

Consolidated financial statements

Town of Port Hawkesbury

March 31, 2019

Contents

	<u>Page</u>
Management's responsibility for financial reporting	1
Independent auditor's report	2 - 3
Consolidated statement of financial position	4
Consolidated statement of operations	5
Consolidated statement of changes in net financial assets (debt)	6
Consolidated statement of cash flows	7
Notes to the consolidated financial statements	8 - 20
Schedule of consolidated debt charges and term debt	21
Schedule of consolidated tangible capital assets	22
<hr/>	
Supplementary information	
Town of Port Hawkesbury Water Utility	
Non-consolidated operating fund balance sheet	23
Non-consolidated statement of operations	24
Non-consolidated statement of operating fund surplus	25
Non-consolidated capital fund balance sheet	26
Non-consolidated statement of reserve for depreciation	27
Non-consolidated statement of investment in capital assets	27
Non-consolidated statement of depreciation fund cash	27
Non-consolidated schedule of utility plant and equipment	28

Management's responsibility for financial reporting

The accompanying consolidated financial statements of the **Town of Port Hawkesbury** are the responsibility of management and have been approved by the Mayor and Council.

The consolidated financial statements have been prepared by management in accordance with Canadian public sector accounting standards. Consolidated financial statements are not precise since they include certain amounts based on estimates and judgments. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances, in order to ensure that the consolidated financial statements are presented fairly, in all material respects.

The Town maintains systems of internal accounting and administrative controls of high quality, consistent with reasonable cost. Such systems are designed to provide reasonable assurance that the financial information is relevant, reliable, and accurate, and the Town's assets are appropriately accounted for and adequately safeguarded.

The Town Council is responsible for ensuring that management fulfills its responsibilities for financial reporting and is ultimately responsible for reviewing and approving the consolidated financial statements.

The Council meets periodically with management, as well as the external auditors, to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, to satisfy themselves that each party is properly discharging their responsibilities, and to review the annual report, the consolidated financial statements and the external auditor's report.

The consolidated financial statements have been audited by Grant Thornton LLP in accordance with Canadian generally accepted auditing standards on behalf of the Council. Grant Thornton LLP has full and free access to the Council.

Chief Administrative Officer

Director of Finance

Independent Auditor's Report

Grant Thornton LLP
Suite 104
609 Church Street
Port Hawkesbury, NS
B9A 2X4
T +1 902 625 5383
F +1 902 625 5242

To the Mayor and Members of Council of the
Town of Port Hawkesbury

Opinion

We have audited the accompanying consolidated financial statements of the Town of Port Hawkesbury ("the Entity") on pages 4 - 22, which comprise the consolidated statement of financial position as at March 31, 2019, and the consolidated statements of operations, changes in net financial assets (debt) and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Town of Port Hawkesbury as at March 31, 2019, and the consolidated results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for opinion

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

Other matters – supplementary information

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The supplementary information included on Pages 23 to 28 is presented for purposes of additional information and is not a required part of the consolidated financial statements. Such supplementary information has been subjected to the auditing procedures applied, only to the extent necessary to express an opinion in the audit of consolidated financial statements taken as a whole.

Responsibilities of management and those charged with governance for the consolidated financial statements

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

In preparing the consolidated financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to a 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 to do so.

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

Independent Auditor's Report (continued)

Auditor's responsibilities for the audit of the consolidated financial statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated 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 consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the 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 auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We 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.

The logo for Grant Thornton LLP, featuring the company name in a stylized, cursive script.

Port Hawkesbury, Canada
September 17, 2019

Chartered Professional Accountants
Licensed Public Accountants

Town of Port Hawkesbury

Consolidated statement of financial position

March 31

2019

2018

Financial assets

Cash and cash equivalents (Note 2)	\$ 5,927,933	\$ 6,054,377
Receivables (Note 3)	<u>1,810,083</u>	<u>1,624,334</u>
	7,738,016	7,678,711
Accrued pension benefit asset (Note 10)	<u>27,300</u>	<u>26,900</u>
	<u>7,765,316</u>	<u>7,705,611</u>

Liabilities

Payables and accruals	1,249,992	1,159,392
Deferred revenue (Note 15)	2,216,898	2,011,164
Other liabilities (Note 5)	88,158	102,937
Long term debt (Note 6) (Page 21)	<u>3,263,365</u>	<u>3,794,230</u>
	<u>6,818,413</u>	<u>7,067,723</u>

Net financial assets

	<u>946,903</u>	<u>637,888</u>
--	----------------	----------------

Non-financial assets

Tangible capital assets (Page 22)	33,841,203	30,546,697
Inventory and prepaid expenses	96,135	146,157
Other	<u>10,383</u>	<u>13,440</u>
	<u>33,947,721</u>	<u>30,706,294</u>

Accumulated surplus (Page 5)

	<u>\$ 34,894,624</u>	<u>\$ 31,344,182</u>
--	----------------------	----------------------

Approved on behalf of the Town of Port Hawkesbury

_____ Mayor

_____ CAO

See accompanying notes to the consolidated financial statements.

