

Consolidated financial statements

Municipality of the County of Richmond

March 31, 2019

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Management's responsibility for financial reporting

The accompanying consolidated financial statements of the [Municipality of the County of Richmond](#) are the responsibility of management and have been approved by the Warden 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 Municipality 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 Municipality's assets are appropriately accounted for and adequately safeguarded.

The Municipal 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 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 management and Council.

Chief Administrative Officer

Chief Financial Officer

November 20, 2019

Independent auditor's report

Grant Thornton LLP
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The Warden and Council of the Municipality of the County of Richmond

Opinion

We have audited the consolidated financial statements of Municipality of the County of Richmond ("the Entity") on pages 4 - 27, which comprise the consolidated statement of financial position as at March 31, 2019, and the consolidated statements of operations, change in net debt and cash flow for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of Municipality of the County of Richmond as at March 31, 2019, and its results of operations, its changes in its net debt, 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 28 – 33 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 on the audit of the consolidated financial statements 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 but 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 consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our 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 consolidated 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.



Sydney, Canada
November 20, 2019

Chartered Professional Accountants
Licensed Public Accountants

Municipality of the County of Richmond

Consolidated statement of operations

Year ended March 31

		2019	2018
	Budget (Note 16)	Actual	Actual
Revenues			
Taxes	\$10,978,533	\$10,952,634	\$ 10,886,626
Less: school board requisition	(2,662,471)	(2,662,479)	(2,635,871)
Municipal taxation	8,316,062	8,290,155	8,250,755
Grants-in-lieu of taxes	1,976,564	1,982,777	1,964,516
Conditional transfer from other governments	76,000	187,863	140,695
Housing corporation operations	7,684,831	8,158,185	7,907,384
Water rates and fire protection	497,673	526,206	517,034
Other revenue from own sources	967,558	958,654	916,177
Collections for other governments	132,000	132,908	128,822
Capital contributions	-	1,159,376	1,890,302
Contribution – Landrie Lake Water Utility	-	1,040,023	-
Other revenue	-	423,643	41,639
	<u>19,650,688</u>	<u>22,859,790</u>	<u>21,757,324</u>
Expenses			
General government services	4,073,638	4,039,141	3,793,091
Protective services	2,673,119	2,653,055	2,612,875
Transportation services	582,502	686,861	563,507
Health and development services	2,963,811	2,801,234	2,988,016
Housing corporation operations	7,882,971	7,683,884	7,325,577
Recreation and cultural services	979,312	834,328	800,722
Water treatment and distribution	459,678	359,293	343,354
Transfers to other governments	132,000	132,908	128,822
Other	10,000	602,228	188,135
	<u>19,757,031</u>	<u>19,792,932</u>	<u>18,744,099</u>
Annual surplus (deficit)	<u>\$ (106,343)</u>	3,066,858	3,013,225
Accumulated surplus			
Beginning of year		<u>23,933,276</u>	<u>20,920,051</u>
End of year		<u>\$27,000,134</u>	<u>\$23,933,276</u>

See accompanying notes to the consolidated financial statements.

Municipality of the County of Richmond

Consolidated statement of changes in net debt

Year ended March 31 2019 2018

	<u>Budget</u> (Note 16)	<u>Actual</u>	<u>Actual</u>
Annual surplus (deficit)	\$ (106,343)	\$ 3,066,858	\$ 3,013,225
Amortization of tangible capital assets	1,579,641	1,104,668	1,147,641
Purchase of tangible capital assets	-	(3,554,537)	(2,753,930)
Write off/reallocate portion of construction in progress	<u>-</u>	<u>679,895</u>	<u>187,347</u>
	1,473,298	1,296,884	1,594,283
Change in prepaid expenses	-	5,290	(952)
Change in land inventory and other	<u>-</u>	<u>36,914</u>	<u>5,023</u>
Change in net debt	<u>\$ 1,473,298</u>	1,339,088	1,598,354
Net debt			
Beginning of year		<u>(6,017,567)</u>	<u>(7,615,921)</u>
End of year		<u>\$ (4,678,479)</u>	<u>\$ (6,017,567)</u>

See accompanying notes to the consolidated financial statements.

Municipality of the County of Richmond

Consolidated statement of cash flows

Year ended March 31

2019

2018

Increase (decrease) in cash and cash equivalents

Operating activities		
Annual surplus	\$ 3,066,858	\$ 3,013,225
Amortization of tangible capital assets	1,104,668	1,147,641
Write off/reallocate portion of construction in progress	<u>679,895</u>	<u>187,347</u>
	4,851,421	4,348,213
Prepaid expenses	5,290	(952)
Land inventory and other	36,914	5,023
Receivables	1,433,431	(827,431)
Retirement benefits	333,448	(7,984)
Sick leave benefit liability	1,100	30,511
Payables and accruals	(553,138)	439,273
Other liabilities	<u>784,806</u>	<u>313,591</u>
	<u>6,893,272</u>	<u>4,300,244</u>
Capital activities		
Purchase of tangible capital assets	<u>(3,554,537)</u>	<u>(2,753,930)</u>
Financing activities		
Decrease in bank indebtedness	(445,232)	(39,445)
Repayment of long term debt	<u>(1,133,689)</u>	<u>(1,096,217)</u>
	<u>(1,578,921)</u>	<u>(1,135,662)</u>
Net increase in cash and cash equivalents	1,759,814	410,652
Cash and cash equivalents		
Beginning of year	<u>7,054,468</u>	<u>6,643,816</u>
End of year	<u>\$ 8,814,282</u>	<u>\$ 7,054,468</u>

See accompanying notes to the consolidated financial statements.

