

**CONSOLIDATED FINANCIAL STATEMENTS  
DECEMBER 31, 2020**

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**Town of Carleton Place  
Consolidated  
Financial Statements  
December 31, 2020**

**Town of Carleton Place**  
**Five Year Financial Review**  
(not subject to audit)

December 31	2020	2019	2018	2017	2016
<b>Population</b> (Statistics Canada)	<b>11,936</b>	11,936	11,936	10,764	10,644
<b>Number of Households</b> (MPAC) (Statistics Canada 2020)	<b>4,745</b>	4,745	4,745	4,516	4,462
<b>Taxable Assessment</b> (000's)	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Residential and farm	<b>1,249,802</b>	1,194,482	1,143,575	1,085,008	1,051,478
Commercial and industrial	<b>223,242</b>	216,364	184,942	176,484	189,869
<b>Total</b>	<b>1,473,044</b>	1,410,846	1,328,517	1,261,492	1,241,347
Commercial, industrial as % of assessment	<b>15.16%</b>	15.33%	13.92%	13.99%	15.30%
<b>Rates of Taxation</b>					
Residential					
▸ for general municipal purposes	<b>0.681753</b>	0.669713	0.660074	0.661423	0.647800
▸ for county purposes	<b>0.367114</b>	0.369753	0.370048	0.376627	0.373000
▸ for school board purposes	<b>0.153000</b>	0.161000	0.170000	0.179000	0.188000
<b>Total</b>	<b>1.201867</b>	1.200466	1.200122	1.217050	1.208800
Multi-Residential (total)	<b>2.405337</b>	2.447038	2.447941	2.497543	2.534398
Commercial (total)	<b>3.182987</b>	3.154918	3.124838	3.125442	3.027346
Industrial (total)	<b>3.905349</b>	3.945005	3.995137	4.087920	4.163574
<b>Tax Arrears</b> ▸ percentage of current levy (<10%)**	<b>7.79%</b>	6.73%	7.22%	4.61%	6.00%
<b>Taxes Transferred</b> (000's)					
▸ County	<b>6,201</b>	6,054	5,665	5,528	5,337
▸ School Boards	<b>3,948</b>	4,199	4,144	4,165	4,386
<b>Revenues</b> (000's)	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
▸ Taxation and payments in lieu	<b>11,843</b>	11,177	10,087	9,758	9,371
▸ Government transfers	<b>3,496</b>	3,476	2,960	2,882	2,804
▸ Fees and service charges	<b>9,872</b>	11,367	11,231	10,981	8,770
▸ Other	<b>2,555</b>	3,112	1,678	1,514	1,169
▸ Revenues related to capital assets	<b>5,914</b>	3,114	4,742	7,528	3,341
<b>Total</b>	<b>33,680</b>	32,246	30,698	32,663	25,455
<b>Expenses</b> (000's)					
▸ Operations	<b>23,655</b>	25,143	23,071	22,718	21,680
▸ Amortization	<b>3,335</b>	3,705	3,597	3,509	3,360
<b>Net Financial Assets (Net Debt)</b>					
▸ % of Operating Revenue (>(20%))**	<b>106.59%</b>	84.31%	66.47%	51.31%	38.47%
▸ % of Taxation and user charges (>(50%))**	<b>136.29%</b>	108.94%	81.17%	62.18%	46.86%

\*\* Represents the Provincial Low Risk Indicator.  
(Note: All dollar amounts are in thousands of dollars.)

**Town of Carleton Place**  
**Five Year Financial Review**  
(not subject to audit)

December 31	2020	2019	2018	2017	2016
	\$	\$	\$	\$	\$
<b>Long Term Debt</b>					
▸ Net long term debt (000's) ▸ Town	<b>2,256</b>	2,770	3,266	3,745	3,698
▸ MVCA	<b>3,925</b>	4,065	4,201	4,332	4,458
▸ Long term debt charges (000's)	<b>831</b>	831	829	829	829
▸ Total annual repayment limit (000's)	<b>5,708</b>	5,547	4,809	4,771	4,771
▸ Long term debt per household	<b>475</b>	588	688	828	829
▸ Debt charges (000's)					
▸ rate supported ▸ water & sewer	<b>457</b>	457	426	426	426
▸ tax supported	<b>97</b>	97	126	126	126
▸ recoverable from others	<b>277</b>	277	277	277	277
	<b>831</b>	831	829	829	829
<b>Municipal Equity (000's)</b>					
▸ Surplus and Reserves	<b>33,082</b>	27,926	21,418	17,741	13,517
▸ Invested in capital assets	<b>110,371</b>	105,502	104,906	100,957	95,236
▸ Asset consumption ratio	<b>38.50%</b>	38.73%	36.44%	37.05%	37.24%
▸ Reserves as % of operating expenses (>20%)**	<b>141.69%</b>	112.14%	93.92%	79.33%	63.89%
<b>Financial Indicators</b>					
▸ Sustainability					
▸ financial assets to liabilities	<b>2.32</b>	2.18	1.93	1.58	1.32
▸ financial assets to liabilities excluding long term debt	<b>3.40</b>	3.59	4.09	3.53	3.73
▸ long term debt to tangible capital assets *	<b>1.98%</b>	2.55%	3.00%	3.55%	3.70%
▸ capital reserves to accumulated amortization	<b>42.94%</b>	35.50%	27.63%	22.83%	17.10%
▸ Flexibility					
▸ Debt charges to total operating revenue (<5%)**	<b>3.17%</b>	2.56%	2.89%	3.30%	3.75%
▸ Total operating revenue to taxable assessment	<b>1.88%</b>	2.06%	1.95%	1.99%	1.78%
▸ Working capital to operating expenses (>10%)**	<b>134.65%</b>	108.70%	88.93%	73.25%	56.27%
▸ Vulnerability					
▸ Operating government transfers ▸ to operating revenue	<b>12.59%</b>	11.93%	11.40%	11.47%	12.69%
▸ Total government transfers ▸ to total revenues	<b>19.62%</b>	13.80%	13.17%	12.82%	12.85%

\* excluding Mississippi Valley Conservation Authority Debt

# Corporation of the Town of Carleton Place

175 Bridge Street, Carleton Place, ON K7C 2V8 Phone: (613) 257-6200 Fax: (613) 257-8170



## Management's Responsibility for the Consolidated Financial Statements

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The accompanying consolidated financial statements of the Corporation of the Town of Carleton Place are the responsibility of the Town's management and have been prepared in compliance with legislation, and in accordance with Canadian Public Sector Accounting Standards. A summary of significant accounting policies are described in note 2 to the consolidated financial statements. The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

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

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

The consolidated financial statements have been audited by Allan and Partners LLP, independent external auditors appointed by the Town. The accompanying Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Town's consolidated financial statements.

Diane Smithson, B. Comm, Dipl.M.M., CMO  
Chief Administrative Officer

Trisa McConkey B. Acc. Sc., C.P.A., C.G.A.  
Treasurer



## INDEPENDENT AUDITOR'S REPORT

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To the Members of Council, Inhabitants and Ratepayers  
of the Corporation of the Town of Carleton Place:

### Opinion

We have audited the consolidated financial statements of the Corporation of the Town of Carleton Place (the 'Entity'), which comprise:

- the consolidated statement of financial position as at December 31, 2020;
- the consolidated statement of operations and accumulated surplus for the year then ended;
- the consolidated statement of changes in net financial assets for the year then ended;
- the consolidated statement of cash flows for the year then ended;
- and the notes to the consolidated financial statements, including a summary of significant accounting policies;

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

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Entity as at December 31, 2020, and its consolidated results of operations, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

### Basis for Opinion

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

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



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

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

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

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

## **Auditor's Responsibilities for the Audit of the Financial Statements**

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

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

We also:

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

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

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group Entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.



Allan and Partners LLP  
Chartered Professional Accountants  
Licensed Public Accountants

Perth, Ontario  
March 9, 2021.

**Town of Carleton Place  
Consolidated Statement of Financial Position**

December 31	2020	2019
	\$	\$
<b>ASSETS</b>		
<b>Financial Assets</b>		
Cash and short term investments	34,564,750	29,451,013
Taxes receivable (net of allowance of \$55,000)	1,658,060	1,387,288
User charges receivable	534,933	353,709
Accounts receivable	2,860,621	1,077,226
Long term mortgage receivable (note 5)	5,523,550	5,593,032
Long term mortgage (note 4)	3,925,463	4,065,424
	<b>49,067,377</b>	41,927,692
<b>LIABILITIES</b>		
<b>Financial Liabilities</b>		
Accounts payable and accrued liabilities	2,500,487	3,508,757
Other current liabilities	592,729	351,086
Security deposits	5,777,865	2,599,057
Employee future benefit obligations (note 6)	514,454	502,192
Deferred revenues (note 7)	3,905,115	3,571,122
Long term liabilities (note 8)	6,181,175	6,835,160
	<b>19,471,825</b>	17,367,374
<b>NET FINANCIAL ASSETS</b>	<b>29,595,552</b>	24,560,318
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (note 15)	113,763,497	108,652,770
Inventories	79,677	88,000
Prepaid expenses	15,060	127,451
	<b>113,858,234</b>	108,868,221
Contingent Liabilities (note 13)		
<b>MUNICIPAL EQUITY</b> (note 9)	<b>143,453,786</b>	133,428,539

