charter.

## City of Prince Rupert

### Budget Variance Report General Operating Departments For The Year Ended December 31

REVENUES	2020 Budget	2020 Actual	Budget Variance	Variance (%)
Airport Ferry	\$ 1,287,000	\$ 557,976	\$ (729,024)	(56.65)
Cemetery	103,000	88,369	(14,631)	(14.20)
Corporate Administration	-	7,295	7,295	NA
Cow Bay Marina	219,000	200,434	(18,566)	(8.48)
Development Services	608,000	589,597	(18,403)	(3.03)
Economic Development	70,000	92,789	22,789	32.56
Fire 911 Services	106,000	98,082	(7,918)	(7.47)
Fire Protective Services	14,000	13,409	(591)	(4.22)
FD Emergency Measures	25,000	22,236	(2,764)	(11.06)
Finance	15,000	19,228	4,228	28.19
Fiscal Revenue	24,057,000	27,648,230	3,591,230	14.93
Information Technology	1,000	1,200	200	20.00
Parks	35,000	-	(35,000)	(100.00)
Engineering Services	5,000	5,112	112	2.24
PW Common Cost	35,000	55,772	20,772	59.35
RCMP	91,000	130,813	39,813	43.75
Rec - Arena	194,000	111,813	(82,187)	(42.36)
Rec - Civic Centre	256,000	125,047	(130,953)	(51.15)
Rec - Community Services	12,000	2,684	(9,316)	(77.63)
Rec - Pool	428,000	123,112	(304,888)	(71.24)
Transit	344,000	192,078	(151,922)	(44.16)
Victim Services	97,000	87,131	(9,869)	(10.17)
Watson Island	400,000	1,214,046	814,046	203.51
	28,402,000	31,386,453	2,984,453	10.51
Property Taxes	21,599,000	21,589,799	(9,201)	(0.04)
Capital Works- Funding from PR Legacy	145,000	-	(145,000)	(100.00)
Capital Works- Funding from Grant	118,000	30,811	(87,189)	(73.89)
Capital Works- Funding from Appr. Surplus	10,000	11,968	1,968	19.68
Capital Works- Funding from Reserves	270,000	137,549	(132,451)	(49.06)
Capital Works- Funding from Accrual	42,000	15,756	(26,244)	(62.49)
Capital Purchases-Funding from PR Legacy	360,000	136,597	(223,403)	(62.06)
Capital Purchases- Funding from Grant	783,000	555,322	(227,678)	(29.08)
Capital Purchases- Funding from Appr. Surplus	275,000	104,160	(170,840)	(62.12)
Capital Purchases- Funding from Reserves	3,871,000	2,894,957	(976,043)	(25.21)
Capital Purchases-Funding from Borrowing	1,550,000	850,000	(700,000)	(45.16)
Capital Purchases- Funding from Accruals	472,000	479,349	7,349	1.56
	\$ 57,897,000	\$ 58,192,721	\$ 295,721	0.51

