



P.O. Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Item No. 11.3.1
Halifax Regional Council
September 1, 2020

TO: Mayor Savage and Members of Halifax Regional Council

Original Signed

SUBMITTED BY:

Lorelei Nicoll, Vice Chair, Audit Committee

DATE: August 19, 2020

SUBJECT: Year End Financial Statements

ORIGIN

Audit Committee August 19, 2020 meeting, Item No. 4.

LEGISLATIVE AUTHORITY

Audit and Finance Standing Committee Terms of Reference section 3(c) which states:

'3. The Audit and Finance Standing Committee shall meet at least twice in each fiscal year as an Audit Committee to:

c) review with management and the External Auditor and recommend to the Council for approval, the annual audited financial statements.'

RECOMMENDATION

That the Audit Committee recommend that Halifax Regional Council approve:

- 1) The Consolidated Financial Statements of the Halifax Regional Municipality for the year ended March 31, 2020;
- 2) The Statement of General Rate Surplus of the Halifax Regional Municipality for the year ended March 31, 2020;
- 3) Transfers of \$35,119,994, as outlined below, to reduce the general rate surplus to zero:
 - Debt Principal and Interest Repayment Reserve, Q631 \$ 3,600,000
 - Capital Fund Reserve, Q526 (BAL list items) \$12,900,000
 - Capital Fund Reserve, Q526 \$12,000,000
 - General Contingency Reserve, Q421 \$ 6,619,994
- 4) The financial statements of the Halifax Regional Municipality Miscellaneous Trust Funds for the year ended March 31, 2020; and,
- 5) The appointment of KPMG to be the External Auditors for the fiscal year ended March 31, 2021.

BACKGROUND

A staff recommendation report dated August 5, 2020 pertaining to the year end financial statements was before the Audit Committee for consideration at its August 19, 2020 meeting.

For further information, please refer to the attached staff recommendation report dated August 5, 2020.

DISCUSSION

The Audit Committee considered the request and approved the staff recommendation to Halifax Regional Council as outlined in this report.

FINANCIAL IMPLICATIONS

Financial implications are outlined in the attached August 5, 2020 staff report.

RISK CONSIDERATION

Risk consideration is outlined in the attached August 5, 2020 staff report.

COMMUNITY ENGAGEMENT

The agendas, reports, and minutes of the Audit Committee are posted on Halifax.ca.

ENVIRONMENTAL IMPLICATIONS

Environmental implications are outlined in the attached August 5, 2020 staff report.

ALTERNATIVES

The Audit Committee did not discuss alternative recommendations. An alternative is outlined in the attached August 5, 2020 staff report.

ATTACHMENTS

Staff recommendation report dated August 5, 2020.

A copy of this report can be obtained online at halifax.ca or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared by: Robyn Dean, Legislative Assistant, Office of the Municipal Clerk, 902.490.6521



P.O. Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Item No. 4
Audit Committee
August 19, 2020

TO: Chair and Members of Audit Committee

- Original Signed -

SUBMITTED BY:

Jane Fraser, Director, Finance, Asset Management & ICT/CFO

- Original Signed -

Caroline Blair-Smith, Acting Chief Administrative Officer

DATE: August 5, 2020

SUBJECT: Year End Financial Statements

ORIGIN

Staff has committed to provide Council with financial reports including:

- Audited Consolidated Financial Statements, Statement of General Rate Surplus, and Trust Financial Statements in accordance with section 48(2) of the Halifax Charter;
- a report of the projected General Rate surplus/deficit by area;
- a report detailing District Capital expenditures in accordance with the District Capital Fund Policy approved by Council on July 31, 2007;
- a report detailing District Activity expenditures in accordance with the District Activity Policy approved by Council October 7, 2003;
- a report detailing Recreation Area Rate expenditures in accordance with the Recreation Area Report Policy approved by Council on May 14, 2002; and,
- a report detailing Hospitality expenses in accordance with Section 79A of the Halifax Regional Municipality Charter

LEGISLATIVE AUTHORITY

HRM Charter, section 48(2) outlines the responsibilities of the Audit Committee which include:

- 48(2)(a) – a detailed review of the financial statements of the Municipality with the Auditor;
48(2)(b) – an evaluation of internal controls systems and any management letter with the Auditor; and,
48(2)(c) – a review of the conduct and adequacy of the audit.

In addition, HRM Charter, section 46 outlines the appointment and requirements of the Municipal Auditor and the need to file the Auditor's report with Council and the Minister by September 30th in each year.

RECOMMENDATIONS ON PAGE 2

Audit Committee Terms of Reference states that the Committee is responsible for: reviewing, in detail, the financial statements of the Municipality with the External Auditors, evaluating internal control systems and management letters with the External Auditors, and, review with management and the External Auditor and recommend to Regional Council for approval, the annual audited financial statements.

The Audit Committee, under its Terms of Reference shall “review the qualification, independence, quality of service and performance of the External Auditors annually and recommend to the Council the appointment or discharge of the External Auditors”.

HRM Charter, section 120(6) – The Municipality may maintain other reserve funds for such purposes as the Council may determine; Reserve Administrative Order 2014-015 (5) The Audit & Finance Standing Committee shall review and recommend to the Council for its consideration all impacts to the Reserves.

The attachments included are necessary for the Audit Committee and the Municipal Auditor to satisfy their responsibilities and requirements.

Halifax Regional Municipality Council approved, December 11, 2012, that all budget increases are to be presented to the Audit and Finance Standing Committee, prior to submission to Council.

Halifax Charter, section 93(1) - The Council shall make estimates of the sums that are required by the Municipality for the fiscal year; Halifax Charter, section 79A (1), subject to subsections (2) to (4), the Municipality may only spend money for municipal purposes if (a) the expenditure is included in the Municipality's operating budget or capital budget or is otherwise authorized by the Municipality; Halifax Charter, section 35(2)(d)(i) - The CAO can only authorize budgeted expenditures or within the amount determined by Council by policy; Halifax Charter, section 120(6) - The Municipality may maintain other reserve funds for such purposes as the Council may determine; Halifax Regional Municipality policy on Changes to Cost Sharing for Capital Projects - Changes requiring Council approval; and the Halifax Regional Municipality Administrative Order 2014-015 Respecting Reserve Funding Strategies - No reserve funds will be expended without the CAO's recommendation and Council approval.

RECOMMENDATION

It is recommended that the Audit Committee recommend that Halifax Regional Council approve:

- 1) The Consolidated Financial Statements of the Halifax Regional Municipality for the year ended March 31, 2020;
- 2) The Statement of General Rate Surplus of the Halifax Regional Municipality for the year ended March 31, 2020;
- 3) Transfers of \$35,119,994, as outlined below, to reduce the general rate surplus to zero:
 - o Debt Principal and Interest Repayment Reserve, Q631 \$ 3,600,000
 - o Capital Fund Reserve, Q526 (BAL list items) \$12,900,000
 - o Capital Fund Reserve, Q526 \$12,000,000
 - o General Contingency Reserve, Q421 \$ 6,619,994
- 4) The financial statements of the Halifax Regional Municipality Miscellaneous Trust Funds for the year ended March 31, 2020; and,
- 5) The appointment of KPMG to be the External Auditors for the fiscal year ended March 31, 2021.

DISCUSSION

At March 31, 2020, HRM had a General Rate surplus of \$35.1M. Recommended transfers into reserves total \$28.5m, including \$12.9M for the 2020/21 Capital Budget BAL list items, \$12.0M additional contribution to the Capital Fund Reserve as per Budget Committee deliberations, and \$3.6M for Debt Principal and

Interest Repayment reserve. The remaining surplus of \$6.6M is recommended to be transferred to General Contingency Reserve to bring the final general rate surplus to zero.

The Capital Fund Reserve, Q526 is governed by the Halifax Charter and is used to fund capital projects. By contributing funds to the reserve from the 2019/20 operating surplus, this will allow funding for projects. It is recommended to contribute \$12.9M from the 2019/20 operating surplus to fund the BAL list items from the 2020/21 Capital budget, while the recommended additional \$12.0M transfer to the reserve will be used to take advantage of potential cost sharing opportunities that may arise, as per Budget Committee deliberations on June 9, 2020.

The Debt Principal and Interest Repayment Reserve, Q631, is used to provide finding for principal and interest payments related to debentures and the capital and other lease costs for the LED Street Light Conversion Project. By contributing funds of \$3.6M to the reserve from the 2019/20 operating surplus, this will allow for funding of future payments of principal and interest related to debentures.

Per the Provincial Financial Accounting and Reporting Manual, the surplus of a municipality is to be placed into a reserve. The General Contingency Reserve, Q421, receives any year-end surplus, and can then be used to fund operating costs, offset deficits, or fund new operating initiatives and/or capital expenditures. The amount of the surplus recommended to be transferred, after the other recommended reserve transfers, is \$6.6M.

The business units have a projected surplus of \$7.3M while Fiscal Services has a surplus of \$27.8M. The fiscal services surplus is primarily due to Deed Transfer Taxes as a result of high-value commercial transactions and increased activity in the real estate market, while the business unit savings were largely a result of lower than budgeted compensation and benefits.

In addition to the audited financial statements the following schedules are being presented for information purposes, they cover the 4th quarter activities of the municipality. The full year revenue and expenses have been incorporated in the financial statements. In previous years staff would have presented the 4th quarter report to Audit and Finance Standing Committee as well as the audited financial statements. This practise was stopped by motion of AFSC in 2019/20.

District Capital Funds:

The report of expenditures from Councillors' District Capital Funds is included as Attachment #5 and shows that \$2.6M of the \$3.0M budget has been spent or committed, leaving \$339K available to carry forward.

District Activity Funds:

The report of expenditures from Councillors' District Activity Funds is included as Attachment #6 and shows that \$71.1K of the \$72K budgeted has been spent.

Recreation Area Rate Accounts:

The details of the Recreation Area Rate Accounts are in Attachment #7. These Accounts began the year with a surplus of \$1.5M, \$889k in area rate revenue has been earned and \$841K has been spent, leaving a surplus of \$1.5M.

Hospitality Expenses Summary:

The quarterly Hospitality Expenses Summary is included as Attachment #8. For the three-month period ended March 31, 2020 actual hospitality expenditures were \$4.0K.

Mayor, Councillors and CAO's Expenses:

The report, included as Attachment #9, summarizes the expenses made by the municipality on behalf of or reimbursed to the Mayor, Councillor and CAO for the quarter.

Appointment of External Auditors

Under the terms of reference of the Audit Committee, the Committee is required to “review the qualifications, independence, quality of service and performance of the External Auditors annually and recommend to the Council the appointment or discharge of the External Auditors”.

KPMG LLP was the successful proponent to the RFP for External Audit Services in 2018. The proposal covered the fiscal years from 2017/18 to 2021/22. KPMG has completed the audit of the 2019/20 Consolidated Financial Statements, Miscellaneous Trust Funds, and General Rate Surplus in accordance with the requirements of the RFP.

FINANCIAL IMPLICATIONS

Explained in the report.

RISK CONSIDERATION

N/A

COMMUNITY ENGAGEMENT

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

ALTERNATIVES

1. Audit Committee may not choose to approve the proposed recommendations. This is not the recommended option.
2. Audit Committee may approve the proposed recommendations subject to requested modifications. This is not the recommended option.

ATTACHMENTS

1. Consolidated Financial Statements of the Halifax Regional Municipality for the Year ended March 31, 2020.
2. General Rate Surplus of the Halifax Regional Municipality for the Year ended March 31, 2020.
3. Financial Statements of the Halifax Regional Municipality Miscellaneous Trust Funds for the Year ended March 31, 2020.
4. HRM Audit Findings Report – KPMG
5. Report of Expenditures in the Councillors’ District Capital Funds to March 31, 2020.
6. Report of Expenditures in the Councillors’ District Activity Funds to March 31, 2020.
7. Report of Changes in the Recreation Area Rate Accounts to March 31, 2020.
8. Quarterly Hospitality Expenses Summary, January 1, 2020 to March 31, 2020.
9. Mayor, Councillors’ and CAO’s Expense Summary, January 1, 2020 to March 31, 2020.

A copy of this report can be obtained online at <http://www.halifax.ca/boardscom/SCfinance/index.php> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

Report Prepared by: Dave Harley, Manager Accounting and Financial Reporting, 902.497.4260

Financial Approval by: **- Original Signed -**
Jane Fraser, Director of Finance, Asset Management and ICT/CFO, 902.490.4630

Attachment #1

**Halifax Regional Municipality
Consolidated Financial Statements of the Halifax Regional
Municipality for the year ended March 31, 2020**

Consolidated Financial Statements of the

HALIFAX REGIONAL MUNICIPALITY

Year ended March 31, 2020

HALIFAX REGIONAL MUNICIPALITY

Consolidated Financial Statements

Year ended March 31, 2020

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HALIFAX REGIONAL MUNICIPALITY

Consolidated Financial Statements

Year ended March 31, 2020

Management's Responsibility for the Consolidated Financial Statements

The management of the Halifax Regional Municipality (the "Municipality") is responsible for the integrity, objectivity and accuracy of the financial information presented in the accompanying financial statements.

The consolidated financial statements have been prepared in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada ("CPA"). A summary of the significant accounting policies is described in Note 1 to the consolidated financial statements.

The Municipality's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

The Audit Committee meets with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to the approval of the consolidated financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the Municipality. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Municipality's consolidated financial statements.