Municipality of the County of Richmond

Notes to the consolidated financial statements

March 31, 2019

1. Summary of significant accounting policies

Principles and basis of consolidation

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

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

Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenues, expenses and changes in fund balances and in financial position of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their affairs and resources to the Municipality and which are owned or controlled by the Municipality. These include the Municipality of the County of Richmond, Municipality of the County of Richmond Water Utility, Richmond County – Port Hawkesbury Joint Development Commission, Richmond Housing Corporation and its 50% share 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 statement presentation includes revenues in the period in which the transactions or events occurred that gave rise to the revenues and expenses in the period the goods and services are acquired and a liability is incurred or transfers are due.

Fund accounting

Funds within the consolidated financial statements consist of the operating, capital and reserve funds for general operations, the water utility, Richmond County – Port Hawkesbury Joint Development, Richmond Housing Corporation and a 50% proportionate consolidation of the funds of the government partnership held in Landrie Lake Water Utility.

Use of estimates

The preparation of consolidated financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Revenue recognition

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.

Municipality of the County of Richmond

Notes to the consolidated financial statements

March 31, 2019

1. Summary of significant accounting policies (continued)

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.

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 debt for the year.

Tangible capital assets

Tangible capital assets are recorded at cost less accumulated amortization and impairment, which includes costs that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital asset is amortized using the following rates and bases:

Buildings and structures	1%, straight line, 2.5% - 4%, declining balance
Equipment	
Pumping and purification	1%, straight line
Machinery	10%, declining balance
Water delivery lines	1%-1.3%, straight line
Meters and hydrants	1%-1.3%, straight line
Furniture and fixtures	20%, declining balance
Sidewalks	4%, declining balance
Vehicles	30%, declining balance
Construction and debris (C&D) cells	10 years straight line
Computer	30%, declining balance
Water Utility Plant	5-75 years

Assets under construction are not amortized until the asset is available for productive use.

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

When conditions indicate that a tangible capital asset no longer contributes to the Municipality'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.

Municipality of the County of Richmond

Notes to the consolidated financial statements

March 31, 2019

1. Summary of significant accounting policies (continued)

Segment information

The Municipality of the County of Richmond is a diversified entity that provides a wide range of services to its residents. For management reporting purposes, the Municipality's operations and activities are organized and reported by 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. Municipality 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 segment is responsible for the overall local government administration. Its tasks include direction for Municipal services, such as planning, engineering, finance, and information technology in adherence to the Municipal Government Act.

Protective services

This segment is primarily responsible for contracted policing, fire protection and bylaw administration for its residents.

Transportation services

The Municipality is responsible for the maintenance of certain local roads, sidewalks and street lights within its jurisdiction.

Health and development services

This segment is responsible for the maintenance and operations of waste and sewer services provided to residents and other customers. Its tasks include the provision of waste collection through contract and recycling.

Housing corporation operations

This segment represents the expenses incurred by the Richmond Housing Corporation.

Recreation and cultural services

This segment is responsible for promoting and offering recreation opportunities and activities to the Municipality's residents, specializing in maintaining and assisting recreational facilities within the Municipality such as the arena and the library.

Water treatment and distribution

This segment manages water treatment and distribution facilities and services within the Municipality and includes activities such as plant operation and pumping, water treatment, transmission and distribution.

Cash and cash equivalents

Cash and cash equivalents include cash on hand, balances with banks and funds held in internally restricted accounts. Refer to Note 2.

Budget figures

The budget figures contained in these consolidated financial statements were approved by Council on April 27, 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 16 outlines the original fiscal plan and the adjustments made to come to the budget figures shown in these consolidated financial statements.

Municipality of the County of Richmond

Notes to the consolidated financial statements

March 31, 2019

1. Summary of significant accounting policies (continued)

Financial instruments

The Municipality's financial instruments consist of cash and cash equivalents, receivables, bank indebtedness, payables and accruals, retirement benefits, sick leave benefit liability, other liabilities, and long term debt and are carried at cost which approximates their fair value.

Deferred revenue

Deferred revenue relating to operations is recognized as related expenses occur.

Deferred revenue relating to capital projects is recognized in the period that the resources are used for the specified purposes outlined in its agreement and as the Municipality discharges its obligations, in accordance with the terms and conditions of the agreement.

Deferred gas tax funding (if applicable) and other deferred revenue will be recognized in the period in which the resources are used for the purposes specified.

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 the following criteria are met.

