



**THE REGIONAL MUNICIPALITY OF NIAGARA
AUDIT COMMITTEE
AGENDA**

AC 2-2020

Monday, September 21, 2020

1:00 p.m.

Meeting will be held by electronic participation only

All electronic meetings can be viewed on Niagara Region's Website at:

<https://www.niagararegion.ca/government/council/>

Due to efforts to contain the spread of COVID-19 and to protect all individuals, the Council Chamber at Regional Headquarters will not be open to the public to attend Council meetings until further notice. To view live stream meeting proceedings, please visit: [niagararegion.ca/government](https://www.niagararegion.ca/government)

	Pages
1. <u>CALL TO ORDER</u>	
2. <u>DISCLOSURES OF PECUNIARY INTEREST</u>	
3. <u>PRESENTATIONS</u>	
4. <u>DELEGATIONS</u>	
5. <u>ITEMS FOR CONSIDERATION</u>	
6. <u>CONSENT ITEMS FOR INFORMATION</u>	
6.1 <u>AC-C 7-2020</u> 2020 External Audit Planning Report	4 - 21
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6.4	<u>AC-C 8-2020</u> Niagara Peninsula Conservation Authority (NPCA) 2019 Financial Statements	39 - 58
6.5	<u>PHD 3-2020</u> Approval of the 2019-2020 Public Health Program Audits <i>This item was forwarded to the Audit Committee for information by resolution of the Public Health and Social Services Committee meeting held on June 16, 2020.</i>	59 - 87
6.6	<u>COM 11-2020</u> Approval of 2019/2020 Community Services Program Audits <i>This item was forwarded to the Audit Committee for information by resolution of the Public Health and Social Services Committee meeting held on June 16, 2020.</i>	88 - 108
6.7	<u>PHD 4-2020</u> Approval of 2020 Public Health Program Audits <i>This item was forwarded to the Audit Committee for information by resolution of the Public Health and Social Services Committee meeting held on July 14, 2020.</i>	109 - 145
6.8	<u>JBM-C 3-2020</u> Approval of Court Services 2019 Audited Schedule of Revenue, Expenses and Funds Available for Distribution <i>This item was forwarded to the Audit committee for information by resolution of the Joint Board of Management - Niagara Courts meeting held on August 13, 2020.</i>	146 - 156
6.9	<u>NRH 6-2020</u> Niagara Regional Housing 2019 Draft Audited Financial Statements <i>This item was forwarded to the Audit committee for information by resolution of the Niagara Regional Housing Board of Directors meeting held on April 17, 2020.</i>	157 - 194
6.10	<u>COM 16-2020</u> Approval of the 2019 Community Services Program Audits <i>This item was forwarded to the Audit Committee for information by resolution of the Public Health and Social Services Committee meeting held on September 8, 2020.</i>	195 - 301

7. OTHER BUSINESS

8. **NEXT MEETING**

The next meeting will be held on Monday, December 7, 2020 at 1:00 p.m. in the Council Chamber.

9. **ADJOURNMENT**

If you require any accommodations for a disability in order to attend or participate in meetings or events, please contact the Accessibility Advisor at 905-980-6000 ext. 3252 (office), 289-929-8376 (cellphone) or accessibility@niagararegion.ca (email).

Subject: 2020 External Audit Planning Report

Report to: Audit Committee

Report date: Monday, September 21, 2020

Recommendations

1. That this report **BE RECEIVED** for information.

Key Facts

- The requirement for an annual audit is established in the Municipal Act, S.O. 2001, c paragraph 294.1 through 296.1.
- Deloitte is in an agreement with the Niagara Region to provide auditing services until the fiscal year ending March 31, 2021.

Financial Considerations

The consolidated financial statements will be prepared in compliance with legislation and in accordance with generally accepted accounting principles established by the Public Sector Accounting Board of Chartered Professional Accountants of Canada. Upon completion of the 2020 Annual Report, the audited financial statements will be available to the public on the Niagara Region's website:

<https://www.niagararegion.ca/business/finance/annual-reports/default.aspx>

The audit fees for 2020/2021 are estimated at \$150,720, an increase over the fees for 2019/2020 of \$146,450 in alignment with the service agreement and specified increases every two years. The fees include the audit of Niagara Region's consolidated financial statements, program-specific audits required by various Ministries and other reports. It does not include the fees for an audit of the Niagara Regional Police Services or the Niagara Region Police Services special bank as that will be approved and presented to their board as required. The audit of the consolidated financial statements has been budgeted within the Corporate Services department and the audit fees for program-specific audits have been budgeted within the respective program areas.

Analysis

The audit planning report is a communication provided to the Audit Committee to inform the Committee of the responsibilities of the Auditor in relation to the financial statement audit, and an overview of the scope and timing of the audit. It also provides the Audit Committee with the opportunity to assess the audit plan to communicate any concerns to Deloitte prior to the commencement of the audit.

The Audit Planning Report, attached in Appendix 1, applies to the audit of the Niagara Region consolidated financial statements for the fiscal year ending December 31, 2020. The report also applies to program-specific audits completed annually due to provincial requirements (as in the case of provincially funded programs), or in certain situations where audits or reviews are performed to ensure that an independent audit or review report on those operations is provided to the appropriate oversight body.

Alternatives Reviewed

The consolidated financial statements are prepared using Public Sector Accounting Standards and therefore no alternative is available.

Relationship to Council Strategic Priorities

The preparation and audit of the consolidated financial statements of the Niagara Region is a key component of the Niagara Region's overall system of control over the reliability of financial reporting, which supports a Sustainable and Engaging Government through Enhanced Communication.

Other Pertinent Reports

None noted.

Prepared by:

Melanie Steele, MBA, CPA, CA
Associate Director, Reporting & Analysis
Corporate Services

Recommended by:

Todd Harrison, CPA, CMA
Commissioner/Treasurer
Corporate Services

Submitted by:

Ron Tripp, P.Eng.
Acting Chief Administrative Officer

This report was prepared in consultation with Helen Chamberlain, Director, Financial Management & Planning, Corporate Services.

Appendices

Appendix 1 Regional Municipality of Niagara 2020 Audit Plan



Regional Municipality of Niagara 2020 Audit service plan

For the year ending December 31, 2020

August 26, 2020

Private and confidential

Members of the Audit Committee
Regional Municipality of Niagara
1815 Sir Isaac Brock Way
Thorold ON L2V 4T7

2019 Audit service plan

Dear Audit Committee Members:

We are pleased to provide you with our audit service plan for Regional Municipality of Niagara ("the Region") for the year ending December 31, 2020. This document describes the key features of our plan including our audit scope and approach, our planned communications with you, and our team.

Our audit will include the following, as at, and for the year ending December 31, 2020:

- Consolidated financial statements of the Region
- Financial statements of Niagara Regional Housing ("NRH")
- Financial statements of the Regional Municipality of Niagara Trust Funds (the "Trust Funds")
- Financial statements of the Regional Municipality of Niagara Sinking Funds (the "Sinking Funds"), and
- Various agencies, boards, commissions, and programs (the "Programs").

Herein after, collectively referred to as the "financial statements".

Our commitment to you is straightforward: we will provide you with outstanding professional services delivered by an experienced and dedicated team of specialists. Our professionals will continue providing you with best practices and insights to face the increasingly complex array of issues and challenges encountered by the Region.

We look forward to discussing our audit service plan with you and answering any questions you may have.

