

The City of Ottawa

2021 audit results

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Members of the Audit Committee (the “Committee”)

The City of Ottawa

Dear Members of the Committee:

We are pleased to present the results of our audits of the consolidated financial statements of the City of Ottawa (the “City”) and the financial statements of the City of Ottawa Sinking Fund. This report also includes the status of our audits, which we anticipate will be completed by June 22, 2022.

Our audits were designed to express an opinion on the 2021 financial statements. We continue to receive the full support and assistance of the City’s personnel in conducting our audit. Open and candid dialogue with you, is a critical step in the audit process, and in the overall corporate governance process and we appreciate this opportunity to share the insights from our audit with you.

This report is intended solely for the information and use of the members of the Audit Committee and management. It is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



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Executive Summary

Status

- The 2021 audit of the City of Ottawa consolidated financial statements is progressing as planned. After completing our remaining procedures, as outlined in “Open items” below, we expect to issue an unmodified opinion on the consolidated financial statements.
- The 2021 audit of the City of Ottawa Sinking Fund financial statements is progressing as planned. After completing our remaining procedures, we expect to issue an unmodified opinion on the Sinking Fund financial statements. Please refer to Appendix A for discussion and status of the City of Ottawa Sinking Fund audit.

Scope

- Our audit scope is consistent with the plan communicated in November 2021. We continually reassess our planned audit approach to address areas of risk and audit emphasis throughout the audit.

Results

- The City’s analysis of significant accounting matters is reasonable;
- Consistent methodology and reasonable judgments have been used by management to account for sensitive accounting estimates;
- Corrected and uncorrected misstatements were identified as a result of the consolidated financial statement audit and any significant differences identified as part of our audit procedures are described in this report;
- We were able to rely on certain information technology (IT) general controls as well as certain controls over accounts payable, expenditures and payroll for purposes of our audit;
- COVID-19 continues to disrupt the City’s business activities and our typical audit process. Using collaborative technology and our audit platform enabled us to stay connected with City staff, virtually conduct all regular touch points and meetings and, overall, enabled us to conduct and complete a quality audit execution; and
- Ongoing cooperation and communication between the City and EY supported an effective audit process.

Open items

- Complete and perform final review of working papers
- Obtain a letter of representation from management as of the date that the consolidated financial statements are approved by Council (anticipated approval to be June 22, 2022);
- Perform final procedures relating to our review of the City’s annual report;

- Complete subsequent events review procedures to the date of our audit report;
- Obtain legal letters from internal and external counsel;
- Obtain outstanding bank confirmation for loan guarantee; and
- Assess any fraud or subsequent events information provided during our meeting.

Accounting policies, estimates and areas of audit emphasis

Our audit plan was communicated at the audit planning meeting held in November 2021. There were no significant changes in the planned scope and timing of our audit.

Our audit procedures emphasized testing those processes, accounts, contracts or transactions where we believed there was the greatest potential for risk of material misstatement to the consolidated financial statements, whether due to error or fraud, including disclosure items. We have applied the concept of materiality in planning and in performing the audit. In evaluating the effect of identified misstatements on the audit, we have considered both a quantitative materiality threshold as well as qualitative factors such as the nature of the error, the impact on the economic decision of users, and the impact on key ratios.

Provided below is a summary of the City's critical accounting policies and sensitive accounting estimates, which are in accordance with Public Sector Accounting Standards (PSAS).

Impact of COVID-19

COVID-19 has far-reaching consequences on the City's current operations, future strategy and financial reporting, including increases in expenses responding to the pandemic, cost savings due to temporary closure of facilities and reduced service levels, and revenue reductions primarily for transit and recreational services. The full extent of its impact is still unknown, and the global and Canadian situations are evolving rapidly. We understood and assessed the impact on the current year consolidated financial statements. Our procedures included inquiring with management on the impact of COVID-19 and on-going assessments and followed significant developments in the pandemic and their related impact on the City's operations and accounting activities. We adapted the extent, nature and timing of our procedures on financial statement accounts impacted by COVID-19. Additionally, we have reviewed any significant accounting estimates and how they were impacted by COVID-19.