Jacques Dubé
Chief Administrative Officer

Jane Fraser, MPA, CPA, CGA
Chief Financial Officer, Director
Finance, Asset Management and
Information and Communication
Technology

Independent Auditors' Report

HALIFAX REGIONAL MUNICIPALITY

Consolidated Statement of Financial Position

As at March 31, 2020, with comparative information for 2019

(In thousands of dollars)

	2020	2019
Financial assets		
Cash and short-term deposits (note 2)	\$ 365,582	\$ 315,624
Taxes receivable (note 3)	28,828	24,495
Accounts receivable (note 4)	56,722	46,021
Loans, deposits and advances	374	436
Land held for resale	47,105	57,316
Investments (note 5)	47,939	83
Investment in the Halifax Regional Water Commission (note 6)	204,697	183,798
	<u>751,247</u>	<u>627,773</u>
Financial liabilities		
Accounts payable and accrued liabilities (note 7)	120,504	107,522
Deferred revenue	61,978	69,655
Employee future benefits (notes 8 and 9)	64,675	60,753
Solid waste management facilities liabilities (note 10)	3,646	3,495
Long-term debt (note 11)	171,623	176,115
	<u>422,426</u>	<u>417,540</u>
Net financial assets	328,821	210,233
Non-financial assets		
Tangible capital assets (note 14)	1,852,372	1,851,554
Inventory and prepaid expenses	14,624	13,905
	<u>1,866,996</u>	<u>1,865,459</u>
Accumulated surplus (note 15)	<u>\$ 2,195,817</u>	<u>\$ 2,075,692</u>

Commitments and contingent liabilities (notes 13 and 16)

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

HALIFAX REGIONAL MUNICIPALITY

Consolidated Statement of Operations and Accumulated Surplus

For the year ended March 31, 2020, with comparative information for 2019
(In thousands of dollars)

	Budget	2020	2019
Revenue			
Taxation	\$ 778,946	\$ 798,880	\$ 763,023
Taxation from other governments	42,341	38,850	38,782
User fees and charges	120,877	130,640	121,260
Government grants	74,994	83,331	54,827
Development levies	5,948	3,698	2,419
Investment income (note 5)	5,930	9,608	7,660
Penalties, fines and interest	14,416	11,636	11,647
Land sales, contributions and other revenue	50,352	50,598	22,891
Increase in investment in the Halifax Regional Water Commission before remeasurement gain (loss) (note 6)	6,143	6,143	12,404
Grant in lieu of tax from the Halifax Regional Water Commission (note 6)	5,147	5,078	4,999
Total revenue	1,105,094	1,138,462	1,039,912
Expenses			
General government services	135,113	123,868	114,710
Protective services	237,694	239,365	228,862
Transportation services	291,638	287,390	280,756
Environmental services	43,818	43,222	53,529
Recreation and cultural services	146,606	148,738	142,247
Planning and development services	30,980	31,834	32,349
Educational services	158,675	158,676	155,761
Total expenses	1,044,524	1,033,093	1,008,214
Annual surplus	60,570	105,369	31,698
Accumulated surplus, beginning of year	2,075,692	2,075,692	2,040,260
Remeasurement gain (loss) from investment in Halifax Regional Water Commission (note 6)	-	14,756	3,734
Accumulated surplus, end of year	\$ 2,136,262	\$ 2,195,817	\$ 2,075,692

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

HALIFAX REGIONAL MUNICIPALITY

Consolidated Statement of Change in Net Financial Assets

For the year ended March 31, 2020, with comparative information for 2019

(In thousands of dollars)

	Budget	2020	2019
Annual surplus	\$ 60,570	\$ 105,369	\$ 31,698
Acquisition of tangible capital assets and contributed tangible capital assets	(156,650)	(145,577)	(129,553)
Amortization of tangible capital assets	144,702	144,702	141,855
Gain on disposal of tangible capital assets	-	(300)	(1,014)
Proceeds on disposal of tangible capital assets	-	357	1,699
	48,622	104,551	44,685
Acquisition of inventories of supplies and prepaid expenses	-	(34,523)	(33,791)
Consumption of inventories of supplies and use of prepaid expenses	-	33,804	32,186
Remeasurement gain (loss) from investment in Halifax Regional Water Commission (note 6)	-	14,756	3,734
	-	14,037	2,129
Net change in net financial assets	48,622	118,588	46,814
Net financial assets, beginning of year	210,233	210,233	163,419
Net financial assets, end of year	\$ 258,855	\$ 328,821	\$ 210,233

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

HALIFAX REGIONAL MUNICIPALITY

Consolidated Statement of Cash Flows

For the year ended March 31, 2020, with comparative information for 2019
(In thousands of dollars)

	2020	2019
Cash provided by (used in):		
Operating activities		
Annual surplus	\$ 105,369	\$ 31,698
Items not involving cash:		
Amortization of tangible capital assets	144,702	141,855
Gain on disposal of tangible capital assets	(300)	(1,014)
Contributed tangible capital assets	(10,077)	(10,682)
Increase in investment in the Halifax Regional Water Commission before remeasurement gain (loss)	(6,143)	(12,404)
	233,551	149,453
Change in non-cash assets and liabilities:		
Decrease (increase) in taxes receivable	(4,333)	6,621
Decrease (increase) in accounts receivable	(10,701)	7,648
Decrease in loans, deposits and advances	62	54
Decrease (increase) in land held for resale	10,211	(2,775)
Increase in inventory and prepaid expenses	(719)	(1,605)
Increase in accounts payable and accrued liabilities	12,982	822
Increase (decrease) in deferred revenue	(7,677)	10,654
Increase in employee future benefits	3,922	2,549
Increase in solid waste management facilities liabilities	151	311
Net change in cash from operating activities	237,449	173,732
Capital activities		
Proceeds on disposal of tangible capital assets	357	1,699
Acquisition of tangible capital assets	(135,500)	(118,871)
Net change in cash from capital activities	(135,143)	(117,172)
Investing activities		
Decrease (increase) in investments	(47,856)	75,719
Net change in cash from investing activities	(47,856)	75,719
Financing activities		
Long-term debt issued	28,439	31,021
Long-term debt redeemed	(39,431)	(41,468)
Long-term debt recovered from the Halifax Regional Water Commission	6,500	6,500
Net change in cash from financing activities	(4,492)	(3,947)
Net change in cash and short-term deposits	49,958	128,332
Cash and short-term deposits, beginning of year	315,624	187,292
Cash and short-term deposits, end of year	\$ 365,582	\$ 315,624

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

HALIFAX REGIONAL MUNICIPALITY

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(In thousands of dollars)

1. Significant accounting policies:

(a) Basis of presentation:

The consolidated financial statements of the Halifax Regional Municipality (the "Municipality") have been prepared by management in accordance with Canadian public sector accounting standards.

(b) Basis of consolidation:

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the Municipality. The Municipality is comprised of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the Municipality and which are owned or controlled by the Municipality, except the Halifax Regional Water Commission, which is accounted for on the modified equity basis of accounting and Events East Group (Halifax Convention Centre Corporation), a corporation jointly owned and controlled between the Province of Nova Scotia and the Municipality, which is accounted for at 50% based on the proportionate consolidation basis of accounting. The entities included are as follows:

Recreation facilities:

- BMO Centre
- Canada Games Centre
- Centennial Pool Association
- Community Builders Inc. (Cole Harbour Place)
- Zatzman Sportsplex
- Eastern Shore Recreation Commission
- Halifax Forum Community Association
- Halifax Regional Municipality Centennial Arena Commission
- RBC Centre
- Scotiabank Centre
- Sackville Sports Stadium
- St. Margaret's Community Centre Association

Commissions, cultural and other facilities:

- Alderney Landing Association
- Downtown Dartmouth Business Commission
- Downtown Halifax Business Commission
- Events East Group (Halifax Convention Centre Corporation)
- Main Street Dartmouth and Area Business Improvement Association
- MetroPark Parkade Facility
- North End Business Association
- Quinpool Road Mainstreet District Association Limited
- Sackville Business Association
- Spring Garden Area Business Association
- Spryfield & District Business Commission

Halifax Regional Library

Interdepartmental and inter-organizational transactions and balances between these entities and organizations have been eliminated.

HALIFAX REGIONAL MUNICIPALITY

Notes to Consolidated Financial Statements

Year ended March 31, 2020
(In thousands of dollars)

1. Significant accounting policies (continued):

(c) Investment in the Halifax Regional Water Commission:

The Halifax Regional Water Commission (the "HRWC") is a corporate body without share capital and is accounted for using the modified equity basis of accounting; consistent with public sector accounting standards, as recommended by Public Sector Accounting Board ("PSAB") for an investment in a government business enterprise. Under the modified equity basis of accounting, the HRWC's accounting principles are not adjusted to conform to those of the Municipality and inter-organizational transactions and balances are not eliminated.

The Municipality recognizes its equity interest in the annual net income or loss of the HRWC in its consolidated statement of operations with a corresponding increase or decrease in its investment account.

(d) Basis of accounting:

Revenues and expenses are recorded on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned and measurable and expenses are recognized as they are incurred and measurable as a result of the receipt of goods or services and the creation of a legal obligation to pay.

(e) Use of estimates:

The preparation of consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and the disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenue and expenses during the period. Significant estimates include assumptions used in estimating provisions for accrued liabilities, landfill liability, contaminated sites liability and in performing actuarial valuations of employee future benefits. These estimates and assumptions are based on the Municipality's best judgement and may differ significantly from actual results.

(f) Taxation and related revenues:

Property tax billings are prepared by the Municipality based on assessment rolls issued by the Property Valuation Services Corporation. Tax rates are established annually by Council, incorporating amounts to be raised for local services and the requisition made by the Province of Nova Scotia in respect of contributions to education, corrections and housing. Taxation revenues are recorded at the time tax billings are due. Assessments and the related property taxes are subject to appeal. Tax adjustments as a result of appeals are recorded when the results of the appeal process are known. An allowance for unresolved assessment appeals is also provided.

(g) User fees and charges:

User fees relate to transit fees, fees for various programs and fees imposed on specific activities. Revenue is recognized when the activity is performed or when the service has been rendered.

(h) Government transfers:

Government transfers are recognized in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made, except when and to the extent that stipulations associated with the transfer give rise to a liability. If a liability is created, the satisfaction of the transfer stipulations by the recipient government determines the timing of the recognition of the transfer as revenue.

(i) Short-term deposits and investments:

Short-term deposits and investments are recorded at cost, adjusted for amortization of premiums or discounts in accordance with the investment policies established for the Municipality. A permanent decline in value would result in a write-down to recognize the loss and be included in the statement of operations.

HALIFAX REGIONAL MUNICIPALITY

Notes to Consolidated Financial Statements

Year ended March 31, 2020
(In thousands of dollars)

1. Significant accounting policies (continued):

- (j) Land held for resale:
Land held for resale is recorded at the lower of cost or net realizable value. Cost includes amounts for improvements to prepare the land for sale or servicing.
- (k) Contaminated sites:
The Municipality accrues a liability to estimate the cost to remediate contaminated sites to the level necessary to allow the property to meet the environmental standard appropriate to its current use or status. The liability is based on estimates and assumptions using the best information available to management.
- (l) Deferred revenue:
Deferred revenue represents taxes, user charges and other fees that have been collected, for which the related services have yet to be performed. These amounts will be recognized as revenue in the period the services are performed.
- (m) Pension, post-employment benefits and compensated absences:
The contributions to a multi-employer, defined benefit pension plan are expensed when contributions are due. The costs of post-employment benefits are recognized when the event that obligates the Municipality occurs. Costs include projected future income payments and fees paid to independent administrators of these plans, calculated on a present value basis.
The costs of post-employment benefits and compensated absences are actuarially determined using the projected benefits method prorated on service and management's best estimate of retirement ages of employees, salary escalation and expected absences. Liabilities are actuarially determined using discount rates that are consistent with the municipalities current cost of borrowing. Any gains or losses from changes in assumptions or experience are amortized over the estimated average remaining service life ("EARSL") for the related employee group.
- (n) Solid waste management facilities liabilities:
The Municipality accrues landfill closure and post closure care requirements that include final covering and landscaping of the landfill, pumping of ground water and leachates from the site, and ongoing environmental monitoring, site inspection and maintenance. The reported liability is based on estimates and assumptions using the best information available to management.
Future events may result in significant changes to the estimated total expenses, capacity used or total capacity and the estimated liability, and would be recognized prospectively, as a change in estimate, when applicable.
- (o) Non-financial assets:
Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.
 - i) Tangible capital assets:
Tangible capital assets are recorded at historical cost or estimated historical cost, based on appraisals or other acceptable methods where historical cost was not available, which includes amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost of normal maintenance and repairs, which do not add value to the asset or materially extend the useful life of the asset, are not capitalized. The cost, less residual value of the tangible capital assets, are amortized on a straight line basis over their estimated useful lives as follows:

HALIFAX REGIONAL MUNICIPALITY

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(In thousands of dollars)

1. Significant accounting policies (continued):

(o) i) Tangible capital assets (continued):

Asset	Useful Life – Years
Land improvements	
Bridges, docks, seawalls, and wharves	50
Sports fields and skateparks	25
Playground and other land improvements	15
Trails	10
Buildings	
Structure and electrical	40
Mechanical, roof, exterior architecture, and site work	20
Interior architecture	15
Vehicles	5 - 15
Machinery and equipment	4 - 10
Dams	40
Roads and infrastructure	
Road beds	40
Road surfaces	5 - 20
Infrastructure	20 - 30
Bridges	75
Ferries	2 - 30

The useful life for landfill cells, which are included in land improvements, is based upon the capacity of each cell.

Leasehold improvements are amortized over the shorter of the term of the lease (including one renewal period, if provided for) or the useful life of the asset.

For assets with a useful life of 5 years or less, amortization will commence in the year the asset is available for use, and be recorded at 50% of the annual charge in the first and last years of the asset's useful life. For assets with a useful life greater than 5 years, amortization will commence in the year following the year the asset is put into use.