Yours truly,

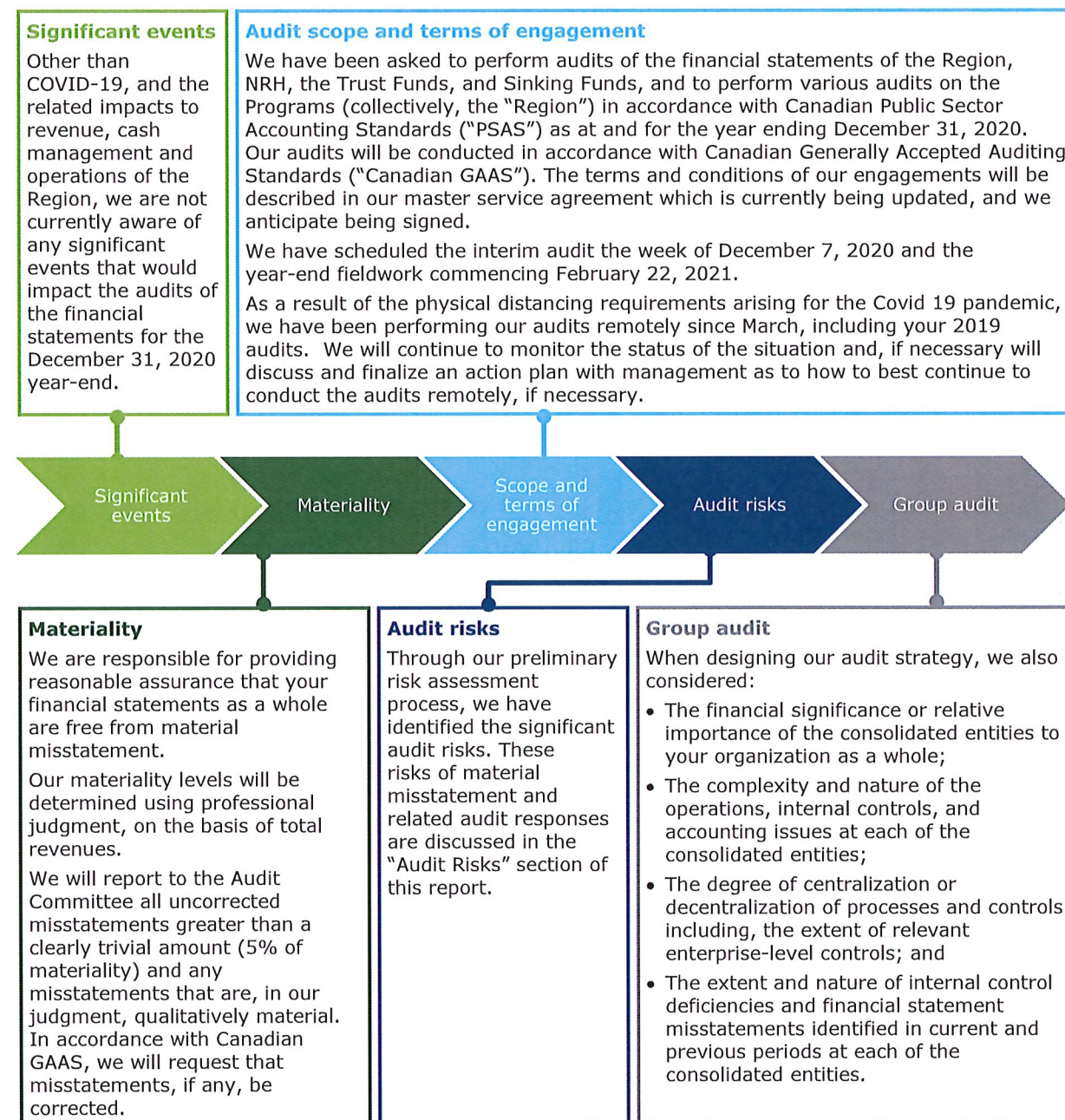


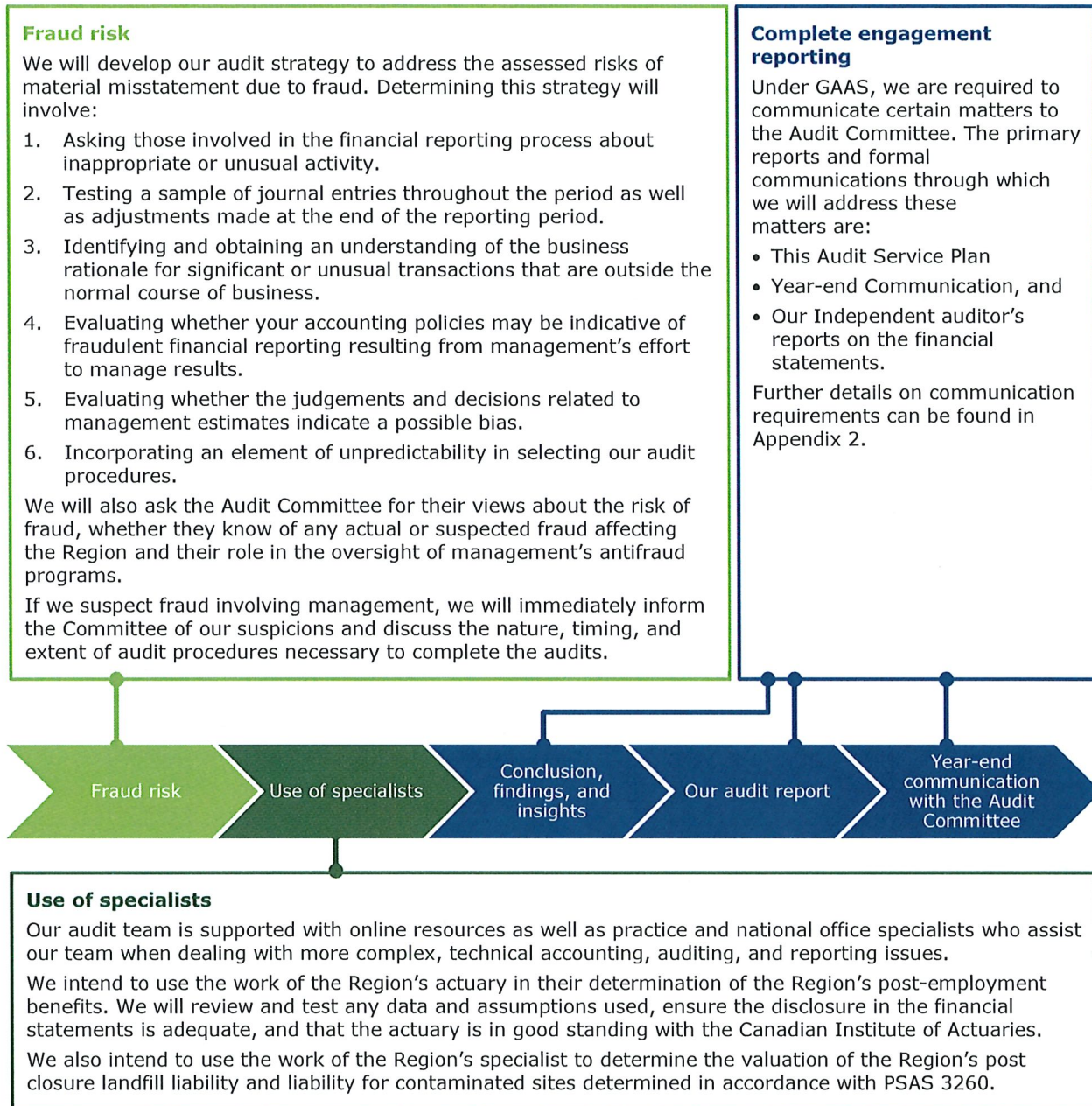
Chartered Professional Accountants
Licensed Public Accountants

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Our audits explained





Audit risks

During our risk assessment, we identified some areas of audit risks that will require special audit consideration. These areas of risks, together with our planned responses, are described below.

The following tables set out certain areas of audit risk that we identified during our preliminary planning activities, including our proposed response to each risk. Our planned audit response is based on our assessment of the likelihood of a risk's occurrence, the significance should a misstatement occur, our determination of materiality and our prior knowledge of the Region.

Region of Niagara

Revenue and deferred revenue amounts*

Audit risk

Canadian Auditing Standards include the presumption of a fraud risk involving improper revenue recognition.

Our proposed audit response

- Substantive testing to determine if restricted contributions (i.e., development charges, conditional grants, COVID-19 funding, etc.) have been recognized as revenue in the appropriate period.

Year-end cut off

Audit risk

Determine if cut-off of revenues and expenses is appropriate.

Our proposed audit response

- Substantive testing on accounts payable, accrued liabilities, deferred revenue, and accounts receivable, and
- Test disbursements subsequent to year-end.

Tangible capital assets

Audit risk

Appropriate accounting and disclosure.

Our proposed audit response

- Test assumptions used in determining completeness, valuation, recording and cut-off of additions and disposals, and
- Testing of calculations of amortization.

Year-end accruals and other estimates (including salaries, employee future benefits, landfill closure and post-closure liability, contaminated sites, and allowance for doubtful accounts)

Audit risk

Estimates require management judgments and assumptions.

Our proposed audit response

- Obtain documentation on management's control over accounting estimates and assess risk
- Review and assess the consistency of major assumptions used to develop significant accounting estimates
- Compare actual historical experience to models employed in such calculations
- Obtain calculations from experts for accruals such as employee future benefit liability and landfill liability, and assess assumptions and data used to prepare the report
- Review actual outcome of prior year estimates

Management override of controls*

Audit risk

Management override of controls is a presumed area of risk in a financial statement audit due to management's ability to override controls that otherwise appear to be operating effectively.

Our proposed audit response

- Our audit tests the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of financial statements.
- We will obtain an understanding of the business rationale for significant transactions that we become aware of that are outside of the normal course of business, or that otherwise appear to be unusual given our understanding of the Region and its environment.
- We will review accounting estimates for bias and evaluate whether the circumstances producing the bias, if any, represent a risk of material misstatement.
- In addition, experienced Deloitte personnel will be assigned to the testing and review of journal entries and areas of estimates.
- Professional skepticism will be maintained throughout the audit.

Niagara Regional Housing

Tenant and other receivables/revenue*

Audit risk

Canadian Auditing Standards include the presumption of a fraud risk involving improper revenue recognition. Valuation of tenant and other receivables.

Our proposed audit response

- Review aging reports and estimate allowance for doubtful tenant receivables for reasonableness
- Confirm subsidies received from the Service Manager
- Perform detail testing of tenant and other receivables and related revenue

Long-term debt

Audit risk

Appropriate accounting and disclosure.

Our proposed audit response

- Confirm long-term debt balances
- Recalculate interest

Financial statement disclosures

Audit risk

Appropriate disclosure of proposed future operational changes.

Our proposed audit response

- Ensure changes to future operations are appropriately disclosed as subsequent events in the financial statements.

*These areas have been identified as areas of significant risk.

We will inform you of any significant changes to the areas of audit risk discussed above and the reasons for those changes as part of our year-end communication, or earlier if deemed necessary.

Appendix 1 – Audit approach

Deloitte's audit approach is a systematic methodology that enables us to tailor our audit scope and plan to address the unique issues facing the Region.

The following steps are not necessarily sequential nor are they mutually exclusive. For example, once we have developed our audit plan and the audits are being performed, we may become aware of a risk that was not identified during the planning phase. Based on that new information, we would reassess our planning activities and adjust the audit plan accordingly.

1. Initial planning

The Deloitte audit approach begins with an extensive planning process that includes:

- Assessing your current business and operating conditions
- Understanding the composition and structure of your business and organization
- Understanding your accounting processes and internal controls
- Understanding your information technology systems
- Identifying potential engagement risks
- Planning the scope and timing of internal control and substantive testing that take into account the specific identified engagement risks

2. Assessing and responding to engagement risk

Our Audit approach combines an ongoing identification of risks with the flexibility to adjust our approach when additional risks are identified. Since these risks may impact our audit objectives, we consider materiality in our planning to focus on those risks that could be significant to your financial reporting.