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



**Town of Carleton Place  
Consolidated Statement of Operations**

For the year ended December 31	(Note 17) Budget	2020	2019
	\$	\$	\$
<b>REVENUES</b>			
Taxation ▶ residential	9,192,740	<b>9,277,097</b>	8,692,377
▶ commercial	2,405,042	<b>2,464,834</b>	2,387,432
▶ other governments	92,417	<b>100,878</b>	97,923
User charges ▶ sewer and water	6,072,362	<b>7,904,904</b>	6,949,207
▶ recreation and culture	1,381,261	<b>729,810</b>	1,271,196
▶ daycare	2,526,548	<b>969,838</b>	2,252,556
▶ other	696,000	<b>267,618</b>	893,805
Government transfers	2,407,530	<b>3,495,945</b>	3,476,462
Licences and permits	650,000	<b>1,467,164</b>	1,399,510
Deferred revenues earned (note 8)	74,732	<b>63,035</b>	88,062
Investment income	264,543	<b>377,480</b>	721,534
Penalties and interest on taxes	172,000	<b>158,174</b>	182,928
Other	704,416	<b>489,326</b>	719,685
<b>TOTAL REVENUES</b>	26,639,591	<b>27,766,103</b>	29,132,677
<b>EXPENSES</b>			
General government	2,673,454	<b>1,456,142</b>	2,139,573
Protection to persons and property	4,510,736	<b>4,530,455</b>	4,286,442
Transportation services	5,740,340	<b>4,622,897</b>	4,218,092
Environmental services	4,756,708	<b>5,788,829</b>	5,752,317
Social and family services	3,814,144	<b>3,005,109</b>	3,848,749
Recreation and cultural services	3,766,286	<b>3,314,160</b>	3,847,360
Planning and development	1,087,059	<b>937,698</b>	1,050,159
<b>TOTAL EXPENSES</b>	26,348,727	<b>23,655,290</b>	25,142,692
<b>NET REVENUES FROM OPERATIONS</b>	290,864	<b>4,110,813</b>	3,989,985
<b>OTHER</b>			
Grants and transfers related to capital			
Government transfers	5,112,450	<b>3,110,726</b>	974,382
Developer contributions	1,545,924	<b>950,621</b>	188,748
Other	350,000	<b>726,202</b>	126,992
Gas tax	322,899	<b>322,899</b>	641,144
Sale of land	---	<b>803,986</b>	1,183,034
	7,331,273	<b>5,914,434</b>	3,114,300
<b>ANNUAL SURPLUS</b>	7,622,137	<b>10,025,247</b>	7,104,285
<b>MUNICIPAL EQUITY, BEGINNING OF YEAR</b>	133,428,539	<b>133,428,539</b>	126,324,254
<b>MUNICIPAL EQUITY, END OF YEAR</b>	141,050,676	<b>143,453,786</b>	133,428,539

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

**Town of Carleton Place**  
**Consolidated Statement of Change in Net Financial Assets**

For the year ended December 31	(Note 17) Budget	2020	2019
	\$	\$	\$
<b>ANNUAL SURPLUS</b>	7,622,137	<b>10,025,247</b>	7,104,285
Amortization of tangible capital assets	3,750,000	<b>3,334,816</b>	3,704,643
Acquisition of tangible capital assets	(14,369,660)	<b>(8,427,708)</b>	(3,542,883)
(Acquisition) disposal of tangible capital assets	---	<b>(17,835)</b>	33,588
Acquisition of supplies inventories	---	<b>8,323</b>	19,210
Disposal (acquisition) of prepaid expenses	---	<b>112,391</b>	(10,235)
	(10,619,660)	<b>(4,990,014)</b>	204,323
<b>INCREASE (DECREASE) IN NET FINANCIAL ASSETS</b>	(2,997,523)	<b>5,035,234</b>	7,308,608
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	24,560,318	<b>24,560,318</b>	17,251,710
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	21,562,795	<b>29,595,552</b>	24,560,318

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

## Town of Carleton Place Consolidated Statement of Cash Flows

For the year ended December 31	2020	2019
	\$	\$
<b>OPERATING ACTIVITIES</b>		
Annual surplus for the year	10,025,247	7,104,285
Amortization	3,334,816	3,704,643
	<b>13,360,063</b>	10,808,928
Net Change in Non-Cash Working Capital Balances		
Taxes receivable	(270,772)	(4,817)
User charges receivable	(181,224)	71,932
Accounts receivable	(1,783,395)	185,524
Accounts payable and accrued liabilities	(1,008,269)	1,341,675
Other current liabilities	241,643	(304,039)
Security deposits	3,178,808	462,587
Employee future benefit obligation	12,262	11,193
Deferred revenues	333,993	2,388,347
Inventories	8,323	19,210
Prepaid expenses	112,391	(10,235)
	<b>643,760</b>	4,161,377
<b>Working Capital from Operations</b>	<b>14,003,823</b>	14,970,305
<b>CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	(8,427,708)	(3,542,883)
Disposal of tangible capital assets	(17,836)	33,588
<b>Net investment in tangible capital assets</b>	<b>(8,445,544)</b>	(3,509,295)
<b>INVESTING ACTIVITIES</b>		
Long term mortgage receivable advanced	69,482	160,603
Repayment of long term mortgage	139,961	---
<b>Net decrease in cash from investing activities</b>	<b>209,443</b>	160,603
<b>FINANCING ACTIVITIES</b>		
Debt principal repayments	(653,985)	(496,238)
<b>Net decrease in cash from financing activities</b>	<b>(653,985)</b>	(496,238)
<b>NET INCREASE IN CASH</b>	<b>5,113,737</b>	11,125,375
<b>CASH, BEGINNING OF YEAR</b>	<b>29,451,013</b>	18,325,638
<b>CASH, END OF YEAR</b>	<b>34,564,750</b>	29,451,013

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

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# Town of Carleton Place

## Notes to the Consolidated Financial Statements

**December 31, 2020**

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### **1. Status of the Town of Carleton Place**

The Town of Carleton Place (the 'Town') was incorporated January 6, 1890 (previously incorporated as a village in 1870) and assumed its responsibilities under the authority of the Provincial Secretary. The Town operates as a lower tier government in the County of Lanark, in the Province of Ontario, Canada and provides municipal services such as police, fire, public works, planning, parks and recreation, library and other general government operations.

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### **2. Significant Accounting Policies**

The consolidated financial statements of the Corporation of the Town of Carleton Place are the representations of management and have been prepared in all material respects in accordance with Canadian Public Sector Accounting Standards. Significant aspects of the accounting policies by the Town are as follows:

#### **Reporting Entity**

- (i) The consolidated financial statements reflect the financial assets, liabilities, operating revenues and expenses, reserves, reserve funds and changes in investment in tangible capital assets of the Town. The reporting entity is comprised of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the Town and which are owned or controlled by the Town. Interdepartmental and inter-organizational transactions and balances between these organizations are eliminated. These consolidated financial statements include:
  - Public Library Board
  - Business Improvement Area Committee
  - Swimming Pool Committee of Management
  - Carleton Place Children's Centre
- (ii) The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the school boards are not reflected in the municipal fund balances of these consolidated financial statements.

#### **Basis of Accounting**

- (i) The consolidated financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based on receipt of goods and services and/or the creation of a legal obligation to pay.
- (ii) Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

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# Town of Carleton Place

## Notes to the Consolidated Financial Statements

December 31, 2020

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### 2. Significant Accounting Policies / continued

#### Taxation and Related Revenues

Property tax billings are prepared by the Town based on assessment rolls issued by the Municipal Property Assessment Corporation ('MPAC'). Tax rates are established by the Town Council, incorporating amounts to be raised for local services, amounts to be raised on behalf of County of Lanark for regional services, and amounts the Town is required to collect on behalf of the Province of Ontario in respect of education taxes. Taxation revenues are recorded at the time tax billings are issued. Adjustments to taxation revenue can occur during the year related to the issuance of supplementary tax billings and/or assessment appeals. These adjustments are recorded when the amount of the adjustments can be quantified. The Town is entitled to collect interest and penalties on overdue taxes. These revenues are recorded in the period in which the interest and penalties are applied.

#### Tangible Capital Assets

Tangible capital assets are recorded at cost, which include all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight line basis over their estimated useful lives as follows:

Land	
Land Improvements	10 - 25 years
Buildings	20 - 60 years
Machinery and Equipment	5 - 30 years
Vehicles	3 - 25 years
Water and Waste Plants and Networks	60 years
Water Plant	60 years
Sewage Plant	25 years
Storm Ponds	
Linear Assets	15 - 25 years
Roads	35 years
Sidewalks / Curbs	
Underground Networks	60 years
▸ water	60 years
▸ sewer	60 years
▸ storm	50 years
Bridges	

One half of the annual amortization is charged in the year of acquisition and in the years of disposal.

Assets under construction are not amortized until the asset is available for productive use, at which time they are capitalized.

The Town has a capitalization threshold of \$10,000 for vehicles and equipment and \$100,000 for linear assets and buildings so that individual capital assets of lesser value are expensed, unless they are pooled because, collectively, they have significant value, or for operations reasons.

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

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# Town of Carleton Place

## Notes to the Consolidated Financial Statements

December 31, 2020

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### 2. Significant Accounting Policies / continued

#### Tangible Capital Assets / continued

When tangible capital assets are disposed of, either by way of a sale, destruction or loss, or abandonment of the asset, the asset's net book value, historical cost less accumulated amortization, is written off. Any resulting gain or loss, equal to the proceeds on disposal less the asset's net book value, is reported on the consolidated statement of operations in the year of disposal. Transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of transfer.

When conditions indicate that a tangible capital asset no longer contributes to the Town's ability to provide services or the value of the future economic benefits associated with the tangible capital asset are less than its net book value, and the decline is expected to be permanent, the cost and accumulated amortization of the asset are reduced to reflect the revised estimate of the value of the asset's remaining service potential. The resulting net adjustment is reported as an expense on the consolidated statement of operations.

#### Leases

Leases are classified as capital or operations leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

#### Inventories

Inventories held for consumption are recorded at the lower of cost or replacement cost.

#### Employee Future Benefit Obligations

The Town accounts for its participation in the Ontario Municipal Employees Retirement System ('OMERS'), a multi-employer public sector pension fund, as a defined benefit plan. The OMERS plan specifies the retirement benefits to be received by employees based on length of service and pay rates.

