

# Consolidated financial statements Town of Port Hawkesbury

March 31, 2024

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#### 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 Doane Grant Thornton LLP in accordance with Canadian generally accepted auditing standards on behalf of the Council. Doane Grant Thornton LLP has full and free access to the Council.

Chief Administrative Officer

Director of Finance



### Independent Auditor's Report

To the Mayor and Members of Council of the Town of Port Hawkesbury Doane Grant Thornton LLP Suite 204 220 Main Street Antigonish, NS B2G 2C2

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#### Opinion

We have audited the accompanying consolidated financial statements of the Town of Port Hawkesbury ("the Entity") on pages 4 - 25, which comprise the consolidated statement of financial position as at March 31, 2024, and the consolidated statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Town of Port Hawkesbury as at March 31, 2024, 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 26 to 31 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.

#### 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.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities
  within the Entity and the organizations it controls to express an opinion on the consolidated financial statements. We
  are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for
  our audit opinion.

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.

Antigonish, Canada

October 11, 2024

Chartered Professional Accountants

Dogre Grant Thomaton St.P

# **Town of Port Hawkesbury Consolidated statement of financial position**

March 31	2024	2023
Financial assets		
Cash and cash equivalents (Note 2)	\$ 12,134,085	\$ 11,015,422
Receivables (Note 3)	3,240,891	2,179,789
	15,374,976	13,195,211
Liabilities		
Payables and accruals	1,659,487	1,657,037
Sick leave liability (Note 19)	141,400	133,500
Retirement benefit obligation (Note 11)	159,400	65,100
Deferred revenue (Note 16)	3,682,310	2,581,475
Other liabilities (Note 5)	201,701	190,909
Asset retirement obligation (Note 7)	316,415	299,919
Long term debt (Note 6) (Page 24)	<b>2,166,500</b>	2,698,000
	<u>8,327,213</u>	7,625,940
Net financial assets	7,047,763	5,569,271
Non-financial assets		
Tangible capital assets (Page 25)	33,586,280	34,007,006
Inventory and prepaid expenses	87,315	53,761
Other	14,625	17,546
	33,688,220	<u>34,078,313</u>
Accumulated surplus (Page 5)	\$ 40,735,983	\$ 39,647,584

Approved on behalf of the Town of Port Hawkesbury

See accompanying notes to the consolidated financial statements.

# Town of Port Hawkesbury Consolidated statement of operations

March 31		2024	2023
	<u>Budget</u> (Note 14)	<u>Actual</u>	<u>Actual</u>
Revenue	, .		
Taxation (Note 15)	\$ 4,830,898	\$ 4,894,799	\$ 4,699,559
Grants in lieu of taxes	849,581	848,698	773,190
Sale of goods and services	690,524	942,657	834,277
Other revenue from own sources	305,244	558,627	418,477
Government transfers	573,230	624,755	671,063
Capital grants	5,483,040	1,081,635	1,367,772
Other revenue	562,000	1,107,327	783,766
Water rates	1,220,613	1,190,818	1,242,423
Gain on disposal of tangible capital assets		149,550	15,801
	14,515,130	<u>11,398,866</u>	10,806,328
Expenditures			
General government services	1,466,398	1,595,868	1,501,468
Protective services	1,598,500	1,581,558	1,534,864
Transportation services	1,652,683	1,962,423	1,636,843
Health and development services	1,137,420	1,139,557	983,144
Recreation and cultural services	2,497,413	2,549,373	2,556,058
Water treatment and distribution	1,455,471	1,464,374	1,290,641
Interest and bank charges	18,000	14,392	17,986
Other	2,265	2,922	3,236
	9,828,150	10,310,467	9,524,240
		10,310,407	<u> </u>
Annual surplus	\$ 4,686,980	\$ 1,088,399	\$ 1,282,088
Accumulated surplus, beginning of year		\$ 39,647,584	\$ 38,365,496
		. ,	
Annual surplus		1,088,399	1,282,088
Accumulated surplus, end of year		\$ 40,735,983	\$ 39,647,584

See accompanying notes to the consolidated financial statements.