Consideration of the risk of fraud

When we identify a misstatement or control deficiency, we consider whether it may be indicative of fraud and what the implications of fraud and significant error are in relation to other aspects of the audits, particularly the reliability of management representations.

In determining our audit strategy to address the assessed risks of material misstatement due to fraud, we will:

- Assign and supervise personnel, taking into account the knowledge, skill, and ability of individuals with significant engagement responsibilities and our assessment of the risks of material misstatement due to fraud for the engagement.
- Evaluate whether the Region's selection and application of accounting policies, particularly those related to subjective measurements and complex transactions, may be indicative of fraudulent financial reporting resulting from management's effort to manage earnings.
- Incorporate an element of unpredictability when selecting the nature, timing, and extent of our audit procedures.

We will inquire directly of the Audit Committee regarding:

- Its views about the risk of fraud,
- Whether it has knowledge of any actual or suspected fraud affecting the Region, and
- The role it exercises in the oversight of fraud risk assessment and the establishment of mitigating controls.

We will also inquire if the Audit Committee is aware of tips or complaints regarding the Region's financial reporting and, if so, the Audit Committee's responses to such tips and complaints and whether it is aware of matters relevant to the audits, including, but not limited to, violations or possible violations of laws or regulations.

If we suspect fraud involving management, we will communicate these suspicions to the Audit Committee and discuss the nature, timing, and extent of audit procedures necessary to complete the audits.

Information technology

An important part of our audit planning process involves gaining an understanding of:

1. The importance of the computer environment relative to the risks to financial reporting
2. The way in which that environment supports the control procedures we intend to rely on when conducting our audits, and
3. The computer-based information that supports our substantive procedures.

The objective of our review of computer controls is to identify potential areas of risk and assess the relevance, reliability, accuracy and completeness of the data produced by the systems. We also assess the operating effectiveness of the computer environment and determine the reliability of the financial information used to generate the financial statements. To accomplish this, we gain an up-to-date understanding of your organization's computer processing environment and our understanding of the relevant general computer controls. We then conduct tests to support our conclusion on the operating effectiveness of controls considered relevant to the audits.

3. Developing and executing the audit plan

The performance of an audit includes evaluating the design and determining the implementation of internal controls relevant to the audits, testing the operational effectiveness of the controls we intend to rely on, and performing substantive audit procedures.

Audit procedures

The timing of our audit procedures is dependent upon a number of factors including the need to coordinate with management for the provision of supporting analysis and other documentation. Generally, we perform our audit procedures to allow us sufficient time to identify significant issues early, thereby allowing more time for analysis and resolution.

Tests of controls

As part of our audits, we will review and evaluate certain aspects of the systems of internal control over financial reporting to the extent we consider necessary in accordance with Canadian GAAS. The main objective of our review is to enable us to determine the nature, extent, and timing of our audit tests and establish the degree of reliance that we can place on selected controls. An audit of the financial statements is not designed to determine whether internal controls were adequate for management's purposes or to provide assurance on the design or operational effectiveness of internal control over financial reporting.

The extent to which deficiencies in internal control may be identified through an audit of financial statements is influenced by a variety of factors including our assessment of materiality, our preliminary assessment of the risks of material misstatement, our audit approach, and the nature, timing, and extent of the auditing procedures that we conduct. Accordingly, we gain only a limited understanding of controls as a result of the procedures that we conduct during an audit of financial statements.

We will inform the Audit Committee and management of any significant deficiencies that are identified in the course of conducting the audits.

Substantive audit procedures

Our substantive audit procedures consist of a tailored combination of analytical procedures and detailed tests of transactions and balances. These procedures take into account the results of our controls tests and are designed to enable us to obtain reasonable assurance that the financial statements are free from material misstatements. To obtain this assurance, misstatements that we identify while performing substantive auditing procedures will be considered in relation to the financial statements as a whole. Any misstatements that we identify, other than those that are clearly trivial (the clearly trivial threshold has been set at 5% of materiality), will be reported to management and the Audit Committee. In accordance with Canadian GAAS, we will request that misstatements be corrected.

4. Reporting and assessing performance

Perform post-engagement activities

We will analyze the results of the audit procedures performed throughout the year and, prior to rendering our report, we will conclude whether:

- The scope of the audits were sufficient to support our opinion, and
- The misstatements identified during the audits do not result in the financial statements being materially misstated.

Independence

We have developed important safeguards and procedures to protect our independence and objectivity. If, during the year, we identify a breach of independence, we will communicate it to you in writing. Our communication will describe the significance of the breach, including its nature and duration, the action taken or proposed to be taken, and our conclusion as to whether or not the action will satisfactorily address the consequences of the breach and have any impact on our ability to serve as independent auditor to the Region.

We are independent of the Region and we will reconfirm our independence in our final report to the Audit Committee.

Appendix 2 – Communication requirements

Required communication	Reference
Audit Service Plan	
1. Our responsibilities under Canadian GAAS, including forming and expressing an opinion on the financial statements	CAS ¹ 260.14
2. An overview of the overall audit strategy, addressing: <ul style="list-style-type: none"> a. Timing of the audit b. Significant risks, including fraud risks c. Nature and extent of specialized skill or knowledge needed to perform the planned audit procedures related to significant risk d. Names, locations, and planned responsibilities of other independent public accounting firms or others that perform audit procedures in the audit 	CAS 260.15
3. Significant transactions outside of the normal course of business, including related party transactions	CAS 260 App. 2, CAS 550.27
Enquiries of those charged with governance	
4. How those charged with governance exercise oversight over management's process for identifying and responding to the risk of fraud and the internal control that management has established to mitigate these risks	CAS 240.21
5. Any known suspected or alleged fraud affecting the Region	CAS 240.22
6. Whether the Region is in compliance with laws and regulations	CAS 250.15
Year-end communication	
7. Modification to our audit plan and strategy	CAS 260.A26
8. Fraud or possible fraud identified through the audit process	CAS 240.40-.42
9. Significant accounting policies, practices, unusual transactions, and our related conclusions	CAS 260.16 a.
10. Alternative treatments for accounting policies and practices that have been discussed with management during the current audit period	CAS 260.16 a.
11. Matters related to going concern	CAS 570.25
12. Management judgments and accounting estimates	CAS 260.16 a.
13. Significant difficulties, if any, encountered during the audit	CAS 260.16 b.
14. Material written communications between management and us, including management representation letters	CAS 260.16 c.
15. Circumstances that affect the form and the content of the auditor's report	CAS 260.16d.
16. Modifications to our opinion(s)	CAS 260.A21

¹ CAS: Canadian Auditing Standards – CAS are issued by the Auditing and Assurance Standards Board of CPA Canada

Required communication	Reference
17. Our views of significant accounting or auditing matters for which management consulted with other accountants and about which we have concerns	CAS 260.A22
18. Significant matters discussed with management	CAS 260.A.22
19. Matters involving non-compliance with laws and regulations that come to our attention, unless prohibited by law or regulation, including Illegal or possibly illegal acts that come to our attention	CAS 250.23
20. Significant deficiencies in internal control, if any, identified by us in the conduct of the audit of the financial statements	CAS 265
21. Uncorrected misstatements and disclosure items	CAS 450.12-13,
22. Any significant matters arising during the audit in connection with the Region's related parties	CAS 550.27

Appendix 3 – New and revised accounting standards

The following is a summary of certain new standards, amendments and proposals that will become effective in 2022 and beyond.

To review all recent amendments that will impact your organization in the foreseeable future, we invite you to review our revamped [Standard-setting Activities Digest](http://www.cfr.deloitte.ca), included in our Centre for Financial Reporting (www.cfr.deloitte.ca).

Public Sector Accounting Standards

Topic	Description	Effective Date
Section PS 1201 - Financial statement presentation	This Section establishes general reporting principles and standards for the disclosure of information in government financial statements.	This Section applies in the period Section PS 2601 Foreign currency translation, and Section PS 3450 - Financial instruments, are adopted. Earlier adoption is permitted.
Section PS 2601 Foreign currency translation.	This Section establishes standards on how to account for and report transactions that are denominated in a foreign currency in government financial statements.	This Section is effective for (i) Government organizations - April 1, 2012; and (ii) Governments - April 1, 2022. Earlier adoption is permitted.
Section PS 3280 - Asset retirement obligations	This Section establishes standards on how to account for and report a liability for asset retirement obligations.	Effective April 1, 2022, earlier application is permitted.
Section PS 3041 - Portfolio investments	This Section establishes standards on how to account for and report portfolio investments in government financial statements.	This Section applies in the period Section PS 1201 - Financial statement presentation, Section PS 2601 Foreign currency translation, and Section PS 3450 - Financial instruments, earlier application is permitted.
Section PS 3400 - Revenue	This Section establishes standards on how to account for and report on revenue. Specifically, it differentiates between revenue arising from transactions that include performance obligations and transactions that do not have performance obligations.	Effective for fiscal years beginning on or after April 1, 2022. Earlier adoption is permitted. The Section may be applied retroactively or prospectively.
Section PS 3450 - Financial instruments	This Section establishes standards on how to account for and report all types of financial instruments including derivatives.	This section is effective for: (i) Government organizations - April 1, 2012 (ii) Governments - April 1, 2022. Governments and government organizations would also adopt Section PS 2601 Foreign currency translation, at the same time. Earlier adoption is permitted.

Appendix 4 – Deloitte resources a click away

At Deloitte, we are devoted to excellence in the provision of professional services and advice, always focused on client service. We have developed a series of resources, which contain relevant and timely information.

Register [here](#) to receive practical insights, invitations to Deloitte events/webcasts, and newsletters via email and other electronic channels. You will be able to select business topics and industries that align with your interests.