The school buildings which are owned by the Municipality but in use by the Halifax Regional Centre for Education are not recorded as tangible capital assets. No amortization is recorded by the Municipality as long as the buildings are in use by and under the control of the Halifax Regional Centre for Education.

ii) Contributions of tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are also recorded as revenue.

iii) Natural resources:

Natural resources that have not been purchased are not recognized as assets.

iv) Works of art and cultural and historic assets:

Works of art and cultural and historic assets are not recorded as assets, unless used in the provision of a municipal service.

v) Interest capitalization:

The Municipality does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

HALIFAX REGIONAL MUNICIPALITY

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(In thousands of dollars)

1. Significant accounting policies (continued):

- vi) Leased tangible capital assets:
Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.
- (p) Inventories of supplies:
Inventories of supplies held for consumption are recorded at the lower of cost or replacement cost.
- (q) Expenses:
Expenses are recognized in the year the events giving rise to the expenses occur and there is a legal or constructive obligation to pay.
- (r) Regional Centres for Education:
The assets, liabilities, taxation and other revenues and expenses with respect to the operations of the Halifax Regional Centre for Education and the Conseil scolaire acadien provincial are not reflected in the consolidated financial statements as they are provincial government entities.
- (s) Miscellaneous Trust Funds:
Miscellaneous Trust Funds and their related operations, administered by the Municipality, are not included in the consolidated financial statements, but are reported separately in the Miscellaneous Trust Funds financial statements.
- (t) Funds and reserves:
Certain amounts, as approved by Council, are set aside in accumulated surplus for future operating and capital purposes. Transfers to/from funds and reserves are an adjustment to the respective fund when approved.

2. Cash and short-term deposits:

	2020	2019
Halifax Regional Municipality	\$ 351,593	\$ 302,422
Recreation facilities, commissions, cultural and other facilities and the Halifax Regional Library	13,989	13,202
Total	\$ 365,582	\$ 315,624

Cash and short-term deposits include interest bearing accounts and money market instruments with a term to maturity of 90 days or less.

3. Taxes receivable:

	2020	2019
Taxes receivable	\$ 31,124	\$ 27,841
Allowance	(2,296)	(3,346)
Total	\$ 28,828	\$ 24,495

HALIFAX REGIONAL MUNICIPALITY

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(In thousands of dollars)

4. Accounts receivable:

	2020	2019
Federal government	\$ 8,807	\$ 12,926
Provincial government	7,547	8,591
Other receivables	40,917	25,138
Allowance	(549)	(634)
Total	\$ 56,722	\$ 46,021

5. Investments:

Money market instruments include Provincial treasury bills and instruments of Canadian financial institutions. These investments have a term to maturity of one year or less. Investments shown here have a remaining term to maturity of more than 90 days at March 31, 2020.

	2020 Cost	2020 Market value	2019 Cost	2019 Market value
Money market instruments	\$ 47,939	48,437	\$ 83	\$ 83
Total	\$ 47,939	\$ 48,437	\$ 83	\$ 83

The investment income earned on money market instruments is \$9,608 (2019 - \$7,595) and on bonds of Provincial governments and their guarantees is \$0 (2019 - \$65).

HALIFAX REGIONAL MUNICIPALITY

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(In thousands of dollars)

6. Investment in the Halifax Regional Water Commission:

The HRWC is a government business enterprise of the Municipality and is responsible for the supply of municipal water, wastewater and stormwater services to residents of the Municipality. HRWC reports under International Financial Reporting Standards ("IFRS").

(a) The following table provides condensed supplementary financial information for the HRWC:

	2020	2019
Financial position		
Current assets	\$ 92,131	\$ 92,873
Capital assets	1,320,877	1,281,467
Total assets	1,413,008	1,374,340
Current liabilities	67,524	67,678
Long-term liabilities	1,140,787	1,122,864
Total liabilities	1,208,311	1,190,542
Net assets	\$ 204,697	\$ 183,798
Results of operations		
Revenues	\$ 137,750	\$ 138,201
Operating expenses	(139,242)	(133,018)
Financing expenses	(7,331)	(7,629)
Other income	20,236	20,041
Regulatory deferral account amortization	(192)	(192)
Net income before grant in lieu of tax	11,221	17,403
Grant in lieu of tax	(5,078)	(4,999)
Increase in investment before remeasurement gain (loss)	6,143	12,404
Investment, beginning of year	183,798	167,660
Change in investment through remeasurement gain (loss)	14,756	3,734
Investment, end of year	\$ 204,697	\$ 183,798

(b) The following summarizes the Municipality's transactions with the HRWC for the year:

	2020	2019
Revenues		
Grant in lieu of tax	\$ 5,078	\$ 4,999
Expenses		
Stormwater charge	\$ 3,835	\$ 3,835
Fire protection charge	\$ 7,144	\$ 7,074

All transactions are in the normal course of operations, and are recorded at the exchange value based on normal commercial rates, or as agreed to by the parties.

HALIFAX REGIONAL MUNICIPALITY

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(In thousands of dollars)

7. Accounts payable and accrued liabilities:

	2020	2019
Trade accounts payable	\$ 53,974	\$ 44,546
Federal government	9,516	9,138
Provincial government	14,608	9,705
Salaries and wages payable	558	7,192
Accrued liabilities	40,062	35,051
Accrued interest	1,786	1,890
Total	\$ 120,504	\$ 107,522

8. Employee future benefits - employees' retirement pension plan:

Employees of the Municipality participate in the Halifax Regional Municipality Pension Plan (the "HRM Plan"). The HRM Plan is a multi-employer plan administered by the Halifax Regional Municipality Pension Committee (the "Committee"). There are ten employers participating in the HRM Plan including the Halifax Regional Centre for Education and Quest. The Committee is comprised of representatives from both management and unions, and is responsible for setting contribution rates for all participating employers. The HRM Plan is funded equally by participating employers and members. Accounting for the HRM Plan under the Municipality's consolidated financial statements follows rules for defined contribution pension plans.

The HRM Plan provides a lifetime benefit representing 2% of the member's highest average earnings over a period of three years times the number of years of credited service in the pension plan. Only regular earnings are recognized under the defined benefit provisions of the HRM Plan. The HRM Plan also provides defined contribution benefits, at the option of the member, on the portion of earnings that is overtime and other non-regular earnings.

The Municipality contributed to the HRM Plan an amount of \$36,953 for the period ending March 31, 2020 (2019 - \$35,360). Since January 1, 2016, the Municipality and the members are each contributing 12.21% of regular earnings for members participating in the main division of the pension plan. Other contribution rates are in effect for the other divisions of the plan, and for members in public safety occupations.

The last actuarial valuation filed with regulators was at December 31, 2018. The next actuarial valuation, at December 31, 2019, was to be filed by September 30, 2020. This date has been extended to November 30, 2020 due to Covid 19. The interest rate used in the last filed valuation was 6.10% per year. The following estimates as at December 31, 2019 are based on the actuarial valuation as at December 31, 2018 extrapolated to December 31, 2019 and is based on a discount rate assumption of 6.10% per annum (2018 - 6.20%).

	2020 Extrapolated	2019 Extrapolated
Actuarial value of plan assets	\$ 2,030,842	\$ 1,892,417
Estimated present value of accrued pension benefits	(2,126,277)	(2,038,381)
Estimated funding deficit	\$ (95,435)	\$ (145,964)

HALIFAX REGIONAL MUNICIPALITY

Notes to Consolidated Financial Statements

Year ended March 31, 2020
(In thousands of dollars)

8. Employee future benefits - employees' retirement pension plan (continued):

The main assumptions used in the actuarial valuation of the HRM Plan are as follows:

Asset rate of return:	6.1% per year
Salary increase:	3.0% per year plus merit and promotional increases
Retirement age:	40% at the earliest age at which an unreduced pension is payable, the remainder at age 65 (or age 60 for members in Public Safety Occupations)

9. Employee future benefits - retiring allowances and other future benefits:

The Municipality provides for the payment of retiring allowances to retiring employees in accordance with the terms of the various collective agreements and the Municipality's policy. The retiring allowance is based on the member's final annual salary and years of service at retirement. On the retirement of a police officer, the Municipality also provides for a lump sum payment to a health trust for the benefit of the retiring member. The amount depends on the level of the officer's sick bank at the time of retirement.

The Municipality continues to pay for its share of the contributions to the HRM Plan for members in receipt of benefits from a long-term disability plan sponsored and recognized by the Municipality.

The Municipality also provides for employee sick leave. Unused sick leave accumulates to a maximum number of hours which varies by employment agreement. Under this program, employees are not entitled to a cash payment in lieu of sick leave when they leave the Municipality's employment except as described above with respect to the retirement of a police officer.

The Municipality also pays lifetime and temporary benefits to former employees who retired from the Municipality under various early retirement programs and arrangements that were in place prior to April 1, 2004.

Actuarial valuations of the above benefits are done for accounting purposes using the projected benefit method prorated on services. The last actuarial valuation of the unused sick leave benefits was conducted as at March 31, 2018. The last actuarial valuation of the police health trust benefits was conducted as at March 31, 2020. The last actuarial valuation of the retirement allowance programs was conducted as at March 31, 2019. For all other benefits, actuarial valuations were conducted as at March 31, 2020. Key actuarial assumptions used in the valuations were based on the Municipality's best estimates.

A reconciliation of the accrued benefit obligation for these plans, along with the main assumptions used for disclosure and expense calculations are as follows:

	2020	2019
Accrued benefit obligation, beginning of year	\$ 65,632	\$ 59,860
Current period benefit cost	6,740	5,538
Benefit payments	(6,216)	(5,382)
Interest cost	2,293	1,781
Actuarial loss	3,325	3,835
Accrued benefit obligation, end of year	\$ 71,774	\$ 65,632

HALIFAX REGIONAL MUNICIPALITY

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(In thousands of dollars)

9. Employee future benefits - retiring allowances and other future benefits (continued):

	2020	2019
Main assumptions used for fiscal year-end disclosure		
Discount rate	2.53%	3.31%
Salary increase	3% plus merit	3% plus merit
Main assumptions used for expense calculation		
Discount rate	3.31%	2.84%
Salary increase	3% plus merit	3% plus merit

These other employee benefit plans require no contributions from employees. The benefit liability as at March 31, 2020 is estimated to include the following components:

	2020	2019
Accrued benefit obligation		
Retiring allowances	\$ 35,079	\$ 32,735
Sick leave	22,678	19,798
HRM pension contributions for employees on long-term disability	7,098	5,838
Police Health Trust	2,464	2,376
Other	4,455	4,885
	71,774	65,632
Unamortized actuarial loss	(7,099)	(4,879)
Benefit liability	\$ 64,675	\$ 60,753

The unamortized actuarial losses will be amortized over the EARSL of the related employee groups starting in the next fiscal year. EARSL is determined separately for each benefit program.

The total expense related to other employee benefits described above includes the following components:

	2020	2019
Current period benefit cost	\$ 6,740	\$ 5,538
Amortization of actuarial loss	1,105	612
Other employee benefit expense	7,845	6,150
Other employee benefit interest expense	2,293	1,781
Total expense related to other employee benefit plans	\$ 10,138	\$ 7,931

HALIFAX REGIONAL MUNICIPALITY

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(In thousands of dollars)

10. Solid waste management facilities liabilities:

The Nova Scotia Environmental Protection Act (the "Act") sets out the regulatory requirements for the closure and maintenance of landfill sites. Under this Act, the Municipality is required to provide for closure and post closure care of solid waste landfill sites.

The estimated liability for the care of the landfill sites is the present value of future cash flows associated with post closure costs discounted using a long-term borrowing rate of 2.30% (2019 - 3.31%) and a forecasted inflation rate of 2.16% (2019 - 1.51%).

Otter Lake Landfill:

The Otter Lake Landfill site opened during the year ended March 31, 1999 and is expected to accept waste for another 16 years, until the fiscal year ended March 31, 2036.

The site's design consists of nine cell phases with an expected total capacity of 5,158,956 tonnes (2019 - 5,158,956 tonnes).

Post closure care activities for this site, include perpetual care and will involve the management and monitoring of groundwater, gas and leachate levels, operating and monitoring the leachate treatment plant when necessary, removal of buildings, site cleanup and general site maintenance.

The liability was adjusted for capacity used of 100% for the closed cells. The Municipality has signed a long-term contract with a third party to operate the Otter Lake Landfill. Under the terms of the operating agreement, the third party is responsible for the capital cost to close Cell 7. The long-term post closure costs remain a liability of the Municipality.

Sackville Landfill:

The Sackville Landfill site closed during the year ended March 31, 1997. A closure plan and an environmental audit were completed in 1996. Post closure care activities for this site include perpetual care that will involve the management and monitoring of groundwater, gas and leachate levels, operating and monitoring the leachate treatment plant when necessary, removal of buildings, site cleanup and general site maintenance. The continuous monitoring of the site is anticipated to be ongoing.

Mengoni Landfill:

The Mengoni Landfill site closed during the year ended March 31, 2008. A closure plan and an environmental audit were completed in 2008. Post closure care activities for this site include perpetual care that is expected to occur until 2029 and will involve the management and monitoring of groundwater, gas and leachate levels, operating and monitoring the leachate treatment plant when necessary, removal of buildings, site cleanup and general site maintenance.

A reserve has been established to fund the post closure care activities for the landfill sites described above.

HALIFAX REGIONAL MUNICIPALITY

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(In thousands of dollars)

10. Solid waste management facilities liabilities (continued):

	Sackville	Otter Lake	Mengoni	2020 Total
Estimated present value of closure and post closure costs	\$ 19,284	\$ 36,529	\$ 2,552	\$ 58,365
Less: expenses incurred	18,156	34,195	2,368	54,719
	1,128	2,334	184	3,646
Reserve fund				8,785
Excess of available reserve over liability				\$ (5,139)

	Sackville	Otter Lake	Mengoni	2019 Total
Estimated present value of closure and post closure costs	\$ 19,345	\$ 36,230	\$ 2,542	\$ 58,117
Less: expenses incurred	18,079	34,195	2,348	54,622
	1,266	2,035	194	3,495
Reserve fund				8,687
Excess of available reserve over liability				\$ (5,192)

11. Long-term debt:

The schedules of long-term debt attached to the consolidated financial statements detail the various terms and conditions related to the long-term debt (see pages 31 and 32).

Principal payments required in each of the next five years and thereafter on debt held as at March 31, 2020 are as follows:

2020/21	\$ 37,637
2021/22	25,668
2022/23	23,241
2023/24	20,801
2024/25	22,374
Thereafter	41,902
Total	\$ 171,623

HALIFAX REGIONAL MUNICIPALITY

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(In thousands of dollars)

12. Miscellaneous Trust Funds:

Miscellaneous Trust Funds administered by the Municipality are reported on separately. The total trust assets under administration at March 31, 2020 are \$7,729 (2019 - \$7,436).