### Town of Port Hawkesbury Consolidated statement of changes in net financial assets

Year ended March 31		Budget		2024	2023
Annual surplus	\$	4,686,980	\$	1,088,399	\$ 1,282,088
Acquisition of tangible capital assets Amortization of tangible capital assets Adjustment on adoption of asset		(8,794,200) 1,852,427		(1,426,931) 1,847,657	(2,123,420) 1,719,410
retirement obligation Proceeds on sale of assets Gain on disposal of tangible		-		149,550	(284,283) 15,801
capital assets	_	<u>-</u> (6,941,773)	_	(149,550) 1,509,125	(15,801) 593,795
Change in prepaids, inventory and other		<del></del>	_	(30,633)	70,052
Change in net financial assets	\$	(2,254,793)	\$	1,478,492	\$ 663,847
Net financial assets, beginning of year				5,569,271	4,905,424
Net financial assets, end of year			<u>\$</u>	7,047,763	\$ 5,569,271

See accompanying notes to the consolidated financial statements.

# Town of Port Hawkesbury Consolidated statement of cash flows

Year ended March 31	2024	2023
Increase in cash and cash equivalents		
Operating activities		
Annual surplus	\$ 1,088,399	\$ 1,282,088
Amortization of tangible capital assets	1,847,657	1,719,410
Gain on disposal of tangible capital assets	(149,550)	(15,801)
Accretion expense	<u>16,496</u>	<u> 15,636</u>
	2,803,002	3,001,333
Changes in non-cash working capital		
Receivables	(1,061,102)	(1,184,459)
Prepaids, inventory and other	(30,633)	70,052
Payables and accruals	2,450	736,900
Sick leave liability	7,900	6,900
Retirement benefit obligations	94,300	81,900
Deferred revenue	1,100,835	378,322
Other liabilities	10,792	<u>51,931</u>
	2,927,544	3,142,879
Investing activities		
Purchase of tangible capital assets	(1,426,931)	(2,123,420)
Proceeds from disposal of tangible capital assets	149,550	15,801
, , ,	<del></del>	
	<u>(1,277,381)</u>	(2,107,619)
Financing activities		
Repayment/refinancing of long term debt	(531,500)	(531,500)
Issuance of long term debt	-	
	(531,500)	(531,500)
Net increase in cash and cash equivalents	1,118,663	503,760
Cash and cash equivalents		
Beginning of year	11,015,422	10,511,662
End of year	\$ 12,134,085	\$ 11,015,422

See accompanying notes to the consolidated financial statements

March 31, 2024

#### 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 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 14 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.

March 31, 2024

#### 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 for the year.

March 31, 2024

#### 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 2023 and 2022, 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>rears</u>
Engineered buildings	15 - 40
Engineered structures	25 - 50
Automotive equipment	6
Machinery and equipment	5 - <b>1</b> 5
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 post 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.

#### Notes to the consolidated financial statements

March 31, 2024

#### 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>
Receivables
Defined benefit pension plan
Tangible capital assets

Sick leave

Management estimate
Allowance for doubtful accounts
Accrued benefit asset
Useful lives
Sick leave liability

#### 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, 2024, there are no known contaminated sites identified.

#### Deferred revenue

Canada Community Building Fund and other deferred grant revenue will be recognized in the period in which any stipulations and eligibility criteria been met.

### Notes to the consolidated financial statements

March 31, 2024

#### 1. Summary of significant accounting policies (continued)

#### Asset retirement obligation

An asset retirement obligation is recognized when, as at the financial reporting date, all of thefollowing criteria are met:

- i. There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- ii. The past transaction or event giving rise to the liability has occurred;
- iii. It is expected that future economic benefits will be given up; and
- iv. A reasonable estimate of the amount can be made.

The liability associated with the remediation of contaminants present within a number of buildings owned by the Town has been recognized based on estimated future expenses on closure of the sites and post-closure care.

The liability is discounted using the present value calculation and adjusted annually for accretion expense. The recognition of a liability resulted in an accompanying increase to the respective capital assets. The increase to tangible capital assets is being amortized in accordance with the amortization accounting policies outlined above.