<input type="checkbox"/> Canada's Best Managed Companies www.bestmanagedcompanies.ca Target audience <ul style="list-style-type: none"> • Directors and CEO/CFO 	<p>The Canada's Best Managed Companies designation symbolizes Canadian corporate success: companies focused on their core vision, creating stakeholder value and excelling in the global economy.</p>
<input type="checkbox"/> Centre for financial reporting https://www.iasplus.com/en-ca/standards Target audience <ul style="list-style-type: none"> • Directors and CEO/CFO • Controller and Financial reporting team 	<p>Web site designed by Deloitte to provide the most comprehensive information on the web about financial reporting frameworks used in Canada.</p>
<input type="checkbox"/> Deloitte Viewpoints https://www.iasplus.com/en-ca/tag-types/deloitte-viewpoints Target audience <ul style="list-style-type: none"> • CFO • Controller and Financial reporting team 	<p>Electronic communications that helps you to stay on top of standard-setting initiatives impacting financial reporting in Canada.</p>
<input type="checkbox"/> CFO's corner https://www.iasplus.com/en-ca/cfos-corner Target audience <ul style="list-style-type: none"> • CFO and VP Finance • Controller and Financial reporting team 	<p>Editorial providing insights into key trends, developments, issues and challenges executives face, with a Deloitte point of view.</p>
<input type="checkbox"/> Deloitte Dbriefs https://www.iasplus.com/en-ca/dbriefs/webcasts Targeted audience <ul style="list-style-type: none"> • CFO and VP Finance • Controller and Financial reporting team 	<p>Learning webcasts offered throughout the year featuring our professionals discussing critical issues that affect your business.</p> <p>Recent publications (ASPE)</p> <ul style="list-style-type: none"> • Revenue (Jan 13, 2020) • Accounting for shares issued in tax planning arrangements (ROMRS) (Dec, 18, 2019) • Agriculture (Dec 18, 2019)

MEMORANDUM

AC-C 4-2020

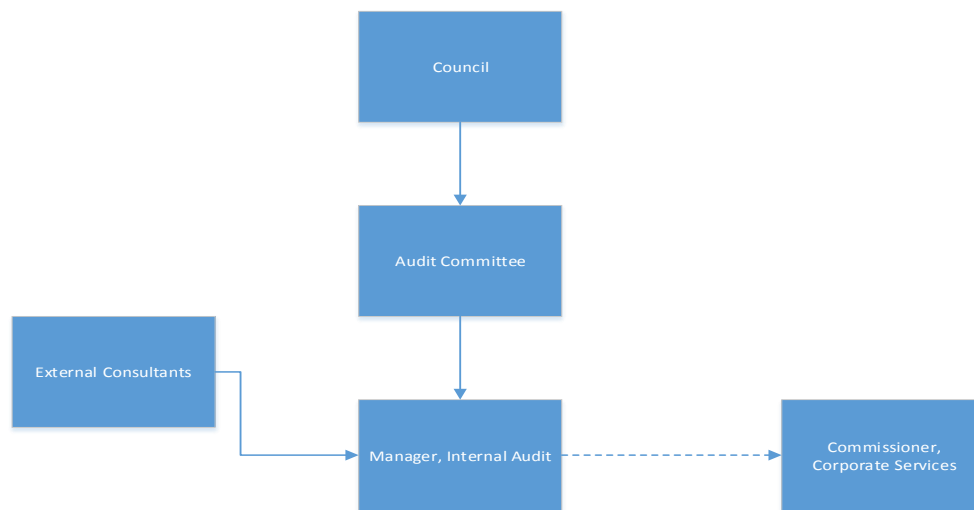
Subject: Internal Audit Organizational Model
Date: September 21, 2020
To: Audit Committee
From: Todd Harrison, Commissioner, Corporate Services/Regional Services

As a follow up to the organizational restructuring from November 2019, this memo addresses the reporting and operational relationship regarding the Internal Audit function.

As reported by the Acting CAO on November 28, 2019, the Internal Audit function will be headed by a Manager, Internal Audit. This position will report directly to Audit Committee functionally and to the Commissioner, Corporate Services for administrative support. Administrative support includes payroll encoding, budget planning, vacation requests and expense approvals. This reporting relationship is also required to ensure all audits are operating effectively through the ongoing full and unfettered support of program staff, supporting the evaluation of consultants, processing invoice payments and ensuring that approved management action plans are progressing.

All audit reports, including status updates of Management Action Plan, Audit Plan approval and progress updates and other operational/risk related issues will be presented directly to Audit Committee through either the Manager, Internal Audit or procured consultants.

The following schematic graphically displays the new reporting relationship.



Attached to this memo are 2 documents – Audit Committee Terms of Reference and the Audit Charter.

Internal Audit Service Audit Charter is a common document required by the Institute of Internal Auditors to communicate operating requirements for all Internal Audit staff and external consultants performing internal audits. These requirements include integrity, objectivity, confidentiality and competency. The audit charter also details the reporting relationship between the Internal Audit function, Audit Committee and Senior Management. A few areas that are important for Audit Committee members to consider are:

- Section 6 – Independence – Internal Audit is accountable functionally to Audit Committee and administratively to the Commissioner, Corporate Services,
- Section 7 – Accountability and Responsibility – the Chief Audit Executive (which includes all internal and external staff) shall be accountable to Audit Committee and the Commissioner, Corporate Services to develop annual audit plans, progress updates and reporting of scope limitations.
- Section 8 – Authority – Internal Audit Services shall have full and unfettered access to Audit Committee.

Audit Committee last approved the Internal Audit Charter at the February 2019 Audit Committee meeting. The Audit Committee Terms of Reference were introduced at the same meeting yet have not been revised since 2017. Those revisions included formal recognition of an Internal Audit function and the position of Chief Audit Executive, including the relationship of that function with Audit Committee.

Respectfully submitted and signed by

Todd Harrison, CPA, CMA
Commissioner, Corporate Services/ Regional Treasurer

Appendices:

Appendix 1 – AC-C 4-2020 – Internal Audit Charter

Appendix 2 – AC-C 4-2020 – Audit Committee Terms of Reference

The Niagara Region Internal Audit Services Charter consists of the following sections:

1. Mission
2. Values and Principles
3. Code of Ethics
4. Rule of Conduct
5. Scope of Work
6. Independence
7. Accountability and Responsibility
8. Authority

1. Mission

Internal Audit Services provides independent, objective assurance and consulting services designed to add value and improve the organization's operations. The Niagara Region's Internal Audit Services will help the organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

It is the mission of the Internal Audit Services to work with clients to achieve their business objectives. This will be accomplished by developing innovative partnerships and providing value-added solutions and helping clients manage risks, exploit opportunities, demonstrate accountability and support continuous business improvement.

The Internal Audit Services promotes accountability to organizational objectives by providing assurance to Senior Management that business and control risks are appropriately identified, assessed, managed and reported. It accomplishes this objective by furnishing independent and objective analyses, audits, evaluations, advice and consulting. The office is also mandated to undertake activities that promote effective risk management and controllership, including processes that facilitate consistent and systematic identification and reporting of risk.

2. Values and Principles

The Internal Audit Services will operate within the established Niagara Region employee values and in accordance with the following principles:

- We will value, above all, the ability to serve our clients.
- We will demonstrate competence and due professional care in the execution of duties.

- We will provide balanced, objective reporting on risk and control to management and the Audit Committee.
- We will ensure uncompromising commitment to ethics and integrity.
- We believe that understanding our clients' culture and business environment is essential to excellence in service.
- We believe in teamwork, consultation and co-operation with clients, colleagues and private sector partners.
- We believe that accountability is essential to the responsible management of public services.
- We will resource our office with the necessary skills to respond to the needs of Senior Management and Audit Committee.

3. Code of Ethics

Internal Auditors are expected to apply and uphold the following principles:

1. Integrity - the integrity of an Internal Auditor establishes trust and thus provides the basis for reliance on their judgment.
2. Objectivity – the Internal Auditor exhibits the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. The Internal Auditor will make a balanced assessment of all the relevant circumstances and are not unduly influenced by their own interests or by others in forming judgments.
3. Confidentiality – the Internal Auditor respects the values and ownership of the information they receive and does not disclose information without appropriate authority unless there is a legal or professional obligation to do so.
4. Competency– the Internal Auditor applies the knowledge, skills, and experience needed in the performance of internal audit services.

4. Rules of Conduct

The Office of the Chief Audit Executive and the Internal Auditors within it will adhere to the following rules:

1. Integrity
 - 1.1 – Shall perform their work with honesty, diligence, and responsibility.

1.2 – Shall observe the law and make disclosures expected by the law and the profession.

1.3 – Shall not knowingly be a party to any illegal activity, or engage in acts that are discreditable to the profession of internal auditing or to the organization.

1.4 – Shall respect and contribute to the legitimate and ethical objectives of the organization.

2. Objectivity

2.1 – Shall not participate in any activity or relationship that may impair or be presumed to impair their unbiased assessment. This participation includes those activities or relationships that may be in conflict with the interests of the organization.

2.2 – Shall not accept anything that may impair or be presumed to impair their professional judgment.

2.3 – Shall disclose all material facts known to them that, if not disclosed, may distort the reporting of activities under review.

3. Confidentiality

3.1 – Shall be prudent in the use and protection of information acquired in the course of their duties.

3.2 – Shall not use information for any personal gain or in any manner that would be contrary to the law or detrimental to the legitimate and ethical objectives of the organization.

4. Competency

4.1 – Shall engage only in those services for which they have the necessary knowledge, skills, and experience.

4.2 – Shall perform internal audit services in accordance with the *International Standards for the Professional Practice of Internal Auditing (Standards)*.

4.3 – Shall continually improve their proficiency and the effectiveness and quality of their services.