Town of Port Hawkesbury

Consolidated statement of operations

March 31 2019 2018

	<u>Budget</u> (Note 13)	<u>Actual</u>	<u>Actual</u>
Revenue			
Taxation (Note 14)	\$ 4,210,445	\$ 4,249,674	\$ 4,199,037
Grants in lieu of taxes	754,059	753,427	771,924
Sale of goods and services	660,216	829,781	909,282
Other revenue from own sources	280,851	350,334	304,838
Government transfers	497,230	612,690	570,630
Capital grants	5,915,858	2,611,462	1,859,906
Other revenue	195,000	342,415	283,527
Water rates	1,110,279	1,092,270	1,123,898
Contributed capital	-	-	1,205,000
Landrie Lake Water Utility capital	-	1,040,023	-
Gain on disposal of tangible capital assets	-	9,210	-
	<u>13,623,938</u>	<u>11,891,286</u>	<u>11,228,042</u>
Expenditures			
General government services	1,268,801	1,337,004	1,217,560
Protective services	1,219,253	1,195,864	1,193,734
Transportation services	1,257,883	1,262,795	1,338,566
Health and development services	1,119,893	1,029,492	982,039
Recreation and cultural services	2,372,386	2,385,688	2,329,500
Water treatment and distribution	1,294,501	1,108,983	1,066,449
Interest and bank charges	28,983	16,387	22,974
Loss on disposal of tangible capital assets	-	-	26,069
Other	4,631	4,631	5,009
	<u>8,566,331</u>	<u>8,340,844</u>	<u>8,181,900</u>
Annual surplus	<u>\$ 5,057,607</u>	<u>\$ 3,550,442</u>	<u>\$ 3,046,142</u>
<hr/>			
Accumulated surplus, beginning of year		\$ 31,344,182	\$ 28,298,040
Annual surplus		<u>3,550,442</u>	<u>3,046,142</u>
Accumulated surplus, end of year		<u>\$ 34,894,624</u>	<u>\$ 31,344,182</u>

See accompanying notes to the consolidated financial statements.

Town of Port Hawkesbury

Consolidated statement of changes in net financial assets (debt)

Year ended March 31	Budget	2019	2018
Annual surplus	\$ 5,057,607	\$ 3,550,442	\$ 3,046,142
Acquisition of tangible capital assets	(7,859,175)	(4,854,298)	(3,691,227)
Amortization of tangible capital assets	1,657,462	1,559,792	1,547,319
Proceeds on sale of tangible capital assets	-	9,210	11,043
Loss (gain) on disposal of tangible capital assets	-	(9,210)	26,069
	<u>(1,144,106)</u>	<u>255,936</u>	<u>939,346</u>
Change in prepaids, inventory and other	-	<u>53,079</u>	<u>(23,967)</u>
Change in net financial assets	<u>\$ (1,144,106)</u>	309,015	915,379
Net financial assets (debt), beginning of year		<u>637,888</u>	<u>(277,491)</u>
Net financial assets, end of year		<u>\$ 946,903</u>	<u>\$ 637,888</u>

See accompanying notes to the consolidated financial statements.

Town of Port Hawkesbury

Consolidated statement of cash flows

Year ended March 31

2019

2018

Increase in cash and cash equivalents

Operating activities		
Annual surplus	\$ 3,550,442	\$ 3,046,142
Amortization of tangible capital assets	1,559,792	1,547,319
(Gain) loss on disposal of tangible capital assets	<u>(9,210)</u>	<u>26,069</u>
	5,101,024	4,619,530
Changes in non-cash working capital		
Receivables	(185,749)	(566,970)
Prepays, inventory and other	53,079	(23,967)
Payables and accruals	90,600	269,649
Retirement benefit obligations	(400)	(13,500)
Deferred revenue	205,734	359,689
Other liabilities	<u>(14,779)</u>	<u>29,767</u>
	<u>5,249,509</u>	<u>4,674,198</u>
Investing activities		
Purchase of tangible capital assets	(4,854,298)	(3,691,227)
Proceeds from disposal of tangible capital assets	<u>9,210</u>	<u>11,043</u>
	<u>(4,845,088)</u>	<u>(3,680,184)</u>
Financing activities		
Repayment/refinancing of long term debt	(793,365)	(530,865)
Issuance of long term debt	<u>262,500</u>	<u>-</u>
	<u>(530,865)</u>	<u>(530,865)</u>
Net (decrease) increase in cash and cash equivalents	(126,444)	463,149
Cash and cash equivalents		
Beginning of year	<u>6,054,377</u>	<u>5,591,228</u>
End of year	<u>\$ 5,927,933</u>	<u>\$ 6,054,377</u>

See accompanying notes to the consolidated financial statements

Town of Port Hawkesbury

Notes to the consolidated financial statements

March 31, 2019

1. Summary of significant accounting policies

The consolidated financial statements of the Town of Port Hawkesbury are the representations of management prepared in accordance with generally accepted accounting principles for local governments, as recommended by the Public Sector Accounting Board (PSAB) of the Institute of Chartered Professional Accountants (CPA) Canada.

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

Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenues, expenditures, changes in net financial assets and changes in cash flows of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their affairs and resources to the Town and which are owned or controlled by the Town. The Town has proportionately consolidated in its 50% share in its government partnership held in Landrie Lake Water Utility.

Interdepartmental and organizational transactions and balances are eliminated.

Basis of accounting

The basis of accounting followed in the consolidated financial statements presentation includes revenues in the period in which the transaction or events occurred that gave rise to the revenues and expenses in the period in which the goods and services are acquired and a liability or transfers are due.

Fund accounting

Funds with the consolidated financial statements consist of the operating, capital, reserve and funds for general operations, the Town of Port Hawkesbury Water Utility and a 50% proportionate consolidation of the funds of the government partnership held in the Landrie Lake Water Utility.

Budget

The budget figures contained in these financial statements were approved by Council on June 5, 2018 in its original fiscal plan. They also include budgets prepared and approved by controlled entities and are adjusted for amortization in accordance with Public Sector requirements. Note 13 outlines the original fiscal plan and the adjustments made to come to the budget figures shown in these consolidated financial statements.