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

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

2. Cash and cash equivalents	<u>2019</u>	<u>2018</u>
Unrestricted cash and cash equivalents	\$ 2,389,042	\$ 1,518,826
Internally restricted cash and cash equivalents	<u>6,425,240</u>	<u>5,535,642</u>
	<u>\$ 8,814,282</u>	<u>\$ 7,054,468</u>

Municipality of the County of Richmond

Notes to the consolidated financial statements

March 31, 2019

3. Receivables	<u>2019</u>	<u>2018</u>
Taxes and rates	\$ 1,520,557	\$ 1,713,740
Other	<u>1,565,110</u>	<u>2,805,358</u>
	<u>\$ 3,085,667</u>	<u>\$ 4,519,098</u>

4. Other liabilities	<u>2019</u>	<u>2018</u>
General operations	\$ 874,976	\$ 502,229
Deferred revenue (Note 5)	<u>1,251,928</u>	<u>839,869</u>
	<u>\$ 2,126,904</u>	<u>\$ 1,342,098</u>

5. Deferred revenue	<u>2019</u>	<u>2018</u>
Operating revenue	\$ -	\$ 31,693
Other – Landrie Lake Water Utility	200,000	-
Gas tax	979,235	740,325
Education grant	<u>72,693</u>	<u>67,851</u>
	<u>\$ 1,251,928</u>	<u>\$ 839,869</u>

Deferred revenue reported on the consolidated statement of financial position is comprised of the following:

Balance, beginning of year	\$ <u>839,869</u>	\$ <u>550,119</u>
Contributions from:		
Education investment	4,842	22,676
Gas tax	494,436	474,108
Other – Landrie Lake Water Utility	<u>200,000</u>	<u>-</u>
	<u>699,278</u>	<u>496,784</u>
Utilized for:		
General operating	31,693	-
Gas tax	<u>255,526</u>	<u>207,034</u>
	<u>287,219</u>	<u>207,034</u>
Balance end of year	<u>\$ 1,251,928</u>	<u>\$ 839,869</u>

Municipality of the County of Richmond

Notes to the consolidated financial statements

March 31, 2019

6. Long term debt	<u>2019</u>	<u>2018</u>
Province of Nova Scotia		
4.51 - 4.59% debenture maturing in fiscal 2022	\$ 360,000	\$ 480,000
5.70 - 5.75% debenture maturing in fiscal 2020	126,662	253,329
4.88 - 5.09% debenture maturing in fiscal 2024	191,567	229,879
1.92 - 3.79% debenture maturing in fiscal 2030	242,732	264,799
Canadian Mortgage and Housing Corporation		
3.65% term loan maturing in fiscal 2026	264,657	298,441
3.89% term loan maturing in fiscal 2031	288,203	305,671
Nova Scotia Housing Development Corporation 4.5% mortgage, maturing in March 2026, payable in monthly instalments of principal and interest of \$91,323.	7,848,621	8,576,869
Royal Bank term loan of prime plus .5%, maturing in fiscal 2024, payable in monthly instalments of \$3,929 plus interest	<u>235,714</u>	<u>282,857</u>
	<u>\$ 9,558,156</u>	<u>\$ 10,691,845</u>

As security for the Nova Scotia Housing Development Corporation mortgage, the Corporation has provided a first mortgage over the land and building having a net book value of \$7,080,440 as well as a general security agreement over all other property.

Principal repayments required during each of the next five years on long term debt are approximately as follows:

2020	\$ 1,168,744
2021	\$ 1,078,713
2022	\$ 1,116,998
2023	\$ 1,037,010
2024	\$ 1,078,832

Included in expenses is \$444,628 (2018 - \$492,074) of interest related to these loans.

Municipality of the County of Richmond

Notes to the consolidated financial statements

March 31, 2019

7. Tangible capital asset

	<u>Land</u>	<u>Buildings and structures</u>	<u>Pumping and purification equipment</u>	<u>Machinery</u>	<u>Water delivery lines</u>	<u>Meters and hydrants</u>	<u>Furniture fixtures, and road signs</u>
Cost:							
Balance, beginning of year	\$ 1,755,517	\$ 32,817,892	\$ 520,456	\$ 2,655,691	\$ 3,297,748	\$ 542,185	\$ 264,715
Acquisition of tangible capital assets	-	-	25,602	14,478	-	-	-
Transfer of construction in progress	-	393,523	-	-	-	-	52,568
Write off/reallocation of tangible capital assets	-	-	-	-	-	-	-
Balance, end of year	<u>1,755,517</u>	<u>33,211,415</u>	<u>546,058</u>	<u>2,670,169</u>	<u>3,297,748</u>	<u>542,185</u>	<u>317,283</u>
Accumulated amortization:							
Balance, beginning of year	-	13,913,982	159,699	1,898,958	1,017,611	177,000	242,698
Annual amortization	-	909,180	5,333	73,244	33,852	6,456	8,347
Balance, end of year	<u>-</u>	<u>14,823,162</u>	<u>165,032</u>	<u>1,972,202</u>	<u>1,051,463</u>	<u>183,456</u>	<u>251,045</u>
Net book value of tangible capital assets	<u>\$ 1,755,517</u>	<u>\$ 18,388,253</u>	<u>\$ 381,026</u>	<u>\$ 697,967</u>	<u>\$ 2,246,285</u>	<u>\$ 358,729</u>	<u>\$ 66,238</u>
2018 net book value of tangible capital assets	<u>\$ 1,755,517</u>	<u>\$ 18,903,909</u>	<u>\$ 360,757</u>	<u>\$ 756,733</u>	<u>\$ 2,280,137</u>	<u>\$ 365,185</u>	<u>\$ 22,017</u>