Employee benefits include vacation entitlement and banked time. Vacation entitlements and banked time are accrued as entitlements are earned.

The Town accrues its obligation for employee benefit plans. The cost of post-retirement benefits earned by employees is actuarially determined using the projected benefit method pro-rated on services and management's best estimate of salary escalation, retirement ages of employees and expected health care costs.

Actual gains (losses) which can arise from changes in the actuarial assumptions used to determine the accrued benefit obligation will be amortized over the average remaining service period of active employees.

#### Cash and Cash Equivalents

The Town considers cash and cash equivalents to be highly liquid investments with original maturities of three months or less.

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# Town of Carleton Place

## Notes to the Consolidated Financial Statements

December 31, 2020

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### 2. Significant Accounting Policies / continued

#### Government Transfers

Government transfers are recognized in the consolidated financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

#### Deferred Revenues

The Town defers recognition of user charges and fees which have been collected but for which the related services have yet to be performed. Government transfers of gas taxes, development charges collected under the *Development Charges Act, 1997*, and recreational land collected under the Planning Act are reported as deferred revenues in the Consolidated Statement of Financial Position. These amounts will be recognized as revenues in the fiscal year the services are performed.

The Town receives restricted contributions under the authority of Federal and Provincial legislation and Town by-laws. These funds by their nature are restricted in their use and until applied to applicable costs are recorded as deferred revenue. Amounts applied to qualifying expenses are recorded as revenue in the fiscal period they are expended.

Deferred revenue represents certain user charges and fees which have been collected but for which the related services have yet to be performed. Deferred revenue also represents contributions that the Town has received pursuant to legislation, regulation or agreement that may only be used for certain programs or in the completion of specific work. These amounts are recognized as revenue in the fiscal year the services are performed or related expenses incurred.

#### Investments

Short-term and long-term investments are recorded at cost plus accrued interest. If the market value of investments become lower than cost and the decline in value is considered to be other than temporary, the investments are written down to market value.

Investment income earned on available current funds and reserve funds (other than obligatory funds). Are reported as revenue in the period earned. Investment income earned on obligatory reserve funds is added to the fund balance and forms part of the respective deferred revenue balance.

#### 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 is recorded net of any expected recoveries. A liability for remediation of contaminated sites is recognized when a site is not in productive use and all the following criteria are met:

- (a) an environmental standard exists;
- (b) contamination exceeds the environmental standard;
- (c) the Town:
  - (i) is directly responsible; or
  - (ii) accepts responsibility
- (d) it is expected that future economic benefit will be given up; and
- (e) a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

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**Town of Carleton Place**  
**Notes to the Consolidated Financial Statements**

**December 31, 2020**

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**2. Significant Accounting Policies / continued**

**Financial Instruments**

All financial instruments are initially recognized at fair value on the consolidated statement of financial position. The Town has classified each financial instrument into one of the following categories: held-for-trading financial assets and liabilities, loans and receivables, held-to-maturity financial assets and other financial liabilities. Subsequent measurement of financial instruments is based on their classification.

Held-for-trading financial assets and liabilities are subsequently measured at fair value with changes in those fair values recognized in net revenues.

Loans and receivables, held-to-maturity financial assets and other financial liabilities are subsequently measured at amortized cost using the effective interest method.

The Town classifies cash and cash equivalents as held-for-trading financial assets, accounts receivable as loans and receivables, and accounts payable and accrued liabilities as other financial liabilities.

**Measurement Uncertainty**

The preparation of consolidated financial statements 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 revenue and expenses during the period. Actual results could differ from these estimates. These estimates are reviewed periodically and as adjustments become necessary, they are recorded in the consolidated financial statements in the period in which they become known.

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**3. Operations of the School Boards and County of Lanark**

During 2020, the Town collected and made property tax transfers including payments in lieu of property taxes, to the County of Lanark and School Boards as follows:

	<b>School Boards</b>	<b>County</b>
	<b>\$</b>	<b>\$</b>
Property taxes	<b>3,947,580</b>	<b>6,173,589</b>
Taxation from other governments	---	<b>27,253</b>
Amounts requisitioned and paid	<b>3,947,580</b>	<b>6,200,842</b>

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**4. Long Term Mortgage**

In 2017, the Town entered into a long term financing agreement with Mississippi Valley Conservation Authority to finance the construction of a new facility to be located within the Town. Long term financing was a debenture funded through Ontario Infrastructure and Lands Corporation (OILC) in the amount of \$4,640,000.



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**Town of Carleton Place**  
**Notes to the Consolidated Financial Statements**

**December 31, 2020**

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**4. Long Term Mortgage / continued**

The loan is secured with an agreement that includes a mortgage on the property. The debenture terms include interest at a rate of 3.4%, semi annual blended payments of \$138,502, due June 1<sup>st</sup> and December 1<sup>st</sup> and is due June 2040.

<b>Year</b>	<b>\$</b>
2021	<b>144,759</b>
2022	<b>149,723</b>
2023	<b>154,857</b>
2024	<b>160,167</b>
2025	<b>165,658</b>
2026 to 2030	<b>917,494</b>
2031 and thereafter	<b>2,232,805</b>
	<hr/> <b>3,925,463</b> <hr/>

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**5. Long Term Mortgage Receivable**

During 2020, the Town executed cost recovery agreements with developers for core infrastructure services for water and sewer on Highway 7 and McNeely Avenue. Under the agreement, the Town agreed to fund the up front infrastructure costs and then recover the funds from the developers through a long term mortgage.

The mortgages are to be repaid over 15 years with quarterly payments and with interest compounded annually at 4%. The Town has mortgage security on each property within the development area.

The loan agreements provide for lump sum repayments of principal under the following conditions:

- (i) The Town recovers development costs from other owners of land who benefit from the core services within the development area.
- (ii) Developer registers a plan of the subdivision, registers a site plan approval, receives a severance or upon the issuance of a building permit for any building requiring a connection to services.

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**6. Employee Future Benefit Obligations**

The Town extends non-pension retirement benefits for medical and dental benefits to a maximum of \$5,000 per year, for full time employees for ten years after retirement or to age 65, whichever comes first. To be eligible an employee must be at least age 55 (age 50 for firefighters) and has at least 20 years of service with the Town. Employees with 15 years of service are eligible but will receive 50% of the normal benefit reimbursement.

An independent actuarial study of the employee non-pension benefits has been undertaken. The most recent valuation of the employee future benefits was effective at December 31, 2017.

## Town of Carleton Place Notes to the Consolidated Financial Statements

December 31, 2020

### 6. Employee Future Benefit Obligations

The accrued benefit obligation relating to the employee non-pension retirement benefits has been actuarially determined using the projected benefit method pro-rated on services. At December 31, 2020, based on an actuarial update, the accrued benefit obligation was \$514,454 (2019 \$502,192).

The significant actuarial assumptions adopted in estimating the Town's accrued benefit obligation are as follows:

Discount Rate	3.15%
Trend Rates	7.50% decreasing by 0.50% annually to 4.00%
Employee Turnover	4.50% decreasing to 1.00% after 25 years of service early of age 65 or age plus service totals 90
Retirement Age	90.00% will elect family coverage and 10.00% will elect single coverage
Participation	\$3,800 in 2017 for family coverage and half for single coverage
Cost of Coverage	

The continuity of post employment benefits for 2020 is as follows:

	\$
Accrued benefit obligation at beginning of 2020	502,192
Benefits accrued during 2020	23,098
Benefits paid during 2020	(26,600)
Interest on accrued benefit obligation during the year	15,764
Accrued benefit obligation at end of 2020	514,454

### 7. Deferred Revenues

A requirement of public sector accounting standards of the Chartered Professional Accountants of Canada is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as Provincial legislation restricts how these funds may be used and under certain circumstances these funds may possibly be refunded.

The transactions for the year are summarized below:

	Government Grants	Development Charges	Recreational Land	Total
	\$	\$	\$	\$
January 1, 2020	1,169,591	2,217,550	183,981	3,571,122
Government grants	549,380	---	---	549,380
Contributions from developers	---	1,905,905	21,595	1,927,500
Interest	---	35,681	2,274	37,955
Transfer to capital fund	(1,162,424)	(952,425)	(791)	(2,115,640)
Transfer to operating fund	(2,167)	(63,035)	---	(65,202)
December 31, 2020	554,380	3,143,676	207,059	3,905,115

**Town of Carleton Place**  
**Notes to the Consolidated Financial Statements**

**December 31, 2020**

**8. Long Term Liabilities**

- (a) The balance of long term liabilities reported on the "Consolidated Statement of Financial Position" is comprised of the following:

	<b>2020</b>	<b>2019</b>
	<b>\$</b>	<b>\$</b>
Total long term liabilities incurred by the municipality including those incurred on behalf of school boards, other municipalities and municipal enterprises and outstanding at the end of the year amount to:		
Ontario Infrastructure and Land Corporation loan with maturity date 2040, with interest rate 3.40%.	<b>3,925,464</b>	4,065,424
Ontario Infrastructure and Land Corporation loan with maturity date 2024 with interest rate of 4.49%.	<b>460,158</b>	657,232
Canada Mortgage and Housing Corporation with maturity date August 2025 with interest rate 3.59%.	<b>1,485,573</b>	1,752,524
Mutura (0.00%), with maturity date February 2022.	<b>309,980</b>	359,980
<b>Net long term liabilities at the end of the year</b>	<b>6,181,175</b>	6,835,160

- (b) Of the municipal debt shown above, the responsibility for the payment of principal and interest charges for the Mississippi Valley Conservation Authority (MVCA) has been assumed by MVCA 2020 \$3,925,464 (2019 \$4,065,424).