5. Scope of Work

To fulfill its role of assisting Niagara Region accomplish its business objectives, the Internal Audit Office offers a wide range of services. These services can be organized into two main business lines: Assurance Services and Education and Consulting.

Assurance

These are services that provide independent assessments of internal processes and controls and the effectiveness of operations. These services consist of compliance, financial, value for money and performance measures audits, control review and pre/post implementation evaluations.

Education and Consulting

These services comprise risk assessments, education and awareness initiatives and specialized consulting. They are intended to provide client support for decision making, the development of plans to improve operations and mitigate risks, implement new policies and re-engineered services and improving the capacity, reliability and integrity of information.

Internal Audit Services' processes should function in a manner to help ensure:

- Risks are appropriately identified and managed.
- Significant financial, managerial and operating information is accurate, reliable and timely.
- Actions are in compliance with policies, standards, procedures and applicable laws and regulations.
- Resources are acquired economically, used efficiently and are adequately protected.
- Programs, plans and objectives are achieved.
- Significant legislative and regulatory issues impacting Niagara Region are recognized and addressed properly.
- Quality and continuous improvement are fostered in the organization's control processes.

6. Independence

The Internal Audit Services is accountable functionally to the Audit Committee and administratively to the Commissioner, Corporate Services in a manner outlined in the following section on Accountability. In addition, Audit Committee is responsible for conducting the performance evaluation of the Chief Audit Executive.

In carrying out individual assignments, internal auditors shall be independent of those directly responsible for the activities subject to audit or evaluation, and report any potential conflicts to the Chair of Audit Committee.

All Internal Audit Services activities shall remain free of influence by any element in the organization, including matters of audit selection, scope, procedures, frequency, timing or report content to permit maintenance of an independent and objective attitude necessary in rendering reports.

Audit Services shall have no direct operational responsibility or authority over any of the activities it reviews. Accordingly, it shall not develop nor install systems or procedures, prepare records or engage in any other activity which would normally be audited.

7. Accountability and Responsibility

The Chief Audit Executive, in the discharge of his/her duties, shall be accountable to the Audit Committee and to the Commissioner, Corporate Services to:

- Annually develop an audit plan that is based on a corporate risk assessment of the core programs, businesses and services that is approved by Audit Committee.
- Provide at least semi-annual updates to Audit Committee on the progress of the audit plan and any other significant issues, developments or findings related to the adequacy and effectiveness of the Region's processes for controlling its activities and managing its risks.
- Reporting any scope limitations that may be obstructing the achievement of the office's objectives.
- Coordinate with other control and monitoring functions, including but not limited to, risk management, compliance, legal, and external audit.
- Establishing appropriate policies and procedures to guide the internal audit function including quality assurance and improvement program.
- Maintaining a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this Charter.
- Acting as an ongoing resources to management by providing impartial and objective advice related to control and risk management issues.
- Assisting in the investigation of suspected fraudulent activities within the Region and notify management and the Audit Committee of the results.
- Liaising with the Region's external auditors as appropriate for the purpose of providing adequate audit coverage to the Region.

8. Authority

Internal Audit Services is authorized to:

- Have unrestricted access to all operations, functions, records, property, and personnel.
- Have full and unfettered access to the Audit Committee.
- Allocate audit resources, set frequencies, select subjects, determine scopes of work, and apply the techniques required to accomplish audit objectives.
- Obtain the necessary assistance of personnel in units of the organization where they perform audits, as well as other specialized services from within or outside the organization.

Internal Audit Services is **not** authorized to:

- Perform any operational duties for the Region or its agencies.
- Initiate or approve accounting transactions external to Internal Auditor Services.
- Direct the activities of any Regional employee not employed by Internal Auditor Services, except to the extent such employees have been appropriately assigned to auditing teams or otherwise assist the Internal Auditor.
- Devise, develop or install systems or procedures, prepare records, make management decisions or undertake any activity which would relieve other staff of any responsibility assigned to them and which could be reasonably construed to compromise the independence of Internal Auditor Services.

Standards of Audit Practice

The Office of the Chief Audit Executive will strive to meet or exceed the *International Standards for the Professional Practice of Internal Auditing* established by the Institute of Internal Auditors. This Charter takes effect on (Insert Date).

Audit Committee Terms of Reference

The Audit Committee Terms of Reference outlines the Committee's composition, authority, meetings, reporting, mandate, and procedure.

Composition:

The audit committee will be an advisory committee of Regional Council and will be comprised of the Regional Chair, Chair of the Corporate Services Committee, and at least three other Councillors.

Members of the Audit Committee should be financially literate (able to understand the Region's internal and external reporting, accounting policies and process).

Audit Committee deliberations will normally be supported by staff including the CAO, Chief Audit Executive/ Internal Auditors, Commissioner of Corporate Services, Treasurer, Director Financial Management & Planning and other appropriate staff as required.

The length of term to be served by members on the committee will be determined by the Regional Council, giving consideration to the benefits of periodic rotation of committee membership.

As with other committees of Council, the Audit Committee Chair and Vice Chair shall be elected for a 2 year period of time from the membership of the committee at the first meeting of the year and 2 years subsequent to that date.

Authority:

Regional Council may authorize the Audit Committee to investigate any activity of the Region. All employees are to co-operate as requested by the committee. In addition, all Standing Committees may request that any activity be considered for an audit with requests submitted directly to the Chair of Audit Committee.

With the approval of Regional Council the Audit Committee may assign staff (e.g. Internal Audit) or retain persons or a third party having special expertise to assist the committee in fulfilling its responsibilities.

Meetings:

The audit committee is to meet at least four times per year.

The meetings will be scheduled to permit timely review of internal and external financial reporting and special purpose audit reports. Additional meetings may be held as deemed necessary by the Chair of Niagara Region, Chair of Audit Committee or as requested by any member or the external auditors.

Reporting:

The minutes of meetings of the regular audit committee will be provided to the Regional Council.

Supporting schedules and information reviewed by the committee will be available for examination by any Councillor upon request to the secretary of the committee.

An annual assessment of the effectiveness of the committee against the mandate should be conducted and reported to the Regional Council.

Mandate:

The Audit Committee assists Regional Council in the provision of effective municipal government by overseeing the administrative systems regarding financial accounting, reporting, internal controls, safeguarding of corporate assets, compliance with legal, ethical, and regulatory requirements and the efficient and effective use of resources.

The responsibilities of the audit committee are to satisfy itself, on behalf of the Regional Council, that:

The External Audit Function

- Niagara Region's annual consolidated financial statements are fairly presented in accordance with generally accepted accounting principles and to recommend to Corporate Services Committee and Council whether the annual financial statements should be approved.

- Audited financial statements of the Niagara Region's boards, agencies, and commissions and other audited financial statements be received for information purposes following approval by the respective Board or Standing Committee, to assist in its overall assessment of the Region's annual consolidated financial statements and internal controls over financial reporting.
- The Region has implemented appropriate systems of internal control over financial reporting and that these are operating effectively.
- The Region has implemented appropriate systems of internal control to ensure compliance with legal, regulatory and ethical requirements.
- The external audit function has been effectively carried out and that any matter which the independent auditors wish to bring to the attention of Audit Committee, Corporate Services Committee and/or Council has been addressed.
- The Audit Committee will approve the replacement, reappointment and/or appointment of the external auditors to Corporate Services Committee and Council.

The Internal Audit Function

- Audit Committee will review and approve the mandate for Internal Auditing and ensure that all of the Region's operations are considered for review by Internal Audit based on a risk-based annual work plan.
- The Region has implemented appropriate systems of internal control to ensure compliance with legal, regulatory and ethical requirements.
- The audit function is effectively carried out and that any matter which the independent auditors wish to bring to the attention of Audit Committee, Corporate Services Committee and/or Council has been addressed.
- The reporting of the Internal Audit team is relevant, reliable, objective and transparent. In making this assessment the Audit Committee may recommend the use of external subject matter experts. For purposes of efficiency and matters of budgeting expenditures, it is recommended that the use of subject matter experts be determined annually when the Internal Audit team work plan is approved.

- Quality assurance reviews are conducted in accordance with the Institute of Internal Auditors' Standards for the Professional Practice of Internal Auditing.
- Internal auditing include a review of the adequacy of internal control systems for safeguarding assets, the effectiveness of corporate reporting systems regarding administrative and program performance and the level of compliance with legislation, regulations, corporate objectives, policies and ethics.

Applicability of Procedural By-Law:

As an advisory committee of Council the Audit Committee would be governed by the sections of the Region's Procedural By-law relating to advisory committees.

Subject: Status of Audit Report Recommendations

Report to: Audit Committee

Report date: Monday, September 21, 2020

Recommendations

1. That report AC-C 5-2020 regarding the current status of audit recommendations **BE RECEIVED.**

Key Facts

- The purpose of this report is to provide Audit Committee with a status update on management responses to audit recommendations since 2015 that are not fully implemented.
- This report will cover all audits completed and issued up to the previous Audit Committee meeting, January 20, 2020 and Corporate Services Committee meeting, June 17, 2020.
- Management Action Plan (MAP) status updates are considered a best practice by the Institute of Internal Auditors (IIA) to ensure Audit Committee is aware of any outstanding risk areas within the corporation.
- A total of 18 outstanding high and medium risk audit recommendations and related management responses are detailed in this audit report.
- Since the last MAP report, Internal Audit has completed and submitted to Audit Committee and Corporate Services Committee four additional reports – Procurement Audit, Non-competitive Procurement Audit, Sick Day Benefits Audit and Employee Extended Health Benefit Claims Audit.

Financial Considerations

There are no immediate budgetary considerations associated with this report. The audit recommendations and subsequent Management Action Plans (MAPs) had budgetary implications associated with their implementation and which are accommodated within current operating budgets.