2. Cash and cash equivalents	<u>2024</u>	<u>2023</u>
General operations (unrestricted) Capital (restricted) Reserves (restricted)	\$ 3,217,190 2,320,605 6,596,290	\$ 3,245,248 2,017,506 5,752,668
	<u>\$ 12,134,085</u>	\$ 11,015,422

### Notes to the consolidated financial statements

March 31, 2024

3. Receivables	<u>2024</u>	<u>2023</u>
Taxpayers and rate payers net of allowance of \$107,758 (2023: \$96,970) Other governments Other net of allowance of \$186,199 (2022: \$132,605)	\$ 506,900 2,291,388 <u>442,603</u>	\$ 483,690 1,321,670 374,429
	\$ 3,240,891	\$ 2,179,789

Taxpayers and rate payers receivables are reserved as required based on 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, 2024.

5. Other liabilities	<u>2024</u>	<u>2023</u>
Prepaid taxes and rates Consumer deposits	\$ 190,879 10,822	\$ 180,087 10,822
	\$ 201,701	\$ 190,909

March 31, 2024

#### 6. Long term debt

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

	General <u>Capital</u>	Water <u>Capital</u>	<u>Total</u>
2025	\$ 393,200	\$ 85,800	\$ 479,000
2026	\$ 318,200	\$ 85,800	\$ 404,000
2027	\$ 260,700	\$ 85,800	\$ 346,500
2028	\$ 83,200	\$ 5,800	\$ 89,000
2029	\$ 83,200	\$ 5,800	\$ 89,000

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

#### 7. Asset retirement obligation

The Town's asset retirement obligation consists of the liability for the remediation of contaminants present within a number of buildings owned by the Town. These contaminants represent a health hazard upon demolition and therefore there is a legal obligation for removal of these contaminants on decommissioning. Following the adoption of PS 3280 — Asset retirement obligations, the Town recognized an obligation relating to this remediation of contaminants as estimated as at April 1, 2022. These buildings have expected useful lives ranging from 2 to 57 years. Estimated costs have been discounted to the present value using the discount rate of 5.5% per annum.

Changes to the asset retirement obligation in the year are as follows:

	<u>2024</u>	<u>2023</u>
Balance, beginning of year	\$ 299,919	\$ -
Liability recognized on adoption of PS 3280	-	284,283
Accretion expense	<u>16,496</u>	<u>15,636</u>
Balance, end of year	316,415	299,919

#### 8. 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, 2024, the Town of Port Hawkesbury has not received notice of intent to revert these assets to the Town.

March 31, 2024

#### 9. 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.

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

	<u>2024</u>	<u>2023</u>
Cape Breton Island Housing Authority	\$ 123,362	\$ 58,881
Eastern District Planning Commission	\$ 67,893	\$ 67,379
Cape Breton Regional Enterprise Network	\$ 28,705	\$ 27,900

The Town has no further financial obligations in connection with the operating results of the abovementioned entities for the year ended March 31, 2024.

#### 10. Remuneration

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

<u>Official</u>	Position	<u>Remuneration</u>	<u>Expenses</u>
Brenda Chisholm-Beaton	Mayor	\$ 39,413	\$ 16,260
Jason Aucoin	Deputy Mayor/Councillor	\$ 20,173	\$ 4,514
Hughie MacDougail	Councillor/Councillor	\$ 21,597	\$ 8,524
Mark MacIver	Councillor	\$ 21,197	\$ 900
Blaine MacQuarrie	Deputy Mayor	\$ 20,173	\$ 6,213
Terry Doyle	CAO	\$ 136,644	\$ 2,481

March 31, 2024

#### 11. 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, 2024 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, 2023. The March 31, 2024, actuarial valuation indicated that the pension plan had an accrued pension obligation of \$159,400 (2023 - \$65,100 accrued pension liability).

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 1.8 percent;
- The discount rate used to determine the accrued benefit obligation is 4.0 percent;
- The expected rate of return is 4.0 percent; and
- The expected average remaining life expectancy is 16 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 2024 valuation is as follows:

	<u>2024</u>	<u>2023</u>
Market value of the pension plan asset	\$ 1,114,900	\$ 1,101,400
Accrued benefit obligation	(1,274,300)	(1,166,500)
Pension plan deficit	(159,400)	(65,100)
Unamortized actuarial gains	-	-
Valuation allowance		
Accrued benefit (deficit) asset	\$ (159,400)	\$ (65,100)

Pension expense was \$21,704

March 31, 2024

#### 11. Pension (Continued)

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 rates for employee and employer contributions are as follows:

Public works	9%
Management and salaried employees	9%

This plan, to which contributions totalled \$145,774 in fiscal 2024 (2023 - \$129,863), 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.