13. Commitments:

(a) The Municipality and its consolidated entities rent facilities under several long-term operating leases with annual payments for each of the next five years as follows:

2020/21	\$	6,074
2021/22		3,827
2022/23		3,377
2023/24		3,013
2024/25		2,665
Total	\$	18,956

(b) The Municipality and its consolidated entities have entered into several long-term operating leases for various purposes other than rent with annual payments for each of the next five years as follows:

2020/21	\$	6,651
2021/22		8,191
2022/23		6,871
2023/24		5,233
2024/25		4,052
Total	\$	30,998

(c) The Municipality has entered into several long-term contracts for waste resources operations with aggregate annual payments of approximately \$38,531 (2019 - \$38,292) for each of the next five years.

(d) Effective March 1, 2018, the Province of Nova Scotia has a 25 year lease agreement with Argyle Developments Inc. and others for a design construction agreement for the new Halifax Convention Centre (HCC). The Municipality is not a party to that lease but, under a separate agreement with the Province of Nova Scotia, has agreed to share 50% of the "Annual Base Rent". The Annual Base Rent covers the long-term financing for the facility and is \$10,760 before taxes per year. The Municipality's share is \$5,380. The Municipality has also agreed to share in 50% of the facility maintenance costs, property tax, operating costs, lifecycle costs and the annual operating deficit.

HALIFAX REGIONAL MUNICIPALITY

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(In thousands of dollars)

14. Tangible capital assets:

Cost	Balance at March 31, 2019	Additions (Net of transfers)	Disposals	Balance at March 31, 2020
Land	\$ 287,262	\$ 7,710	\$ (57)	\$ 294,915
Land improvements	277,879	6,168	-	284,047
Buildings	644,479	11,945	-	656,424
Vehicles	278,802	22,000	(2,510)	298,292
Machinery and equipment	107,905	18,764	(11,101)	115,568
Roads and infrastructure	2,030,275	58,981	-	2,089,256
Dams	480	-	-	480
Ferries	37,751	183	-	37,934
Leasehold improvements	3,097	194	-	3,291
Assets under construction	28,178	19,632	-	47,810
Total	\$ 3,696,108	\$ 145,577	\$ (13,668)	\$ 3,828,017

Accumulated amortization	Balance at March 31, 2019	Disposals	Amortization expense	Balance at March 31, 2020
Land	\$ -	\$ -	\$ -	\$ -
Land improvements	201,132	-	5,601	206,733
Buildings	289,136	-	23,795	312,931
Vehicles	170,271	(2,510)	15,956	183,717
Machinery and equipment	54,725	(11,101)	19,909	63,533
Roads and infrastructure	1,116,032	-	78,153	1,194,185
Dams	480	-	-	480
Ferries	10,981	-	1,114	12,095
Leasehold improvements	1,797	-	174	1,971
Assets under construction	-	-	-	-
Total	\$ 1,844,554	\$ (13,611)	\$ 144,702	\$ 1,975,645

	Net book value March 31, 2019	Net book value March 31, 2020
Land	\$ 287,262	\$ 294,915
Land improvements	76,747	77,314
Buildings	355,343	343,493
Vehicles	108,531	114,575
Machinery and equipment	53,180	52,035
Roads and infrastructure	914,243	895,071
Dams	-	-
Ferries	26,770	25,839
Leasehold improvements	1,300	1,320
Assets under construction	28,178	47,810
Total	\$ 1,851,554	\$ 1,852,372

HALIFAX REGIONAL MUNICIPALITY

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(In thousands of dollars)

14. Tangible capital assets (continued):

Cost	Balance at March 31, 2018	Additions (Net of transfers)	Disposals	Balance at March 31, 2019
Land	\$ 285,988	\$ 1,280	\$ (6)	\$ 287,262
Land improvements	267,578	10,301	-	277,879
Buildings	606,780	38,601	(902)	644,479
Vehicles	260,420	21,754	(3,372)	278,802
Machinery and equipment	103,921	15,527	(11,543)	107,905
Roads and infrastructure	1,978,983	51,292	-	2,030,275
Dams	480	-	-	480
Ferries	39,209	6,141	(7,599)	37,751
Leasehold improvements	3,030	67	-	3,097
Assets under construction	43,588	(15,410)	-	28,178
Total	\$ 3,589,977	\$ 129,553	\$ (23,422)	\$ 3,696,108

Accumulated amortization	Balance at March 31, 2018	Disposals	Amortization expense	Balance at March 31, 2019
Land	\$ -	\$ -	\$ -	\$ -
Land improvements	196,055	-	5,077	201,132
Buildings	267,214	(678)	22,600	289,136
Vehicles	157,197	(3,180)	16,254	170,271
Machinery and equipment	47,626	(11,543)	18,642	54,725
Roads and infrastructure	1,037,877	-	78,155	1,116,032
Dams	480	-	-	480
Ferries	17,362	(7,336)	955	10,981
Leasehold improvements	1,625	-	172	1,797
Assets under construction	-	-	-	-
Total	\$ 1,725,436	\$ (22,737)	\$ 141,855	\$ 1,844,554

	Net book value March 31, 2018	Net book value March 31, 2019
Land	\$ 285,988	\$ 287,262
Land improvements	71,523	76,747
Buildings	339,566	355,343
Vehicles	103,223	108,531
Machinery and equipment	56,295	53,180
Roads and infrastructure	941,106	914,243
Dams	-	-
Ferries	21,847	26,770
Leasehold improvements	1,405	1,300
Assets under construction	43,588	28,178
Total	\$ 1,864,541	\$ 1,851,554

HALIFAX REGIONAL MUNICIPALITY

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(In thousands of dollars)

14. Tangible capital assets (continued):

(a) Assets under construction:

Assets under construction having a value of \$47,810 (2019 - \$28,178) have not been amortized. Amortization of these assets will commence when the asset is available for productive use.

(b) Contributed tangible capital assets:

Contributed tangible capital assets have been recognized at the fair market value at the date of contribution. The value of contributed assets received during the year is \$10,077 (2019 - \$10,682) and is comprised of roads and infrastructure in the amount of \$10,077 (2019 - \$9,038), land and land improvements having a value of \$nil (2019 - \$1,644).

(c) Tangible capital assets disclosed at nominal values:

Where an estimate of fair value could not be made, the tangible capital asset was recognized at a nominal value. Land is the only category where nominal values were assigned.

(d) Works of art and cultural and historical assets:

The Municipality manages and controls various works of art and non-operational cultural and historical assets including buildings, artifacts, paintings and sculptures located at Municipal sites and public display areas. These assets are not recorded as tangible capital assets and are not amortized.

(e) Impairment of tangible capital assets:

The impairment of tangible capital assets during the year was \$nil (2019 - \$nil).

(f) Roads and infrastructure:

Roads and infrastructure have a net book value of \$895,071 (2019 - \$914,243) and are comprised of: road beds - \$254,214 (2019 - \$262,450), road surfaces - \$251,858 (2019 - \$268,597), infrastructure - \$373,533 (2019 - \$369,009) and bridges - \$15,466 (2019 - \$14,187).

(g) Buildings:

Buildings have a net book value of \$343,493 (2019 - \$355,343) and are comprised of: structure and electrical - \$123,177 (2019 - \$123,430), mechanical, roof, exterior architecture, and site work - \$169,078 (2019 - \$178,938), and interior architecture - \$51,238 (2019 - \$52,975).

(h) Land Improvements:

Land improvements have a net book value of \$77,314 (2019 - \$76,747) and are comprised of: bridges, docks, seawalls, and wharves - \$18,978 (2019 - \$18,661), sports fields and skateparks - \$24,242 (2019 - \$23,215), playground and other land improvements - \$29,209 (2019 - \$29,321), and trails - \$4,885 (2019 - \$5,550).

HALIFAX REGIONAL MUNICIPALITY

Notes to Consolidated Financial Statements

Year ended March 31, 2020
(In thousands of dollars)

15. Accumulated surplus:

Accumulated surplus consists of individual fund surplus and reserve funds as follows:

	2020	2019
Surplus		
Invested in tangible capital assets	\$ 1,680,749	\$ 1,675,439
Other	23,256	(1,818)
Equity in Halifax Regional Water Commission (note 6)	204,697	183,798
Funded by reserves		
Landfill closure costs (note 10)	(3,646)	(3,495)
Unfunded		
Employee future benefits, accrued interest and other	(21,008)	(18,410)
Total surplus	1,884,048	1,835,514
Risk reserves set aside by Council		
Insurance and risk	4,258	4,172
Police officer on the job injury	2,244	2,170
Operating stabilization	8,782	8,819
General contingency	21,360	29,087
Total risk reserves set aside by Council	36,644	44,248
Obligation reserves set aside by Council		
Landfill closure and post closure costs (note 10)	8,785	8,687
Municipal election	2,517	2,214
Convention centre	3,684	3,811
Capital fund	41,020	21,604
Fleet vehicles and equipment	2,168	1,956
Central Library recapitalization	5,320	4,327
Building recapitalization and replacement	4,282	4,258
Multi-District facilities	7,445	6,100
Transit capital	4,389	4,334
Solid waste facilities	16,354	16,270
Total obligation reserves set aside by Council	95,964	73,561
Opportunity reserves set aside by Council		
Strategic capital	55,496	15,663
Parkland development	6,680	4,405
Business/Industrial parks expansion	48,687	41,487
Community and events	2,926	4,431
Gas tax	28,822	9,549
Debt principal and interest repayment	36,550	46,834
Total opportunity reserves set aside by Council	179,161	122,369
Total accumulated surplus	\$ 2,195,817	\$ 2,075,692

HALIFAX REGIONAL MUNICIPALITY

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(In thousands of dollars)

16. Contingent liabilities:

- (a) As of March 31, 2020, there are a number of legal claims against the Municipality and its consolidated entities in varying amounts and for which provisions have been made in these consolidated financial statements, as appropriate. It is not possible to determine the amounts that may ultimately be assessed against the Municipality with respect to these claims, but management believes that any such amounts would not have a material impact on the financial position of the Municipality with the exception of the following:
 - i) The Municipality has been named as a defendant in a legal action claiming damages in the amount of \$180,000. As this proceeding is at an early stage, it is not possible at this time for management to determine the likelihood of loss, or the timing of resolution of the matter. Accordingly, no provision for losses has been reflected in the accounts of the Municipality for this matter.
- (b) The Municipality is the plaintiff in various proceedings, which have arisen, in the normal course of carrying on its operations. It is not possible at this time to determine the amounts the Municipality may receive with respect to these proceedings.
- (c) In September 2014, Council approved a blanket guarantee for HRWC debt subject to HRWC maintaining a debt service ratio of 35% or less. The debt service ratio is currently 18.91% at March 31, 2020 (2019 - 20.37%). As at March 31, 2020, total outstanding debt is \$220,075 (2019 - \$208,283), with maturity dates ranging from 2020 to 2029. The Municipality is responsible for outstanding debt of \$32,500 (2019 - \$39,000) recoverable from the HRWC.

17. Financial instruments:

- (a) Fair value:

The fair value of the Municipality's financial instruments that are comprised of cash and short-term deposits, taxes receivable, accounts receivable, loans, deposits and advances and accounts payable and accrued liabilities approximate their carrying value due to their short-term nature and are measured at cost or amortized cost in the statement of financial position.

The fair value of investments is considered to be market value. The market value of investments is disclosed in note 5.

Unless otherwise noted, it is management's opinion that the Municipality is not exposed to significant interest or currency risks arising from these financial instruments.
- (b) Credit risk:

The Municipality is exposed to credit-related losses in the event of non-performance by counterparties to the financial instruments. Wherever possible, the Municipality attempts to minimize credit exposure by dealing only with credit worthy counterparties and/or obtaining sufficient security for the applicable financial instrument.

HALIFAX REGIONAL MUNICIPALITY

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(In thousands of dollars)

18. Amounts contributed for provincially mandated services:

	Budget	2020	2019
Education services	\$ 158,676	\$ 158,676	\$ 155,761
Assessment services	7,289	7,227	7,111
Social housing	3,500	3,298	3,129
Correctional services	6,772	6,731	6,704
Total	\$ 176,237	\$ 175,932	\$ 172,705

(a) Education services

The Municipality is required to provide a mandatory contribution in the amount of \$143,680 (2019 - \$140,326) and supplementary contributions of \$14,996 (2019 - \$15,435) for the Halifax Regional Centre for Education and the Conseil scolaire acadien provincial. These contributions are recorded as expenses in educational services.

(b) Assessment services:

The Municipality is required to pay a share of the cost of operating the Property Valuation Services Corporation based on the total municipal assessment cost times the average of the Municipality's share of the Uniform Assessment and the Municipality's share of assessment accounts. This expense is included in general government services.

(c) Social housing:

The Municipality is required to pay a share of the costs of the operations of the Metropolitan Regional Housing Authority. This expense is included in general government services.

(d) Correctional services:

The Municipality is required to make a mandatory contribution to fund the cost of correctional services. The contribution is set by provincial formula and is included in protective services.

HALIFAX REGIONAL MUNICIPALITY

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(In thousands of dollars)

19. Budget data:

The budget data presented in these consolidated financial statements is based upon the fiscal 2019/20 operating and capital budgets approved by Council on April 16, 2019, plus the budgeted figures of the recreation, cultural and other facilities, and commissions included in the consolidated financial statements, to the extent that they could be reasonably determined. Council approved budgets are prepared on a modified cash basis which differs from budget amounts reported on the consolidated statement of operations and change in net financial assets which are prepared in accordance with Canadian public sector accounting standards.

The accounting standards in Handbook Section PSAS 3150 Tangible Capital Assets have not been adopted for budget preparation purposes. The fiscal 2019/20 Council approved budgets have been modified to reflect these adjustments.

The chart below reconciles the approved budgets to the budget figures reported in these consolidated financial statements.