Analysis

Many of the program areas have continued the implementation of management action plans as noted in the attached summary. Some areas have been affected and slowed down due to the pandemic. A more detailed summary report will be provided at the next Audit Committee meeting along with a plan to potentially conduct some follow-up audits.

Alternatives Reviewed

No other alternatives were reviewed at this time.

Relationship to Council Strategic Priorities

Value-for-money (VFM) audits were identified and approved within the current Council's Strategic Priority – Sustainable and Engaging Government. The goal of this strategic initiative is a commitment to high quality, efficient, fiscally sustainable and coordinated core services through enhanced communication, partnerships and collaborations with the community.

Management Action Plan status updates satisfy IIA Performance Standard 2500 – Monitoring Progress. “The Chief Audit Executive must establish a follow-up process to monitor and ensure that management actions have been effectively implemented.”

Other Pertinent Reports

AC-C 3-2019 – Q1 2019 Follow-up Status of Audit Recommendations

Prepared by:

Frank Marcella, MPA, BEd
Manager,
Internal Audit

Recommended by:

Todd Harrison, CPA, CMA
Commissioner
Corporate Services/Regional Treasurer

Submitted by:

Ron Tripp, P.Eng.

Acting, Chief Administrative Officer

Appendices

Appendix 1 – AC-C 5-2020 Management Follow-up Table and Summary

Report Summary				Observation Status for Management Action Plan as of March, 2020					Notes
Internal Audit Plan Year	Report	Report Issue Date	Total High & Medium Risk Observations	Observations Closed	In Progress Observations	Past Due Observations	On Hold (See Notes)	Overall Deadline	
2016	Burgoyne Bridge Performance Assessment	Feb-16	8	6	0	0	2	Mar/21	The two past due observations pertain to project cost estimating and document management. The projects have scope has changed and thus the overall deadline has also changed from the original MAP report. Asset Management Office (AMO) has developed a work plan for cost estimating model based on three phases. The first phase is to develop a cost estimating process, which has already started.
2017	Fleet, Equipment Management & Replacement Process	Jan-17	4	3	0	0	1	Dec/20	The past due observation pertains to formalization of Fleet Strategy. Vision and mission update as well as the Policy within Public Works Vehicle and Equipment is in process, and will be completed in conjunction with the Fleet Strategy
2017	Fleet Parts Inventory & Fuel Audit	Nov-17	2	1	0	0	1	n/a	The observation on hold pertains to research the cost and benefit associated with installation of automatic fuel pumps. The research is dependent on Council's direction on Niagara Region's role in Material Recycling Facilities (MRF)
2018	Information Technology Security and Data Backup Controls Audit	Apr-18	16	13	3	0		Apr/20	The three observations in process pertain to security assessments, remote sites of infrastructure devices and investigation of CMDB tool.
2018	Grants and Incentive Program	Jun-18	4	0	4	0		Dec/20	The four observations in process pertain to program rationalization, standardization of operating procedures, establishment of performance measures and improvement of administrative efficiency in regional grants program
2018	Payroll Audit: Phase 1 - Timekeeping Process	Aug-18	2	2	0	0		Dec/20	Management has indicated that both action plans have been completed. These two action plans pertain to 1) adding additional manager timekeeping licenses, allowing for manager level approvals, against the cost/risk of potential payroll errors. 2) Segregation of duty in signing off timekeeping in Kronos.
2018	Procurement Audit	Jan-20	4	0	4	0		Dec/20	Finalization of mandatory e-learning module which provides an overview of Niagara Region's Procurement Bylaw with a specific focus on formal and informal procurement processes to ensure standardization and consistency throughout the organization Implementation of the Procurement Navigator, an online tool to assist staff in identifying the correct procurement process to undertake to ensure compliance to Procurement By-law
2019	Non-competitive Procurement Audit	Jan-20	3	0	3	0		Jul/20	Updating of Procurement By-law is approximately 80% complete which provide an improved vehicle for modernizing the procurement process, educating staff/management and monitoring of transactions from a compliance perspective
2020	Sick Benefits Audit	Jan-20	0						
2020	Health Benefits Claims Audit	Mar-20	2		2			Dec/21	Management is continuing to study and work with partners to implement the action plans within the prescribed timelines in the most efficient method possible.
Total High and Medium Risk Observations			45	25	16	0	4		

Observations closed: Responsible management has indicated that the action plans have completed.
In Progress Observations: Management action plans due beyond Feb 10, 2020 are underway.
Past Due Observations: Action plans due by Feb 10, 2020 have not fully acted upon.
On Hold: Recommendations that responsible management agreed but has not started implementing, or started but currently stop proceeding.
Overall Deadline: The date that responsible management has agreed to complete observations in the audit report.
NOTES: Some action plans have been put on hold to allow a focus on essential services during the Pandemic period.

MEMORANDUM

AC-C 8-2020

Subject: NPCA 2019 Financial Statements
Date: Monday, September 21, 2020
To: Audit Committee
From: Melanie Steele, Associate Director, Reporting & Analysis

This memo is submitted to the Audit Committee to provide a copy of the Niagara Peninsula Conservation Authority (NPCA) audited financial statements for 2019, attached as Appendix 1, for information purposes.

In accordance with the Audit Committee Terms of Reference, the audited financial statements of the Niagara Region's boards, agencies and commissions will be received for information purposes by the Committee following approval by the respective Board or Standing Committee, to assist in its overall assessment of the Region's annual consolidated financial statements and internal controls over financial reporting.

NPCA received an unmodified audit opinion on their 2019 audited financial statements, indicating that in all material respects, the financial statements present fairly the financial position and results of its operations as of December 31, 2019 in accordance with Canadian public sector accounting standards.

Respectfully submitted and signed by

Melanie Steele, MBA, CPA, CA
Associate Director, Reporting & Analysis

Appendix 1 NPCA 2019 Financial Statement

Financial Statements of

**NIAGARA PENINSULA
CONSERVATION AUTHORITY**

And Independent Auditors' Report thereon

Year ended December 31, 2019



KPMG LLP
80 King Street, Suite 620
St. Catharines ON L2R 7G1
Canada
Tel 905-685-4811
Fax 905-682-2008

INDEPENDENT AUDITORS' REPORT

To the Board of Niagara Peninsula Conservation Authority

Opinion

We have audited the financial statements of Niagara Peninsula Conservation Authority (the Entity), which comprise:

- the statement of financial position as at December 31, 2019
- 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 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, 2019, 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 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 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.

Auditors' 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 auditors' 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 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 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 represents 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.

KPMG LLP

Chartered Professional Accountants, Licensed Public Accountants

St. Catharines, Canada
May 21, 2020


NIAGARA PENINSULA CONSERVATION AUTHORITY

Statement of Financial Position

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

	2019	2018
Financial assets		
Cash and cash equivalents	\$ 3,454,034	\$ 6,138,740
Investments	4,381,512	4,256,273
Accounts receivable	666,214	278,986
	<u>8,501,760</u>	<u>10,673,999</u>
Financial liabilities		
Accounts payable and accrued liabilities	1,389,998	759,075
Employee future benefits (note 2)	66,300	73,200
Deferred revenue (note 4)	1,521,047	1,776,979
Long-term debt (note 3)	216,325	700,030
	<u>3,193,670</u>	<u>3,309,284</u>
Net financial assets	5,308,090	7,364,715
Non-financial assets		
Prepaid expenses	36,797	33,109
Tangible capital assets (note 5)	21,008,145	20,145,167
	<u>21,044,942</u>	<u>20,178,276</u>
Subsequent event (note 15)		
Accumulated surplus (note 6)	\$ 26,353,032	\$ 27,542,991

See accompanying notes to financial statement.


Brenda Johnson, Chair



Chandra Sharma, CAO/Secretary-Treasurer

NIAGARA PENINSULA CONSERVATION AUTHORITY

Statement of Operations

Year ended December 31, 2019, with comparative information for 2018

	Budget (note 9)	2019 Actual	2018 Actual
Revenues:			
Government transfers			
Province of Ontario – Ministry of Natural Resources and Forestry ("MNRF")	\$ 174,496	\$ 90,083	\$ 174,496
Province of Ontario - Other	302,500	223,482	267,038
Government of Canada	100,000	100,000	132,705
Municipal levies			
General	6,416,084	6,416,084	6,246,119
Special	2,252,166	635,001	2,252,166
Authority generated			
User fees, sales and admissions	1,892,600	2,148,195	1,936,971
Administration fees	314,850	401,000	417,690
Interest	60,000	214,063	155,013
Other	235,200	445,261	701,053
OPG - Welland river watershed	-	195,432	-
	11,747,896	10,868,601	12,283,251
Expenses:			
CAO and Administration	2,002,676	3,068,776	2,019,335
Watershed	5,257,856	1,868,308	1,557,677
Corporate Resources	2,077,585	7,121,476	5,629,051
	9,338,117	12,058,560	9,206,063
Annual (deficit) surplus	2,409,779	(1,189,959)	3,077,188
Accumulated surplus, beginning of year	27,542,991	27,542,991	24,465,803
Accumulated surplus, end of year	\$ 29,952,770	\$ 26,353,032	\$ 27,542,991

See accompanying notes to financial statement.

NIAGARA PENINSULA CONSERVATION AUTHORITY

Statement of Change in Net Financial Assets

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
Annual (deficit) surplus	\$ (1,189,959)	\$ 3,077,188
Acquisition of tangible capital assets	(1,744,615)	(1,063,320)
Amortization of tangible capital assets	864,071	823,061
Proceeds on disposal of tangible capital assets	47,569	-
Gain on disposal of tangible capital assets	(30,003)	-
Increase in prepaid expenses	(3,688)	(7,473)
	(2,056,625)	2,829,456
Net financial assets, beginning of year	7,364,715	4,535,259
Net financial assets, end of year	\$ 5,308,090	\$ 7,364,715

See accompanying notes to financial statement.

