



## 2020 Annual Report

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**ANNUAL GENERAL MEETING OF THE BELLS CORNERS BUSINESS  
IMPROVEMENT AREA  
BCBIA  
WEDNESDAY, JANUARY 27, 2021.  
6:00 P.M.  
VIA ZOOM**

**Attendees: Jim Sourges (Chairman), Todd Hamstra, Joanne Goneau, Rachel Hennesey  
Carlos Naldinho, Karen Parkinson, Dinakar Vaidya, Melanie Chant.**

**1. Welcome**

The Chairman welcomed the Bells Corners BIA Members and introduced the existing Board of Management present for our first and hopefully only Zoom AGM.

**2. Approval of Agenda**

**The meeting unanimously endorsed the Agenda for the 2019 and 2020 Fiscal Years.**

**3. Approval of Minutes from last year`s AGM**

**MOTION: Made by Dinakar Vaidya**

***“That the Bells Corners BIA approve the meeting minutes for the 2018 Annual General Meeting.”***

**SECOND: Jim Sourges**

**All in favor: CARRIED**

**4. Financial Statements**

The Chairman detailed the statement of the Bells Corners BIA financial positions from the Ernest and Young audited financial statements 2018 and 2019 and presented the Board of Management approved budget for 2020.

**5. Approval of the Budget for Fiscal Year 2021**

**MOTION: Made by Todd Hamstra**

***“That the Bells Corners BIA approve the draft budget for fiscal year 2021.”***

**SECOND: Dinakar Vaidya**

**All in favor: CARRIED**

## **6. Chair`s Report Round Table**

Mr. Jim Sourges, the Chairman, discussed the challenging environment for the business community and his own experience in the Covid19 Pandemic. His narrative included the cancellation of our summer concert and Christmas Tree Lighting Ceremony and then he opened an informal round table discussion with members on their experiences. Director Todd Hamstra made a the well regarded and unanimously agreed to point that the Bells Corners BIA should organize some form of an event to honour frontline workers and the staff at the Queensway Carleton Hospital perhaps at the summer concert (TBD).

## **7. Motion to Close**

### **MEETING AJOURNMENT**

**Motion: Jim Sourges**

**Second: Joanne Goneau**

**All in Favor: CARRIED**

## Highlights 2020: Bells Corners Business Improvement Area

The 2020 Spring/Summer Banner program featured a stylized flower print designs with the Bells Corners logo produced by Tab-It Plus.

As well, the Summer saw a renewal of the planter program with planter boxes on Bells Corners street medians featuring flowering bushes for the first time.

While the Winter Banner program again showed off three brilliantly designed-by Tab-It Plus Christmas season banners in festive colors.

Due to the Covid Pandemic we cancelled our planned summer concern in the parking lot at Robertson Center and held a brief virtual Christmas Tree Lighting Ceremony.

Lastly, as a first, the Bells Corners BIA held a virtual Annual Meeting in December for both 2019 and 2020.