	2020	2019
Revenue		
Operating budget	\$ 955,656	\$ 918,853
Capital budget	163,969	128,584
	<u>1,119,625</u>	<u>1,047,437</u>
Less:		
Miscellaneous capital funding	(5,155)	(2,000)
Principal and interest recovery from Halifax Regional Water Commission	(8,443)	(8,776)
Tax concessions	(11,161)	(6,635)
Transfers from reserves to capital	(85,213)	(47,924)
Transfers from operating to capital	(37,005)	(36,200)
Long-term debt issued	(27,109)	(29,800)
	<u>(174,086)</u>	<u>(131,335)</u>
Add:		
Revenues from agencies, boards and commissions	37,599	35,199
Restricted area rate surpluses	4,687	1,863
Proceeds from sale of assets	45,866	9,583
Reserve revenue - Gas Tax	25,123	26,500
Interest on reserves	2,930	2,847
Development levies in reserves	4,157	1,640
Other reserve revenue	1,997	1,998
Tangible capital asset related adjustments	31,053	11,747
Increase in investment of the Halifax Regional Water Commission before remeasurement gain (loss)	6,143	12,400
	<u>159,555</u>	<u>103,777</u>
Total revenue	<u>\$ 1,105,094</u>	<u>\$ 1,019,879</u>

HALIFAX REGIONAL MUNICIPALITY

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(In thousands of dollars)

19. Budget data (continued):

	2020	2019
Expenses		
Operating budget	\$ 955,656	\$ 918,853
Less:		
Tax concessions	(11,161)	(6,635)
Transfers from operating to capital	(37,005)	(36,200)
Net transfers from operating to reserves	(21,910)	(16,933)
Change in solid waste management facilities liabilities	151	311
Principal and interest payments made on behalf of Halifax Regional Water Commission	(8,443)	(8,776)
Long-term debt redeemed	(32,846)	(34,883)
	(111,214)	(103,116)
Add:		
Expenses from agencies, boards and commissions	37,511	35,840
Cost of lots sold in business parks	1,771	1,214
Application of restricted area rate surpluses	4,284	1,863
Tangible capital assets adjustments including amortization	156,516	165,971
	200,082	204,888
Total expenses	1,044,524	1,020,625
Annual surplus (deficit)	\$ 60,570	\$ (746)

20. Segmented information:

The Municipality is a diversified municipal government institution that provides a wide range of services to its citizens, including fire, police, public transit, roads, waste and recycling services, water supply and distribution, wastewater treatment, libraries, and recreation and cultural services.

Segmented information has been prepared by major functional classification of activities provided, consistent with the Consolidated Statement of Operations and provincially legislated requirements.

The major segments are as follows:

General government services: Activities that provide for the overall operation of the Municipality and that are common to, or affect all of, the services provided by the Municipality. This includes the activities of the Mayor and Council, the estimated contaminated sites liability and the following administrative activities: human resources, diversity, inclusion, legal, municipal clerk, external services; office of the Auditor General, finance, asset management, information, communications, technology, and the office of the Chief Administrative Officer.

HALIFAX REGIONAL MUNICIPALITY

Notes to Consolidated Financial Statements

Year ended March 31, 2020
(In thousands of dollars)

20. Segmented information (continued):

Protective services: Activities that provide for the public safety of the inhabitants of the Municipality. This includes police and fire protection and other protective services such as by-law enforcement and protective inspections.

Transportation services: Activities related to public transportation including road transport. This includes public transportation services offered throughout the Municipality using buses, ferries and specialized Access-A-Bus vehicles. Other transportation activities include the planning, development and maintenance of roads, traffic operations, parking, snow and ice control and street lighting.

Environmental services: Activities that provide environmentally regulated services. This includes the collection of garbage and other waste material, the maintenance and operation of sanitary landfill sites and solid waste landfill closure and post closure costs allocated to the current year. Water supply and distribution and wastewater treatment costs are not included in this line, except for costs funded by agreements between the Municipality and other governments. Water supply and distribution and wastewater treatment costs are accounted for by the HRWC. The investment in the HRWC is consolidated on the modified equity basis of accounting, as discussed in note 1.

Recreation and cultural services: Activities related to the Municipality's recreation facilities, including swimming pools, skating rinks and arenas, beaches, parks, playgrounds and sports fields. Activities that provide for cultural facilities such as the library and related programs.

Planning and development services: Activities that support and control the Municipality's physical and economic development. This includes activities related to land use planning, zoning and development, activities related to the development of industrial parks, promotion of tourism and activities that enhance local economic development.

Educational services: Activities that provide for the funding of both mandatory and supplementary contributions for the Halifax Regional Centre for Education and Conseil scolaire acadien provincial.

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in note 1.

For additional information, see the Consolidated Schedules of Segment Disclosure (see pages 33 and 34).

HALIFAX REGIONAL MUNICIPALITY

Notes to Consolidated Financial Statements

Year ended March 31, 2020

(In thousands of dollars)

21. Subsequent events:

The COVID-19 pandemic resulted in a significant economic uncertainty and consequently it may be difficult to reliably measure the impact on the measurement of assets and liabilities at March 31, 2020. Management's estimates related to the allowance for doubtful accounts and the determination of employee future benefits could differ materially from the amounts included in these financial statements if assumptions and estimates made by management are different from the actual results.

Due to the potential affects of Covid19 on the cash flows of the municipality HRM has received authorization to borrow up to \$130,000 with terms not to exceed 5 years, and an interest rate not to exceed 1.3%. These funds would, if necessary, be borrowed through the Municipal Finance Corporation of the Province of Nova Scotia.

HALIFAX REGIONAL MUNICIPALITY

Schedule of Remuneration and Expenses for Reportable Individuals

Year ended March 31, 2020

(In thousands of dollars)

Council members:	Remuneration	Expenses	Total
M. Savage, Mayor	\$ 186	\$ 17	\$ 203
S. Adams	90	10	100
S. Austin	90	4	94
L. Blackburn	93	9	102
S. Cleary	90	-	90
S. Craig	22	-	22
D. Hendsbee	90	9	99
B. Karsten	90	6	96
T. Mancini	96	8	104
W. Mason	90	1	91
L. Nicoll	90	8	98
T. Outhit	90	3	93
L. Smith	90	4	94
S. Streach	90	14	104
R. Walker	90	8	98
M. Whitman	90	7	97
R. Zurawski	90	8	98
P. Russell	36	2	38
Chief Administrative Officer:			
J. Dubé	295	20	315

The remuneration, for members of Council, includes their base salary, plus an incremental amount if a member is Deputy Mayor.

Expenses include travel and travel related accommodations, incidentals and transportation and meals, professional development and training expenses.

HALIFAX REGIONAL MUNICIPALITY

Consolidated Schedule of Long-term Debt

Year ended March 31, 2020

(In thousands of dollars)

	Term (years)	Interest rate - %	Maturity year	Balance March 31, 2019	Issued	Redeemed	Balance March 31, 2020
Municipal Finance Corporation:							
24-HBR-1	20	2.84/5.94	2024	\$ 33,000	\$ -	\$ 5,500	\$ 27,500
05-B-1	15	3.63/4.83	2020	8,467	-	1,209	7,258
09-A-1	15	1.0/5.644	2024	12,995	-	4,395	8,600
09-B-1	10	0.97/4.329	2019	650	-	650	-
10-A-1	10	1.51/4.5	2020	4,080	-	2,040	2,040
10-B-1	10	1.55/3.87	2020	5,345	-	2,673	2,672
11-A-1	10	1.63/4.221	2021	3,975	-	1,325	2,650
11-B-1	10	1.219/3.645	2021	3,304	-	1,102	2,202
12-A-1	10	1.636/3.48	2022	5,920	-	1,480	4,440
12-B-1	10	1.51/3.16	2022	3,840	-	960	2,880
13-A-1	10	1.33/2.979	2023	11,800	-	2,360	9,440
13-B-1	10	1.285/3.614	2023	1,835	-	367	1,468
14-A-1	10	1.245/3.347	2024	13,125	-	2,188	10,937
14-B-1	10	1.20/3.19	2024	12,168	-	2,028	10,140
15-A-1	10	1.011/2.786	2025	18,900	-	2,700	16,200
15-B-1	10	1.040/2.894	2025	7,093	-	1,013	6,080
16-A-1	10	1.150/2.925	2026	15,600	-	1,950	13,650
17-A-1	10	1.20/2.653	2027	7,417	-	824	6,593
17-B-1	10	1.734/3.073	2027	9,999	-	1,111	8,888
18-A-1	10	2.06/3.2995	2028	19,567	-	1,957	17,610
18-B-1	10	2.49/3.389	2028	11,454	-	1,145	10,309
19-B-1	10	2.015/2.561	2029	-	28,439	-	28,439
				210,534	28,439	38,977	199,996
Federation of Canadian Municipalities:							
FCM	20	2.0	2032	2,800	-	200	2,600
GMIF12028	10	1.75	2025	1,779	-	254	1,525
Misc.:							
5% stock Permanent		5.0	-	2	-	-	2
				215,115	28,439	39,431	204,123
Less: Long-term debt recoverable from the Halifax Regional							
Water Commission:							
14-B-1	10	1.20/3.19	2024	(6,000)	-	(1,000)	(5,000)
24-HBR-1	20	2.84/5.94	2024	(33,000)	-	(5,500)	(27,500)
				(39,000)	-	(6,500)	(32,500)
Long-term debt				\$ 176,115	\$ 28,439	\$ 32,931	\$ 171,623

HALIFAX REGIONAL MUNICIPALITY

Consolidated Schedule of Long-term Debt

Year ended March 31, 2020

(In thousands of dollars)

	Term (years)	Interest rate - %	Maturity year	Balance March 31, 2018	Issued	Redeemed	Balance March 31, 2019
Municipal Finance Corporation:							
24-HBR-1	20	2.84/5.94	2024	\$ 38,500	\$ -	\$ 5,500	\$ 33,000
05-B-1	15	3.63/4.83	2020	9,676	-	1,209	8,467
08-A-1	10	3.75/4.884	2018	2,650	-	2,650	-
08-B-1	10	3.1/5.095	2018	2,474	-	2,474	-
09-A-1	15	1.0/5.644	2024	17,390	-	4,395	12,995
09-B-1	10	0.97/4.329	2019	1,300	-	650	650
10-A-1	10	1.51/4.5	2020	6,120	-	2,040	4,080
10-B-1	10	1.55/3.87	2020	8,018	-	2,673	5,345
11-A-1	10	1.63/4.221	2021	5,300	-	1,325	3,975
11-B-1	10	1.219/3.645	2021	4,406	-	1,102	3,304
12-A-1	10	1.636/3.48	2022	7,400	-	1,480	5,920
12-B-1	10	1.51/3.16	2022	4,800	-	960	3,840
13-A-1	10	1.33/2.979	2023	14,160	-	2,360	11,800
13-B-1	10	1.285/3.614	2023	2,202	-	367	1,835
14-A-1	10	1.245/3.347	2024	15,313	-	2,188	13,125
14-B-1	10	1.20/3.19	2024	14,196	-	2,028	12,168
15-A-1	10	1.011/2.786	2025	21,600	-	2,700	18,900
15-B-1	10	1.040/2.894	2025	8,106	-	1,013	7,093
16-A-1	10	1.150/2.925	2026	17,550	-	1,950	15,600
17-A-1	10	1.20/2.653	2027	8,241	-	824	7,417
17-B-1	10	1.734/3.073	2027	11,110	-	1,111	9,999
18-A-1	10	2.06/3.2995	2028	-	19,567	-	19,567
18-B-1	10	2.49/3.389	2028	-	11,454	-	11,454
				220,512	31,021	40,999	210,534
Federation of Canadian Municipalities:							
FCM	20	2.0	2032	3,000	-	200	2,800
GMIF12028	10	1.75	2025	2,033	-	254	1,779
Misc.:							
5% stock Permanent		5.0	-	2	-	-	2
Sackville Landfill Trust:							
Acadia School	20	7.0	2018	15	-	15	-
				225,562	31,021	41,468	215,115
Less: Long-term debt recoverable from the Halifax Regional							
Water Commission:							
14-B-1	10	1.20/3.19	2024	(7,000)	-	(1,000)	(6,000)
24-HBR-1	20	2.84/5.94	2024	(38,500)	-	(5,500)	(33,000)
				(45,500)	-	(6,500)	(39,000)
Long-term debt				\$ 180,062	\$ 31,021	\$ 34,968	\$ 176,115

HALIFAX REGIONAL MUNICIPALITY

Consolidated Schedule of Segment Disclosure

Year ended March 31, 2020
(In thousands of dollars)

	General Government Services	Protective Services	Transportation Services	Environmental Services	Recreation and Cultural Services	Planning and Development Services	Educational Services	2020 Total
Revenue								
Taxation	\$ 548,676	\$ 6,731	\$ 84,797	\$ -	\$ -	\$ -	\$ 158,676	798,880
Taxation from other governments	38,850	-	-	-	-	-	-	38,850
User fees and charges	11,383	14,283	43,182	4,208	51,330	6,254	-	130,640
Government grants	3,811	3,800	67,060	2,933	5,727	-	-	83,331
Development levies	-	-	1,791	1,097	810	-	-	3,698
Investment income (note 5)	9,608	-	-	-	-	-	-	9,608
Penalties, fines and interest	5,790	5,628	-	-	218	-	-	11,636
Land sales, contributions and other revenue	30,559	143	10,077	-	3,001	6,818	-	50,598
Increase in investment in the Halifax Regional Water Commission before remeasurement gain (loss) (note 6)	6,143	-	-	-	-	-	-	6,143
Grant in lieu of tax from the Halifax Regional Water Commission (note 6)	5,078	-	-	-	-	-	-	5,078
Total revenue	659,898	30,585	206,907	8,238	61,086	13,072	158,676	1,138,462
Expenses								
Salaries, wages and benefits	58,909	170,839	106,753	2,476	64,147	13,555	-	416,679
Interest on long-term debt	764	235	2,520	34	1,342	26	-	4,921
Materials, goods, supplies and utilities	15,829	6,704	24,365	72	16,854	462	-	64,286
Contracted services	14,027	31,781	33,449	38,021	15,541	1,121	-	133,940
Other operating expenses	2,689	18,090	18,544	604	24,876	3,371	-	68,174
External transfers and grants	11,700	6,898	4,355	-	5,528	13,234	158,676	200,391
Amortization of tangible capital assets	19,950	4,818	97,404	2,015	20,450	65	-	144,702
Total expenses	123,868	239,365	287,390	43,222	148,738	31,834	158,676	1,033,093
Annual surplus (deficit)	\$ 536,030	\$ (208,780)	\$ (80,483)	\$ (34,984)	\$ (87,652)	\$ (18,762)	\$ -	\$ 105,369