Municipality of the County of Richmond

Notes to the consolidated financial statements

March 31, 2019

7. Tangible capital assets (continued)

	<u>Sidewalks</u>	<u>Vehicles</u>	<u>Landfill cells</u>	<u>Computer</u>	<u>Water Plant Utility</u>	<u>Construction in progress</u>	<u>Total</u>
Cost:							
Balance, beginning of year	\$ 882,350	\$ 227,058	\$ 521,647	\$ 295,187	\$ -	\$ 3,843,974	\$ 47,624,420
Acquisition of tangible capital assets	-	-	-	-	1,040,023	2,474,434	3,554,537
Transfer of construction in progress	-	46,246	-	-	-	(492,337)	-
Write off/reallocation of tangible capital assets	-	-	-	-	-	(679,895)	(679,895)
Balance, end of year	<u>882,350</u>	<u>273,304</u>	<u>521,647</u>	<u>295,187</u>	<u>1,040,023</u>	<u>5,146,176</u>	<u>50,499,062</u>
Accumulated amortization:							
Balance, beginning of year	301,625	194,772	232,823	271,367	-	-	18,410,535
Annual amortization	<u>23,229</u>	<u>16,624</u>	<u>21,257</u>	<u>7,146</u>	-	-	<u>1,104,668</u>
Balance, end of year	<u>324,854</u>	<u>211,396</u>	<u>254,080</u>	<u>278,513</u>	-	-	<u>19,515,203</u>
Net book value of tangible capital assets	\$ 557,496	\$ 61,908	\$ 267,567	\$ 16,674	\$ 1,040,023	\$ 5,146,176	\$ 30,983,859
2018 net book value of tangible capital assets	<u>\$ 580,725</u>	<u>\$ 32,286</u>	<u>\$ 288,824</u>	<u>\$ 23,820</u>	<u>\$ -</u>	<u>\$ 3,843,974</u>	<u>\$ 29,213,884</u>

Municipality of the County of Richmond

Notes to the consolidated financial statements

March 31, 2019

8. Contributions to boards and commissions

The Municipality 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 Municipality 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>2019</u>	<u>2018</u>
Cape Breton Island Housing Authority	\$ 78,178	\$ 64,373
Eastern Counties Regional Library	\$ 65,002	\$ 65,002
Eastern District Planning Commission	\$ 176,488	\$ 177,908

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

9. Schools

On January 1, 1982, the Municipality of the County of Richmond joined with the Town of Port Hawkesbury to form the Richmond District School Board. Under the agreement, all school buildings on hand at December 31, 1981, will remain assets of the Municipality but will be under the operational control of the District School Board, now operating as part of the Straight Regional Centre for Education, until such time as the Board no longer requires the asset for school purposes. At that time, control will revert back to the Municipality.

10. Commitments and contingencies

Pension costs and obligations

During the year the Municipality contributed to the registered pension plan for full time employees to a maximum of 9% of each employee's gross pay. Total contributions during the period by the Municipality were \$90,387 (2018 - \$62,262).

Contingencies

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

Municipality of the County of Richmond

Notes to the consolidated financial statements

March 31, 2019

11. Retirement benefits

The Municipality has a policy to pay a retirement benefit to employees upon retirement or termination due to disability, or to the employee's estate in the case of death, for employees who have been employed with the Municipality for at least ten years. The benefit is graduated based on years of service. Included in retirement benefits payable is \$78,682 (2018 - \$63,734) related to these benefits.

Richmond Housing Corporation participates in a multi-employer defined benefit pension plan for certain health care employees, which is administered by the Nova Scotia Association of Health Organizations ("NSAHO"). This plan to which contributions totalled is accounted for as a defined contribution plan. For earnings up to the yearly maximum pensionable earnings (YMPE) the corporation contributes 9.22% of gross wages to a registered pension plan which requires contributions of 7.82% from employees. Once earnings exceed YMPE, the corporation contributes 11.58% and the employees contribute 10.18%. During the year, the corporation paid contributions of \$354,034 (2018 - \$340,360) to the benefit plan.

12. Loans and advances, employees, and elected officials

Municipal Council has approved a computer purchase program which is available to all elected officials and full time employees. The Municipality provides a three year interest free loan up to a maximum of \$4,000 per employee or elected official towards the purchase of a personal computer. The amount outstanding of \$7,137 as at March 31, 2019, which represents the cost of computers acquired less any repayments to date, is included in the total receivables of the Municipality.