Revenue recognition

Taxes are recognized as assets and revenue when they meet the definition of an asset, are authorized and a taxable event occurs, which for property taxes is the period for which the tax is levied.

At each financial statement date, management evaluates the extent to which its tax receivables are ultimately collectible and valuation allowances are used to reflect tax receivables at their net recoverable amount.

Town of Port Hawkesbury

Notes to the consolidated financial statements

March 31, 2019

1. Summary of significant accounting policies (continued)

Revenue recognition (continued)

At each financial statement date, management evaluates the likelihood of having to repay taxes collected under tax measures that have been deemed authorized using the concept of legislative convention and recognizes a liability when required. Related refunds are accounted for in the period in which the change in estimate occurs.

All non-government contributions or grant revenues that are externally restricted such that they must be used for a specified purpose are recognized as revenue in the period in which the resources are used for the purpose or purposes specified. Any externally restricted inflow received before the criterion has been met is reported as a liability until the resources are used for the purpose or purposes specified.

Unrestricted revenue is recognized when received or receivable if the amount to be received can be reasonably estimated and ultimate collection is reasonably assured.

Government transfers

Government transfers received are recognized in the consolidated financial statements as revenue when the transfers are authorized and all eligibility criteria have been met except when there is a stipulation that gives rise to an obligation that meets the definition of a liability. In that case, the transfer is recorded as a liability and recognized as revenue as the stipulations are met.

Government transfers to individuals and other entities are recognized as an expense when the transfers are authorized and all eligibility criteria have been met.

Expenses

- (a) Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation.
- (b) Government transfers made to a recipient by the Municipality are recorded as an expense when they are authorized and the recipient meets all eligibility criteria.

Cash and cash equivalents

Cash and cash equivalents include cash on hand, balances with banks and short term deposits with original maturities of three months or less. Bank borrowings are considered to be financing activities. See Note 2.

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 normal course of operations. The change in non-financial assets during the year, together with the annual surplus, provides the consolidated change in net financial assets (debt) for the year.

Town of Port Hawkesbury

Notes to the consolidated financial statements

March 31, 2019

1. Summary of significant accounting policies (continued)

Tax sale

Annually, the Municipality hosts a tax sale for properties whose owners are not up to date on their tax payments. The amounts from the proceeds of sale in excess of tax owing must be held for a period of 20 years. After the 20 year period of holding these funds in trust has expired, the cash will be transferred to the capital reserve. In 2019 and 2018, there were no transfers made from the tax sale amounts to the capital reserve.

Tangible capital assets

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

	<u>Years</u>
Engineered buildings	15 - 40
Engineered structures	25 - 50
Automotive equipment	6
Machinery and equipment	10 - 15
Streets and lighting	25
Sewer lines	50
Computer software	10
Utility plant	5-75

A full year of amortization is charged in the year after acquisition. Assets under construction are not amortized until the year after the asset is available for productive use.

Certain assets such as surplus schools are disclosed at a nominal value as the determination of a fair market value for these types of assets is not appropriate.

Government transfers of tangible capital assets are recognized as an asset when the recipient government controls the resource as the results of past events, expects to receive future economic benefits from the asset and the asset is reliably measured. During the year the Town received a government transfer of a tangible capital asset for a nominal monetary amount. This asset is recorded at its fair market value and a capital contribution of this amount.

When conditions indicate that a tangible capital asset no longer contributes to the Town's ability to provide goods and services, or that the value of future economic benefits associated with the tangible capital asset is less than its net book value, the cost of the tangible capital asset is reduced to reflect the decline in the asset's value. The net write-downs of tangible capital assets are accounted for as expenses in the statement of operations and such write-downs are not reversed.

Town of Port Hawkesbury

Notes to the consolidated financial statements

March 31, 2019

1. Summary of significant accounting policies (continued)

Use of estimates

The preparation of the consolidated financial statements in conformity with Canadian Public Sector Accounting Standards requires management to make estimates that effect the amounts recorded in the consolidated financial statements. Management reviews the carrying amounts of items in the consolidated financial statements at each fiscal year end date to assess the need for revisions. Items in preparation of these consolidated financial statements require management's best estimate based on assumptions that reflect the most probable set of economic conditions and planned courses of action.

These estimates are reviewed periodically and adjustments are made to annual surplus as appropriate in the year they become known.

Significant items subject to management estimates include:

<u>Financial statement element</u>	<u>Management estimate</u>
Receivables	Allowance for doubtful accounts
Defined benefit pension plan	Accrued benefit asset
Tangible capital assets	Useful lives

Liability for contaminated sites

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability would be recorded net of any expected recoveries. A liability for remediation of contaminated sites would be recognized when all the following criteria are met:

- i. an environmental standard exists;
- ii. contamination exceeds the environmental standard;
- iii. the Town of Port Hawkesbury:
 - is directly responsible; or
 - accepts responsibility; and
- iv. a reasonable estimate of the amount can be made.

As at March 31, 2019, there are no known contaminated sites identified.

Sick leave

The Town provides sick leave benefits to its employees. Employees do not accumulate sick leave nor does it vest. However, a few specific employees have sick leave benefits that both accumulate and vest. A liability has been calculated and recorded by the Town.

Deferred revenue

Gas tax and other deferred grant revenue will be recognized in the period in which any stipulations and eligibility criteria been met.