**Operating Status Report - Bell Corners BIA**

**Bells Corners 2020 Budget Revised**

		<b>2020 Budget</b>
179652 - BIA BC Taxation	407001 - General Taxes	-182,511
	407101 - Supplementary Assessment	-2,554
	407104 - Payment In Lieu	-423
	507431 - Remissions	5,000
	507434 - Vacancy Rebate General Taxes	2,000
<b>Revenues</b>		<b>-178,488</b>
179650 - BIA BC Administration	406005 - Contributions From Reserve Funds	-13,439
	407015 - Other Revenue	-1,500
<b>Administration</b>		<b>-14,939</b>
<b>Total Revenue</b>		<b>-193,427</b>
179651 - BIA BC Grants	502330 - Professional Service	-
<b>Revenues</b>		<b>-</b>
179650 - BIA BC Administration	501110 - Compensation	70,500
	501405 - CPP Employer Contribution	3,000
	501406 - EI Employer Premiums	2,000
	502112 - Staff Training & Development	-
	502113 - Local Transportation	300
	502115 - Non-Taxable Car Mileage	2,000
	502121 - Postage	2,000
	502131 - Cablevision & Communications	200
	502134 - Cellular Phone	2,000
	502210 - Advertising/Promotion	67,316
	502310 - Audit Fees	2,000
	502330 - Professional Service	1,500
	502373 - Insurance Premiums	5,000
	502394 - Receptions / Luncheons / Hospitality	3,500
	502395 - Corporate Memberships	1,500
	502396 - Outside Printing and Photography	2,168
	502619 - Rental Buildings	17,500
	502620 - Rental Vehicle	-
	502692 - Parking	300
	502896 - Graffiti Removal	500
	502928 - Community Events	2,500
	505772 - Signage	1,000
	505990 - Office Supplies	1,300
506173 - Office Furniture & Equipment	1,000	
506175 - Computers/Peripherals/Software	1,000	
507197 - Donations/Sponsorships	643	
	508807 - Depreciation	2,700
<b>Administration</b>		<b>193,427</b>
179658 - Community Landscape Improvement	502394 - Receptions / Luncheons / Hospitality	-
	502441 - R & M - Grounds	-
	502442 - R & M - Buildings	-
<b>Maintenance</b>		<b>-</b>
<b>Total Expense</b>		<b>193,427</b>
<b>Total</b>		<b>-</b>



# **Financial Statements**

**The Bells Corners Business Improvement Area**

**December 31, 2019**

# Independent auditor's report

To the Board Members, Members of Council, Inhabitants and Ratepayers of  
**The Bells Corners Business Improvement Area**

## Opinion

We have audited the financial statements of **The Bells Corners Business Improvement Area** [the "BIA"], which comprise the statement of financial position as at December 31, 2019, and the statement of operations, statement of changes in net financial assets and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the BIA as at December 31, 2019, and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

## Basis for opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the BIA in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our 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 BIA'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 BIA or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the BIA'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 these financial statements.



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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the BIA'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 BIA's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the BIA 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.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Ottawa, Canada  
July 10, 2020

*Ernst + Young LLP*

Chartered Professional Accountants





# THE BELLS CORNERS BUSINESS IMPROVEMENT AREA

## STATEMENT OF FINANCIAL POSITION

As at December 31, 2019, with comparative information for 2018

Table 1 - Statement of Financial Position - Financial Assets

<b>Financial assets</b>	<b>2019</b>	<b>2018</b>
Cash on deposit with the Corporation of the City of Ottawa	<b>\$30,435</b>	\$29,739
Accounts receivable	-	107
<b>Total financial assets</b>	<b>30,435</b>	29,846

Table 2 - Statement of Financial Position - Liabilities

<b>Liabilities</b>	<b>2019</b>	<b>2018</b>
Accounts payable and accrued liabilities <i>[note 2]</i>	<b>13,927</b>	20,335
<b>Total liabilities</b>	<b>13,927</b>	20,335
<b>Net financial assets</b>	<b>16,508</b>	9,511

Table 3 - Statement of Financial Position - Non-Financial Assets and Accumulated Surplus

<b>Non-financial assets</b>	<b>2019</b>	<b>2018</b>
Prepaid expenses	<b>2,655</b>	2,963
Tangible capital assets <i>[note 4]</i>	<b>12,136</b>	14,832
<b>Total non-financial assets</b>	<b>14,791</b>	17,795
<b>Accumulated surplus</b>	<b>\$31,299</b>	\$27,306

See accompanying notes

# THE BELLS CORNERS BUSINESS IMPROVEMENT AREA

## STATEMENT OF OPERATIONS

For the year ended December 31, 2019, with comparative information for 2018

Table 4 - Statement of Operations - Revenue

<b>Revenue</b>	<b>Budget 2019 [note 5]</b>	<b>Actual 2019</b>	<b>Actual 2018</b>
Tax revenue [note 3]	\$178,065	<b>183,295</b>	\$157,107
Sundry	1,500	<b>248</b>	629
Payments in lieu of taxation	423	<b>438</b>	442
<b>Total revenue</b>	<b>179,988</b>	<b>183,981</b>	<b>158,178</b>