## City of Prince Rupert

### Budget Variance Report General Operating Departments For The Year Ended December 31

EXPENDITURES	2020 Budget	2020 Actual	Budget Variance	Variance (%)
Airport Ferry	\$ 2,844,000	\$ 2,089,793	\$ 754,207	26.52
Cemetery	288,000	292,557	(4,557)	(1.58)
Civic Properties	325,000	296,608	28,392	8.74
Corporate Administration	983,000	912,475	70,525	7.17
Cow Bay Marina	189,000	184,138	4,862	2.57
Development Services	1,257,000	1,226,787	30,213	2.40
Economic Development	165,000	190,004	(25,004)	(15.15)
FD 911	572,000	603,490	(31,490)	(5.51)
FD Fire Protective Services	3,203,000	3,391,851	(188,851)	(5.90)
FD Emergency Measures	80,000	51,606	28,394	35.49
Finance	946,000	928,377	17,623	1.86
Finance Cost Allocation	(465,000)	(465,000)	-	-
Fiscal Expenditures	3,791,000	3,135,142	655,858	17.30
Governance	371,000	323,432	47,568	12.82
Grants	1,773,000	1,681,021	91,979	5.19
Information Technology	528,000	500,853	27,147	5.14
Parks	1,068,000	771,819	296,181	27.73
PW Engineering	539,000	460,336	78,664	14.59
PW Common Costs	4,083,000	4,137,727	(54,727)	(1.34)
Allocation of Common Cost	(4,083,000)	(4,123,085)	40,085	(0.98)
PW Vehicles	1,374,000	1,435,008	(61,008)	(4.44)
PW Net Vehicle Cost & Allocation	(1,374,000)	(1,435,765)	61,765	(4.50)
RCMP	5,911,000	5,843,607	67,393	1.14
Rec. Centre Arena	408,000	324,299	83,701	20.51
Rec. Centre Civic Centre	2,008,000	1,581,696	426,304	21.23
Rec. Centre Community Services	14,000	641	13,359	95.42
Rec. Centre Pool	1,502,000	1,176,067	325,933	21.70
Roads	2,089,000	2,133,602	(44,602)	(2.14)
Transit	883,000	504,475	378,525	42.87
Victim Services	166,000	135,306	30,694	18.49
Watson Island	400,000	2,036,307	(1,636,307)	(409.08)
Transfer to Reserves	16,415,000	17,074,470	(659,470)	(4.02)
Capital Purchases	7,759,000	5,526,961	2,232,039	28.77
Capital Works	1,885,000	1,364,510	520,490	27.61
	\$ 57,897,000	\$ 54,291,115	\$ 3,605,885	6.23
Surplus/(Deficit)	\$ -	\$ 3,901,606	\$ 3,901,606	-

## City of Prince Rupert

### Budget Variance Report of Utilities For The Year Ended December 31

UTILITIES	2020 Budget	2020 Actual	Budget Variance	Variance %
<b>Sewer</b>				
Revenues	\$ 2,675,000	\$ 2,623,941	\$ (51,059)	(1.91)
Capital Works- Appropriated Surplus	1,526,000	1,235,115	(290,885)	(19.06)
Capital Works	(2,426,000)	(1,568,696)	857,304	(35.34)
Net Revenue	\$ 1,775,000	\$ 2,290,360	\$ 515,360	29.03
Expenditures	1,775,000	1,098,668	676,332	38.10
Surplus /(Deficit)	\$ -	\$ 1,191,692	\$ 1,191,692	-
<b>Water</b>				
Revenues	\$ 2,957,000	\$ 2,878,142	\$ (78,858)	(2.67)
Capital works- Grants	7,328,000	6,133,061	(1,194,939)	(16.31)
Capital Works- PR Legacy	5,533,000	2,384,473	(3,148,527)	(56.90)
Capital Works- Borrowing	10,000,000	-	(10,000,000)	(100.00)
Capital works- Reserves	289,000	-	(289,000)	(100.00)
Capital Works	(23,900,000)	(9,164,977)	14,735,023	(61.65)
Net Revenue	\$ 2,207,000	\$ 2,230,699	\$ 23,699	1.07
Expenditures	2,207,000	2,313,697	(106,697)	(4.83)
Surplus/(Deficit)	\$ -	\$ (82,998)	\$ (82,998)	-
<b>Solid Waste</b>				
Revenues	\$ 3,257,000	\$ 3,552,448	\$ 295,448	9.07
Capital Works- Appropriated Surplus	120,000	-	(120,000)	(100.00)
Capital Works- Accruals	1,184,000	-	(1,184,000)	(100.00)
Capital Works- Borrowing	4,000,000	2,500,000	(1,500,000)	(37.50)
Capital works- Reserves	500,000	-	(500,000)	(100.00)
Capital works- CWF (Gas Tax)	816,000	816,000	-	-
Capital Works	(7,120,000)	(3,352,953)	3,767,047	(52.91)
Net Revenue	\$ 2,757,000	\$ 3,515,495	\$ 758,495	27.51
Expenditures	2,757,000	2,778,616	(21,616)	(0.78)
Surplus /(Deficit)	\$ -	\$ 736,879	\$ 736,879	-