HALIFAX REGIONAL MUNICIPALITY

Consolidated Schedule of Segment Disclosure

Year ended March 31, 2020
(In thousands of dollars)

	General Government Services	Protective Services	Transportation Services	Environmental Services	Recreation and Cultural Services	Planning and Development Services	Educational Services	2019 Total
Revenue								
Taxation	\$ 519,743	\$ 6,704	\$ 80,815	\$ -	\$ -	\$ -	\$ 155,761	763,023
Taxation from other governments	38,782	-	-	-	-	-	-	38,782
User fees and charges	7,366	13,851	40,551	4,833	48,940	5,719	-	121,260
Government grants	4,347	3,800	36,473	3,578	6,629	-	-	54,827
Development levies	-	-	290	1,277	852	-	-	2,419
Investment income (note 5)	7,660	-	-	-	-	-	-	7,660
Penalties, fines and interest	5,973	5,425	-	-	249	-	-	11,647
Land sales, contributions and other revenue	4,492	-	8,639	-	778	8,982	-	22,891
Increase in investment in the Halifax Regional Water Commission before remeasurement gain (loss) (note 6)	12,404	-	-	-	-	-	-	12,404
Grant in lieu of tax from the Halifax Regional Water Commission (note 6)	4,999	-	-	-	-	-	-	4,999
Total revenue	605,766	29,780	166,768	9,688	57,448	14,701	155,761	1,039,912
Expenses								
Salaries, wages and benefits	51,039	162,366	100,848	2,477	63,049	12,504	-	392,283
Interest on long-term debt	1,123	225	2,630	136	1,262	32	-	5,408
Materials, goods, supplies and utilities	15,580	7,421	24,692	72	17,024	422	-	65,211
Contracted services	10,518	30,112	33,850	47,551	10,788	965	-	133,784
Other operating expenses	4,932	17,602	18,199	618	32,063	2,950	-	76,364
External transfers and grants	10,667	6,845	4,193	-	427	15,416	155,761	193,309
Amortization of tangible capital assets	20,851	4,291	96,344	2,675	17,634	60	-	141,855
Total expenses	114,710	228,862	280,756	53,529	142,247	32,349	155,761	1,008,214
Annual surplus (deficit)	\$ 491,056	\$ (199,082)	\$ (113,988)	\$ (43,841)	\$ (84,799)	\$ (17,648)	\$ -	\$ 31,698

Attachment #2

**Halifax Regional Municipality
General Rate Surplus of the Halifax Regional Municipality for
the Year ended March 31, 2020**

Statement of General Rate Surplus of the

HALIFAX REGIONAL MUNICIPALITY

Year ended March 31, 2020

INSERT AUDITORS' REPORT HERE

HALIFAX REGIONAL MUNICIPALITY

Statement of General Rate Surplus

For the year ended March 31, 2020, with comparative information for 2019
(In thousands of dollars)

	2020	2019
General rate surplus, before transfers	\$ 35,120	\$ 26,057
Transfers to reserves:		
Contribution to Municipal Election reserve	-	(700)
Contribution to Parkland Development reserve	-	(2,000)
Contribution to Capital Fund reserve	(24,900)	(6,000)
Contribution to Debt Principal and Interest Repayment reserve	(3,600)	-
Contribution to General Contingency reserve	(6,620)	(17,357)
	<u>(35,120)</u>	<u>(26,057)</u>
General rate surplus	-	-

The accompanying notes are an integral part of the statement.

HALIFAX REGIONAL MUNICIPALITY

Notes to Statement of General Rate Surplus

Year ended March 31, 2020

(In thousands of dollars)

1. Basis of accounting:

This financial information has been prepared to conform in all material respects to the accounting principles prescribed pursuant to Section 451 of the Municipal Government Act Nova Scotia ("MGA") by The Department of Municipal Affairs and Housing and adheres to their Financial Reporting and Accounting Manual ("FRAM") and is intended for the use of Members of Council of the Halifax Regional Municipality ("the Municipality").

This statement is the net actual result of revenue and expenses of the Municipality's Operating Fund, to the extent that those revenues and expenses are included in the calculation of the Municipality's estimate of required sums as determined under Section 93 of the Halifax Regional Municipality Charter, the basis for the general tax rate. As per FRAM Section 3(1)(a)(iv)D Operating Reserve Fund, if the Municipality's operating fund statement of operations results in a surplus, the surplus shall be transferred to the operating reserve.

2. Significant accounting policies:

Revenue and expenses included in the determination of the general rate surplus are recorded on an accrual basis except as noted below:

- a) Interest expense is recorded on a cash basis;
- b) Debt principal repayments are deducted as an expense;
- c) Inter-fund transfers are included in the financial results of the Operating Fund;
- d) Transfers from the Operating Fund to purchase or construct tangible capital assets are deducted as an expense; and,
- e) Amortization of tangible capital assets, changes in the value of the liability for employee sick leave and the liability for contaminated sites no longer in active or productive use are not included in the determination of the general rate surplus.

Attachment #3

**Financial Statements of the Halifax Regional Municipality
Miscellaneous Trust Funds for the Year ended March 31, 2020**

Financial Statements of the

HALIFAX REGIONAL MUNICIPALITY
MISCELLANEOUS TRUST FUNDS

Year ended March 31, 2020

HALIFAX REGIONAL MUNICIPALITY

MISCELLANEOUS TRUST FUNDS

Statement of Financial Position

March 31, 2020, with comparative figures for 2019

	2020	2019
Assets		
Cash	\$ 7,723,015	\$ 7,429,389
Accounts receivable	-	-
Due from Halifax Regional Municipality	-	109
Investments (note 2)	6,410	6,410
	\$ 7,729,425	\$ 7,435,908
Liabilities and Funds Equity		
Funds equity (schedule)	7,729,425	7,435,908
	\$ 7,729,425	\$ 7,435,908

The accompanying notes are an integral part of the financial statements.

Approved on behalf of the Halifax Regional Municipality

Mayor, Mike Savage

Acting Municipal Clerk, Sherryl Murphy

HALIFAX REGIONAL MUNICIPALITY

MISCELLANEOUS TRUST FUNDS

Statement of Income and Expenditures and Funds Equity

For the year ended March 31, 2020, with comparative figures for 2019

	2020	2019
Income		
Investment income	\$ 183,160	\$ 165,281
Capital contributions received during the year	9,692	8,818
Tax sales	510,496	279,095
	<hr/> 703,348	<hr/> 453,194
Expenditures		
Transfer to Halifax Regional Municipality	156,534	140,702
Net transactions with Trustors	253,297	286,044
	<hr/> 409,831	<hr/> 426,746
Excess of income over expenditures	293,517	26,448
Funds equity, beginning of the year	7,435,908	7,409,460
Funds equity, end of the year	<hr/> \$ 7,729,425	<hr/> \$ 7,435,908

The accompanying notes are an integral part of the financial statements.

HALIFAX REGIONAL MUNICIPALITY

MISCELLANEOUS TRUST FUNDS Statement of Cash Flow

For the year ended March 31, 2020, with comparative figures for 2019

	2020	2019
Excess of income over expenditures	\$ 293,517	\$ 26,448
Decrease in accounts receivable	-	15,371
Increase in due from Halifax Regional Municipality	109	(109)
Increase in cash	293,626	41,710
Cash, beginning of the year	7,429,389	7,387,679
Cash, end of the year	\$ 7,723,015	\$ 7,429,389

The accompanying notes are an integral part of the financial statements.

HALIFAX REGIONAL MUNICIPALITY

MISCELLANEOUS TRUST FUNDS

Notes to Financial Statements

Year End March 31, 2020

The Halifax Regional Municipality has a number of trust funds as identified in the Schedule of Funds Equity. The trust funds are in place to fund the operation, maintenance and facilities of the identified beneficiary. The trust funds have a variety of restrictions that specify the purpose for which the funds can be used.

1. Significant accounting policies:

(a) Basics of accounting:

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

(b) Revenue recognition:

Investment income earned in the miscellaneous trust funds is recognized in the fund in which the interest bearing investment is held.

Tax sales revenue is recognized when received, generally being the date the property is sold.

Capital contribution related to various services fees are recognized as revenue in the period received.

(c) Use of estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the year. Actual results could differ from those estimates.

2. Investments:

	2020		2019	
Shares, cost	\$	6,410	\$	6,410
Shares, market value	\$	286,514	\$	403,160

The market value shown for investments represents the estimated value of the shares as at March 31, 2020. Shares are valued at the year end quoted market prices.

HALIFAX REGIONAL MUNICIPALITY

MISCELLANEOUS TRUST FUNDS

Schedule of Funds Equity

Year ended March 31, 2020

	Balance March 31, 2019	Income	Transfer to Halifax Regional Municipality	Expenditures of Trustors	Capital Contributions	Balance March 31, 2020
J.L. Dillman Park Maintenance	\$ 170,381	\$ 3,839	-	\$ -	\$ -	\$ 174,220
Tax sales	3,043,762	578,528	(68,032)	(143,697)	-	3,410,561
J.D. Shatford Memorial	60,000	1,343	(1,343)	-	-	60,000
Sackville Landfill	802,168	18,107	-	(109,500)	-	710,775
Camphill Cemetery Trust	142,420	3,457	(3,457)	-	2,182	144,602
Camphill Cemetery Perpetual Care	566,179	12,628	(12,628)	-	-	566,179
Camphill Cemetery Fence	12,063	269	(269)	-	-	12,063
Fairview Cemetery Trust	2,369,806	69,433	(69,433)	-	7,010	2,376,816
Fairview Cemetery Maintenance	45,000	1,004	(1,004)	-	-	45,000
Titanic Trust	171,845	3,874	-	-	500	176,219
Commons Commutation	16,491	368	(368)	-	-	16,491
Harbour Championship	9,970	224	-	(100)	-	10,094
Other	25,823	582	-	-	-	26,405
	\$ 7,435,908	\$ 693,656	\$(156,534)	\$(253,297)	\$ 9,692	\$ 7,729,425

Attachment #4

Audit Findings Report - KPMG

Halifax Regional Municipality

Audit Findings Report
for the year ended March 31, 2020

KPMG LLP

Prepared July 31, 2020 and updated
August 11, 2020

kpmg.ca/audit



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KPMG contacts

The contacts at KPMG in connection with this report are:



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Lead Audit Engagement Partner

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cblair@kpmg.ca



Chelsea King, CPA

Audit Manager

Tel: 902.492.6064

chelseaking@kpmg.ca

Executive summary

Purpose of this report¹

The purpose of this Audit Findings Report is to assist you, as a member of the audit committee, in your review of the results of our audit of the consolidated financial statements as at and for the year ended March 31, 2020. This Audit Findings Report builds on the Audit Plan we presented to the audit committee.

Changes from the Audit Plan

There have been no significant changes regarding our audit from the Audit Planning Report previously presented to you.

COVID-19

COVID-19 has impacted the Municipality's operations and the Municipality's financial reporting. See pages 2-3.

Finalizing the Audit

As of July 31, 2020, we have completed the audit of the consolidated financial statements, with the exception of certain remaining procedures, which include:

- Completing our quality review procedures
- Completing our procedures over various non-significant accounts, and review of consolidation support
- Completing our review of the consolidated financial statements
- Completing our discussions with the audit committee
- Obtaining management's signed representation letter
- Obtaining evidence of the Council's approval of the financial statements

We will update the audit committee, and not solely the Chair, on significant matters, if any, arising from the completion of the audit, including the completion of the above

procedures. Our auditors' report will be dated upon the completion of any remaining procedures.

Independence

We have included a copy of our annual independence letter, which notes that we are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada.

Significant accounting policies and practices

There have been no initial selections of, or changes to, significant accounting policies and practices to bring to your attention.

Control deficiencies

We did not identify any control deficiencies that we determined to be significant deficiencies in internal control over financial reporting.

Uncorrected differences

At this time, we have not identified any differences that remain uncorrected. We will provide an update once our procedures are complete if any are identified.

¹ This Audit Findings Report should not be used for any other purpose or by anyone other than the audit committee. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this Audit Findings Report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

COVID-19: Embedding Resilience & Readiness

COVID-19 has impacted to the Municipality's operations and the Municipality's financial reporting.

Financial reporting implications considered	Implications on internal control over financial reporting considered
<p>Refer to our COVID-19 Financial Reporting site:</p> <ul style="list-style-type: none">• Events or conditions that impact liquidity<ul style="list-style-type: none">◦ Determining plans to mitigate such conditions or events (e.g., short term provincial debt program)• Impairment of tangible capital assets<ul style="list-style-type: none">◦ Analysis of triggering events• Employee benefits and employer obligations• Government assistance• Provisions, contingencies and onerous contracts• Subsequent events	<ul style="list-style-type: none">• Reconsideration of financial reporting risks, including fraud risks, given possible new pressures on management or new opportunities to commit fraud given changes in ICFR or to bias estimates• New or enhanced controls, including those that may need to occur at year-end, to respond to new financial reporting risks or elimination of on-site preventative controls• Consideration of changes in the individuals performing the control• Reconsideration of ICFR impacts related to broader IT access given remote work arrangements

Financial reporting implications related to disclosures considered	Other considerations
<p>Refer to our COVID-19 Financial Reporting site:</p> <ul style="list-style-type: none">• Significant management judgements in applying accounting policies• Major sources of estimation uncertainty that have significant risk• Liquidity risks	<ul style="list-style-type: none">• Cyber security risks (e.g., wire transfers schemes)

COVID-19: Embedding Resilience & Readiness (Continued)

Similarly, COVID-19 was a major consideration in the re-development of our audit plan for your 2020 financial statements

Potential audit implications

Planning and risk assessment revision

- Revisit planning including understanding the impact on the relevant metrics for determining materiality (including the benchmark) and the implication our initial assessment of risks of material misstatement, responding to such risks and evaluating uncorrected misstatements
- Considered potential financial reporting impacts, the changes in Municipality's control environment, and changes in the Municipality's system of internal control, and their impact on our:
 - identified and assessed risks of material misstatement
 - audit strategy, including the involvement of others (e.g., our internal specialists or use of internal audit's work or internal audit in a direct assistance capacity) and the nature, timing and extent of tests of controls and substantive procedures

Executing

- Remote auditing
 - Increased use of other collaboration tools (Facetime, Skype, Teams etc.)
 - Increased use of electronic evidence (and understanding the Entity's processes to provide such evidence to us) similar to prior year where physical "copies" provided.