- (c) Principal payments fall due as follows:

	<b>User Charges</b>	<b>General Revenues</b>	<b>From Others</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
2021	384,028	50,000	144,759	<b>578,787</b>
2022	398,837	259,980	149,723	<b>808,540</b>
2023	414,222	---	154,857	<b>569,079</b>
2024	430,210	---	160,167	<b>590,377</b>
2025	318,434	---	165,658	<b>484,092</b>
2026 to 2030	---	---	917,494	<b>917,494</b>
2031 and thereafter	---	---	2,232,806	<b>2,232,806</b>
	<b>1,945,731</b>	<b>309,980</b>	<b>3,925,464</b>	<b>6,181,175</b>

- (d) Interest expense on long term liabilities in 2020 amounted to \$227,341 (2019 \$249,865).

- (e) These payments are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs and Housing.

**Town of Carleton Place**  
**Notes to the Consolidated Financial Statements**

**December 31, 2020**

**9. Municipal Equity**

Municipality equity consists of:

	2020	2019
	\$	\$
Investment in tangible capital assets		
Tangible capital assets	113,763,497	108,652,770
Long term liabilities	(2,255,711)	(2,769,736)
Unfinanced capital projects		
South of 7	(83,141)	---
Market square building	(10,255)	(20,344)
Fire vehicle	---	(123,718)
Gillies Bridge / Bell Street	(42,302)	(42,302)
Central Bridge	(638,035)	(177,914)
Fire accountability system	---	(16,525)
Roads	(362,639)	---
	<b>110,371,414</b>	105,502,231
Unrestricted surplus	79,677	232,870
Unfunded post retirement benefit	(514,454)	(502,192)
Reserves (Schedule 1)	32,244,381	26,021,446
Reserve Funds (Schedule 1)	1,272,768	2,174,184
<b>Total Municipal Equity</b>	<b>14,453,786</b>	133,428,539

**10. Pension Contributions**

The Town makes contributions to the Ontario Municipal Employees Retirement System ("OMERS"), which is a multi-employer plan, on behalf of all permanent members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Employers and employees contribute to the plan. Since any surpluses or deficits are a joint responsibility of all Ontario municipalities and their employees, the Town does not recognize any share of the OMERS pension surplus or deficit in these consolidated financial statements.

The amount contributed to OMERS was \$598,484 (2019 \$517,355) for current services and is included as an expenditure on the Consolidated Statement of Operations classified under the appropriate functional expenditure. Contributions by employees were a similar amount.

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# Town of Carleton Place

## Notes to the Consolidated Financial Statements

December 31, 2020

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### 11. Provincial Offences Administration (POA)

The Town of Perth has assumed the administration of the Provincial Offences office for all County of Lanark resident municipalities. The transfer of administration from the Ministry of the Attorney General to the Town was a result of the Provincial Offences Act (POA) 1997, which provides the framework for the transfer of responsibility and administration of POA courts.

The POA is a procedural law for administering and prosecuting provincial offences, including those committed under the Highway Traffic Act, Compulsory Automobile Insurance Act, Trespass to Property Act, Liquor Licence Act, Municipal By-Laws and minor federal offences. The POA governs all aspects of legal process from serving notice to a defendant, to conducting trials, including sentencing and appeals.

The Town's share of net revenues arising from operation of the POA office have been consolidated with these financial statements. The revenue of the court office consists of fines levied under Parts I and III (including delay penalties) for POA charges filed in the Perth court.

If fines are paid at other court offices, the receipt is recorded in the Integrated Courts Operation Network System ("ICON") operated by the Province of Ontario. Revenue is recognized when receipt of funds is recorded by the provincial ICON system regardless of the location where payment is made.

The Town of Carleton Place shares net POA revenues based on weighted assessment.

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### 12. Contractual Obligations

In 1997, the Town entered into a fixed price contract with the Ontario Clean Water Agency to manage the water treatment plant and the sewage treatment plant. The operational costs are subject to inflationary increases and the Town is responsible for capital costs and emergency use costs. The contract expires December 2023.

Included in the consolidated statement of operations are the costs paid to the Ontario Clean Water Agency of \$1,149,509 (2019 \$1,000,808) for the sewage plant and \$776,671 (2019 \$686,001) for the water treatment plant.

In 2020, the Town entered into an agreement with GFL Environmental to provide solid waste collection and disposal services. Payment for collection was approximately \$262,531 in 2020. Payment for disposal was approximately \$322,566 in 2020. The contract with GFL Environmental is for a period of five (5) years with two (2) additional one (1) year extensions possible. Annual charges are based on the number of households, volumes of material processed / disposed, and annual inflation adjustments.

In 2020, the Town entered into an agreement with Emterra Environmental to provide recycling collection and processing services. Payment for collection was approximately \$399,520 in 2020. Payment for processing was approximately \$57,137 in 2020. The contract with Emterra Environmental is for a period of two and a half (2.5) years with three (3) additional one (1) year extensions possible. Annual charges are based on the number of households, volumes of material processed / disposed, and annual inflation adjustments.

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## Town of Carleton Place Notes to the Consolidated Financial Statements

December 31, 2020

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### 12. Contractual Obligations / continued

The Town has negotiated a long term contract with the Ontario Provincial Police for the provision of policing services. The contract ends December 2024. Annual charges are determined based on level of service and are reconciled to actual costs in the following year. The contract for 2020 was \$2,361,060 (2019 \$2,282,598).

The Town has entered into a long term lease agreement (99 years) with the Upper Canada District School Board for the child care centre property. The financial considerations was \$1 in 2010. Annual financial considerations include upkeep and maintenance of the shared driveway.

The Town entered into boundary restructuring agreements with Beckwith Township. In consideration of jurisdictional rights the Town has agreed to compensate Beckwith Township for the municipal share of taxes levied for a maximum 40 years. For the agreement expiring December 31, 2036 the compensation is 30% of the municipal share of taxes. For the agreement expiring December 31, 2051 the compensation is 30% of the municipal share of commercial taxes levied and a one time payment equivalent to the Beckwith development charge for residential units on new residential units. Payments under these agreements for the year 2020 were \$431,521 (2019 \$336,078).

The Town has entered into a boundary restructuring agreement with the Town of Mississippi Mills. In consideration of jurisdictional rights the Town has agreed to compensate the Town of Mississippi Mills for 30% of commercial taxes levied and a one time payment equivalent to the Mississippi Mills development charge for residential units on new residential units for a maximum of 40 years. The agreement expires December 31, 2051.

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### 13. Contingent Liabilities

The nature of municipal activities is such that there may be litigation pending or in prospect at any time. With respect to claims as at December 31, 2020, management believes that the Town has valid defences and appropriate and adequate insurance coverages in place.

In the event any claims are successful, the amount of any potential liability is not determinable, therefore, no amount has been accrued in the consolidated financial statements.

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### 14. Risk Management

In the normal course of operations, the Town is exposed to a variety of financial risks which are actively managed by the Town.

The Town's financial instruments consist of cash, investments, accounts receivable, accounts payable and accrued liabilities. The fair values of cash, investments, accounts payable and accrued liabilities approximate their carrying values because of their expected short term maturity and treatment on normal trade terms.

The Town's exposure to and management of risk has not changed materially from December 31, 2019.

**Town of Carleton Place**  
**Notes to the Consolidated Financial Statements**

**December 31, 2020**

**14. Risk Management / continued**

**Credit Risk**

Credit risk arises from the possibility that the entities to which the Town provides services to may experience difficulty and be unable to fulfill their obligations. The Town is exposed to financial risk that arises from the credit quality of the entities to which it provides services. The Town does not have a significant exposure to any individual customer or counter party. As a result, the requirement for credit risk related reserves for accounts receivable is minimal.

**Interest Rate Risk**

Interest rate risk arises from the possibility that the value of, or cash flows related to, a financial instrument will fluctuate as a result of changes in market interest rates. The Town is exposed to financial risk that arises from the interest rate differentials between the market interest rate and the rates on its cash and cash equivalents and operating loan. Changes in variable interest rates could cause unanticipated fluctuations in the Town's operating results.

**Liquidity Risk**

Liquidity risk is the risk that the Town will not be able to meet its obligations as they fall due. The Town requires working capital to meet day-to-day operating activities. Management expects that the Town's cash flows from operating activities will be sufficient to meet these requirements.

**15. Tangible Capital Assets**

	2020	2019
	\$	\$
Land	5,518,556	5,790,961
Land Improvements	4,186,761	3,237,691
Buildings	14,559,861	11,000,016
Machinery and Equipment	7,513,534	7,221,277
Vehicles	1,877,977	2,060,232
Water and Waste Plants and Networks		
Water Plant	3,121,344	3,224,541
Sewage Plant	12,052,567	12,352,083
Linear Assets		
Roads	17,661,140	16,540,797
Sidewalks / Curbs	3,531,899	3,408,910
Underground Networks		
▸ water	14,883,984	15,308,811
▸ sewer	13,007,197	13,365,552
▸ storm	7,348,191	7,105,210
Bridges	116,551	125,674
Construction in Progress	8,383,935	7,911,015
	<b>1,137,763,497</b>	<b>108,652,770</b>

For additional information, see Schedule 2 ▸ Tangible Capital Assets.

## Town of Carleton Place Notes to the Consolidated Financial Statements

December 31, 2020

### 16. Segmented Information

The Town is a diversified municipal government that provides a wide range of services to its citizens. The services are provided by departments and their activities are reported in the consolidated statement of financial activities.

Departments have been separately disclosed in the segmented information, along with the service they provide, are set out in the schedule below.

For each reported segment, expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Therefore, certain allocation methodologies are employed in the preparation of segmented financial information.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in note 2.