13. Other

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

<u>Official</u>	<u>Position</u>	<u>Remuneration</u>	<u>Expenses</u>
Jason MacLean	Warden	\$46,748	\$3,737
Brian Marchand	Deputy Warden	\$31,164	\$7,869
Alvin Martell	Councillor	\$25,023	\$4,916
Gilbert Boucher	Councillor	\$25,023	\$1,862
James Goyetche	Councillor	\$25,023	\$3,675
Kent MacIntyre	CAO	\$134,073	\$13,024

Municipality of the County of Richmond

Notes to the consolidated financial statements

March 31, 2019

14. Pension plan

Defined benefit plan

The Municipality operates a defined benefit pension plan, which provides benefits to employees upon retirement. The most recent actuarial valuation was at December 31, 2018. On a going-concern basis, the actual going concern unfunded actuarial liability as at December 31, 2018 was \$1,423,500. The next actuarial valuation will be completed as at December 31, 2020.

The assumptions and methods used in the valuation, as selected by management following consultation with the Municipality's Actuary, conform to the requirements of PS 3250. The market value of assets as at March 31, 2019 is based on the March 31, 2019 investment reports for the purpose of this valuation, the projected benefit prorated on service valuation method was used as at December 31, 2018 and was then projected forward to the valuation date of March 31, 2019.

	March 31, 2019	March 31, <u>2018</u>
Market value of assets	\$ (6,709,900)	\$ (6,634,500)
Unamortized actuarial gains (losses)	(707,200)	(1,287,900)
Accrued benefit obligation	<u>8,840,600</u>	<u>9,027,400</u>
Accrued liability	<u>\$ 1,423,500</u>	<u>\$ 1,105,000</u>

Components of Pension Expense under PS 3250:

The main components of pension expense under PS 3250.

	2019	2018
Employer's current service cost	\$ 152,600	\$ 182,300
Interest costs	110,000	122,200
Curtailement	(105,500)	-
Regular contributions by employees	(36,500)	(47,700)
Amortization of actuarial (gains) losses	<u>632,600</u>	<u>121,600</u>
Pension expense	<u>\$ 753,200</u>	<u>\$ 378,400</u>

In accordance with PS 3250, actuarial gains and losses will be amortized on a straight line basis over EARSL (expected average remaining service lifetime) of the members. For the fiscal 2018 year, the cumulative actuarial gain/loss at the beginning of the year is amortized over EARSL.

Municipality of the County of Richmond

Notes to the consolidated financial statements

March 31, 2019

14. Pension plan (continued)

Accrued Benefit Liability / (Asset) on the consolidated statement of financial position:

	<u>2019</u>	<u>2018</u>
Balance March 31, 2018	\$ 1,105,000	\$ 1,102,400
Pension expense / (income) for 2019	753,200	378,400
Municipality's contributions	<u>(434,700)</u>	<u>(375,800)</u>
Balance March 31, 2019	<u>\$ 1,423,500</u>	<u>\$ 1,105,000</u>

The significant actuarial assumptions adopted measuring the Municipality's accrued benefit obligations as at December 31, 2018 and March 31, 2019 were as follows:

Expected long-term rate of return on plan assets:	4.85%
Rate of compensation increase:	2.60%
Discount rate used to determine benefit obligation:	4.85% per annum as at March 31, 2019 4.85% per annum as at December 31, 2018
EARSL:	4.25 years
The actuarial cost method:	Projected benefit prorated on service valuation method
Post-retirement mortality:	CPM 2014 Public sector with MI-2017 improvement scale

During the year, the Municipality and employees contributed \$434,700 (including special payments) and \$36,500 respectively, to the plan. Benefit payments for the year totaled \$471,200.

Defined contribution plan

During the year the Municipality contributed to the registered defined contribution pension plan for full time employees to a maximum of 9% of each employee's gross pay. Total contributions during the year by the Municipality were \$90,387 (2018 - \$62,262).

Municipality of the County of Richmond

Notes to the consolidated financial statements

March 31, 2019

15. Sick leave benefit liability

Summary:

	<u>2019</u>	<u>2018</u>
Municipality of the County of Richmond	\$ 94,000	\$ 90,800
Richmond Housing Corporation	<u>288,000</u>	<u>290,100</u>
	<u>\$ 382,000</u>	<u>\$ 380,900</u>

Municipality of the County of Richmond:

Section 3255 of the CPA Canada Public Sector Accounting Handbook requires that a liability and expense be recorded for compensated absences that are both accumulating and non-vesting and accumulating and vesting. The valuation was completed as at March 31, 2018 and the actuary projected amounts for March 31, 2019.