Table 5 - Statement of Operations - Expenses

<b>Expenses</b>	<b>Budget 2019 [note 5]</b>	<b>Actual 2019</b>	<b>Actual 2018</b>
Salaries	75,500	<b>74,156</b>	73,998
Advertising	71,459	<b>65,213</b>	54,841
Rent	17,500	<b>16,927</b>	17,284
Office	17,268	<b>14,554</b>	8,404
Insurance	5,000	<b>3,790</b>	3,816
Audit fees	2,000	<b>2,160</b>	1,827
Professional and consulting	1,500	<b>244</b>	198
Maintenance	500	<b>248</b>	629
Depreciation	2,700	<b>2,696</b>	2,696
<b>Total expenses</b>	<b>193,427</b>	<b>179,988</b>	<b>163,693</b>
<b>Annual surplus (deficit)</b>	<b>(13,439)</b>	<b>3,993</b>	<b>(5,515)</b>
Accumulated surplus, beginning of year	27,306	<b>27,306</b>	32,821
<b>Accumulated surplus, end of year</b>	<b>\$13,867</b>	<b>\$31,299</b>	<b>\$27,306</b>

See accompanying notes

# THE BELLS CORNERS BUSINESS IMPROVEMENT AREA

## STATEMENT OF CHANGES IN NET FINANCIAL ASSETS

For the year ended December 31, 2019, with comparative information for 2018

Table 6 - Statement of Changes in Net Financial Assets

	<b>Budget 2019 [note 5]</b>	<b>Actual 2019</b>	<b>Actual 2018</b>
<b>Annual surplus (deficit)</b>	\$(13,439)	<b>\$3,993</b>	\$(5,515)
Decrease (increase) in prepaid expenses	-	<b>308</b>	(1,136)
Depreciation of capital assets	-	<b>2,696</b>	2,696
<b>Increase (decrease) in net financial assets</b>	(13,439)	<b>6,997</b>	(3,955)
Net financial assets, beginning of year	9,511	<b>9,511</b>	13,466
<b>Net financial assets (net debt), end of year</b>	\$(3,928)	<b>\$16,508</b>	\$9,511

See accompanying notes

# THE BELLS CORNERS BUSINESS IMPROVEMENT AREA

## STATEMENT OF CASH FLOWS

For the year ended December 31, 2019, with comparative information for 2018

Table 7 - Statement of Cash Flows - Operating Activities

<b>Operating activities</b>	<b>2019</b>	<b>2018</b>
Annual surplus (deficit)	<b>\$3,993</b>	\$(5,515)
Add item not affecting cash		
Depreciation	<b>2,696</b>	2,696
Changes in non-cash working capital balances related to operations		
Decrease (increase) in accounts receivable	<b>107</b>	(107)
Decrease (increase) in prepaid expenses	<b>308</b>	(1,136)
(Decrease) increase in accounts payable and accrued liabilities	<b>(6,408)</b>	14,836
<b>Cash provided by operating activities</b>	<b>696</b>	10,774

Table 8 - Statement of Cash Flows - Change in Cash and Cash Equivalents

<b>Change in cash and cash equivalents</b>	<b>2019</b>	<b>2018</b>
Net increase in cash and cash equivalents during the year	<b>696</b>	10,774
Cash and cash equivalents, beginning of year	<b>29,739</b>	18,965
<b>Cash and cash equivalents, end of year</b>	<b>\$30,435</b>	\$29,739

Table 9 - Statement of Cash Flows - Cash Breakdown

<b>Cash and cash equivalents consist of</b>	<b>2019</b>	<b>2018</b>
Cash on deposit with the Corporation of the City of Ottawa	<b>\$30,435</b>	\$29,739

*See accompanying notes*

# THE BELLS CORNERS BUSINESS IMPROVEMENT AREA

## NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2019

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### **Basis of presentation**

The financial statements of The Bells Corners Business Improvement Area [the "BIA"] are the responsibility of management prepared in accordance with accounting principles generally accepted for the public sector as prescribed by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Since a precise determination of many assets and liabilities is dependent upon future events, the preparation of periodic financial statements necessarily involves the use of estimates and approximations. These estimates and approximations have been made using careful judgment.

#### **Accrual accounting**

Revenue and expenses are reported on the accrual basis of accounting.