**CITY OF PRINCE RUPERT**  
**REPORT TO COUNCIL**

**DATE:** June 14, 2021  
**TO:** Bob Long, City Manager  
**FROM:** Corinne Bomben, Chief Financial Officer  
**SUBJECT: APRIL 2021 FINANCIAL VARIANCE REPORT**

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**CURRENT STATUS:**

OPERATING BUDGET

Overall, operating revenues and expenses are on track with the budget with no variances of note through the first four months of the year. Comparisons to the previous year are impacted by pre-pandemic operations and therefore do not offer much value for analysis.

UTILITIES BUDGET

Aggregate utilities revenues and expenses are also within budget and are largely in line with the same period compared to the previous year.

CAPITAL PURCHASES & CAPITAL WORKS

Capital projects are underway. Long term funding for the water dam, and new landfill cell are in place with the expectation of issue in September through the Municipal Finance Authority.

Prepared by:

Reviewed by:

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Corinne Bomben  
Chief Financial Officer

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Robert Long  
City Manager

Attachments:

- Department Variance Report;
- Utilities Variance Report;
- Capital Purchases and Capital Works Report

<b>CITY OF PRINCE RUPERT</b>					
April 2021 Departmental Report					
	<b>YTD 2020</b>	<b>YTD 2021</b>	<b>2021</b>	<b>Budgeted</b>	
<b>REVENUES</b>	<b>Actual (\$)</b>	<b>Actual (\$)</b>	<b>Budget (\$)</b>	<b>Amount Left (\$)</b>	<b>% Left</b>
Airport Ferry	354,664	43,260	550,000	(506,740)	(92.13)
Cemetery	24,972	43,134	100,000	(56,866)	(56.87)
Cow Bay Marina	22,323	28,914	200,000	(171,086)	(85.54)
Development Services	328,873	345,903	644,000	(298,097)	(46.29)
Economic Development	30,000	17,000	70,000	(53,000)	(75.71)
FD 911	33,419	31,635	90,000	(58,365)	(64.85)
FD Fire Protective Services	10,730	1,588	5,000	(3,412)	(68.24)
Finance	4,807	6,465	15,000	(8,535)	(56.90)
Fiscal Revenues	17,936,625	2,413,724	8,440,000	(6,026,276)	(71.40)
Information Technology	1,200	-	1,000	(1,000)	(100.00)
PW Engineering	819	870	5,000	(4,130)	(82.60)
PW Common cost	17,573	43,096	35,000	8,096	23.13
RCMP	3,839	2,151	91,000	(88,849)	(97.64)
Rec. Centre Arena	81,953	43,362	117,000	(73,638)	(62.94)
Rec. Centre Civic Centre	78,220	15,343	111,000	(95,657)	(86.18)
Rec. Centre Community Services	2,628	-	3,000	(3,000)	(100.00)
Rec. Centre Pool	92,729	43,613	129,000	(85,387)	(66.19)
Transit	85,010	59,068	212,000	(152,932)	(72.14)
Victim Services	31,453	17,155	77,000	(59,845)	(77.72)
Watson Island	430,173	-	400,000	(400,000)	(100.00)
	19,572,010	3,156,281	11,295,000	(8,138,719)	(72.06)
Property Taxes	-	-	22,845,000	(22,845,000)	(100.00)
Appropriated Surplus- COVID 19 Safe Restart Grant	-	-	850,000	(850,000)	(100.00)
Capital Works- Funding from PR Legacy	-	-	145,000	(145,000)	(100.00)
Capital Works- Funding from Grants	10,000	-	60,000	(60,000)	(100.00)
Capital Works- Funding from Appr. Surplus	-	-	86,000	(86,000)	(100.00)
Capital Works- Fundinf from Reserves	-	-	200,000	(200,000)	(100.00)
Capital Purchases- Funding from PRLegacy	-	-	350,000	(350,000)	(100.00)
Capital Purchases- Funding from Grants	30,000	5,200,000	5,421,000	(221,000)	(4.08)
Capital Purchases- Funding from Appr. Surplus	-	-	759,000	(759,000)	(100.00)
Capital Purchases- Fundinf from Reserves	-	-	4,864,000	(4,864,000)	(100.00)
	19,612,010	8,356,281	46,875,000	(38,518,719)	(82.17)