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 PS3250:	<u>2019</u>	<u>2018</u>
Current period benefit cost	\$ 7,100	\$ 6,900
Interest expense	<u>3,200</u>	<u>3,000</u>
Benefit expense	<u>\$ 10,300</u>	<u>\$ 9,900</u>

Accrued benefit liability / (asset) on the consolidated statement of financial position:

	<u>2019</u>
Balance, beginning of year (unfunded)	\$ 90,800
Benefit expense	10,300
Benefit payments	<u>(7,100)</u>
Balance, end of year (unfunded)	<u>\$ 94,000</u>

Assumptions:

Discount rate:	3.5% per annum
Salary increases:	2.0% per annum
Mortality rate:	CPM-2014 and scale CPM-B
Retirement age:	Age 62 or in 1 year if currently over 62
Current year sick leave utilization:	4 days each year from that year's allotment of sick days

Municipality of the County of Richmond

Notes to the consolidated financial statements

March 31, 2019

15. Sick leave benefit liability (continued)

Plan Provisions:

The main provisions of the program are as follows:

- Eligible employees are granted 1.5 sick leave days per month (i.e., 18 days per year based on an employee working full time).
- Employees may accumulate 100% of their unused sick time, up to a maximum of 115 days in a sick leave bank
- Unused accumulated sick leave banks (to a maximum of 30 days) are paid at retirement, termination or death provided the member has at least 10 years of employment with the Municipality.

Richmond Housing Corporation:

Section 3255 of the CPA Canada Public Sector Accounting Handbook requires that a liability and expense be recorded for compensated absences that are both accumulating and non-vesting and accumulating and vesting. The valuation was completed as at March 31, 2018 and the actuary projected amounts for March 31, 2019.

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 PS3250:	<u>2019</u>	<u>2018</u>
Current period benefit cost	\$ 32,600	\$ 31,500
Interest expense	<u>9,900</u>	<u>9,900</u>
Benefit expense	<u>\$ 42,500</u>	<u>\$ 41,400</u>

Accrued benefit liability / (asset) on the consolidated statement of financial position:

	<u>2019</u>
Balance, beginning of year based on March 31, 2018 (unfunded)	\$ 290,100
Benefit expense from April 1, 2017 to March 31, 2019	124,200
Benefit payments from April 1, 2017 to March 31, 2019	<u>(126,300)</u>
Balance, end of year based on March 31, 2019 (unfunded)	<u>\$ 288,000</u>

Municipality of the County of Richmond

Notes to the consolidated financial statements

March 31, 2019

15. Sick leave benefit liability (continued)

Assumptions:

Discount rate:	3.5% per annum
Salary increases:	1.5% per annum
Mortality rate:	CPM-2014 and scale MI-2017
Retirement age:	Age 62 or in 1 year if currently over 62

Plan Provisions:

The main provisions of the program are as follows:

- Eligible employees are granted 144 sick leave hours per year. These amounts are prorated for those employed less than full-time.
- Employees may accumulate 100% of their unused sick time in a sick leave bank, up to a maximum of 720 hours in a sick leave bank.
- Unused accumulated sick leave banks at termination, or retirement are forfeited.

16. 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 the actual results. The fiscal plan presented in the consolidated statement of financial operations and consolidated statement of changes in net debt has been adjusted to be presented on a basis consistent with the actual results. A reconciliation of the approved and reported budgets is set out below:

	<u>Budget</u>
Approved budgeted surplus for the year	
General operations	\$ (250,000)
Water utility operations	-
Richmond County – Port Hawkesbury Joint Development Commission	-
Richmond Housing Corporation – general operations	<u>-</u>
Approved budget surplus	(250,000)
Adjustments:	
Amortization of tangible capital assets	(1,579,641)
Capital and term debt repayments	1,108,298
Transfer from reserves, net	25,000
Transfer from General capital, net	575,000
Capital out of revenue	<u>15,000</u>
Net PSAB adjustments	<u>143,657</u>
PSAB adjusted budgeted surplus for the year	<u>\$ (106,343)</u>

17. Rate of return on rate base

For the year ended March 31, 2019, the Water Utility had a rate of return on rate base of 1.60% (2018: 1.71%).

Municipality of the County of Richmond

Notes to the consolidated financial statements

March 31, 2019

18. Government partnership

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

Partnership with the Town of Port Hawkesbury 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>

19. Comparative figures

Certain of the prior year figures have been reclassified to conform to the consolidated financial statement presentation adopted for the current year.

Municipality of the County of Richmond

Notes to the consolidated financial statements

March 31, 2019

19. Segment disclosure – March 31, 2019

	General Government Services	Protective Services	Transportation Services	Health and Development Services	Transfer to other Governments	Other Services	Recreation and Cultural Services	Water Treatment and Distribution Services	Richmond Villa	Consolidated
Revenue										
Taxes	\$ 2,849,855	\$ 1,871,889	\$ 484,621	\$ 1,976,438	\$ 93,775	\$ 424,908	\$ 588,669	\$ -	\$ -	\$ 8,290,155
Grants-in-lieu of taxes	681,607	447,704	115,909	472,710	22,428	101,626	140,793	-	-	1,982,777
Conditional transfer from other governments	64,581	42,418	10,982	44,788	2,125	9,629	13,340	-	-	187,863
Housing corporation operations	-	-	-	-	-	-	-	-	8,158,185	8,158,185
Water rates and fire protection	-	-	-	-	-	-	-	526,206	-	526,206
Other revenue from own sources	329,551	216,461	56,040	228,551	10,844	49,135	68,072	-	-	958,654
Collections for other governments	-	-	-	-	132,908	-	-	-	-	132,908
Capital contributions/ Landrie Lake	1,946,420	87,045	22,535	91,906	4,360	19,759	27,374	-	-	2,199,399
Other revenue	423,643	-	-	-	-	-	-	-	-	423,643
	<u>\$ 6,295,657</u>	<u>\$ 2,665,517</u>	<u>\$ 690,087</u>	<u>\$ 2,814,393</u>	<u>\$ 266,440</u>	<u>\$ 605,057</u>	<u>\$ 838,248</u>	<u>\$ 526,206</u>	<u>\$ 8,158,185</u>	<u>\$ 22,859,790</u>