We noted that government transfers revenue was specifically impacted by significant additional funding primarily from the provincial government to cover additional costs for COVID-19. We have reviewed the significant contracts or approval letters and the revenue recognition criteria related to this funding and noted no issues.

Based on the procedures performed to-date, the City's accounting and disclosure for COVID-19 impacts for the period ending December 31, 2021 appears reasonable.

Revenue Recognition

The City has various revenue streams including taxation revenue, government transfers, development charges and, fees and user charges.

For each stream of revenue, we validated our understanding of the flow of transactions and performed test of details over a sample of transactions as well as confirmations and analytic procedures.

Based on the procedures performed to-date, the City's accounting for taxation revenue, government transfers, development charges, and fees and user charges revenue appears reasonable.

Contingent Liabilities

We confirmed with both in-house and external legal counsel (if applicable) to assess the completeness of the contingent liabilities reported by management. In addition, we performed detail testing to support accounts payable and accruals.

Events subsequent to today's date could impact the estimate for contingent liabilities. We will continue to monitor these accruals up to the date of the auditor's report and will inform you of significant changes, if any.

Based on the procedures performed to-date, the City's accounting for contingent liabilities and other payables appears reasonable.

Investments

We confirmed the City's investment maturity dates, par values, market values, and coupon rates with the custodian of the investments. In addition, we tested the market value of a sample of investments and recalculated the carrying value and the accrued interest and completed a reasonability over the investment income earned during the year. In performing these procedures, we also assessed whether there have been any other-than-temporary impairments where the carrying value of the City's investments was significantly higher than market value.

Based on the procedures performed to-date, the City's accounting for investments balances recorded at December 31, 2021 appears reasonable.

Employee Benefit Costs

We engaged our internal actuarial specialists to review the key assumptions used in accounting for the actuarial valuation prepared at December 31, 2021 for each of the Ottawa-Carleton Regional Transit Commission Employees' Pension Plan, the City of Ottawa Superannuation Fund ("COSF"), the other non-pension post-retirement and post-employment benefits ("OPEB"), and the Self-Insured Workers' Compensation Benefit ("WSIB"). We also reviewed the approach applied by management's external experts (the "actuaries") in performing the valuation. We reviewed the valuation methods and assumptions used by the actuaries and verified that the methods and assumptions were in accordance with PSAS. In addition, we assessed the reasonableness of the disclosures.

As a result of our procedures, we noted a carryforward error related to employee future benefits. This difference was the result of a clarification of certain pre-existing plan provisions, which resulted in increasing the obligation. As the difference is being amortized through the Statement of Operations over the estimated average service life of employees rather than being recognized in the year it was identified, the difference will reverse gradually over future years. The current year impact is a net understatement of the annual surplus of \$0.5M and an understatement of the liabilities of \$4.9M, with the difference impacting the accumulated surplus.

Based on the procedures performed to-date, other than the differences as described above, no issues were noted.

Tangible Capital Assets

We audited the City's December 31, 2021 tangible capital assets balance and the related fiscal 2021 activity, consisting of additions, disposals, and amortization. Our audit approach included detailed testing over additions and disposals during the year and the related timing of capitalization. Additionally, recalculation of the amortization expense was performed.

We reviewed the agreements related to the Ottawa light rail transit project, including accounting analysis of all the costs associated with the project and concluded that the City's accounting treatment of tangible capital assets and commitments related to Stage 1 and Stage 2 of the project appears reasonable.

As a result of the procedures over tangible capital assets, one error was identified in 2012 which continues to impact the statements in 2021. More specifically, the City continues to amortize certain tangible capital assets through the statement of operations which should have been amortized in 2012. This error results in an overstatement of tangible capital assets of approximately \$11.3M, and a net understatement of the annual surplus of approximately \$1.1M, with the difference impacting the accumulated surplus.

Based on the procedures performed to-date, other than the differences identified above, no issues were noted.