<b>CITY OF PRINCE RUPERT</b>					
<b>April 2021 Departmental Report</b>					
<b>EXPENDITURES</b>	<b>YTD 2020 Actual (\$)</b>	<b>YTD 2021 Actual (\$)</b>	<b>2021 Budget (\$)</b>	<b>Budgeted Amount Left (\$)</b>	<b>% Left</b>
Airport Ferry	730,878	638,541	2,197,000	1,558,459	70.94
Cemetery	71,564	72,253	300,000	227,747	75.92
Civic Properties	86,975	86,028	325,000	238,972	73.53
Corporate Administration	294,535	267,173	904,000	636,827	70.45
Cow Bay Marina	75,300	86,913	191,000	104,087	54.50
Development Services	392,286	413,494	1,331,000	917,506	68.93
Economic Development	59,396	56,029	185,000	128,971	69.71
FD 911	177,860	191,717	598,000	406,283	67.94
FD Fire Protective Services	1,421,287	1,400,181	3,741,000	2,340,819	62.57
FD Emergency Measures	14,318	11,898	42,000	30,102	71.67
Finance	289,641	290,498	907,000	616,502	67.97
Finance Cost Allocation	(465,000)	(465,000)	(465,000)	-	-
Fiscal Expenditures	729,071	783,675	3,136,000	2,352,325	75.01
Governance	110,139	117,015	376,000	258,985	68.88
Grants	1,462,012	1,287,223	1,592,000	304,777	19.14
Information Technology	240,041	242,676	556,000	313,324	56.35
Parks	164,375	166,335	1,085,000	918,665	84.67
PW Engineering	146,806	180,549	605,000	424,451	70.16
PW Common Cost	1,523,686	1,708,764	4,278,000	2,569,236	60.06
Allocation of Common Cost	(1,211,443)	(1,338,981)	(4,169,000)	(2,830,019)	67.88
PW Vehicles	428,900	381,787	1,366,000	984,213	72.05
PW Vehicle Cost Allocation	(386,678)	(423,609)	(1,366,000)	(942,391)	68.99
RCMP	1,968,743	2,013,618	6,128,000	4,114,382	67.14
Rec. Centre Arena	145,746	167,241	342,000	174,759	51.10
Rec. Centre Civic Centre	611,706	493,328	1,624,000	1,130,672	69.62
Rec. Centre Community Services	641	5	3,000	2,995	99.83
Rec. Centre Pool	444,071	411,287	1,236,000	824,713	66.72
Roads	803,237	737,069	2,119,000	1,381,931	65.22
Transit	223,998	142,452	706,000	563,548	79.82
Victim Services	51,398	57,675	159,000	101,325	63.73
Watson Island	1,028,435	393,615	400,000	6,385	1.60
Transfer to Reserves	15,064,597	-	2,696,000	2,696,000	100.00
Capital Purchases	661,908	609,483	11,884,000	11,274,517	94.87
Capital Works	37,476	28,205	1,841,000	1,812,795	98.47
	27,397,905	11,209,137	46,853,000	35,643,863	76.08