2020	Salaries, Wages & Employee Benefits	Debt Interest	Materials & Services	Amortization	Total
	\$	\$	\$	\$	\$
<b>General Government</b>					
Governance	251,471	---	26,458	---	277,929
Corporate Management & Program Support	1,132,341	---	339	45,533	1,178,213
<b>Protection to Persons and Property</b>					
Fire	617,874	---	267,557	130,296	1,015,727
Police	71,476	---	2,397,624	1,435	2,470,535
Conservation Authority	---	137,044	75,793	---	212,837
Protective Inspection	610,739	---	212,392	8,225	831,356
<b>Transportation</b>					
Roadways	981,571	---	1,819,479	1,060,718	3,861,768
Winter Control	171,967	---	303,545	47,704	523,216
Street Lighting	---	---	165,326	23,782	189,108
Transit	---	---	48,805	---	48,805
<b>Environmental</b>					
Sanitary Sewer	74,035	66,160	1,439,428	993,305	2,572,928
Waterworks	416,233	---	1,011,566	572,173	1,999,972
Waste Services	71,089	---	1,144,840	---	1,215,929
<b>Social and Family</b>					
Child Care	2,458,305	24,137	468,164	54,503	3,005,109
<b>Recreation and Cultural Services</b>					
Parks	228,740	---	154,952	165,557	549,249
Recreation Facilities & Programs	1,086,816	---	907,007	173,467	2,167,290
Libraries	342,553	---	137,916	58,118	538,587
Cultural Services	3,184	---	55,850	---	59,034
<b>Planning and Development</b>					
Planning & Zoning	324,640	---	124,947	---	449,587
Commercial & Industrial	193,860	---	294,251	---	488,111
<b>2020</b>	<b>9,036,894</b>	<b>227,341</b>	<b>11,056,239</b>	<b>3,334,816</b>	<b>23,655,290</b>



**Town of Carleton Place**  
**Notes to the Consolidated Financial Statements**

**December 31, 2020**

**16. Segmented Information / continued**

<b>2019</b>	<b>Salaries, Wages &amp; Employee Benefits</b>	<b>Debt Interest</b>	<b>Materials &amp; Services</b>	<b>Amortization</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>General Government</b>					
Governance	265,391	---	64,951	---	330,342
Corporate Management & Program Support	1,119,019	---	650,373	39,839	1,809,231
<b>Protection to Persons and Property</b>					
Fire	644,237	---	147,991	116,729	908,957
Police	34,846	---	2,332,547	1,435	2,368,828
Conservation Authority	---	135,319	213,646	---	348,965
Protective Inspection	496,811	---	160,331	2,550	659,692
<b>Transportation</b>					
Roadways	764,441	---	866,510	1,564,177	3,195,128
Winter Control	148,626	---	349,239	---	497,865
Street Lighting	135	---	196,713	---	196,848
Transit	---	---	328,251	---	328,251
<b>Environmental</b>					
Sanitary Sewer	115,073	72,167	1,595,775	1,247,353	3,030,368
Waterworks	413,752	7,410	1,013,117	317,743	1,752,022
Waste Services	71,782	---	898,145	---	969,927
<b>Social and Family</b>					
Child Care	3,208,407	28,602	557,561	54,179	3,848,749
<b>Recreation and Cultural Services</b>					
Parks	253,803	---	287,782	24,358	565,943
Recreation Facilities & Programs	1,284,714	---	1,128,995	293,098	2,706,807
Libraries	344,014	---	136,068	43,182	523,264
Cultural Services	6,359	---	44,987	---	51,346
<b>Planning and Development</b>					
Planning & Zoning Commercial & Industrial	396,679	---	653,480	---	1,050,159
<b>2019</b>	<b>9,568,089</b>	<b>243,498</b>	<b>11,626,462</b>	<b>3,704,643</b>	<b>25,142,692</b>

## Town of Carleton Place Notes to the Consolidated Financial Statements

December 31, 2020

### 17. Budget Figures

The 2020 budget amounts that were approved were not prepared on a basis consistent with that used to report actual results (Public Sector Accounting Board Standards). The budget included capital items such as infrastructure replacements and estimated costs for constructed assets, as program expenses, but the actual expenses have been removed in the Statement of Operations. The revenues attributable to these items continue to be included in the Statement of Operations, resulting in a significant variance. The following analysis is provided to assist readers in their understanding of differences between the approved budget and the audited financial statements:

	Budget	Actual
	\$	\$
Total Revenues	26,639,591	27,766,103
Total Expenses	(26,348,727)	(23,655,290)
Net Revenues	290,864	4,110,813
Amortization	3,750,000	3,334,816
Adjusted Net Revenues	4,040,864	7,445,629
Capital Revenues	7,331,273	5,914,434
Funds Available	11,372,137	13,360,063
Capital Expenses	(14,369,660)	(8,427,708)
Disposal of Tangible Capital Assets	---	(17,836)
Acquisition of Inventory	---	8,323
Acquisition of Prepaid Expense	---	112,391
Principal Repayments on Long Term Debt	(500,801)	(514,025)
Increase Unfunded Post Employment Benefits	30,000	12,262
(Decrease) Increase in Operating Surplus	(3,468,324)	4,533,470
<b>Allocated as follows:</b>		
Net Decrease in Unfinanced Capital	(138,412)	(755,569)
Net Transfers (to) from Reserves	(3,320,504)	5,321,519
Year End Operating Deficit	(9,408)	(32,480)
	(3,468,324)	4,533,470

### 18. Impact of COVID-19

On March 11, 2020, the World Health Organization characterized the outbreak of a strain of the novel coronavirus ("COVID-19") as a pandemic. This resulted in governments worldwide, including the Canadian, Ontario and municipal governments, enacting emergency measures to combat the spread of the virus.

The pandemic has had significant operational and financial impacts including service reductions, declines in associated user fee revenues and additional costs. While impacts have been mitigated by associated funding and other cost saving measures, the pandemic has created uncertainty over current and future year operations and the financial position of the Municipality.

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**Town of Carleton Place**  
**Notes to the Consolidated Financial Statements**

**December 31, 2020**

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**18. Impact of COVID**

The duration and impact of COVID-19 are unknown at this time. It is not possible to reliably estimate the impact that the length and severity of these developments will have on the financial results and conditions of the Municipality in future periods. The Municipality continues to closely monitor and assess the impact on its operations. It is management's assessment that the Municipality will have sufficient resources to mitigate the potential losses in 2021 as a result of COVID-19.

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**Town of Carleton Place**  
**Schedule 1 ▶ Continuity of Reserves and Reserve Funds**

For the year ended December 31	(Note 17) Budget	2020	2019
	\$	\$	\$
<b>Revenues</b>			
Investment income	121,395	121,395	121,395
<b>Net Transfers From / (To) Other Funds</b>			
Transfers from operations	4,687,479	6,978,843	5,460,344
Transfers to capital acquisitions	(8,250,746)	(1,778,719)	944,681
<b>Total Net Transfers</b>	(3,563,267)	5,200,124	6,405,025
<b>Reserves and Reserve Fund Balances, Change in Year</b>	(3,441,872)	5,321,519	6,526,420
<b>Reserves and Reserve Fund Balances, Beginning of Year</b>	28,195,630	28,195,630	21,669,210
<b>Reserves and Reserve Fund Balances, End of Year</b>	24,753,758	33,517,149	28,195,630

**Composition of Reserves and Reserve Funds**

For the year ended December 31	2020	2019
	\$	\$
<b>Reserves set aside for specific purposes by Council:</b>		
<b>For Operating Purposes</b>		
▶ for working funds	1,029,717	1,029,717
▶ for insurance	30,772	30,422
▶ for elections	45,300	39,900
▶ for business improvement area	15,116	16,030
▶ for health services	339,500	339,500
▶ for economic development	203,582	184,303
	1,663,987	1,639,872
<b>For Capital Purposes</b>		
▶ for acquisition of capital assets	4,665,401	3,874,867
▶ for contingencies, office equipment	372,468	536,974
▶ for recreation purposes	786,004	684,887
▶ for library purposes	636,714	639,810
▶ for fire, police and protective inspection	2,515,652	1,731,930
▶ for day care purposes	3,441,007	2,835,130
▶ for sewage and water treatment plant	18,163,148	14,077,976
	30,580,394	24,381,574
<b>Total Reserves</b>	32,244,381	26,021,446
<b>Reserve Funds</b>		
▶ for tax rate stabilization	1,272,768	2,174,184
<b>Total Reserves and Reserve Funds</b>	33,517,149	28,195,630

The accompany notes are an integral part of these consolidated financial statements.

**Town of Carleton Place  
Schedule 2 ▶ 2020 Tangible Capital Assets**

Asset Class	Cost 01/01/20	Additions	(Disposals)	Cost 31/12/20
	\$	\$	\$	\$
<b>General Capital</b>				
Land	5,790,959	---	(272,403)	5,518,556
Land Improvements	4,948,741	1,150,517	---	6,099,258
Buildings	15,842,017	3,840,766	---	19,682,783
Machinery & Equipment	1,458,550	97,983	---	1,556,533
Vehicles	4,652,846	82,045	(228,632)	4,506,259
<b>General Capital Total</b>	<b>32,693,113</b>	<b>5,171,311</b>	<b>(501,035)</b>	<b>37,363,389</b>
<b>Infrastructure</b>				
Land improvements	327,601	---	---	327,601
Machinery & Equipment	9,187,809	457,132	---	9,644,941
<b>Building</b>				
Sewage Plant	17,976,070	---	---	17,976,070
Water Plant	6,229,857	---	---	6,229,857
<b>Linear Assets</b>				
Paved Roads	35,283,220	1,878,079	(574,808)	36,586,491
Curbs	2,225,196	287,460	---	2,512,656
Sidewalks	4,466,164	---	---	4,466,164
<b>Mains</b>				
Sanitary Sewer Network	21,924,512	---	---	21,924,512
Storm Water Network	12,593,501	451,054	---	13,044,555
Water Network	26,022,773	---	---	26,022,773
Bridges & Culverts	499,050	---	---	499,050
<b>Infrastructure Total</b>	<b>136,735,753</b>	<b>3,073,725</b>	<b>(574,808)</b>	<b>139,234,670</b>
<b>WIP</b>	<b>7,911,015</b>	<b>7,872,632</b>	<b>(7,399,712)</b>	<b>8,383,935</b>
<b>Grand Total</b>	<b>177,339,881</b>	<b>16,117,668</b>	<b>(8,475,555)</b>	<b>184,981,994</b>