March 31, 2024

#### 12. 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.

Notes to the consolidated financial statements **Town of Port Hawkesbury** 

March 31, 2024

		<u>2023</u>		\$ 4,699,559	773,190	834,277	418,477	671,063	1,367,772	783,766		15,801	1,242,423	10,806,328		2,494,852	1,943,936	119,474	1,637,135	1,719,410	15,636	48,625		1,545,172	9,524,240	\$ 1,282,088
		2024		\$ 4,894,799	848,698	942,657	558,627	624,755	1,081,635	1,107,327		149,550	1,190,818	11,398,866		2,617,745	2,115,203	169,234	1,735,167	1,807,508	16,496	59,769		1,789,345	10,310,467	\$ 1,088,399
Recreation	and	cultural		\$ 1,412,932	244,985	705,082	2,750	278,501	128,698	1		1		2,772,948		1,028,180	564,320	•	107,131	507,106	1	9,585		333,051	2,549,373	\$ 223,575
	Interest and	bank charges		' •	1	,	274,357		ı	350,911		1	1	625,268			1	ı	•	1	1	•		14,392	14,392	\$ 610,876
	Water treatment	and distribution		; \$		•	18,192	1	313,530	76,415		1	1,190,818	1,598,955		348,825	500,279	•	24,940	318,161	r	14,391		257,778	1,464,374	\$ 134,581
	Health and	development		\$ 631,574	109,507	1	ı	12,292	1	614,467		1	1	1,367,840		123,865	176,747	123,262	241,506	258,347		4,017		211,813	1,139,557	\$ 228,283
		Transportation		\$ 1,087,628	188,581	177,311	ŧ	30,000	t	•		•	1	1,483,520		525,930	479,664	1	12,533	597,893	ı	11,703		334,700	1,962,423	\$ (478,903)
al data		<u>Protective</u>		\$ 878,191	152,268	•	1	1	•	61,000		1		1,091,459			104,041	•	1,309,718	54,154	r	20,073		96,494	1,584,480	\$ (493,021)
nation – financi	General	government		\$ 884,474	153,357	60,264	ces 263,328	303,962	639,407	4,534		149,550	t	2,458,876		590,945	290,152	45,972	39,339	71,847	16,496	r		541,117	1,595,868	\$ 863,008
<ol><li>Segmented information – financial data</li></ol>			Revenues	Taxes	Grants in lieu of taxes	Sale of goods and services	Other revenue from own sources	Government transfers	Capital grants	Other revenue	Gain on disposal of tangible	capital assets	Water rates		Expenditures	Salaries and benefits	Goods and services	External transfers	Contracted services	Amortization	Accretion	Interest	Loss on disposal of tangible	capital assets and other		Annual surpius

March 31, 2024

#### 14. 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 grants, 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	<u>A</u>	<u>djustments</u>		Per Consolidated Statement of <u>Operations</u>
Revenue						
Taxes	\$	4,944,463	\$	(113,565)	\$	4,830,898
Grants in lieu of taxes		849,581		-		849,581
Sale of services		762,303		(71,779)		690,524
Other revenue from own sources		305,244		-		305,244
Government transfers		573,230		-		573,230
Capital grants		•-		5,483,040		5,483,040
Services provided to other						
local governments		562,000		-		562,000
Water rates		1,291,700	_	(71,087)		1,220,613
		9,288,521		5,226,609	_	14,515,130
Expense						
General government services		1,394,551		71,847		1,466,398
Protective services		1,868,349		(269,849)		1,598,500
Transportation services		1,054,790		597,893		1,652,683
Health and development services		879,073		258,347		1,137,420
Recreation and cultural services		1,990,307		507,106		2,497,413
Water treatment and distribution		1,711,903		(256,432)		1,455,471
Interest and bank charges		18,000		••		18,000
Other	_	<del>-</del>		2,265	_	2,265
	_	8,916,973		911,177	*****	9,828,150
Annual surplus	\$	371,548	\$	4,315,432	\$	4,686,980