Audit risks and results

As discussed with you in the Audit Plan, we have not identified any significant financial reporting risks. The presumed risk of fraud from revenue recognition has been rebutted, as key decisions such as tax rates and service fees are based on guidance in the Nova Scotia Municipal Government Act. There are no incentives or bias to report higher or lower revenue.

Professional requirements

Fraud risk from management override of controls.

Why is it significant?

This is a presumed fraud risk. We have not identified any specific additional risks of management override relating to this audit.

Our response and significant findings

- A listing of all journal entries was obtained using KPMG's KAAP tool. This listing was reconciled for completeness and key journal entry attributes used in our identification of high risk journal entries were tested for accuracy. High risk criteria based on journal entry attributes were used to identify the potential existence of an override of controls and these entries were selected for further investigation. Support for the journal entries was obtained to assist in the evaluation of this fraud risk.
- No issues have been identified with respect to the risk of management's override of controls.

Audit risks and results

Significant findings from the audit regarding other areas of focus are as follows:

Other area of focus	Why are we focusing here?
Taxation Revenues	Most significant source of revenue to fund annual operations and capital expenditures.
Capital Assets	Capital assets represent approximately 75% of HRM's total assets and HRM is engaged in significant capital projects annually.
User fees and charges	Significant source of revenue for the HRM, representing more than 10% of total annual revenue.

Our response and significant findings

Taxations revenues:

- We confirmed property tax valuations with Property Valuation Services Corporation and reconciled to the records of the HRM's records. We completed a substantive analytical procedure predicting the property tax revenue based on the confirmed values and approved property tax rates.

Capital Assets:

- For a sample of capital asset transactions, we obtained evidence of the existence and accuracy of the amounts recorded. We reviewed repair and maintenance expenses to identify any capital assets that may have been expensed in error, confirming completeness.

User fees and charges:

- We completed substantive analytical procedures over user fees and charges.

Results:

- No audit misstatements were identified in the areas listed above.

Audit risks and results

Other area of focus	Why are we focusing here?
Payroll expenditures	Payroll is a significant expense across all functions, representing approximately 40% of total annual expenses.
Routine expenses	Procurement is a significant function of the HRM supporting all functions.
Treasury	Cash and borrowings are significant to the financial position of the HRM.
Investment in Halifax Regional Water Commission	Significant component measured using the modified equity accounting model

Our response and significant findings

Payroll expenditures:

- We tested the design, implementation and operating effectiveness of controls over payroll processes, including hiring, terminations, periodic wage increase and periodic payroll processing. We obtained information outlining the levels of employment and completed testing to ensure the accuracy of information. We completed substantive analytical procedures to predict payroll and related benefit expenditures.

Routine expenses:

- We considered information obtained from KPMG's KAAP routines over procurement and expenses. We completed substantive analytical procedures related to routine expenditures.

Treasury:

- We confirmed cash and long-term debt balances and agreed the amounts to the records of the HRM.

Investment in Halifax Regional Water Commission:

- We corresponded with the component auditor of the Halifax Regional Water Commission, providing direction in their audit of transactions that give rise to a change in investment in Halifax Regional Water Commission. We have completed a review of the audit procedures performed by the component auditor.

Results:

- No audit misstatements were identified in the areas listed above to date.

Technology in the audit

As previously communicated in our Audit Planning Report, we have utilized technology to enhance the quality and effectiveness of the audit.



Areas of the audit where Technology and D&A routines were used

Tool	Our results and insights
KPMG Automated Audit Procedures (KAAP)	Used KAAP to extract transactional level data from SAP for use in our understanding of the processing of information related to purchases, SAP access rights related to procurement and journal entry analysis.
Journal Entry Analysis	Used journal entry analysis to identify journal entries with high risk criteria as determined in the assessment of management override.
Data & Analytics (D&A) Routines	Used D&A routine to analyze property valuation and summarized information used in substantive analytical procedures.

Financial statement presentation and disclosure

The presentation and disclosure of the financial statements are, in all material respects, in accordance with the Entity's relevant financial reporting framework. Misstatements, including omissions, if any, related to disclosure or presentation items are in the management representation letter.

We also highlight the following:

Form, arrangement, and content of the financial statements	Adequate.
Application of accounting pronouncements issued but not yet effective	No concerns at this time regarding future implementation. Standard related to Asset Retirement Obligations and Financial Instruments are effective for the year beginning April 1, 2022.

Uncorrected differences and Corrected Adjustments

Differences and adjustments include disclosure differences and adjustments.

Professional standards require that we request of management and the audit committee that all identified differences be corrected. We have already made this request of management.

Uncorrected differences

At this time, we have not identified any differences that remain uncorrected.

Corrected adjustments

At this time, we have not identified any adjustments that were communicated to management and subsequently corrected in the financial statements.

We will provide an update once our procedures are complete if any uncorrected differences or corrected adjustments are identified.

Appendices

Content

Appendix 1: Required communications

Appendix 2: Audit Quality and Risk Management

Appendix 3: Draft Auditors' Report

Appendix 4: Draft Management Representation Letter

Appendix 5: Independence Letter



Appendix 1: Other Required Communications

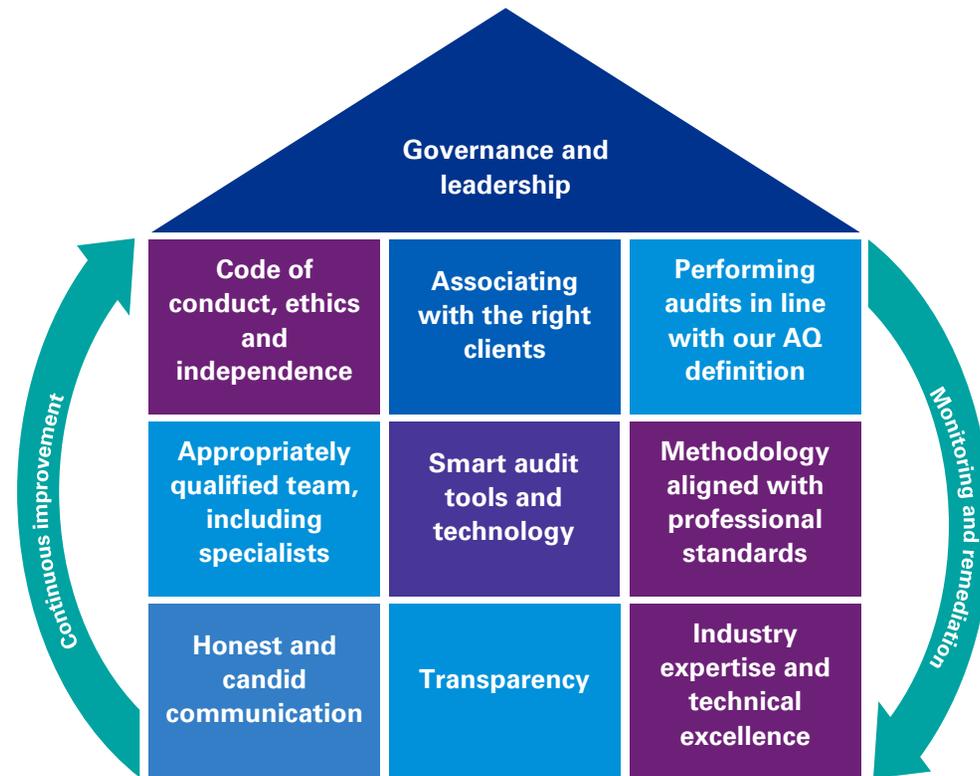
In accordance with professional standards, there are a number of communications that are required during the course of and upon completion of our audit. These include:

Auditor's report	Management representation letter
The conclusion of our audit is set out in our draft auditors' report as attached.	In accordance with professional standards, a copy of the management representation letter are provided to the audit committee. The management representation letter is attached.
Annual independence letter	
In accordance with professional standards, we have attached our annual independence letter.	

Appendix 2: Audit Quality and Risk Management

KPMG maintains a system of quality control designed to reflect our drive and determination to deliver independent, unbiased advice and opinions, and also meet the requirements of Canadian professional standards.

Quality control is fundamental to our business and is the responsibility of every partner and employee. The following diagram summarizes the key elements of our quality control system.



Audit Quality Framework

What do we mean by audit quality?

Audit Quality (AQ) is at the core of everything we do at KPMG.

We believe that it is not just about reaching the right opinion, but how we reach that opinion.

We define 'audit quality' as being the outcome when audits are:

- Executed consistently, in line with the requirements and intent of applicable professional standards within a strong system of quality controls and
- All of our related activities are undertaken in an environment of the utmost level of **objectivity, independence, ethics, and integrity**.

Our AQ Framework summarises how we deliver AQ. Visit our [Audit Quality Resources page](#) for more information including access to our [Audit Quality and Transparency report](#).

Appendix 3: Draft Auditors' Report



KPMG LLP
Purdy's Wharf Tower One
1959 Upper Water Street, Suite 1500
Halifax Nova Scotia B3J 3N2
Canada
Telephone (902) 492-6000
Fax (902) 429-1307

INDEPENDENT AUDITORS' REPORT

To the Mayor and Councillors of the Halifax Regional Municipality

Opinion

We have audited the consolidated financial statements of Halifax Regional Municipality (the Entity), which comprise:

- the consolidated statement of financial position as at March 31, 2020
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of change in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies and other explanatory information.

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Entity as at March 31, 2020, and its consolidated results of operations, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Entity 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.

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

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

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an 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 the financial statements.

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

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.



The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity'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 Entity'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 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 Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group Entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

Chartered Professional Accountants

Halifax, NS

August *, 2020

Appendix 4: Draft Management Representation Letter

KPMG LLP
Purdy's Wharf Tower One
1959 Upper Water Street, Suite 1500
Halifax, NS B3J 3N2 Canada

August *, 2020

Ladies and Gentlemen:

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the consolidated financial statements (hereinafter referred to as "financial statements") of Halifax Regional Municipality ("the Entity") as at and for the period ended March 31, 2020.

General:

We confirm that the representations we make in this letter are in accordance with the definitions as set out in [Attachment I](#) to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Responsibilities:

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated February 6, 2018, including for:
 - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
 - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements ("relevant information"), such as financial records, documentation and other matters, including:
 - the names of all related parties and information regarding all relationships and transactions with related parties;
 - the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of shareholders, board of directors and committees of the board of directors that may affect the financial statements. All significant actions are included in such summaries.
 - c) providing you with unrestricted access to such relevant information.
 - d) providing you with complete responses to all enquiries made by you during the engagement.
 - e) providing you with additional information that you may request from us for the purpose of the engagement.

- f) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.
- g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
- h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.
- i) ensuring that internal auditors providing direct assistance to you, if any, were instructed to follow your instructions and that we, and others within the entity, did not intervene in the work the internal auditors performed for you.

Internal control over financial reporting:

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

Fraud & non-compliance with laws and regulations:

- 3) We have disclosed to you:
 - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 - b) all information in relation to fraud or suspected fraud that we are aware of that involves:
 - management;
 - employees who have significant roles in internal control over financial reporting; or
 - otherswhere such fraud or suspected fraud could have a material effect on the financial statements.
 - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, or others.
 - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial statements.
 - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

Subsequent events:

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

Related parties:

- 5) We have disclosed to you the identity of the Entity's related parties.
- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 7) All related party relationships and transactions/balances have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

Estimates:

- 8) Measurement methods and significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

Going concern:

- 9) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.

Non-SEC registrants or non-reporting issuers:

- 10) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002).
- 11) We also confirm that the financial statements of the Entity will not be included in the group financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

Assets & liabilities – general:

- 12) The Entity has satisfactory title to all assets.
- 13) There are no liens or encumbrances on the Entity's assets.
- 14) We have no plans or intentions that may affect the carrying amount or classification of assets and liabilities.

Contractual agreements:

- 1) The Entity has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of non-compliance including violations or default of the covenants in the Entity's debt agreements.

Environmental matters:

- 1) The Entity has appropriately recognized, measured and disclosed environmental matters in the financial statements, including estimated closure costs related to landfills.

Employee future benefits:

- 1) The employee future benefit costs, assets and obligations, if any, have been determined, accounted for and disclosed in accordance with the financial reporting framework.
- 2) The employee future benefit costs, assets and obligations have been determined, accounted for and disclosed in accordance with PSAS 3250 and 3255. In particular:
 - a) each actuarial assumption used reflects management's best estimate solely with respect to that individual assumption, determined on a basis that the plan will continue to be in effect in the absence of evidence to the contrary;
 - b) the set of actuarial assumptions for each plan are individually consistent;
 - c) the discount rate used to determine the accrued benefit obligation for each plan was determined by reference to market interest rates at the measurement date on high-quality debt instruments with cash flows that match the timing and amount of expected benefit payments; or inherent in the amount at which the accrued benefit obligation could be settled.

Experts/Specialists:

- 1) The information provided by us to Eckler and Robertson Eadie & Associates and used in the work and findings of the experts are complete and accurate. We agree with the findings of the experts in evaluating the employee future benefits disclosure and have adequately considered the qualifications of the experts in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to the experts with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matter that have had an impact on the independence and objectivity of the experts.