Asset Class	Accumulated Amortization 01/01/20	Amortization	(Disposals)	Accumulated Amortization 31/12/20	Net Book Value 31/12/20
	\$	\$	\$	\$	\$
<b>General Capital</b>					
Land	---	---	---	---	5,518,556
Land Improvements	1,766,769	198,644	---	1,965,413	4,133,845
Buildings	4,842,001	280,921	---	5,122,922	14,559,861
Machinery & Equipment	1,009,824	102,616	---	1,112,440	444,093
Vehicles	2,592,614	264,291	(228,623)	2,628,282	1,877,977
<b>General Capital Total</b>	<b>10,211,208</b>	<b>846,472</b>	<b>(228,623)</b>	<b>10,829,057</b>	<b>26,534,332</b>
<b>Infrastructure</b>					
Land improvements	271,883	2,803	---	274,686	52,915
Machinery & Equipment	2,415,260	160,241	---	2,575,501	7,069,440
<b>Building</b>					
Sewage Plant	5,623,987	299,516	---	5,923,503	12,052,567
Water Plant	3,005,316	103,197	---	3,108,513	3,121,344
<b>Linear Assets</b>					
Paved Roads	18,742,419	757,739	(574,808)	18,925,350	17,661,141
Curbs	1,123,251	53,251	---	1,176,502	1,336,154
Sidewalks	2,159,199	111,220	---	2,270,419	2,195,745
<b>Mains</b>					
Sanitary Sewer Network	8,558,960	358,355	---	8,917,315	13,007,197
Storm Water Network	5,488,292	208,073	---	5,696,365	7,348,190
Water Network	10,713,962	424,827	---	11,138,789	14,883,984
Bridges & Culverts	373,376	9,121	---	382,497	116,553
<b>Infrastructure Total</b>	<b>58,475,905</b>	<b>2,488,343</b>	<b>(574,808)</b>	<b>60,389,440</b>	<b>78,845,230</b>
<b>WIP</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>8,383,935</b>
<b>Grand Total</b>	<b>68,687,113</b>	<b>3,334,815</b>	<b>(803,431)</b>	<b>71,218,497</b>	<b>113,763,497</b>

The accompany notes are an integral part of these consolidated financial statements.

**Town of Carleton Place  
Schedule 2 ▶ 2019 Tangible Capital Assets**

Asset Class	Cost 01/01/19	Additions	(Disposals)	Cost 31/12/19
	\$	\$	\$	\$
<b>General Capital</b>				
Land	5,790,959	---	---	5,790,959
Land Improvements	4,475,772	472,969	---	4,948,741
Buildings	15,842,017	---	---	15,842,017
Machinery & Equipment	1,343,405	124,828	(9,682)	1,458,551
Vehicles	4,511,352	454,258	(312,764)	4,652,846
<b>General Capital Total</b>	<b>31,963,505</b>	<b>1,052,055</b>	<b>(322,446)</b>	<b>32,693,114</b>
<b>Infrastructure</b>				
Land improvements	267,118	60,483	---	327,601
Machinery & Equipment	9,166,351	21,459	---	9,187,810
<b>Building</b>				
Sewage Plant	17,976,070	---	---	17,976,070
Water Plant	6,229,857	---	---	6,229,857
<b>Linear Assets</b>				
Paved Roads	35,133,617	149,603	---	35,283,220
Curbs	2,225,196	---	---	2,225,196
Sidewalks	4,466,164	---	---	4,466,164
<b>Mains</b>				
Sanitary Sewer Network	20,513,761	1,410,751	---	21,924,512
Storm Water Network	12,593,501	---	---	12,593,501
Water Network	26,022,773	---	---	26,022,773
Bridges & Culverts	499,050	---	---	499,050
<b>Infrastructure Total</b>	<b>135,093,458</b>	<b>1,642,296</b>	<b>---</b>	<b>136,735,754</b>
<b>WIP</b>	<b>7,062,481</b>	<b>2,366,456</b>	<b>(1,517,924)</b>	<b>7,911,013</b>
<b>Grand Total</b>	<b>174,119,444</b>	<b>5,060,807</b>	<b>(1,840,370)</b>	<b>177,339,881</b>

Asset Class	Accumulated Amortization 01/01/19	Amortization	(Disposals)	Accumulated Amortization 31/12/19	Net Book Value 31/12/19
	\$	\$	\$	\$	\$
<b>General Capital</b>					
Land	---	---	---	---	5,790,959
Land Improvements	1,714,102	52,667	---	1,766,769	3,181,972
Buildings	4,527,642	314,359	---	4,842,001	11,000,016
Machinery & Equipment	823,264	195,759	(9,198)	1,009,825	448,726
Vehicles	2,631,131	241,143	(279,660)	2,592,614	2,060,232
<b>General Capital Total</b>	<b>9,696,139</b>	<b>803,928</b>	<b>(288,858)</b>	<b>10,211,209</b>	<b>22,481,905</b>
<b>Infrastructure</b>					
Land improvements	239,712	32,170	---	271,882	55,719
Machinery & Equipment	2,309,070	106,190	---	2,415,260	6,772,550
<b>Building</b>					
Sewage Plant	5,361,438	262,549	---	5,623,987	13,352,083
Water Plant	2,865,016	140,300	---	3,005,316	3,224,541
<b>Linear Assets</b>					
Paved Roads	17,580,478	1,161,941	---	18,742,419	16,540,801
Curbs	1,053,615	69,636	---	1,123,251	1,101,945
Sidewalks	2,025,339	133,860	---	2,159,199	2,306,965
<b>Mains</b>					
Sanitary Sewer Network	8,218,503	340,457	---	8,558,960	13,365,552
Storm Water Network	5,269,978	218,312	---	5,488,290	7,105,211
Water Network	10,287,784	426,178	---	10,713,962	15,308,811
Bridges & Culverts	364,255	9,121	---	373,376	125,674
<b>Infrastructure Total</b>	<b>55,575,190</b>	<b>2,900,714</b>	<b>---</b>	<b>58,475,904</b>	<b>78,259,852</b>
<b>WIP</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>---</b>	<b>7,911,013</b>
<b>Grand Total</b>	<b>65,271,329</b>	<b>3,704,642</b>	<b>(288,858)</b>	<b>68,687,113</b>	<b>108,652,770</b>

The accompany notes are an integral part of these consolidated financial statements.



## INDEPENDENT AUDITOR'S REPORT

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To the Members of Council, Inhabitants and Ratepayers of the Corporation of the Town of Carleton Place Public Library Board:

### Opinion

We have audited the financial statements of the Corporation of the Town of Carleton Place Public Library Board (the 'Entity'), which comprise:

- the statement of financial position as at December 31, 2020;
- the statement of operations and accumulated surplus for the year then ended;
- the statement of changes in net financial assets for the year then ended;
- the statement of cash flows for the year then ended;
- and the notes to the financial statements, including a summary of significant accounting policies;

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

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2020, and its results of operations, its changes in net financial assets 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 '**Auditors' Responsibilities for the Audit of the Financial Statements**' section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



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

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

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

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

## **Auditor's Responsibilities for the Audit of the Financial Statements**

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

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

We also:

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

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

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Allan and Partners LLP  
Chartered Professional Accountants  
Licensed Public Accountants

Perth, Ontario  
March 9, 2021.

**Town of Carleton Place  
Public Library Board  
Statement of Financial Position**

<b>December 31</b>	<b>2020</b>	<b>2019</b>
	<b>\$</b>	<b>\$</b>
<b>ASSETS</b>		
<b>Financial Assets</b>		
Cash and short term deposits	<b>566,382</b>	481,235
<b>LIABILITIES</b>		
<b>Financial Liabilities</b>		
Accounts payable and accrued liabilities	<b>1,424</b>	1,424
<b>NET FINANCIAL ASSETS</b>		
	<b>564,958</b>	479,811
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (note 4)	<b>657,571</b>	594,764
<b>ACCUMULATED SURPLUS (note 3)</b>		
	<b>1,222,529</b>	1,074,575

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

**Town of Carleton Place  
Public Library Board  
Statement of Operations**

For the year ended December 31	(Note 5) Budget	2020	2019
	\$	\$	\$
<b>REVENUES</b>			
Government Grants			
Municipal Grants ▶ Carleton Place	295,562	<b>295,562</b>	268,779
▶ Beckwith	120,069	<b>120,069</b>	120,017
▶ Mississippi Mills	57,268	<b>70,854</b>	54,622
Province of Ontario	26,127	<b>49,302</b>	32,007
Development Charges	18,000	---	---
User Charges ▶ fees and service charges	4,800	<b>3,549</b>	6,315
Interest	1,500	<b>1,047</b>	1,586
Other Income			
Rentals and fines	9,500	<b>3,505</b>	10,250
Donations	21,000	<b>3,621</b>	15,208
<b>TOTAL REVENUES</b>	553,826	<b>547,509</b>	508,784
<b>EXPENSES</b>			
Salaries, wages, employee benefits	371,978	<b>342,552</b>	344,013
Administration	40,850	<b>31,619</b>	26,704
Computer maintenance, supplies	12,667	<b>5</b>	17,909
Program supplies	9,650	<b>11,677</b>	8,417
Photocopier charges and supplies	1,800	<b>363</b>	1,566
Building and equipment maintenance	6,650	<b>4,625</b>	9,804
Insurance	---	<b>2,560</b>	1,979
Utilities	17,800	<b>12,064</b>	16,922
Amortization	77,500	<b>58,116</b>	43,182
Seniors grant	---	<b>20,749</b>	---
Covid	---	<b>5,176</b>	---
<b>TOTAL EXPENSES</b>	538,895	<b>489,506</b>	470,496
<b>NET REVENUES FROM OPERATIONS</b>	14,931	<b>58,003</b>	38,288
<b>OTHER</b>			
Grants and transfers related to capital			
Deferred revenues earned	---	<b>89,951</b>	---
<b>ANNUAL SURPLUS</b>	14,931	<b>147,954</b>	38,288
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	1,074,575	<b>1,074,575</b>	1,036,287
<b>ACCUMULATED SURPLUS, END OF YEAR</b>	1,089,506	<b>1,222,529</b>	1,074,575