March 31, 2024

15. Taxation	<u>Budget</u>	<u>2024</u>	<u>2023</u>
Taxes			
Assessable property			
Residential	\$ 2,940,118	\$ 2,938,473	\$ 2,692,102
Commercial			
Based on taxable assessment	2,368,303	2,366,602	2,244,729
Resource			
Based on taxable assessment	23,988	21,018	20,956
Business property	5,332,409	5,326,093	4,957,787
Nova Scotia Power - HST offset grant	21,000	21,257	23,995
Based on revenue – Nova Scotia Power	11,489	11,489	9,756
Based on revenue – Aliant Inc.	22,000	21,792	22,687
	54,489	54,538	56,438
Other			
Deed transfer tax	110,000	180,266	332,625
Less:			
Education	(666,000)	(666,098)	<u>(647,291)</u>
	\$ 4,830,898	\$ 4,894,799	\$ 4,699,559

#### 16. Deferred revenue

The Province of Nova Scotia signed an agreement with the Federal government which would enable the Province to transfer Canada Community Building Fund 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 2024, \$nil (2023 - \$402,728) 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 2024, \$315,656 (2023: \$44,544) has been recognized as revenues by the Town.

	Canada Community <u>Building Fund</u>	<u>Other</u>	<u>Total</u>
Balance, beginning of year	\$ 1,477,911	\$ 1,103,564	\$ 2,581,475
Contributions	237,457	1,179,034	1,416,491
Amounts recognized as revenue		(315,656)	(315,656)
Balance, end of year	\$ 1,715,368	\$ 1,966,942	\$ 3,682,310

March 31, 2024

#### 17. 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, 2024.

	<u>2024</u>	<u>2023</u>
Total Assets Total Liabilities	\$ 1,431,085 193,141	\$ 1,228,519 5,250
Net Assets	\$ 1,237,944	\$ 1,223,269
Total Revenues Total Expenses	\$ 255,171 240,445	\$ 187,232 221,187
Annual surplus (deficit)	\$ 14,726	\$ (33.955)

#### 18. Contingencies

There are claims and litigation in which the Town is involved that arise out of the ordinary course of operations. Many of the claims are being handled by the Town's insurers. The outcome of these actions is not determinable as at the date of the reporting. Management believes that any liability which may result from the resolution of these actions will either be covered by the Town's insurers or will not be material to the Town's financial position.

March 31, 2024

#### 19. Sick leave benefit liability

Section 3255 of the CPA Canada Public Sector Accounting Handbook (PS 3255) requires that a liability and expense be recorded for compensated absences that vest or that accumulate. The Town has employees that have sick benefits that are accumulating and non-vesting. The valuation was completed as at March 31, 2024.

#### **Actuarial Method:**

The actuarial cost method used was the "Projected Unit Credit" method (also known as the "Projected Accrued Benefit" method) pro-rated on service.

#### Components of benefit expense under PS3255:

	Total
	<u>2024</u>
Current service cost	\$ 19,800
Sick leave interest expense	4,400
Amortization of gains and losses	
Benefit expense	\$ 24,200

#### Accrued benefit liability / (asset) on the consolidated statement

#### of financial position:

Balance, beginning of year	\$ 133,500
Benefit expense	19,800
Interest expense	4,400
Town contribution	 (16,300)
Balance, end of year (unfunded)	\$ 141,400

#### **Assumptions:**

Discount rate: Salary increases: 3.25% per annum 2.0% per annum

Mortality:

100% of CPM-2014 Public with future mortality improvements according to

scale CPM-B

Withdrawal prior to retirement:

Nil

Retirement age:

End of the year in which age 65 is attained, or in 1 year if already 65 Probability of usage and average number of sick leave bank days used

Excess sick leave utilization:

#### Plan Provisions:

Town of Port Hawkesbury provides eligible employees with sick leave that accumulated at 18 days per year (1.5 days per month) the number is prorated for those employed less than full-time. Employees may accumulate 100% of their unused sick days, up to a maximum, in a sick leave bank. The maximum bank is 185 days. Unused sick leave banks at termination or retirement are forfeited.