The accrual basis of accounting recognizes revenue as it becomes earned and measurable; expenses are recognized as they are incurred and measurable as a result of receipt of goods or services.

Government transfers are recognized in revenue in the fiscal years during which events giving rise to the transfer occur, provided the transfers are authorized, eligibility criteria and stipulations have been met and reasonable estimates of the amounts can be made.

#### **Tangible capital assets**

Tangible capital assets are initially recorded at cost and depreciated over their estimated useful lives using the straight-line method. Capital expenditures that do not generate future economic benefits to the BIA are charged to operations in the year of acquisition.

The equipment, less residual value, is depreciated over ten years on a straight-line basis. When a new tangible asset is acquired, depreciation is recorded from when the asset is put into use.

## **1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

### **Financial instruments**

The financial instruments of the BIA consist of cash on deposit with the Corporation of the City of Ottawa, accounts receivable and accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the BIA is not exposed to significant interest rate, currency or credit risks arising from these financial instruments.

### **Tax revenue**

Annually, the City of Ottawa bills and collects tax levies as well as payments in lieu of taxes on behalf of the BIA. Tax revenue consists of non-exchange transactions. It is recognized in the period in which the assessment relates and reasonable estimates of amounts can be made. Annual revenue also includes adjustments related to reassessments or appeals related to prior years.

### **New accounting standards**

The Public Sector Accounting Board issued new accounting standards effective for fiscal years beginning on or after April 1, 2018.

PS 3430 *Restructuring Transactions* ["PS 3430"] establishes how to record assets, liabilities, revenues, and expenses related to restructuring transactions as well as disclosure requirements for the recipient and transferor. The BIA did not have any applicable restructuring transactions meeting the criteria established within PS 3430.

## **2. RELATED PARTY TRANSACTIONS**

The BIA purchases certain services from companies by the Board of Directors' members and company executives in the normal course of business at commercial rates. During the year, the BIA incurred expenses of \$530, which it paid to related parties in return for goods and services.

In addition, the BIA is related to all entities under control of the City of Ottawa. As at December 31, 2019, nil [2018 – nil] is included in accounts payable and accrued liabilities.

### 3. TAX REVENUE

Tax revenue comprises the following:

Table 10 - Tax Revenue Breakdown

	<b>2019</b>	<b>2018</b>
	\$	\$
General tax levy	<b>182,334</b>	177,296
Remissions	<b>961</b>	(19,396)
Vacancy rebates	-	(793)
	<b>183,295</b>	157,107

### 4. TANGIBLE CAPITAL ASSETS

Tangible capital assets comprise the following:

Table 11 - Tangible Capital Assets Breakdown

	<b>2019</b>	<b>2018</b>
	\$	\$
<b>Tangible capital assets</b>		
Equipment	<b>26,964</b>	26,964
Accumulated depreciation	<b>(14,828)</b>	(12,132)
<b>Net book value</b>	<b>12,136</b>	14,832

### 5. BUDGET AMOUNTS

Budget data presented in these financial statements is based upon the 2019 budget approved by the Board of Directors. The Board-approved budget is prepared on a basis that differs from budget amounts reported on the statements of operations and changes in net financial assets, which are prepared in accordance with Canadian public sector accounting standards. The total approved revenue budget of \$179,988 reconciles to the budget figures reported in these financial statements after deducting the budgeted contribution from reserves of \$13,439, which is not included in revenue for purposes of the financial statement presentation.

## **6. SUBSEQUENT EVENTS**

Since December 31, 2019, the outbreak of the novel strain of coronavirus, specifically identified as “COVID-19”, has resulted in governments worldwide enacting emergency measures to combat the spread of the virus. The Government of Canada has announced a new set of economic measures to stabilize the economy during this challenging period. The ongoing situation remains fluid and the BIA is currently assessing the impacts of this on its operations. At this time, it is not possible to reliably estimate any further impacts that the global COVID-19 outbreak may have on the financial results and condition of the BIA.

## **7. CONTRIBUTED SERVICES**

From time to time, the BIA receives contributed services in the form of volunteer time. Since these services would not otherwise have been purchased and fair value is not reasonably estimable, they are not recorded in these financial statements.