Town of Port Hawkesbury

Notes to the consolidated financial statements

March 31, 2019

2. Cash and cash equivalents	<u>2019</u>	<u>2018</u>
General operations (unrestricted)	\$ 1,212,439	\$ 1,484,261
Capital (restricted)	1,078,597	1,241,967
Reserves (restricted)	<u>3,636,897</u>	<u>3,328,149</u>
	<u>\$ 5,927,933</u>	<u>\$ 6,054,377</u>

3. Receivables	<u>2019</u>	<u>2018</u>
Taxpayers and rate payers net of allowance of \$63,287 (2018: \$46,427)	\$ 588,113	\$ 507,976
Other governments	1,047,607	998,989
Other net of allowance of \$99,538 (2018: \$84,538)	<u>174,363</u>	<u>117,369</u>
	<u>\$ 1,810,083</u>	<u>\$ 1,624,334</u>

Taxpayers and rate payers receivables are reserved as required based on management's estimate of their collectability.

4. Bank indebtedness

Bank indebtedness consists of Scotiabank demand bank loans at the bank's prime rate which were fully available as of March 31, 2019.

5. Other liabilities	<u>2019</u>	<u>2018</u>
Prepaid taxes and rates	\$ 77,206	\$ 91,837
Consumer deposits	<u>10,952</u>	<u>11,100</u>
	<u>\$ 88,158</u>	<u>\$ 102,937</u>

Town of Port Hawkesbury

Notes to the consolidated financial statements

March 31, 2019

6. Long term debt

Principal repayments required during the next five (5) years on long term debt are approximately as follows:

	<u>General Capital</u>	<u>Water Capital</u>	<u>Total</u>
2020	\$ 825,865	\$ 80,000	\$ 905,865
2021	\$ 575,000	\$ 80,000	\$ 655,000
2022	\$ 1,117,500	\$ 80,000	\$1,197,500
2023	\$ 52,500	\$ 80,000	\$ 132,500
2024	\$ 52,500	\$ 80,000	\$ 132,500

All term debt outstanding at year end has been properly authorized by Service Nova Scotia and Municipal Relations.

7. Schools

On January 1, 1982, the Town of Port Hawkesbury joined with the Municipality of Inverness County to form the Inverness District School Board (now known as the Strait Regional Centre for Education). Under the agreement, all school buildings on hand at December 31, 1981, will remain assets of the Town but will be under operational control of the Centre for Education until such time as the Centre for Education no longer requires the assets for school purposes. At that time, control will revert to the Town. As of March 31, 2019, the Town of Port Hawkesbury has not received notice of intent to revert these assets to the Town.

8. Contributions to Boards and Commissions

Boards and Commissions in which the Town has less than a 100% interest:

The Town is required to finance the operations of various boards and commissions, along with the other local municipal units to the extent of its participation based on assessment, population or prescribed formulae.

In addition to any budgeted contributions, the municipal units share in the deficits or surpluses of these boards based on their sharing percentages. A municipal unit's share of any deficit must be paid in the next fiscal year while a surplus may be taken into the next year's estimates. Alternatively, the Town may provide for its share of the surplus or deficit in the current year.

Town of Port Hawkesbury

Notes to the consolidated financial statements

March 31, 2019

8. Contributions to Boards and Commissions (continued)

Details of contributions to these boards and commissions are as follows:

	<u>2019</u>	<u>2018</u>
Cape Breton Island Housing Authority	\$ 50,000	\$ 45,428
Eastern District Planning Commission	\$ 68,599	\$ 69,140
Eastern Strait Regional Enterprise Network	\$ 25,925	\$ 22,455

The Town has no further financial obligations in connection with the operating results of the above-mentioned entities for the year ended March 31, 2019.

9. Remuneration

Total remuneration and expenses paid to elected and senior appointed officials of the Town are as follows:

<u>Official</u>	<u>Position</u>	<u>Remuneration</u>	<u>Expenses</u>
Brenda Chisholm-Beaton	Mayor	\$ 28,130	\$ 12,083
Trevor Boudreau	Councillor	\$ 14,721	\$ 2,910
Hughie MacDougall	Deputy Mayor/Councillor	\$ 15,732	\$ 3,965
Mark MacIver	Councillor/Deputy Mayor	\$ 15,443	\$ 900
Blaine MacQuarrie	Councillor	\$ 3,680	\$ -
Jeremy White	Councillor	\$ 6,870	\$ -
Terry Doyle	CAO	\$ 119,060	\$ 8,366

10. Pension

Defined benefit pension plan

The Town of Port Hawkesbury sponsors a contributory defined benefit pension plan for a retired Municipal Clerk. The plan provides pension benefits for services which is determined using a final average salary formula in which the benefit is calculated as a specified percentage of the member's average salary over the last five years of membership in the plans.

An actuarial extrapolation for accounting purposes has been obtained for the year ended March 31, 2019 based on an actuarial valuation performed as at January 1, 2018. The next actuarial valuation for funding purposes will be prepared as at January 1, 2021. The March 31, 2019, actuarial valuation indicated that the pension plan had an accrued pension asset of \$27,300 (2018 - \$26,900).

Town of Port Hawkesbury

Notes to the consolidated financial statements

March 31, 2019

10. Pension (continued)

The actuarial valuation was based on a number of assumptions about future events, such as inflation rates, interest rates, wage and salary increases and employee turnover and mortality. The assumptions used reflect the Town's best estimates.

The following summarizes the major assumptions in the valuation:

- The expected inflation rate is 1.75 percent;
- The discount rate used to determine the accrued benefit obligation is 4.00 percent; and
- The expected rate of return is 4.75 percent.
- The expected average remaining life expectancy is 20 years.

Combined employer and employee contributions during the year were nil and nil, respectively.