# Town of Port Hawkesbury Schedule of consolidated debt charges and term debt

Year ended March 31, 2024

					Loan Continuity	
		Balance			Balance	
Υ	ear of	March 31,			March 31,	
<u>M</u> a	turity	2023	Acquired	<u>Redeemed</u>	2024	<u>Interest</u>
General capital						
Serial debentures						
Civic Centre	2025	\$ 150,000	\$ -	\$ 75,000	\$ 75,000	\$ 3,353
Waste water plant	2023	52,500	-	52,500	•	1,600
Civic Centre	2025	172,500		57,500	115,000	1,634
Civic Centre – refinanced	2026	500,000	-	125,000	375,000	4,598
Waste water plant – refinanced	2026	210,000	-	52,500	157,500	2,418
Aerial ladder truck	2034	765,000	-	45,000	720,000	20,074
Pitt Napean	2034	458,345		38,200	420,145	<u>11,703</u>
		2,308,345		445,700	<u>1,862,645</u>	<u>45,380</u>
Water capital						
Serial debentures						
Municipal finance	2026	320,000	-	\$ 80,000	240,000	\$ 1,778
Pitt Napean	2034	69,655	-	5 <u>,800</u>	63,855	12,614
·		389,655		<u>85,800</u>	303,855	14,392
Total Municipal debt		\$2,698,000	\$ -	\$ 531,500	\$ 2,166,500	\$ 59,772

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

1-2.129% to 2.829%	7 – 0.5% to 1.489%
2 - 2.963% to 3.048%	8 – 2.129% to 2.829%
3 – 0.859% to 1.241%	9 – 2.039% to 3.048%
4 – 5.080%	10 – 4.301% to 4.597%
5 – 0.4% to 1.398%	11 - 2.039% to 3.048%
6 - 2.039% to 3.048%	

Town of Port Hawkesbury Schedule of consolidated tangible capital assets

March 31, 2024

4 2023	<b>8</b> \$65,597,263	284,283 31 2,123,420	247,938	<b>9</b> 67,757,028	2 32,278,550	8 1,679,261	9 40,149	247,938	9 33,750,022	30 \$34,007,006
2024 <u>Total</u>	\$67,757,028	, 1,426,931		69,183,959	33,750,022	1,807,508	40,149		35,597,679	\$33,586,280
Utility	12,361,432	-448,860	1	12,810,292	5,928,847	318,161	•	1	6,247,008	\$6,563,284
Computer software	\$ 107,953 \$12,361,432	, ,	-	107,953	107,950		t	E .	107,950	3
Sewer lines	\$7,470,723	1 1	1	7,470,723	4,016,400	84,981	1		4,101,381	\$3,369,342
Streets and lighting	\$4,965,311 \$10,215,806	432,126		10,647,932	5,617,670	481,092	1	1	6,098,762	\$4,549,170
Machinery and equipment	\$4,965,311	278,235	5	5,243,546	3,150,342	189,661	,		3,340,003	\$1,903,543
Automotive equipment	\$ 835,924	t I		835,924	733,810	17,019	1		750,829	\$ 85,095
Engineered <u>structures</u>	\$2,775,824	128,698	(	2,904,522	2,036,397	46,590	r	-	2,082,987	\$ 821,535
Engineered Land buildings	\$ 1,906,144 \$27,117,911	- 139,012	1	1,906,144 27,256,923	- 12,158,606	- 670,004	- 40,149		- 12,868,759	\$ 1,906,144 \$14,388,164
	e, beginning of year	Add Asset retirement obligation Net additions during the year	Less Disposals during the year	Balance, end of year	Accumulated amortization Balance, beginning of year	And Amortization during the year	Amontzauon or asset retirement obligation	Less Accumulated amortization on disposals	Balance, end of year	NET BOOK VALUE

# **Supplementary Information**

# Non-consolidated operating fund balance sheet

March 31	2024	2023
Assets		
Accounts receivable		
Rates (less allowance for doubtful accounts \$15,530;		
2023 - \$14,456)	\$ 236,518	\$ 229,516
Due from general section - operating fund	638,673	823,386
Inventories, at cost		
Chemicals	42,360	19,545
Other	30,396	30,394
Water meters and equipment	<u> 2,332</u>	2,698
	<u>\$ 950,279</u>	\$ 1,105,539
Liabilities and operating equity		
Accounts payable and accrued liabilities		
Prepaid rates	\$ 23,692	\$ 21,437
Consumer deposits	10,822	10,822
	34,514	32,259
Operating fund surplus (Page 28)	915,765	_1,073,280
	\$ 950,279	\$ 1,105,539