NIAGARA PENINSULA CONSERVATION AUTHORITY

Statement of Changes in Cash Flows

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
Cash provided by (used in):		
Operations:		
Annual (deficit) surplus	\$(1,189,959)	\$ 3,077,188
Item not involving cash:		
Amortization of tangible capital assets	864,071	823,061
Contributions of tangible capital assets	-	(145,000)
Gain on disposal of tangible capital assets	(30,003)	-
Employee future benefits	(6,900)	(36,300)
Change in non-cash operating working capital:		
Accounts receivable	(387,228)	297,418
Accrued interest on investments	1,961	(2,203)
Prepaid expenses	(3,688)	(7,473)
Accounts payable and accrued liabilities	630,923	(656,342)
Deferred revenue	(255,932)	(340,999)
Net change in cash and cash equivalents from operations	(376,755)	3,009,350
Capital activities:		
Purchases of tangible capital assets	(1,744,615)	(918,320)
Proceeds from disposal of tangible capital assets	47,569	-
Net change in cash and cash equivalents from capital activities	(1,697,046)	(918,320)
Investing activities:		
Proceeds from sale of investments	4,250,000	4,072,250
Purchases of investments	(4,377,200)	(4,250,000)
Net change in cash and cash equivalents from investing activities	(127,200)	(177,750)
Financing activities:		
Repayment of long-term debt	(483,705)	(760,429)
Net change in cash and cash equivalents	(2,684,706)	1,152,851
Cash and cash equivalents, beginning of year	6,138,740	4,985,889
Cash and cash equivalents, end of year	\$ 3,454,034	\$ 6,138,740

See accompanying notes to financial statement.

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements

Year ended December 31, 2019

The Niagara Peninsula Conservation Authority ("the Authority") is established under The Conservation Authorities Act of Ontario to further the conservation, restoration, development and management of natural resources. It is exempt from income taxes under section 149(1)(c) of the Income Tax Act.

1. Significant accounting policies:

The financial statements of Niagara Peninsula Conservation Authority ("the Authority") are prepared by management in accordance with Public Sector Accounting Standards ("PSAS"). Significant accounting policies adopted by the Authority are as follows:

(a) Basis of accounting:

Revenues and expenses are reported on the accrual basis of accounting. Revenues are recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(b) Cash and cash equivalents:

Cash and cash equivalents include cash on hand, balances with banks and guaranteed investment certificates that mature within three months.

(c) Investments:

Investments consist of term deposits and are recorded at amortized cost. Investments held by the Authority have a market value that approximates cost given their fixed interest rate nature and maturity date within one year. When there has been a loss in value that is other than a temporary decline in value, the respective investment is written down to recognize the loss. Investment income earned on investments are reported as revenue in the period earned.

(d) Deferred revenue:

Deferred revenues represent government transfers and user fees which have been collected but for which related expenses or related services have yet to be performed. These amounts will be recognized as revenues in the fiscal year the services are performed.

(e) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. Tangible capital assets have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2019

1. Significant accounting policies (continued):

(e) Non-financial assets (continued):

(i) Tangible capital assets:

Tangible capital assets are recorded at cost. Cost includes all directly attributable expenses in the acquisition, construction, development and/or betterment of the asset. The Authority does not capitalize interest costs associated with the acquisition or construction of tangible capital assets.

Cost, less residual value of tangible capital assets are amortized on a straight line basis over their estimated useful life. Land is considered to have an infinite life without amortization. Full year amortization is charged in the year of acquisition. Work-in-progress assets are not amortized until the asset is available for productive use.

Amortization is based on the following classifications and useful lives:

Asset	Useful Life - Years
Land Improvements	20 years
Buildings	30 years
Dams	15 to 100 years
Gauge stations	15 to 30 years
Equipment	10 years
Vehicles	5 years
Office equipment	5 years

Contributed tangible capital assets are capitalized at their estimated fair value upon acquisition and recognized as revenue in the year of contribution.

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2019

1. Significant accounting policies (continued):

(f) Revenue recognition:

i) Government transfers

Government transfers are recognized as revenue in the financial statements when the transfer is authorized, any eligibility criteria are met and a reasonable estimate of the amount can be made except when, and to the extent that, stipulations by the transferor give rise to an obligation that meet the definition of a liability. Government transfers that meet the definition of a liability are recognized as revenue as the liability is extinguished.

ii) Municipal levies

Municipal levies are recognized as revenue in the year in which they meet the definition of an asset, the levy is authorized and the levy event has occurred.

iii) Authority generated

User fees, sales and admissions and other income is reported as revenue in the period earned.

(g) Employee future benefits:

The Authority provides certain employee benefits which will require funding in future periods. These benefits include extended health and dental benefits for early retirees to age 65. The employee future benefits represent management's best estimates of the cost of premiums on benefits up to the date of retirement.

(h) Use of estimates:

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Actual results could differ from management's best estimates as additional information becomes available in future. Significant estimates include assumptions used in the estimation of employee future benefits.

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2019

2. Employee future benefit:

The Authority provides extended life, health and dental benefits for early retirees to age 65 which will require funding in future periods. The Authority recognizes these retirement benefit costs in the period in which the service is rendered. The accrued benefit liability at December 31, 2019 was estimated by management to be \$66,300 (2018 - \$73,200). Information about the Authority's benefit plan is as follows:

	2019	2018
Accrued benefit obligation:		
Balance, beginning of year	\$ 73,200	\$ 109,500
Current benefit cost	14,195	(9,152)
Benefits paid	(21,095)	(27,148)
Accrued benefit obligation, end of year	\$ 66,300	\$ 73,200

3. Long-term debt:

	2019	2018
The Authority has assumed responsibility for the payment of principal and interest charges on long-term debt issued by the Region of Niagara	\$ 216,325	\$ 700,030
	\$ 216,325	\$ 700,030

Long-term debt bears interest at rates ranging from 4.5% - 4.8%. Total principal payments to be made on the outstanding long-term debt is \$216,325 in 2020.

The Authority paid \$27,980 (2018 - \$63,691) in interest on long-term debt during the year.

4. Deferred revenue:

Deferred revenues consist of the following:

	Balance at December 31, 2018	Externally restricted inflows	Revenue earned	Balance at December 31, 2019
User fees and other	\$ 217,677	\$ 132,984	\$ (150,681)	\$ 199,980
Government grants	296,960	22,560	(65,363)	254,157
Welland river watershed- Ontario Power Generation ("OPG")	1,262,342	-	(195,432)	1,066,910
Total	\$ 1,776,979	\$ 155,544	\$ (411,476)	\$ 1,521,047

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2019

5. Tangible capital assets:

Cost	Balance at December 31, 2018	Additions	Transfers/ Disposals	Balance at December 31, 2019
Land	\$ 8,655,507	\$ 536,943	\$ -	\$ 9,192,450
Land improvements	6,037,653	302,475	-	6,340,128
Buildings	5,749,357	312,284	-	6,061,641
Dams	4,986,642	-	-	4,986,642
Gauge stations	403,351	-	-	403,351
Equipment	2,167,681	194,023	(61,164)	2,300,540
Vehicles	314,254	-	(29,558)	284,696
Office equipment	858,516	123,548	(11,392)	970,672
Work-in-progress	236,916	375,919	(100,577)	512,258
Total	\$ 29,409,877	\$ 1,845,192	\$ (202,691)	\$ 31,052,378

Accumulated Amortization	Balance at December 31, 2018	Additions	Transfers/ Disposals	Balance at December 31, 2019
Land	\$ -	\$ -	\$ -	\$ -
Land improvements	2,986,422	256,485	-	3,242,907
Buildings	2,305,455	192,870	-	2,498,325
Dams	1,713,041	59,085	-	1,772,126
Gauge stations	204,329	20,626	-	224,955
Equipment	1,156,281	178,409	(43,598)	1,291,092
Vehicles	251,808	20,816	(29,558)	243,066
Office equipment	647,374	135,780	(11,392)	771,762
Total	\$ 9,264,710	\$ 864,071	\$ (84,548)	\$ 10,044,233

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2019

5. Tangible capital assets (continued):

	Net Book Value December 31, 2018	Net Book Value December 31, 2019
Land	\$ 8,655,507	\$ 9,192,450
Land improvements	3,051,231	3,097,221
Buildings	3,443,902	3,563,316
Dams	3,273,601	3,214,516
Gauge stations	199,022	1,009,448
Equipment	1,011,400	178,396
Vehicles	62,446	41,630
Office equipment	211,142	198,910
Work-in-progress	236,916	512,258
Total	\$ 20,145,167	\$ 21,008,145

Work-in-process, having a value of \$512,258 (2018 - \$236,916) has not been amortized. Amortization of these assets will commence when the asset is put into service.

Contributed tangible capital assets have been recognized at fair value at the date of contribution. The value of contributed assets received during the year is \$nil (2018 - \$145,000 comprised of land).

Tangible capital assets recognized at nominal value include land used in the operations and conservation management.

The Authority has not recorded a write-down of tangible capital assets during the year or 2018.

6. Accumulated surplus:

Accumulated surplus consists of the following:

	2019	2018
Invested in tangible capital assets	\$ 20,791,820	\$ 19,445,137
Reserves set aside by the Board of the Authority for specific purpose	5,627,512	8,171,054
Unfunded employee future benefits liability	(66,300)	(73,200)
	\$ 26,353,032	\$ 27,542,991

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2019

6. Accumulated surplus (continued):

Reserves set aside by the Board of the Authority for specific purpose consists of the following:

	2019	2018
General capital	\$ 548,734	\$ 1,373,806
Operating reserve	1,507,903	1,360,743
Equipment	-	107,257
Flood protection	281,773	318,406
Levy differential	31,619	1,646,591
Land acquisitions	2,926,032	3,031,880
Restoration	251,038	250,000
Tree by-law	80,413	82,371
	\$ 5,627,512	\$ 8,171,054

7. Credit facility:

The Authority's credit facility includes an overdraft lending account of \$765,000 bearing interest at prime. As at December 31, 2019, \$nil (2018 - \$nil) was drawn on this facility. As at December 31, 2019, \$35,000 (2018 - \$nil) was issued by way of a letter of credit to a municipality for which the Authority receives levies in exchange for construction work on-going within the municipal boundaries. The facility is secured by a general security agreement.