Commitments

We assessed whether commitments were disclosed based on agreements and contracts entered into by the City during the year. We tested the valuation of commitments included in the consolidated financial statements on a sample basis, including commitments for the new Central Library. In addition, we inspected the agreements and supporting documentation as it pertains to the approval of the construction of the Central Library project to verify that the amounts are appropriately recognized on the financial statements and disclosed as part of the commitment note.

Based on the procedures performed to-date, the City's accounting for commitments appears reasonable.

Inquiries relating to matters relevant to the audit

In line with our audit plan, we are responsible for performing inquiries of those charged with governance related to fraud and other matters that help inform our audit strategy and the execution of our audit procedures.

We ask that the Committee please provide us with information on any other matters of which you believe we should be aware, including, but not limited to the following:

- Your views about the risks of material misstatements due to fraud;
- Your knowledge of any actual, alleged or suspected fraud which could have a significant impact on the financial statements;
- Your awareness of tips or complaints regarding the City's financial reporting which could have a significant impact on the financial statements; and,
- Your awareness of any other matters relevant to the audit including, but not limited to, violations or possible violations of laws or regulations.

Under Canadian Auditing Standards, we are required to communicate certain findings from the audit to the Audit Committee that may assist its members in overseeing management's financial reporting and disclosure process. We have included all required information in this report.

Fraud considerations and the risk of management override

We are responsible for planning and performing our audit to obtain reasonable assurance about whether the consolidated financial statements are free of material misstatement, whether caused by error or by fraud (CAS 240, *The Auditor's Responsibilities Relating to Fraud in an Audit of Financial Statements*).

Our audit procedures encompassed the requirements of CAS 240: brainstorming, gathering information to facilitate the identification of and response to fraud risks, and performing certain procedures to address the risk of management override, including examining journal entries, reviewing accounting estimates and evaluating the business rationale of significant unusual transactions.

Other than the presumed risk of management override, no fraud risks were identified which could be material to the consolidated financial statements. To address the presumed risk of management override, we performed data analytics procedures using our General Ledger Analyzer for journal entry testing, examining journal entries for unusual transactions, which may include transactions entered into by unexpected individuals or at unexpected times of day. No issues were noted as a result of our procedures.

Summary of significant audit differences

During the course of our audit, we accumulate differences between amounts recorded by the City and amounts that we believe are required to be recorded or reported under PSAS. The following is a summary of significant audit differences we have identified through the date of this report that have not been adjusted by the City. When assessing the significant audit differences and their impact on the fair presentation of the consolidated financial statements, in all material respects, we consider both quantitative and qualitative criteria in performing our assessment such as the nature of the misstatements, the impact on the economic decision of users, and the impact on key ratios. Although the unadjusted differences included on our detailed summary of audit differences are not considered to be material to the 2021 consolidated financial statements, they could cause a future period's consolidated financial statements to be materially misstated. As a result, we encourage the recording of all audit differences whether significant or not.

All differences have been described above in the areas of audit emphasis. The net impact of the differences as they relate to primary measures of the financial position and operations of the government are presented below:

<i>Net impact of misstatements on financial statements</i>	<i>Overstatement (understatement)</i>
Net debt	(\$4.9M)
Non-financial assets	\$11.3M
Annual surplus	(\$1.6M)

The difference impacts the accumulated surplus.

Summary of significant disclosure differences

During the course of our audit, we identify those significant disclosures required in the 2021 consolidated financial statements of the City that we believe were not adequately reflected. There were no significant unadjusted disclosure differences identified.

Other required communications

We will read the City's Annual Report and Financial Discussion and Analysis when it becomes available and if, based on the work we will perform on this other information, we identify any material misstatements in this other information, we will report this fact to you.

As in prior years, the letter of representation, final summary of unrecorded audit differences, and our independence letter will be circulated a few days prior to final approval of the statements.

There are no other findings or issues arising from the audit that are, in our judgment, significant and relevant to the Audit Committee regarding the oversight of the financial reporting process.