Pension fund assets are valued at market values. A result of the 2019 valuation is as follows:

	<u>2019</u>	<u>2018</u>
Market value of the pension plan asset	\$ 1,223,600	\$ 1,220,800
Accrued benefit obligation	<u>(1,297,900)</u>	<u>1,222,400</u>
Pension plan deficit	(74,300)	(1,600)
Unamortized actuarial gains	101,600	28,500
Valuation allowance	<u>-</u>	<u>-</u>
Accrued benefit asset	<u>\$ 27,300</u>	<u>\$ 26,900</u>

Pension expense was \$7,100.

Defined contribution pension plan

During the year, the Town has also matched employee contributions to a defined contribution pension plan for full-time employees to a maximum percentage of each participating employee's gross pay depending on years of service. The graduated rates for employee and employer contributions are as follows:

Public works	9%
Management and salaried employees	9%

This plan, to which contributions totalled \$111,652 in fiscal 2019 (2018 - \$113,980), is accounted for as a defined contribution plan, where the Town contributes a percentage of eligible wages as outlined above. These costs are included with wages and benefits expenditures on the statement of operations.

Town of Port Hawkesbury

Notes to the consolidated financial statements

March 31, 2019

11. Segmented information

The Town of Port Hawkesbury is a diversified municipal unit that provides a wide range of services to its residents. For management reporting purposes, the Town's operations and activities are organized and reported by fund. This presentation is in accordance with the Provincial Financial Reporting and Accounting Manual, and was created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations. Municipal services are provided by departments and their activity is reported in these funds. The services provided by these departments are as follows:

General government services

This department is responsible for the overall financial and local government administration. Its tasks include tax administration, trade payables and receivables, budgets, financial statements and adherence to the *Municipal Government Act*.

Protective services

The Town is primarily responsible for fire protection and police protection for its residents. The Town engages the services of various not for profit, volunteer fire departments in order to fulfil its fire protection role. The Town engages the RCMP for policing services.

Transportation services

The Town is responsible for the maintenance and construction of roads and sidewalks including snow removal. They are also responsible for the street lighting within the Town.

Health and development services

This department is responsible for the maintenance and operations of waste management and sewer services provided to residents and other customers. This segment also includes Town contributions to regional development authorities, housing authorities and planning commissions who are mandated to promote health and development within respective communities.

Recreation and cultural services

The recreation department is responsible for promoting and offering opportunities and activities to the Town's residents including programs, grants for facility development and programs. The department also provides funding for special municipal recreation initiatives and projects along with assistance for community based projects. The Town provides a municipal contribution towards the operations of the Eastern Counties Regional Library Board.

Water treatment distribution

This segment manages water treatment and distribution facilities and services with the Town and includes activities such as source of supply, power and pumping, water treatment, transmission and distribution.

Town of Port Hawkesbury

Notes to the consolidated financial statements

March 31, 2019

12. Segmented information – financial data

	General government	Protective	Transportation	Health and development	Water treatment and distribution	Interest and bank charges	Recreation and cultural	2019	2018
Revenues									
Taxes	\$ 787,957	\$ 704,776	\$ 744,222	\$ 606,726	\$ -	\$ -	\$ 1,405,993	\$ 4,249,674	\$ 4,199,037
Grants in lieu of taxes	139,698	124,950	131,943	107,567	-	-	249,269	753,427	771,924
Sale of goods and services	7,719	-	163,338	-	-	-	658,724	829,781	909,282
Other revenue from own sources	200,260	-	-	-	22,613	101,215	26,246	350,334	304,838
Government transfers	367,680	-	45,000	12,931	-	-	187,079	612,690	570,630
Capital grants	591,261	-	1,262,659	-	741,562	-	15,980	2,611,462	1,859,906
Other revenue	-	-	-	273,092	-	69,323	-	342,415	283,527
Gain on disposal of tangible capital assets	9,210	-	-	-	-	-	-	9,210	-
Landrie Lake/contributed capital	1,040,023	-	-	-	-	-	-	1,040,023	1,205,000
Water rates	-	-	-	-	1,092,270	-	-	1,092,270	1,123,898
	<u>3,143,808</u>	<u>829,726</u>	<u>2,347,162</u>	<u>1,000,316</u>	<u>1,856,445</u>	<u>170,538</u>	<u>2,543,291</u>	<u>11,891,286</u>	<u>11,228,042</u>
Expenditures									
Salaries and benefits	529,779	-	296,190	130,508	313,974	-	848,339	2,118,790	1,973,393
Goods and services	183,128	82,332	413,062	196,016	397,543	-	512,497	1,784,578	1,600,923
External transfers	71,079	-	-	50,000	-	-	-	121,079	118,242
Contracted services	97,667	1,020,025	76,412	221,669	3,397	-	115,827	1,534,997	1,541,996
Amortization	69,413	1,715	380,740	281,740	250,329	-	575,853	1,559,790	1,547,319
Interest	1,625	-	3,599	40,342	28,983	-	102,640	177,189	201,554
Loss on disposal of tangible capital assets and other	384,313	91,792	92,792	109,217	114,757	21,018	230,532	1,044,421	1,198,473
	<u>1,337,004</u>	<u>1,195,864</u>	<u>1,262,795</u>	<u>1,029,492</u>	<u>1,108,983</u>	<u>21,018</u>	<u>2,385,688</u>	<u>8,340,844</u>	<u>8,181,900</u>
Annual surplus	<u>\$ 1,806,804</u>	<u>\$ (366,138)</u>	<u>\$ 1,084,367</u>	<u>\$ (29,176)</u>	<u>\$ 747,462</u>	<u>\$ 149,520</u>	<u>\$ 157,603</u>	<u>\$ 3,550,442</u>	<u>\$ 3,046,142</u>