# Non-consolidated statement of operations Year ended March 31

Year ended March 31		2024	2023
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Operating revenues			
Flat rate sales	\$ 80,000	\$ 79,444	\$ 77,817
Metered sales	1,040,000	1,001,399	1,066,537
Other utility revenues	9,200	18,192	14,884
Public fire protection	324,003	324,003	<u>324,003</u>
	1,453,203	1,423,038	<u>1,483,241</u>
Operating expenses			
Source of supply	135,000	142,175	148,525
Pumping	10,640	5,015	2,273
Water treatment	397,200	<b>512,761</b>	421,053
Transmission and distribution	197,997	282,555	209,710
Administration and general	165,000	139,209	150,834
Depreciation	330,000	285,081	281,677
Taxes	<u>113,566</u>	<u>113,565</u>	<u>113,565</u>
	1,349,403	1,480,361	1,327,637
Operating (loss) income	103,800	(57,323)	155,604
Non-operating expenditure			
Debt charges Debenture interest	18,000	14,392	17,987
Principal instalments	18,000	14,332	17,507
Debenture principal	85,800	<u>85,800</u>	85,800
	103,800	100,192	103,787
Non-operating revenue			
Amortization of deferred			
government contributions	117,890	119,592	117,890
Transfer of depreciation reserve	(117,890)	(119,592)	
Excess of revenue over expenditures	\$ <u>-</u>	\$ (157,515)	\$ 169,707

# Non-consolidated statement of operating fund surplus

Year ended March 31	2024	2023
Operating fund surplus, beginning of year	\$ 1,073,280	\$ 903,573
Excess of revenue over expenditures	(157,515)	169,707
Operating fund surplus, end of year	\$ <u>915,765</u>	\$ 1,073,280

# Non-consolidated capital fund balance sheet

March 31	2024	2023
Assets Cash Depreciation fund Due from other government Unamortized discount on debentures Utility plant in service (Page 31)	\$ 2,000,565 342,379 1,744 	\$ 1,746,432 28,850 2,400 11,296,383
	<u>\$ 14,089,931</u>	\$ 13,074,065
Liabilities Long term debt Due to general section — operating fund Due to general section — capital fund	\$ 303,855 342,379 715 646,949	\$ 389,655 28,850 715 419,220
Reserve Reserve for depreciation	6,209,544 3,513,144	5,804,871
Deferred government contributions	<u>2,512,144</u> <u>8,721,658</u>	2,318,177 8,123,048
Equity Investment in capital assets	4,721,324	4,531,797
	\$ 14,089,931	\$ 13,074,065

### Non-consolidated statement of reserve for depreciation

Year ended March 31	2024	2023
Balance, beginning of year Depreciation for the year	\$ 5,804,871 285,081	\$ 5,523,194 <u>281,677</u>
Balance, end of year	\$ 6,089,952	\$ 5,804,871

### Water utility

### Non-consolidated statement of investment in capital assets

Year ended March 31	2024	2023
Balance, beginning of year	\$ 4,531,797	\$ 4,398,825
Interest earned depreciation fund	104,384	47,829
Transfer from operations Term debt retired	119,592 85,800	- 85,800
Discount amortized	(657)	(657)
Balance, end of year	\$ 4,840,916	\$ 4,531,797

### Water utility

### Non-consolidated statement of depreciation fund cash

Year ended March 31	2024	2023
Cash, beginning of year	\$ 1,746,432	\$ 1,567,941
Deferred assistance transferred	(119,592)	(117,890)
Transfer from operations	119,592	-
Capital additions	(135,330)	(33,125)
Depreciation	285,081	281,677
Interest earned on depreciation funds	104,384	47,829
Cash, end of year	\$ 2,000,565	\$ 1,746,432

# Non-consolidated schedule of utility plant and equipment

Year ended March 31	2024	2023
lutar allala assat		
Intangible asset	4	4 0 500
Working capital	<u>\$ 3,500</u>	\$ 3,500
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	1,231,708
Distribution reservoirs and standpipes	1,594,589	1,167,030
Electric pumping equipment	353,547	353,547
Purification equipment	3,609,603	3,609,603
Transmission and distribution mains	4,373,744	4,373,744
Services	103,270	103,270
Meters	262,427	262,427
Hydrants	33,655	33,655
Tools and equipment	104,856	83,555
	11,741,743	11,292,883
	\$ 11,745,243	\$ 11,296,383