We are not aware of any subsequent events that have occurred that could affect the consolidated financial statements.

No matters were noted for discussion with the Committee in relation to audits of significant component entities of the City including Hydro Ottawa Holding Inc. and Ottawa Community Housing Corporation.

We are not aware of any matters that in our professional judgment would impair our independence.

Appendix A – City of Ottawa Sinking Fund Audit Results

City of Ottawa Sinking Fund Audit Required Communications	City of Ottawa Sinking Fund Audit Comments
<p>Auditor’s responsibilities under Canadian GAAS, including discussion of the type of opinion we are issuing</p> <p>The financial statements are the responsibility of management. Our audit was designed in accordance with Canadian auditing standards to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement.</p>	<p>Upon completion of our remaining audit procedures, we currently expect to issue an unmodified opinion on the Fund’s financial statements as of and for the year ended December 31, 2021.</p> <p>Remaining audit procedures include completing subsequent events procedures; obtaining signed letter of representation; and obtaining confirmation of approval of the financial statements.</p>
<p>Overview of planned scope and timing</p> <p>We discuss with those charged with governance an overview of the planned audit scope and timing.</p>	<p>There were no significant changes in the planned scope and timing of our audit. We have executed a primarily substantive audit approach with reliance on the City of Ottawa’s IT general controls. We had an emphasis on appropriate valuation of investments and recognition of levy contributions. Our materiality was set at 3% of assets.</p>
<p>Our responsibility, any procedures performed or expected to be performed and the results relating to other information in documents containing audited financial statements</p> <p>Our responsibility to read the other information in documents containing audited financial statements and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.</p>	<p>No information to report with respect to the City of Ottawa Sinking Fund audit.</p>
<p>Major issues discussed with management in connection with initial appointment or recurring retention</p>	<p>None.</p>
<p>Significant audit adjustments, including significant disclosure differences that merit the attention of those charged with governance</p> <p>Uncorrected misstatements, including significant disclosure differences that merit the attention of those charged with governance, considered by management to be immaterial</p>	<p>There were no significant audit adjustments or significant disclosure differences identified in relation to the 2021 audit of the City of Ottawa Sinking Fund.</p> <p>There were no uncorrected misstatements or significant disclosure differences identified in relation to the 2021 audit of the City of Ottawa Sinking Fund.</p>
<p>Critical accounting policies and practices</p>	<p>Nothing to raise with those charged with governance.</p>
<p>Our judgments about the quality of the Fund’s accounting principles</p>	<p>No issues with quality or acceptability of accounting policies applied by the Fund.</p>

City of Ottawa Sinking Fund Audit Required Communications	City of Ottawa Sinking Fund Audit Comments
The adoption of, or a change in, an accounting principle	The Fund did not adopt any new accounting principles during the year.
Methods of accounting for significant unusual transactions and for controversial or emerging areas	We are not aware of any such significant unusual transactions recorded by the Fund or of any significant accounting policies used by the Fund.
Sensitive accounting estimates; Material alternative accounting treatments discussed with management; Disagreements with management; Serious difficulties encountered in dealing with management when performing the audit	None.
Management's consultations with other accountants	None of which we are aware.
Fraud and non-compliance with laws and regulations (illegal acts)	We are not aware of any matters that require communication. We would ask the Audit Committee and City Council to inform us prior to the issuance of the financial statements if they are aware of any fraud or illegal acts which could impact the financial statements.
Other material written communications with, and representations sought from management	Under separate cover, we have provided you with a copy of the following communications with management: Management representation letter
Other findings or issues regarding the oversight of the financial reporting process	There are no other findings or issues arising from the audit that are, in our judgment, significant and relevant to those charged with governance regarding the oversight of the financial reporting process.
Subsequent events	None of which we are aware. We would ask the Audit Committee and City Council to inform us prior to the issuance of the financial statements if there are any subsequent events which could impact the financial statements.
Related party transactions	No significant matters to raise to the attention of those charged with governance.

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