Town of Port Hawkesbury

Notes to the consolidated financial statements

March 31, 2019

13. Budget figures

Public Sector Accounting Standards require a comparison of the results for the period with those originally planned on the same basis as that used for actual results. The fiscal plan in the statement of operations and statement of net debt has been adjusted to be on a consistent basis as actual results. The adjustments below include reclassification of revenues and expenditures amongst categories, capital grant amortization, removal of transfers, principal repayments of long term debt and capital out of revenue. Below is a reconciliation of the figures from the approved fiscal plan to the fiscal plan per the consolidated statement of operations:

	Approved Fiscal Plan	Adjustments	Per Consolidated Statement of Operations
Revenue			
Taxes	\$ 4,324,010	\$ (113,565)	\$ 4,210,445
Grants in lieu of taxes	754,059	-	754,059
Sale of services	723,700	(63,484)	660,216
Other revenue from own sources	280,851	-	280,851
Government transfers	497,230	-	497,230
Capital grants	-	5,915,858	5,915,858
Services provided to other local governments	195,000	-	195,000
Water rates	<u>1,434,282</u>	<u>(324,003)</u>	<u>1,110,279</u>
	<u>8,209,132</u>	<u>5,414,806</u>	<u>13,623,938</u>
Expense			
General government services	1,199,388	69,413	1,268,801
Protective services	1,541,541	(322,288)	1,219,253
Transportation services	877,143	380,740	1,257,883
Health and development services	838,153	281,740	1,119,893
Recreation and cultural services	1,796,532	575,854	2,372,386
Water treatment and distribution	1,471,550	(177,049)	1,294,501
Interest and bank charges	28,983	-	28,983
Other	-	4,631	4,631
Transfers from own reserves, funds and agencies, capital out of revenue and principal repayments	<u>455,842</u>	<u>(455,842)</u>	<u>-</u>
	<u>8,209,132</u>	<u>357,199</u>	<u>8,566,331</u>
Annual surplus	<u>\$ -</u>	<u>\$ 5,057,607</u>	<u>\$ 5,057,607</u>

Town of Port Hawkesbury

Notes to the consolidated financial statements

March 31, 2019

14 Taxation	<u>Budget</u>	<u>2019</u>	<u>2018</u>
Taxes			
Assessable property			
Residential	\$ 2,563,788	\$ 2,564,023	\$ 2,552,988
Commercial			
Based on taxable assessment	2,125,595	2,121,348	2,121,427
Resource			
Based on taxable assessment	<u>29,243</u>	<u>29,243</u>	<u>28,705</u>
	<u>4,718,626</u>	<u>4,714,614</u>	<u>4,703,120</u>
Business property			
Nova Scotia Power - HST offset grant	21,000	22,230	21,334
Based in revenue – Nova Scotia Power	9,071	9,071	9,268
Based on revenue – Aliant Inc.	<u>27,000</u>	<u>27,137</u>	<u>24,588</u>
	<u>57,071</u>	<u>58,438</u>	<u>55,190</u>
Other			
Deed transfer tax	65,000	106,874	67,797
Less:			
Education	<u>(630,252)</u>	<u>(630,252)</u>	<u>(627,070)</u>
	<u>\$ 4,210,445</u>	<u>\$ 4,249,674</u>	<u>\$ 4,199,037</u>

15. Deferred revenue

The Province of Nova Scotia signed an agreement with the Federal government which would enable the Province to transfer gas tax rebates to municipalities for special capital improvements. The program was to initially run for five years, but has been extended past this five year time frame. In fiscal 2019, \$383,612 (2018 - \$65,082) has been recognized as revenues by the Town.

Other deferred revenues represent funds received from varying sources for projects and capital purposes yet to be completed. In fiscal 2019, \$129,603 (2018: \$15,640) has been recognized as revenues by the Town.

	<u>Gas tax</u>	<u>Other</u>	<u>Total</u>
Balance, beginning of year	\$ 1,318,958	\$ 692,206	\$ 2,011,164
Contributions	274,332	444,617	718,949
Amounts recognized as revenue	<u>(383,612)</u>	<u>(129,603)</u>	<u>(513,215)</u>
Balance, end of year	<u>\$ 1,209,678</u>	<u>\$ 1,007,220</u>	<u>\$ 2,216,898</u>

Town of Port Hawkesbury

Notes to the consolidated financial statements

March 31, 2019

16. Government partnership

Government partnership entered into by the Town during the current year of operations is recorded using the proportionate consolidation method. Government partnerships include:

Partnership with the Municipality of the County of Richmond to maintain and operate the Landrie Lake Water Utility at 50% ownership for each municipal unit. The partnership was created March 6, 2019 through an inter-municipal agreement between the two parties to make application to establish the Landrie Lake Water Utility. The NSUARB approved the establishment of the Landrie Lake Water Utility on March 31, 2019, the Province of Nova Scotia sold and transferred to the newly established utility the full beneficial interest of its water utility assets, consisting of tangible capital assets along with the responsibility of providing water services to the water utility consumers. The assets were purchased for \$1 and were recognized at their carrying amounts.

Government partnerships accounted for using the proportionate consolidation method have the following impact on the consolidated statement of financial position and operations as at March 31,

	<u>2019</u>
Total Assets	\$ 1,240,023
Total Liabilities	<u>200,000</u>
Net Assets	<u>\$ 1,040,023</u>
Total Revenues	\$ 1,040,023
Total Expenses	<u>-</u>
Annual Surplus	<u>\$ 1,040,023</u>

17. Subsequent event

Subsequent to the year, the Town has entered into a new financing agreement in relation to the Pitt/Napean waste water project in the amount of \$660,000 to be repaid over a fifteen year term.