<b>CITY OF PRINCE RUPERT</b>					
April 2021 Utilities Report					
<b>Utilities</b>	<b>YTD 2020 Actual (\$)</b>	<b>YTD 2021 Actual (\$)</b>	<b>2021 Budget (\$)</b>	<b>Budgeted Amount Left (\$)</b>	<b>% Left</b>
<b>Water</b>					
Revenues	2,206,406	2,345,135	2,998,000	(652,865)	(21.78)
Capital Works- Funding from PR Legacy	-	-	5,300,000	(5,300,000)	(100.00)
Capital Works- Funding from LT Loan- MFA	-	-	10,000,000	(10,000,000)	(100.00)
Capital Works- Funding from Reserves	-	-	3,250,000	(3,250,000)	(100.00)
Less: Capital Works	(910,421)	(1,217,444)	(19,300,000)	18,082,556	93.69
Net Revenue	1,295,985	1,127,691	2,248,000	(1,120,309)	(49.84)
Expenditures	701,788	655,627	2,248,000	1,592,373	70.84
Surplus /(Deficit)	594,197	472,064	-	472,064	-
<b>Sewer</b>					
Revenues	2,104,132	2,153,072	2,563,000	(409,928)	(15.99)
Capital Works- Funding from Grants	-	-	87,000	(87,000)	100.00
Capital Works- Funding from Appropriated Surplus	-	-	939,000	(939,000)	100.00
Less: Capital Works	(393,062)	(772,735)	(2,026,000)	1,253,265	61.86
Net Revenue	1,711,070	1,380,337	1,563,000	(182,663)	(11.69)
Expenditures	261,377	464,870	1,563,000	1,098,130	70.26
Surplus/(Deficit)	1,449,693	915,467	-	915,467	-
<b>Solid Waste</b>					
Revenues	2,280,908	2,259,857	3,713,000	(1,453,143)	(39.14)
Capital Works- Funding from Appropriated Surplus	-	-	1,133,000	(1,133,000)	100.00
Capital Works- Funding from Accruals	-	-	2,884,000	(2,884,000)	100.00
Capital Works- Funding from LT Loan- MFA	-	-	7,708,000	(7,708,000)	100.00
Capital Works- Funding from Reserves	-	-	733,000	(733,000)	100.00
Capital Works- Funding from Grants	-	-	596,000	(596,000)	100.00
Less: Capital Works	(22,825)	(1,900,191)	(13,254,000)	11,353,809	(85.66)
Net Revenue	2,258,083	359,666	3,513,000	(3,153,334)	(89.76)
Expenditures	683,251	844,446	3,513,000	2,668,554	75.96
Surplus /(Deficit)	1,574,832	(484,780)	-	(484,780)	-

<b>CITY OF PRINCE RUPERT</b> April 2021 Capital Purchases Budget Variance Report	Budget	Actual	Variance
<b>Ferry Dock Repair</b>	125,000	-	125,000
<b>Rupert Landing</b>	4,500,000	15,415	4,484,585
<b>Information Technology</b>	25,000	-	25,000
<b>RCMP Bulding Design</b>	500,000	-	500,000
<b>Civic Properties</b>	5,201,000	169,119	5,031,881
<b>Fire Department &amp; Building Design</b>	417,000	-	417,000
<b>Land Acquisition</b>	57,000	13,980	43,020
<b>Watson Island</b>	250,000	-	250,000
<b>Public Works</b>	809,000	410,969	398,031
<b>Total</b>	<b>\$ 11,884,000</b>	<b>\$ 609,483</b>	<b>\$ 11,274,517</b>

<b>CITY OF PRINCE RUPERT</b> April 2021 Capital Works Budget Variance Report	Budget	Actual	Variance
<b>General Operating</b>	\$ 1,841,000	\$ 28,205	\$ 1,812,795
<b>Water Utility</b>	\$ 19,300,000	\$ 1,217,444	\$ 18,082,556
<b>Sewer Utility</b>	\$ 2,026,000	\$ 772,735	\$ 1,253,265
<b>Solid Waste Utility</b>	\$ 13,254,000	\$ 1,900,191	\$ 11,353,809
<b>Total</b>	<b>\$ 36,421,000</b>	<b>\$ 3,918,575</b>	<b>\$ 32,502,425</b>