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

**Town of Carleton Place  
Public Library Board  
Statement of Change in Net Financial Assets**

For the year ended December 31	2020	2019
	\$	\$
<b>ANNUAL SURPLUS</b>	<b>147,954</b>	38,288
Amortization of tangible capital assets	<b>58,116</b>	43,182
Acquisition of tangible capital assets	<b>(120,923)</b>	(51,975)
	<b>(62,807)</b>	(8,793)
<b>INCREASE IN NET FINANCIAL ASSETS</b>	<b>85,147</b>	29,495
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	<b>479,811</b>	450,316
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	<b>564,958</b>	479,811

**Statement of Cash Flows**

For the year ended December 31	2020	2019
	\$	\$
<b>OPERATING ACTIVITIES</b>		
Annual surplus for the year	<b>147,954</b>	38,288
Amortization	<b>58,116</b>	43,182
	<b>206,070</b>	81,470
<b>Net Change in Non-Cash Working Capital Items</b>		
Accounts receivable	---	64,905
<b>Working Capital from Operations</b>	<b>206,070</b>	146,375
<b>CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	<b>(120,923)</b>	(51,975)
<b>NET INCREASE IN CASH</b>	<b>85,147</b>	94,400
<b>CASH, BEGINNING OF YEAR</b>	<b>481,235</b>	386,835
<b>CASH, END OF YEAR</b>	<b>566,382</b>	481,235

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

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**Town of Carleton Place  
Public Library Board  
Notes to the Financial Statements**

**December 31, 2020**

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**1. Status of the Board**

The Carleton Place Public Library Board (the 'Board') was established by By-law No. 349 on January 12, 1897 pursuant to the Public Libraries Act by the Town of Carleton Place.

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**2. Significant Accounting Policies**

The financial statements of the Carleton Place Library Board are the representations of management and have been prepared in all material respects in accordance with Canadian Public Sector Accounting Standards. Significant aspects of the accounting policies by the Board are as follows:

**Reporting Entity**

The financial statements reflect financial assets, liabilities, operating revenues and expenses, reserves, reserve funds and changes in investment in tangible capital assets of the Board.

**Basis of Accounting**

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based on receipt of goods and services and/or the creation of a legal obligation to pay.

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets for the year.

**Tangible Capital Assets**

Tangible capital assets are recorded at cost, which include all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight line basis over their estimated useful lives as follows:

<b>Assets</b>	<b>Estimated Useful Life</b>
Building	60 years
Books	7 years
Equipment	3 to 30 years

One half of the annual amortization is charged in the year of acquisition and the year of disposal. Assets under construction are not amortized until the asset is available for productive use, at which time they are capitalized.

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of other assets as of the date of transfer.

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**Town of Carleton Place  
Public Library Board  
Notes to the Financial Statements**

**December 31, 2020**

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**2. Significant Accounting Policies / continued**

**Tangible Capital Assets**

When tangible capital assets are disposed of, either by way of a sale, destruction or loss, or abandonment of the asset, the asset's net book value, historical cost less accumulated amortization, is written off. Any resulting gain or loss, equal to the proceeds on disposal less the asset's net book value, is reported on the consolidated statement of operations in the year of disposal. Transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of transfer.

When conditions indicate that a tangible capital asset no longer contributes to the Board's ability to provide services or the value of the future economic benefits associated with the tangible capital asset are less than its net book value, and the decline is expected to be permanent, the cost and accumulated amortization of the asset are reduced to reflect the revised estimate of the value of the asset's remaining service potential. The resulting net adjustment is reported as an expense on the statement of operations.

**Cash and Cash Equivalents**

The Board considers cash and cash equivalents to be highly liquid investments with original maturities of three months or less.

**Government Transfers**

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

**Deferred Revenue**

The Board defers recognition of user charges and fees which have been collected but for which the related services have yet to be performed. These amounts will be recognized as revenues in the fiscal year the services are performed.

The Board receives restricted contributions under the authority of Federal and Provincial legislation and Board by-laws. These funds by their nature are restricted in their use and until applied to applicable costs are recorded as deferred revenue. Amounts applied to qualifying expenses are recorded as revenue in the fiscal period they are expended.

Deferred revenue represents certain user charges and fees which have been collected but for which the related services have yet to be performed. Deferred revenue also represents contributions that the Board has received pursuant to legislation, regulation or agreement that may only be used for certain programs or in the completion of specific work. These amounts are recognized as revenue in the fiscal year the services are performed or related expenses incurred.

**Investments**

Short-term and long-term investments are recorded at cost plus accrual interest. If the market value of investments become lower than cost and the decline in value is considered to be other than temporary, the investments are written down to market value.

**Town of Carleton Place  
Public Library Board  
Notes to the Financial Statements**

December 31, 2020

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**2. Significant Accounting Policies / continued**

**Investments / continued**

Investment income earned on available current funds and reserve funds (other than obligatory funds). Are reported as revenue in the period earned. Investment income earned on obligatory reserve funds is added to the fund balance and forms part of the respective deferred revenue balance.

**Financial Instruments**

All financial instruments are initially recognized at fair value on the statement of financial position. The Board has classified each financial instrument into one of the following categories: held-for-trading financial assets and liabilities, loans and receivables, held-to-maturity financial assets and other financial liabilities. Subsequent measurement of financial instruments is based on their classification.

Held-for-trading financial assets and liabilities are subsequently measured at fair value with changes in those fair values recognized in net revenues.

Loans and receivables, held-to-maturity financial assets and other financial liabilities are subsequently measured at amortized cost using the effective interest method.

The Board classifies cash and cash equivalents as held-for-trading financial assets, accounts receivable as loans and receivables and accounts payable and accrued liabilities as other financial liabilities.

**Measurement Uncertainty**

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from these estimates. These estimates are reviewed periodically and as adjustments become necessary, they are recorded in the financial statements in the period in which they become known.

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**3. Accumulated Surplus**

Accumulated surplus consists of individual fund surplus (deficit) and reserves as follows:

	2020	2019
	\$	\$
<b>Surplus</b>		
Invested in tangible capital assets	657,571	594,764
<b>Reserves</b>		
Capital	564,958	479,811
<b>Accumulated Surplus</b>	<b>1,222,529</b>	<b>1,074,575</b>

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**Town of Carleton Place  
Public Library Board  
Notes to the Financial Statements**

**December 31, 2020**

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**4. Tangible Capital Assets**

<b>Net Book Value of Assets</b>	<b>2020</b>	<b>2019</b>
	<b>\$</b>	<b>\$</b>
Buildings	<b>358,491</b>	369,002
Books	<b>209,129</b>	225,762
Construction in Progress	<b>89,951</b>	---
	<b>657,571</b>	594,764

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For additional information, see Schedule 2 ▶ Tangible Capital Assets.

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**5. Budget Figures**

Carleton Place Public Library Board reviews its operating and capital budgets each year. The approved operating budget for 2020 is included in the budget figures presented in the Statement of Operations.

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**Town of Carleton Place  
Public Library Board**

**Schedule 1 ▶ Continuity of Reserves and Reserve Funds**

For the year ended December 31	(Note 5) Budget	2020	2019
	\$	\$	\$
<b>Net Transfers from (to) Other Funds</b>			
Transfer from current fund	(14,931)	85,147	29,495
<b>Total Net Transfers</b>	(14,931)	85,147	29,495
<b>Reserves and Reserve Fund Balance, Change in Year</b>	(14,931)	85,147	29,495
<b>Reserves and Reserve Fund Balance, Beginning of Year</b>	479,811	479,811	450,316
<b>Reserves and Reserve Fund Balance, End of Year</b>	464,880	564,958	479,811

**Composition of Reserves**

For the year ended December 31	2020	2019
	\$	\$
<b>Reserves</b>		
Capital	564,958	479,811

**Town of Carleton Place  
Public Library Board  
Schedule 2 ▶ Tangible Capital Assets**

**December 31, 2020**

Assets	Cost 01/01/20	Additions (Disposals)	Cost 31/12/20	Accumulated Amortization 01/01/20	Amortization 2020	(Disposals)	Accumulated Amortization 31/12/20	Net Book Value 31/12/20
	\$	\$	\$	\$	\$	\$	\$	\$
Building								
Books	<b>630,666</b>	---	630,666	261,664	10,511	---	272,175	<b>358,491</b>
Equipment	<b>339,527</b>	(3,053)	333,422	113,765	47,605	(37,077)	124,293	<b>209,129</b>
Construction	<b>122,334</b>	---	122,334	122,334	---	---	122,334	<b>---</b>
in progress	---	89,951	89,951	---	---	---	---	<b>89,951</b>
	<b>1,092,527</b>	83,846	1,176,373	497,763	58,116	(37,077)	518,802	<b>657,571</b>

**December 31, 2019**

Assets	Cost 01/01/19	Additions (Disposals)	Cost 31/12/19	Accumulated Amortization 01/01/19	Amortization 2019	(Disposals)	Accumulated Amortization 31/12/19	Net Book Value 31/12/19
	\$	\$	\$	\$	\$	\$	\$	\$
Building	<b>630,666</b>	---	630,666	251,153	10,511	---	261,664	<b>369,002</b>
Books	<b>333,591</b>	5,936	339,527	127,133	32,671	(46,039)	113,765	<b>225,762</b>
Equipment	<b>122,334</b>	---	122,334	122,334	---	---	122,334	<b>---</b>
	<b>1,086,591</b>	5,936	1,092,527	500,620	43,182	(46,039)	497,763	<b>594,764</b>

The accompany notes are an integral part of these financial statements.