Town of Port Hawkesbury

Schedule of consolidated debt charges and term debt

Year ended March 31, 2019

	Year of Maturity	Loan Continuity			Balance March 31, 2019	Interest
		Balance March 31, <u>2018</u>	<u>Acquired</u>	<u>Redeemed</u>		
General capital						
Serial debentures						
Backhoe – Work	2019	\$ 26,230	\$ -	\$ 13,115	\$ 13,115	\$ 947
Street construction	2019	45,500	-	22,750	22,750	1,923
Civic Centre	2019	525,000	-	75,000	450,000	27,911
Waste water plant - refinanced	2018	315,000	-	315,000	-	16,931
Waste water plant	2023	-	262,500	-	262,500	-
Civic Centre	2020	460,000	-	57,500	402,500	20,979
Civic Centre	2021	1,125,000	-	125,000	1,000,000	53,750
Waste water plant	2021	472,500	-	52,500	420,000	21,604
Salt truck	2019	40,000	-	20,000	20,000	1,691
Pumping station	2019	20,000	-	10,000	10,000	845
Waterfront	2019	45,000	-	22,500	22,500	1,625
		<u>3,074,230</u>	<u>262,500</u>	<u>713,365</u>	<u>2,623,365</u>	<u>148,206</u>
Water capital						
Serial debentures						
Municipal finance	2026	<u>720,000</u>	<u>-</u>	<u>80,000</u>	<u>640,000</u>	<u>28,983</u>
Total Municipal debt		<u>\$ 3,794,230</u>	<u>\$ 262,500</u>	<u>\$ 793,365</u>	<u>\$ 3,263,365</u>	<u>\$ 177,189</u>

Note 1: Interest rates are ordered consistently with order of term loans and debentures above:

1 – 4.667% to 4.889%
 2 – 4.124% to 4.329%
 3 – 5.265% to 5.325%
 4 – 5.375% to 5.375%
 5 – 0.000% to 3.048%
 6 – 4.760% to 4.880%

7 – 4.960% to 5.080%
 8 – 4.510% to 4.590%
 9 – 4.124% to 4.329%
 10 – 4.124% to 4.329%
 11 – 4.667% to 4.889%
 12 – 3.635% to 4.597%

Town of Port Hawkesbury

Schedule of consolidated tangible capital assets

March 31, 2019

	Land	Engineered buildings	Engineered structures	Automotive equipment	Machinery and equipment	Streets and lighting	Sewer lines	Computer software	Utility plant	2019 Total	2018 Total
Cost											
Balance, beginning of year	\$ 1,906,144	\$26,259,088	\$2,393,375	\$ 733,810	\$3,295,565	\$6,215,014	\$5,632,599	\$ 107,953	\$9,997,488	\$56,541,036	\$52,987,902
Add											
Net additions during the year	-	77,192	87,705	-	109,788	531,596	1,838,124	-	2,209,893	4,854,298	3,691,227
Less											
Disposals during the year	-	-	-	-	-	-	-	-	-	-	(138,093)
Balance, end of year	<u>1,906,144</u>	<u>26,336,280</u>	<u>2,481,080</u>	<u>733,810</u>	<u>3,405,353</u>	<u>6,746,610</u>	<u>7,470,723</u>	<u>107,953</u>	<u>12,207,381</u>	<u>61,395,334</u>	<u>56,541,036</u>
Accumulated amortization											
Balance, beginning of year	-	8,936,317	1,737,945	662,544	2,546,341	4,074,935	3,583,570	53,975	4,398,712	25,994,339	24,548,001
Add											
Amortization during the year	-	654,036	93,326	19,214	209,844	209,594	112,654	10,795	250,329	1,559,792	1,547,319
Less											
Accumulated amortization on disposals	-	-	-	-	-	-	-	-	-	-	(100,981)
Balance, end of year	-	<u>9,590,353</u>	<u>1,831,271</u>	<u>681,758</u>	<u>2,756,185</u>	<u>4,284,529</u>	<u>3,696,224</u>	<u>64,770</u>	<u>4,649,041</u>	<u>27,554,131</u>	<u>25,994,339</u>
NET BOOK VALUE	<u>\$ 1,906,144</u>	<u>\$16,745,927</u>	<u>\$ 649,809</u>	<u>\$ 52,052</u>	<u>\$ 649,168</u>	<u>\$2,462,081</u>	<u>\$3,774,499</u>	<u>\$ 43,183</u>	<u>\$7,558,340</u>	<u>\$33,841,203</u>	<u>\$30,546,697</u>

Supplementary Information

Town of Port Hawkesbury

Water utility

Non-consolidated operating fund balance sheet

March 31 2019 2018

Assets

Accounts receivable		
Rates (less allowance for doubtful accounts \$12,412; 2018 - \$14,712)	\$ 234,096	\$ 208,390
Due from general section – operating fund	115,236	7,122
Inventories, at cost		
Chemicals	39,097	31,606
Other	16,828	42,858
Water meters and equipment	<u>4,219</u>	<u>3,389</u>
	<u>\$ 409,476</u>	<u>\$ 293,365</u>

Liabilities and operating equity

Accounts payable and accrued liabilities		
Prepaid rates	\$ 13,777	\$ 12,278
Consumer deposits	<u>10,952</u>	<u>11,100</u>
	<u>24,729</u>	<u>23,378</u>
Operating fund surplus (Page 25)	<u>384,747</u>	<u>269,987</u>
	<u>\$ 409,476</u>	<u>\$ 293,365</u>