Contingent liabilities:

- 1) The Entity is subject to a number of legal matters including lawsuits and complaints that could result in a future settlement. We have provided you with a complete listing of all identified matters with an estimated or potential settlement of greater than \$100,000 if the Entity is considered at fault or decides to settle the matter. All material matters, individually and in aggregate, have been considered under the accounting framework and where significant have been measured and/or disclosed in the financial statements.

Yours very truly,

Jacques Dubé, Chief Administrative Officer

Jane Fraser, Director of Finance, Asset Management and ICT, CFO

cc: Audit and Finance Standing Committee

Attachment I – Definitions

Materiality

Certain representations in this letter are described as being limited to matters that are material. Misstatements, including omissions, are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements. Judgments about materiality are made in light of surrounding circumstances, and are affected by the size or nature of a misstatement, or a combination of both.

Fraud & error

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

Related parties

In accordance with Canadian Public Sector Accounting Standards (PSAS) related party is defined as:

- when one party has the ability to exercise, directly or indirectly, control, joint control or significant influence over the other. Two or more parties are related when they are subject to common control, joint control or common significant influence. Related parties also include management and immediate family members.

In accordance with Canadian Public Sector Accounting Standards (PSAS) a related party transaction is defined as:

- a transfer of economic resources or obligations between related parties, or the provision of services by one party to a related party, regardless of whether any consideration is exchanged. The parties to the transaction are related prior to the transaction. When the relationship arises as a result of the transaction, the transaction is not one between related parties.

Appendix 5: Independence Letter

Audit Committee
Halifax Regional Municipality
PO Box 1749
1505 Barrington Street
Halifax, NS B3J 3A5

August 11, 2020

Ladies and Gentlemen

Professional standards specify that we communicate to you in writing all relationships between the Entity and our firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, we consider relevant rules and related interpretations prescribed by the relevant professional bodies and any applicable legislation or regulation, covering such matters as:

- a) provision of services in addition to the audit engagement
- b) other relationships such as:
 - holding a financial interest, either directly or indirectly, in a client
 - holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client
 - personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client
 - economic dependence on a client

PROVISION OF SERVICES

We have been engaged and delivered for the following services from April 1, 2019 to the date of this letter:

- Audit of Halifax Regional Municipality (including Halifax Regional Municipality Miscellaneous Trust Funds, BMO Centre and RBC Centre)
- Audit of associated entities:
 - o Centennial Arena Commission
 - o Halifax Forum Community Association
 - o Dartmouth Sportsplex Community Association
 - o Canada Games Centre Society
 - o St. Margaret's Community Centre Association
 - o Halifax Regional Library
 - o Halifax Regional Municipality Pension Plan
 - o Halifax Regional Municipality Master Trust
- Advisory services:
 - o Winter Works Service Standard Review
 - o HR Process Review
 - o Corporate Communication Service Review
 - o Assistance with ICT departments implementation of ServiceNow

Professional standards require that we communicate the actions that have been taken to eliminate identified threats to independence or safeguards applied to reduce threats to independence to an acceptable level. We have not provided any prohibited services. We have taken the following actions or applied the following safeguards regarding threats to independence created by the services listed above:

- We instituted policies and procedures to prohibit us from making management decisions or assuming responsibility for such decisions.
- We obtained management's acknowledgement of responsibility for the results of the work performed by us regarding non-audit services and we have not made any management decisions or assumed responsibility for such decisions.

OTHER RELATIONSHIPS

We are not aware of any other relationships between our firm and the Entity that, in our professional judgement, may reasonably be thought to bear on our independence.

CONFIRMATION OF INDEPENDENCE

We confirm that, as of the date of this letter, we are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada.

OTHER MATTERS

This letter is confidential and intended solely for use by those charged with governance in carrying out and discharging their responsibilities and should not be used for any other purposes.

KPMG shall have no responsibility for loss or damages or claims, if any, to or by any third party as this letter has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

Yours very truly,

A handwritten signature in black ink that reads "KPMG LLP". The letters are written in a cursive, slightly slanted style. Below the signature is a single, long, horizontal stroke that tapers at both ends, serving as a decorative underline.

Chartered Professional Accountants

Halifax, NS



kpmg.ca/audit



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Attachment #5

**Report of Expenditures in the Councillors'
District Capital Funds to March 31, 2020**

Summary Councillors' District Capital Funds

April 1, 2019 to March 31, 2020

	Budget	Actual Expenditures	Commitments	Total Actual Expenditures & Commitments	Available
DISTRICT 1 - Steve Streach	187,862.53	51,758.58	5,200.44	56,959.02	130,903.51
DISTRICT 2 - David Hendsbee	94,280.00	84,196.32	10,083.68	94,280.00	-
DISTRICT 3 - Bill Karsten	106,137.98	87,965.58	17,993.87	105,959.45	178.53
DISTRICT 4 - Lorelei Nicoll	281,117.16	31,609.96	244,736.83	276,346.79	4,770.37
DISTRICT 5 - Sam Austin	124,616.31	90,005.07	34,611.24	124,616.31	-
DISTRICT 6 - Tony Mancini	310,007.00	46,263.50	242,058.00	288,321.50	21,685.50
DISTRICT 7 - Waye Mason	233,350.69	159,330.69	74,020.00	233,350.69	-
DISTRICT 8 - Lindell Smith	259,132.51	74,956.92	160,486.09	235,443.01	23,689.50
DISTRICT 9 - Shawn Cleary	160,236.35	61,775.91	55,714.92	117,490.83	42,745.52
DISTRICT 10 - Russell Walker	219,436.45	60,157.59	119,608.24	179,765.83	39,670.62
DISTRICT 11 - Steve Adams	135,275.68	95,888.06	21,372.56	117,260.62	18,015.06
DISTRICT 12 - Richard Zurawski	383,855.59	166,593.67	214,761.92	381,355.59	2,500.00
DISTRICT 13 - Matt Whitman	94,863.74	84,194.42	10,000.00	94,194.42	669.32
DISTRICT 14 - Lisa Blackburn	131,007.60	124,961.24	5,807.59	130,768.83	238.77
DISTRICT 15 - Paul Russell	99,705.81	56,071.00	7,505.81	63,576.81	36,129.00
DISTRICT 16 - Tim Outhit	138,775.84	112,495.41	8,689.38	121,184.79	17,591.05
Total	2,959,661.24	1,388,223.92	1,232,650.57	2,620,874.49	338,786.75

Attachment #6

**Report of Expenditures in the Councillors'
District Activity Funds to March 31, 2020**

SUMMARY COUNCILLORS' DISTRICT ACTIVITY FUNDS**April 1, 2019 to March 31, 2020**

Orders	Actual Expenditures	Commitments	Total Actual Expenditures & Commitments	Budget	Available
DISTRICT 1 - Steve Streach	4,500.00	-	4,500.00	4,500.00	-
DISTRICT 2 - David Hendsbee	4,500.00	-	4,500.00	4,500.00	-
DISTRICT 3 - Bill Karsten	4,500.00	-	4,500.00	4,500.00	-
DISTRICT 4 - Lorelei Nicoll	4,500.00	-	4,500.00	4,500.00	-
DISTRICT 5 - Sam Austin	4,499.98	-	4,499.98	4,500.00	0.02
DISTRICT 6 - Tony Mancini	4,500.00	-	4,500.00	4,500.00	-
DISTRICT 7 - Waye Mason	4,500.00	-	4,500.00	4,500.00	-
DISTRICT 8 - Lindell Smith	4,500.00	-	4,500.00	4,500.00	-
DISTRICT 9 - Shawn Cleary	4,500.00	-	4,500.00	4,500.00	-
DISTRICT 10 - Russell Walker	4,400.00	-	4,400.00	4,500.00	100.00
DISTRICT 11 - Steve Adams	4,497.94	-	4,497.94	4,500.00	2.06
DISTRICT 12 - Richard Zurawski	4,287.50	-	4,287.50	4,500.00	212.50
DISTRICT 13 - Matt Whitman	4,160.00	-	4,160.00	4,500.00	340.00
DISTRICT 14 - Lisa Blackburn	4,500.00	-	4,500.00	4,500.00	-
DISTRICT 15 - Paul Russell	4,500.00	-	4,500.00	4,500.00	-
DISTRICT 16 - Tim Outhit	4,300.00	-	4,300.00	4,500.00	200.00
Total	71,145.42	-	71,145.42	72,000.00	854.58

Attachment #7

**Report of Changes in the Recreation Area Rate Accounts
to March 31, 2020**

Halifax Regional Municipality
Continuity Schedule of Recreation Area Rated Accounts
For Year Ended March 31, 2020

Area Rated Recreation Account	Opening Deficit (Surplus) April 1, 2019	Revenue April 1, 2019 to March 31, 2020	Expenditures April 1, 2019 to March 31, 2020	Current Year's Deficit (Surplus) March 31, 2020	Accumulated Deficit (Surplus) March 31, 2020
Frame Subdivision Homeowners Association	(1,944)	(3,735)	1,231	(2,504)	(4,448)
Sackville Heights Elementary School	(88,720)	(274,383)	238,936	(35,447)	(124,167)
Glen Arbour Homeowners Association	(1,523)	(21,255)	20,704	(551)	(2,074)
White Hills Residents Association	(82,211)	(27,550)	43,810	16,260	(65,951)
Lost Creek Community Association	(3,137)	-	1,703	1,703	(1,434)
Waterstone Neighbourhood Association	(40,161)	-	-	-	(40,161)
Ketch Harbour Residents Association	(1,549)	(10,467)	12,133	1,666	117
Mineville Community Association	(20,745)	(11,200)	14,960	3,760	(16,985)
Three Brooks Homeowners Association	2,572	(10,200)	-	(10,200)	(7,628)
Haliburton Highbury Homeowners Association	(113,888)	(52,800)	25,761	(27,039)	(140,927)
Highland Park Ratepayers Association	(47,452)	(9,825)	(4,699)	(14,524)	(61,976)
Kingswood Ratepayers Association	(204,604)	(67,600)	9,405	(58,195)	(262,799)
Prospect Road & Area Recreation Association	(101,937)	(93,484)	87,676	(5,808)	(107,745)
Westwood Hills Residents Association	(127,783)	(35,300)	42,901	7,601	(120,182)
Musquodoboit Harbour	(10,959)	(11,060)	-	(11,060)	(22,019)
Hammonds Plains Common Rate	(393,932)	-	116,826	116,826	(277,106)
Grand Lake/Oakfield Community Centre	(18,288)	(24,954)	22,158	(2,796)	(21,084)
Maplewood Subdivision	(151,021)	(3,680)	980	(2,700)	(153,721)
Silversides Residents Association	(28,966)	(16,300)	15,920	(380)	(29,346)
Fox Hollow at St Margaret's Bay Village Homeowners Association	(6,681)	(6,180)	6,082	(98)	(6,779)
Lakeview, Windsor Junction, Fall River Ratepayers Association	(7,282)	(208,798)	184,576	(24,222)	(31,504)
Totals	(1,450,212)	(888,771)	841,063	(47,708)	(1,497,920)

Attachment #8

**Hospitality Expenses Summary
January 1, 2020 to March 31, 2020**

Hospitality Expenses January - March 2020

Date	Courtesy Visit or Reception	Item(s)	Total	YTD Total
16-Jan-20	West Jet Vice President	HRM Book	19	
24-Jan-20	African Heritage Month	Catering	625	
28-Jan-20	ANSIO Strategy focus group	Catering	222	
29-Jan-20	ANSIO Strategy focus group	Catering	218	
30-Jan-20	Francophonie Month Opening Event	Catering	760	
31-Jan-20	Calla Quist Visit	Three HRM Books	56	
31-Jan-20	Harbourview Elementary School	Small in the City book	21	
3-Feb-20	ANSIO Strategy focus group	Catering	237	
4-Feb-20	ANSIO Strategy focus group	Catering	222	
13-Feb-20	ANSIO Strategy focus group	Catering	313	
14-Feb-20	Accessibility Strategy Consultation	Catering	225	
24-Feb-20	Nunavut School	HRM Book	19	
16-Mar-20	International Women's Day event	Catering	1,093	
	Total		4,029	65,405

Hospitality expenses are:

Expenses incurred while hosting individuals from outside the municipal government for reasons of diplomacy, protocol, business development or promotional advocacy.

Examples include: gifts, receptions, ceremonies, conferences, performances or other group events.

Attachment #9

**Mayor, Councillors and CAO's Expense Summary
January 1, 2020 to March 31, 2020**

Expenses for Reportable Individuals Jan - Mar 2020

Name	Local Travel	Out of Town Travel	Development/ Training	Meals & Other Miscellaneous Expenses	Total	YTD Total
Mayor Mike Savage	197	1,252	-	222	1,671	16,532
Councillor Steve Streach	3,106	-	521	-	3,628	13,842
Councillor David Hendsbee	1,891	-	-	-	1,891	8,736
Councillor Bill Karsten	1,865	-	521	-	2,387	5,975
Councillor Lorelei Nicoll	561	-	-	-	561	7,937
Councillor Sam Austin	-	375	521	-	895.99	4,189
Councillor Tony Mancini	1,985	-	-	-	1,985	7,987
Councillor Wayne Mason	-	375	-	-	375	1,114
Councillor Lindell Smith	-	1,246	-	-	1,246	3,974
Councillor Shawn Cleary	10	355	-	-	365	365
Councillor Russell Walker	-	1,406	521	-	1,927	8,011
Councillor Steve Adams	2,107	-	-	-	2,107	10,385
Councillor Richard Zurawski	1,166	-	521	-	1,687	8,197
Councillor Matt Witman	974	424	521	-	1,920	7,433
Deputy Mayor Lisa Blackburn	1,450	-	-	-	1,450	9,057
Councillor Steve Craig	-	-	-	-	-	432
Councillor Paul Russell	1,119	355	-	-	1,474	2,215
Councillor Tim Outhit	-	-	-	-	-	3,342
Jacques Dubé, CAO	15	4,615	574	225	5,429	19,950
Total	16,446	10,402	3,702	447	30,998	139,673