Municipality of the County of Richmond

Notes to the consolidated financial statements

March 31, 2019

19. Segment disclosure – March 31, 2019

	General Government Services	Protective Services	Transportation Services	Health and Development Services	Transfer to other Governments	Other Services	Recreation and Cultural Services	Water Treatment and Distribution Services	Richmond Villa	Consolidated
Expenses										
Salaries, wages and benefits	\$ 2,143,688	\$ -	\$ -	\$ 817,748	\$ -	\$ -	\$ 591,172	\$ -	\$ 5,985,629	\$ 9,538,237
Operating materials and supplies	-	-	-	407,479	-	-	-	175,422	811,839	1,394,740
Contracted services	307,772	2,040,186	648,782	839,572	-	-	58,537	62,144	-	3,956,993
Rents and financial expenses	621,009	-	10,085	71,452	-	-	-	31,238	365,013	1,098,797
Community grants and exemptions	901,721	-	-	279,360	-	-	155,339	-	-	1,336,420
Amortization	64,951	390	27,994	385,623	-	-	29,280	75,027	521,403	1,104,668
Area rates	-	612,479	-	-	-	-	-	-	-	612,479
Other	-	-	-	-	132,908	602,228	-	15,462	-	750,598
	<u>\$ 4,039,141</u>	<u>\$ 2,653,055</u>	<u>\$ 686,861</u>	<u>\$ 2,801,234</u>	<u>\$ 132,908</u>	<u>\$ 602,228</u>	<u>\$ 834,328</u>	<u>\$ 359,293</u>	<u>\$ 7,683,884</u>	<u>\$ 19,792,932</u>

Municipality of the County of Richmond

Notes to the consolidated financial statements

March 31, 2019

19. Segment disclosure – March 31, 2018

	General Government Services	Protective Services	Transportation Services	Health and Development Services	Transfer to other Governments	Other Services	Recreation and Cultural Services	Water Treatment and Distribution	Housing Corporation Operations	Consolidated
Revenue										
Taxes	\$ 2,825,769	\$ 1,946,534	\$ 419,800	\$ 2,226,006	\$ 95,970	\$ 140,156	\$ 596,520	\$ -	\$ -	\$ 8,250,755
Grants-in-lieu of taxes	672,820	463,473	99,955	530,015	22,850	33,371	142,032	-	-	1,964,516
Conditional transfer from other governments	48,186	33,193	7,154	37,959	1,637	2,390	10,176	-	-	140,695
Housing corporation - operations	-	-	-	-	-	-	-	-	7,907,384	7,907,384
Water rates and fire protection	-	-	-	-	-	-	-	517,034	-	517,034
Other revenue from own sources	258,115	177,803	38,346	203,331	8,766	12,802	217,014	-	-	916,177
Collections for other governments	-	-	-	-	128,822	-	-	-	-	128,822
Capital contributions	1,527,092	-	-	354,234	-	-	8,976	-	-	1,890,302
Other revenue	41,639	-	-	-	-	-	-	-	-	41,639
	<u>\$ 5,373,621</u>	<u>\$ 2,621,003</u>	<u>\$ 565,255</u>	<u>\$ 3,351,545</u>	<u>\$ 258,045</u>	<u>\$ 188,719</u>	<u>\$ 974,718</u>	<u>\$ 517,034</u>	<u>\$7,907,384</u>	<u>\$21,757,324</u>