Town of Port Hawkesbury

Water utility

Non-consolidated statement of operations

Year ended March 31	2019	2018	
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Operating revenues			
Flat rate sales	\$ 80,000	\$ 81,650	\$ 82,277
Metered sales	1,021,079	997,139	1,029,501
Other utility revenues	9,200	13,481	12,120
Public fire protection	<u>324,003</u>	<u>324,003</u>	<u>324,003</u>
	<u>1,434,282</u>	<u>1,416,273</u>	<u>1,447,901</u>
Operating expenses			
Source of supply	140,000	126,192	129,737
Pumping	26,625	6,028	17,501
Water treatment	421,200	379,852	358,163
Transmission and distribution	267,560	276,622	244,004
Administration and general	154,600	133,444	129,331
Depreciation	348,000	250,329	249,952
Taxes	<u>113,565</u>	<u>113,565</u>	<u>113,565</u>
	<u>1,471,550</u>	<u>1,286,032</u>	<u>1,242,253</u>
Operating (loss) income	<u>(37,268)</u>	<u>130,241</u>	<u>205,648</u>
Non-operating expenditure			
Debt charges			
Debenture interest	28,983	28,983	31,789
Principal instalments			
Debenture principal	80,000	80,000	80,000
Capital out of revenue	<u>-</u>	<u>-</u>	<u>7,535</u>
	<u>108,983</u>	<u>108,983</u>	<u>119,324</u>
Non-operating revenue			
Amortization of deferred government contributions	<u>146,251</u>	<u>93,502</u>	<u>93,501</u>
Excess of revenue over expenditures	<u>\$ -</u>	<u>\$ 114,760</u>	<u>\$ 179,825</u>

Town of Port Hawkesbury
Water utility
Non-consolidated statement of operating fund surplus

<u>Year ended March 31</u>	<u>2019</u>	<u>2018</u>
Operating fund surplus, beginning of year	\$ 269,987	\$ 90,162
Excess of revenue over expenditures	<u>114,760</u>	<u>179,825</u>
Operating fund surplus, end of year	<u>\$ 384,747</u>	<u>\$ 269,987</u>

Town of Port Hawkesbury

Water utility

Non-consolidated capital fund balance sheet

March 31 2019 2018

Assets

Cash		
Depreciation fund	\$ 1,048,228	\$ 1,210,042
Due from Province of Nova Scotia	128,776	69,115
Unamortized discount on debentures	4,265	4,875
Utility plant in service (Page 28)	<u>11,167,361</u>	<u>9,997,490</u>
	<u>\$ 12,348,630</u>	<u>\$ 11,281,522</u>

Liabilities

Long term debt	\$ 640,000	\$ 720,000
Due to general section - operating fund	<u>215,831</u>	<u>69,115</u>
	<u>855,831</u>	<u>789,115</u>

Reserve

Reserve for depreciation	4,649,042	4,398,713
Deferred government contributions	<u>2,743,104</u>	<u>2,095,044</u>
	<u>7,392,146</u>	<u>6,493,757</u>

Equity

Investment in capital assets	<u>4,100,653</u>	<u>3,998,650</u>
	<u>\$ 12,348,630</u>	<u>\$ 11,281,522</u>

Town of Port Hawkesbury

Water utility

Non-consolidated statement of reserve for depreciation

Year ended March 31	2019	2018
Balance, beginning of year	\$ 4,398,713	\$ 4,148,761
Depreciation for the year	<u>250,329</u>	<u>249,952</u>
Balance, end of year	<u>\$ 4,649,042</u>	<u>\$ 4,398,713</u>

Water utility

Non-consolidated statement of investment in capital assets

Year ended March 31	2019	2018
Balance, beginning of year	\$ 3,998,650	\$ 3,895,178
Capital out of revenue	-	7,535
Interest earned depreciation fund	22,613	16,547
Term debt retired	80,000	80,000
Discount amortized	<u>(610)</u>	<u>(610)</u>
Balance, end of year	<u>\$ 4,100,653</u>	<u>\$ 3,998,650</u>

Water utility

Non-consolidated statement of depreciation fund cash

Year ended March 31	2019	2018
Cash, beginning of year	\$ 1,210,042	\$ 1,296,650
Deferred assistance transferred	(93,502)	(93,501)
Capital additions	(341,254)	(259,606)
Depreciation	250,329	249,952
Interest earned on depreciation funds	<u>22,613</u>	<u>16,547</u>
Cash, end of year	<u>\$ 1,048,228</u>	<u>\$ 1,210,042</u>

Town of Port Hawkesbury
Water utility
Non-consolidated schedule of utility plant and equipment

Year ended March 31	2019	2018
Intangible asset		
Working capital	<u>\$ 3,500</u>	<u>\$ 3,500</u>
Tangible plant		
Land and land rights		
Land for chemical building	13,058	13,058
Reservoir	17,841	17,841
Structures and improvements		
Heating	23,806	23,806
Source of supply	19,639	19,639
Purification structures	1,231,708	1,161,973
Distribution reservoirs and standpipes	1,138,086	1,138,086
Electric pumping equipment	353,547	332,947
Purification equipment	3,509,525	3,509,525
Transmission and distribution mains	4,373,744	3,294,208
Services	103,270	103,270
Meters	262,427	262,427
Hydrants	33,655	33,655
Tools and equipment	<u>83,555</u>	<u>83,555</u>
	<u>11,163,861</u>	<u>9,993,990</u>
	<u>\$ 11,167,361</u>	<u>\$ 9,997,490</u>