## INDEPENDENT AUDITOR'S REPORT

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To the Members of Council, Inhabitants and Ratepayers of the Corporation of the Town of Carleton Place Business Improvement Area Committee:

### Opinion

We have audited the financial statements of the Corporation of the Town of Carleton Place Business Improvement Area Committee (the 'Entity'), which comprise:

- the statement of financial position as at December 31, 2020;
- the statement of operations for the year then ended;
- the statement of changes in net financial assets for the year then ended;
- the statement of cash flows for the year then ended;
- and the notes to the financial statements, including a summary of significant accounting policies;

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

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2020, and its results of operations, its changes in net financial assets 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 '**Auditors' Responsibilities for the Audit of the Financial Statements**' section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



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

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

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

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

## **Auditor's Responsibilities for the Audit of the Financial Statements**

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

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

We also:

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

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

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Allan and Partners LLP  
Chartered Professional Accountants  
Licensed Public Accountants

Perth, Ontario  
March 9, 2021.

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**Town of Carleton Place  
Business Improvement Area Committee  
Statement of Financial Position**

<b>December 31</b>	<b>2020</b>	<b>2019</b>
	\$	\$
<b>ASSETS</b>		
<b>Financial Assets</b>		
Cash and short term deposits	<b>15,707</b>	16,622
<b>LIABILITIES</b>		
<b>Financial Liabilities</b>		
Accounts payable and accrued liabilities	<b>592</b>	592
<b>NET FINANCIAL ASSETS</b>	<b>15,115</b>	16,030
<b>ACCUMULATED SURPLUS (note 3)</b>	<b>15,115</b>	16,030

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

**Town of Carleton Place  
Business Improvement Area Committee  
Statement of Operations**

For the year ended December 31	(Note 4) Budget	2020	2019
	\$	\$	\$
<b>REVENUES</b>			
Taxation	166,403	<b>168,880</b>	162,843
Municipal contribution	13,500	<b>13,300</b>	15,701
Government grants	5,000	<b>11,778</b>	5,000
Promotion and donations	11,250	<b>4,010</b>	20,636
<b>TOTAL REVENUES</b>	196,153	<b>197,968</b>	204,180
<b>EXPENSES</b>			
Advertising and promotion	75,750	<b>71,230</b>	87,253
Salaries, wages and benefits	55,800	<b>60,847</b>	47,639
Street maintenance	21,500	<b>12,203</b>	18,890
Office supplies and maintenance	14,432	<b>12,602</b>	24,695
Conventions and conferences	4,671	<b>2,584</b>	6,743
Covid-19	---	<b>9,063</b>	---
Minor capital	25,400	<b>24,224</b>	11,481
Contribution to facade improvements	10,000	<b>6,130</b>	5,934
<b>TOTAL EXPENSES</b>	207,553	<b>198,883</b>	202,635
<b>NET (EXPENDITURES) REVENUES FROM OPERATIONS</b>	(11,400)	<b>(915)</b>	1,545
<b>ANNUAL (DEFICIT) SURPLUS</b>	(11,400)	<b>(915)</b>	1,545
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	16,030	<b>16,030</b>	14,485
<b>ACCUMULATED SURPLUS, END OF YEAR</b>	4,630	<b>15,115</b>	16,030

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

**Town of Carleton Place  
Business Improvement Area Committee  
Statement of Changes in Net Financial Assets**

For the year ended December 31	2020	2019
	\$	\$
<b>ANNUAL (DEFICIT) SURPLUS</b>	<b>(915)</b>	<b>1,545</b>
<b>(DECREASE) INCREASE IN NET FINANCIAL ASSETS</b>	<b>(915)</b>	<b>1,545</b>
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	<b>16,030</b>	<b>14,485</b>
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	<b>15,115</b>	<b>16,030</b>

**Statement of Cash Flows**

For the year ended December 31	2020	2019
	\$	\$
<b>OPERATING ACTIVITIES</b>		
Annual (deficit) surplus for the year	<b>(915)</b>	<b>1,545</b>
<b>Working Capital from Operations</b>	<b>(915)</b>	<b>1,545</b>
<b>NET (DECREASE) INCREASE IN CASH</b>	<b>(915)</b>	<b>1,545</b>
<b>CASH, BEGINNING OF YEAR</b>	<b>16,622</b>	<b>15,077</b>
<b>CASH, END OF YEAR</b>	<b>15,707</b>	<b>16,622</b>

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



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**Town of Carleton Place  
Business Improvement Area Committee  
Notes to the Financial Statements**

**December 31, 2020**

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**1. Status of the Committee**

Pursuant to the Municipal Act, the Carleton Place Business Improvement Area Committee (the 'Committee') was established by By-law No. 31-78 on September 18, 1978 by the Town of Carleton Place.

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**2. Significant Accounting Policies**

The financial statements of the Carleton Place Business Improvement Area Committee are the representations of management and have been prepared in all material respects in accordance with Canadian Public Sector Accounting Standards. Significant aspects of the accounting policies by the Committee are as follows:

**Reporting Entity**

The financial statements reflect financial assets, liabilities, operating revenues and expenses, reserves, reserve funds and changes in investment in tangible capital assets of the Committee.

**Basis of Accounting**

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based on receipt of goods and services and/or the creation of a legal obligation to pay.

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets for the year.

**Tangible Capital Assets**

Tangible capital assets are recorded at cost, which include all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight line basis over their estimated useful lives as follows:

<b>Assets</b>	<b>Estimated Useful Life</b>
Equipment	3 to 30 years

Amortization is charged from the date of acquisition. Assets under construction are not amortized until the asset is available for productive use, at which time they are capitalized.

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of other assets as of the date of transfer.

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**Town of Carleton Place  
Business Improvement Area Committee  
Notes to the Financial Statements**

**December 31, 2020**

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**2. Significant Accounting Policies / continued**

**Tangible Capital Assets / continued**

When tangible capital assets are disposed of, either by way of a sale, destruction or loss, or abandonment of the asset, the asset's net book value, historical cost less accumulated amortization, is written off. Any resulting gain or loss, equal to the proceeds on disposal less the asset's net book value, is reported on the consolidated statement of operations in the year of disposal. Transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of transfer.

When conditions indicate that a tangible capital asset no longer contributes to the Board's ability to provide services or the value of the future economic benefits associated with the tangible capital asset are less than its net book value, and the decline is expected to be permanent, the cost and accumulated amortization of the asset are reduced to reflect the revised estimate of the value of the asset's remaining service potential. The resulting net adjustment is reported as an expense on the consolidated statement of operations.

**Cash and Cash Equivalents**

The Committee considers cash and cash equivalents to be highly liquid investments with original maturities of three months or less.

**Government Transfers**

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

**Deferred Revenues**

The Committee defers recognition of user charges and fees which have been collected but for which the related services have yet to be performed. These amounts will be recognized as revenues in the fiscal year the services are performed.

**Investments**

Short-term and long-term investments are recorded at cost plus accrual interest. If the market value of investments become lower than cost and the decline in value is considered to be other than temporary, the investments are written down to market value.

Investment income earned on available current funds and reserve funds (other than obligatory funds). Are reported as revenue in the period earned. Investment income earned on obligatory reserve funds is added to the fund balance and forms part of the respective deferred revenue balance.

**Financial Instruments**

All financial instruments are initially recognized at fair value on the statement of financial position. The Committee has classified each financial instrument into one of the following categories: held-for-trading financial assets and liabilities, loans and receivables, held-to-maturity financial assets and other financial liabilities. Subsequent measurement of financial instruments is based on their classification.

**Town of Carleton Place  
Business Improvement Area Committee  
Notes to the Financial Statements**

**December 31, 2020**

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**2. Significant Accounting Policies / continued**

**Financial Instruments / continued**

Held-for-trading financial assets and liabilities are subsequently measured at fair value with changes in those fair values recognized in net revenues.

Loans and receivables, held-to-maturity financial assets and other financial liabilities are subsequently measured at amortized cost using the effective interest method.

The Committee classifies cash and cash equivalents as held-for-trading financial assets, accounts receivable as loans and receivables and accounts payable and accrued liabilities as other financial liabilities.

**Measurement Uncertainty**

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from these estimates. These estimates are reviewed periodically and as adjustments become necessary, they are recorded in the financial statements in the period in which they become known.

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**3. Accumulated Surplus**

Accumulated surplus consists of individual fund surplus (deficit) and reserves as follows:

	<b>2020</b>	2019
	<b>\$</b>	<b>\$</b>
<b>Surplus</b>		
Business Improvement Area Committee	---	---
<b>Reserves</b>		
Contingency	<b>15,115</b>	16,030
<b>Accumulated Surplus</b>	<b>15,115</b>	16,030

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**4. Budget Figures**

Carleton Place Business Improvement Area Committee reviews its operating and capital budgets each year. The approved operating budget for 2020 is included in the budget figures presented in the Consolidated Statement of Operations.

**Town of Carleton Place  
Business Improvement Area Committee  
Schedule of Continuity of Reserves and Reserve Funds**

For the year ended December 31	(Note 4) Budget	2020	2019
	\$	\$	\$
<b>Net Transfers from (to) Other Funds</b>			
Transfer (to) from current fund	(11,400)	(915)	1,545
<b>Total Net Transfers</b>	(11,400)	(915)	1,545
<b>Reserves and Reserve Fund Balance, Change in Year</b>	(11,400)	(915)	1,545
<b>Reserves and Reserve Fund Balance, Beginning of Year</b>	16,030	16,030	14,485
<b>Reserves and Reserve Fund Balance, End of Year</b>	4,630	15,115	16,030

**Composition of Reserves**

For the year ended December 31	2020	2019
	\$	\$
<b>Reserves</b>		
Contingency	15,115	16,030