Municipality of the County of Richmond

Notes to the consolidated financial statements

March 31, 2019

19. Segment disclosure – March 31, 2018

	General Government Services	Protective Services	Transportation Services	Health and Development Services	Transfer to other Governments	Other Services	Recreation and Cultural Services	Water Treatment and Distribution	Housing Corporation Operations	Consolidated
Expenses										
Salaries, wages and benefits	\$ 1,703,455	\$ -	\$ -	\$ 917,311	\$ -	\$ -	\$ 544,847	\$ -	\$ 5,576,191	\$ 8,741,804
Operating materials and supplies	-	-	-	390,583	-	-	-	157,125	797,782	1,345,490
Contracted services	305,644	2,007,431	526,509	969,846	-	-	71,972	47,294	-	3,928,696
Rents and financial expenses	798,879	-	11,945	59,664	-	-	-	40,441	396,824	1,307,753
Community grants and exemptions	914,585	-	-	255,000	-	-	157,540	-	-	1,327,125
Amortization	70,528	406	25,053	395,612	-	-	26,363	74,899	554,780	1,147,641
Area rates	-	605,038	-	-	-	-	-	-	-	605,038
Other	-	-	-	-	128,822	188,135	-	23,595	-	340,552
	<u>\$ 3,793,091</u>	<u>\$ 2,612,875</u>	<u>\$ 563,507</u>	<u>\$ 2,988,016</u>	<u>\$ 128,822</u>	<u>\$ 188,135</u>	<u>\$ 800,722</u>	<u>\$ 343,354</u>	<u>\$ 7,325,577</u>	<u>\$ 18,744,099</u>

SUPPLEMENTARY SCHEDULES

Municipality of the County of Richmond
Supplementary schedules
Water Utility
Operating fund - schedule of operations

Year ended March 31	2019	2018	
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Operating revenues			
Base rate sales	\$ 177,000	\$ 182,157	\$ 164,482
Metered sales	326,073	351,414	324,404
Public fire protection	147,064	147,064	152,064
Other revenue	<u>13,000</u>	<u>16,502</u>	<u>28,148</u>
	<u>663,137</u>	<u>697,137</u>	<u>669,098</u>
Operating expenditures (page 33)			
Pumping	99,000	99,026	76,624
Water treatment	131,970	81,609	46,055
Transmission and distribution	260,000	260,390	279,273
Administrative and general	78,272	46,700	64,036
Depreciation	<u>93,895</u>	<u>75,027</u>	<u>74,899</u>
	<u>663,137</u>	<u>562,752</u>	<u>540,887</u>
Net operating revenue	<u>-</u>	<u>134,385</u>	<u>128,211</u>
Non-operating expenditures			
Capital from operations	<u>-</u>	<u>25,602</u>	<u>-</u>
Excess of revenues over expenditures	-	108,783	128,211
Beginning fund balance	<u>-</u>	<u>566,982</u>	<u>438,771</u>
Ending fund balance	<u>-</u>	<u>\$ 675,765</u>	<u>\$ 566,982</u>

Municipality of the County of Richmond
Supplementary schedules
Water Utility
Capital fund – schedule of investment in capital assets

Year ended March 31	2019	2018
Balance, beginning of year	\$ 6,362,209	\$ 6,356,329
Additions to capital from operations	25,602	-
Interest	<u>8,470</u>	<u>5,880</u>
Balance, end of year	<u>\$ 6,396,281</u>	<u>\$ 6,362,209</u>

Municipality of the County of Richmond
Supplementary schedules
Water Utility
Schedule of utility plant and equipment

March 31	2019	2018
Work in progress	\$ 3,030,676	\$ 2,037,613
Land	93,060	93,060
Structures and improvements		
Lakes, rivers, and other intakes	466,859	466,859
Power and pumping structures	1,510,185	1,510,185
Distribution reservoirs and stand pipes	827,160	827,160
Equipment		
Other	134,374	134,374
Electric pumping	93,317	67,715
Other pumping	35,264	35,264
Water treatment	417,478	417,478
Transmission mains	1,328,637	1,328,637
Distribution mains	1,703,915	1,703,915
Services	265,196	265,196
Meters	228,776	228,776
Hydrants	313,409	313,409
	<u>\$10,448,306</u>	<u>\$ 9,429,641</u>

Municipality of the County of Richmond
Supplementary schedules
Water Utility
Schedule of operating expenses

Year ended March 31	2019	2018	
	<u>Budget</u>	<u>Actual</u>	<u>Actual</u>
Pumping			
Power	\$ 62,000	\$ 62,144	\$ 47,294
Maintenance	<u>37,000</u>	<u>36,882</u>	<u>29,330</u>
	<u>\$ 99,000</u>	<u>\$ 99,026</u>	<u>\$ 76,624</u>
Water treatment			
Supplies and expenses	<u>\$ 131,970</u>	<u>\$ 81,609</u>	<u>\$ 46,055</u>
Transmission and distribution			
Administration charge – Richmond County	\$ 203,459	\$ 203,459	\$ 197,533
Maintenance of mains and services	56,000	55,954	60,371
Maintenance of meters and meter reading	<u>541</u>	<u>977</u>	<u>21,369</u>
	<u>\$ 260,000</u>	<u>\$ 260,390</u>	<u>\$ 279,273</u>
Administrative and general			
Regulatory expenses	\$ 5,000	\$ 2,784	\$ 2,784
Professional fees	10,000	5,000	13,283
Insurance	21,000	20,954	20,954
Bad debts (recovery)	1,000	-	811
Office	4,000	2,500	2,610
Miscellaneous	<u>37,272</u>	<u>15,462</u>	<u>23,594</u>
	<u>\$ 78,272</u>	<u>\$ 46,700</u>	<u>\$ 64,036</u>
Depreciation	<u>\$ 93,895</u>	<u>\$ 75,027</u>	<u>\$ 74,899</u>