8. Pension plan:

The Authority makes contributions to the Ontario Municipal Employees Retirement System ("OMERS"), which is a multi-employer plan, on behalf of the 56 (2018 - 54) members of its staff. The plan is a defined benefit plan that specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Employees and employers contribute jointly to the plan.

Since OMERS is a multi-employer pension plan, the Authority does not recognize any share of the pension plan deficit of \$3.4 billion (2018 - \$4.2 billion) based on the fair market value of the Plan's assets, as this is a joint responsibility of all Ontario municipal entities and their employees. Contributions were made in the 2019 calendar year at rates ranging from 9.0% to 15.8% depending on the member's designated retirement age and level of earnings. Employer contributions for current and past service are included as an expense in the Statement of Operations. Employer contributions to OMERS for 2019 current and past service was \$394,201 (2018 - \$378,347) and were matched by employee contributions.

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2019

9. Budget data:

The budget data presented in these financial statements is based upon the 2019 operating budget approved by the Board of the Authority on November 21, 2018 and capital budget approved November 14, 2018. Amortization was not incorporated in the development of the budget and, as such, were not provided on the statement of changes in net financial assets. The chart below reconciles the approved budget to the budget figures reported in these financial statements:

	Budget Amount
Revenues	
Operating	
Approved budget	\$ 10,181,545
Capital	2,219,886
Less:	
Transfers from reserves	(653,535)
Total revenues	11,747,896
Expenses:	
Operating	
Approved budget	8,957,751
Capital	
Approved budget	2,219,886
Add:	
Amortization	864,071
Less:	
Tangible capital assets included in operating expense	(2,219,886)
Debt principal payments	(483,705)
Total expenses	9,338,117
Annual surplus	\$ 2,409,779

10. Contingencies:

The Authority is involved from time to time in litigation, which arises in the normal course of business. The exact outcome of these actions is not determinable as at the date of reporting. In respect of certain outstanding claims, the Authority believes that insurance coverage is adequate and that no material exposure exists on the eventual settlement of such litigation, therefore no provision has been made in the accompanying financial statements.

11. Related party transactions:

During the year, the Authority incurred \$67,184 (2018 - \$75,568) in expenditures for per diems, honorariums, and mileage which was paid to and on behalf of members of the Board of Directors for the Authority.

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2019

12. Contractual rights:

The Authority has contractual rights under contract with various Ministry agencies to receive funds in exchange for services to be provided under those contracts. The Authority is expecting up to \$46,512 in future revenues based on anticipated services to be performed.

13. Segmented information:

The Authority provides a wide range of services which are categorized by department. Certain departments that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

CAO and Administration

CAO and administration services is comprised of the administration services of the Authority.

Watershed

The watershed department is the umbrella for three divisions dedicated to monitoring, regulating, protecting and improving the health and safety of our watersheds.

Corporate Resources

The corporate resources department is the umbrella for three divisions dedicated to conservation land management, conservation land programming and development and managing the Authority's vehicles and equipment. Conservation land management is the administration department for the conservation areas. Conservation land programming and development is responsible for maintenance and improvements to the conservation areas. The vehicles and equipment department accounts for the cost of maintaining the vehicles and equipment.

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Municipal levies have been allocated to the segments based upon budgeted levies for the segment. Interest earned on investments has been allocated to the corporate resources segment.

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2019

13. Segmented information (continued)

2019				
	CAO and Administration	Watershed	Corporate Resources	Total
Revenues:				
MNRF transfers	\$ 15,200	\$ 74,883	\$ -	\$ 90,083
Government transfers	21,975	152,529	148,978	323,482
Municipal levies	1,754,956	1,207,344	4,088,785	7,051,085
User fees, sales and administration	-	-	2,148,195	2,148,195
Administration fees	-	401,000	-	401,000
Interest	-	-	214,063	214,063
Other	14,796	299,223	101,239	415,258
Gain on disposal	-	-	30,003	30,003
OPG - Welland river watershed	-	195,432	-	195,432
Total revenues	1,806,927	2,330,411	6,731,263	10,868,601
Expenses:				
Salaries and benefits	2,033,528	1,525,625	2,983,445	6,542,598
Materials and supplies	382,887	152,303	1,429,125	1,964,315
Contracted services	89,542	44,151	392,862	526,555
Professional fees	363,597	66,518	108,507	538,622
Rent and financial expenses	13,458	-	296,723	310,181
Debt service	-	-	27,980	27,980
Government transfer – levy differential	-	-	1,284,238	1,284,238
Amortization	185,764	79,711	598,596	864,071
Total expenses	3,068,776	1,868,308	7,121,476	12,058,560
Annual surplus	\$ (1,261,849)	\$ 462,103	\$ (390,213)	\$ (1,189,959)

2018				
	CAO and Administration	Watershed	Corporate Resources	Total
Revenues:				
MNRF transfers	\$ 29,496	\$ 145,000	\$ -	\$ 174,496
Government transfers	32,765	152,008	214,970	399,743
Municipal levies	2,143,418	1,112,380	5,242,487	8,498,285
User fees, sales and administration	-	-	1,936,971	1,936,971
Administration fees	-	417,690	-	417,690
Interest	-	-	155,013	155,013
Other	4,945	213,082	483,026	701,053
Total revenues	2,210,624	2,040,160	8,032,467	12,283,251
Expenses:				
Salaries and benefits	1,159,600	1,165,195	2,949,576	5,274,371
Materials and supplies	445,288	125,037	1,331,529	1,901,854
Contracted services	63,416	40,641	212,336	316,393
Professional fees	172,140	147,093	192,992	512,225
Rent and financial expenses	15,621	-	298,847	314,468
Debt service	-	-	63,691	63,691
Amortization	163,270	79,711	580,080	823,061
Total expenses	2,019,335	1,557,677	5,629,051	9,206,063
Annual surplus	\$ 191,289	\$ 482,483	\$ 2,403,416	\$ 3,077,188

NIAGARA PENINSULA CONSERVATION AUTHORITY

Notes to Financial Statements (continued)

Year ended December 31, 2019

14. Comparative information:

Certain comparative information has been reclassified to conform to the financial statement presentation adopted for the current year. There is no impact to accumulated surplus as a result of the reclassification.

15. Subsequent event:

Subsequent to December 31, 2019, the COVID-19 outbreak was declared a pandemic by the World Health Organization. This has resulted in governments worldwide, including the Canadian and Ontario governments, enacting emergency measures to combat the spread of the virus. These measures, which include the implementation of travel bans, self-imposed quarantine periods and social distancing, have caused material disruption to businesses globally and in Ontario resulting in an economic slowdown. Governments and central banks have reacted with significant monetary and fiscal interventions designed to stabilize economic conditions however the success of these interventions is not currently determinable. The current challenging economic climate may lead to adverse changes in cash flows and/or debt balances, which may also have a direct impact on the Authority's operating results and financial position in the future. The situation is dynamic and the ultimate duration is unknown and the magnitude of the impact on the economy and our business are not known at this time.

Subject: Approval of the 2019-2020 Public Health & Emergency Services Program Audits

Report to: Public Health and Social Services Committee

Report date: Tuesday, June 16, 2020

Recommendations

1. That the draft audited schedules of revenue and expenses for the following programs for the fiscal year ended March 31, 2020, **BE APPROVED**:
 - 1.1. Ambulance Communication Services (Appendix 1)
 - 1.2. Community Mental Health Program (Appendix 2)
2. That the annual reconciliation return for the following program for the fiscal year ended March 31, 2020, **BE APPROVED**:
 - 2.1. Community Mental Health Program (Appendix 3)
3. That staff **BE DIRECTED** to co-ordinate with the auditor to finalize the statements as presented; and
4. That Report PHD 3-2020 **BE FORWARDED** to the Region's Audit Committee for information.

Key Facts

- The purpose of this report is to obtain approval of the audited schedules of revenues and expenses in accordance with the provincial requirements.
- The Ministry submission deadlines for Ambulance Communication Services and Community Mental Health are both June 30, 2020.
- As per Financial Reporting and Forecasting Policy (C-F-020), other financial statements or schedules performed for Ministry funding purposes, will be recommended for approval to Council by the standing Committee with oversight of the program. Upon approval by Council, the department Commissioner, or delegated authority, and the Treasurer will be authorized to sign the auditor's representation letter to obtain the auditor's signed report. The approved statements will then be forwarded to Audit Committee for information.

Financial Considerations

The schedules of revenue and expense (“financial schedules”) have been prepared in compliance with legislation and in accordance with the requirements and policies stipulated by the corresponding Ministry.

Draft copies of the financial schedules for the year ended March 31, 2020 are attached as Appendix 1-3.

The financial schedules are prepared specifically for the purposes of meeting the requirements outline in the service agreements with the funding Ministries. The financial schedules have been prepared in compliance with legislation and in accordance with the requirements and policies stipulated by the corresponding Ministry.

The financial schedules for Public Health & Emergency Services Programs are a Ministry requirement as noted in the audit reports for each of the respective programs as follows:

Ambulance Communication:

“The schedule is prepared to assist the Region in complying with the financial reporting provisions of the agreement dated May 28, 2010 between the Ontario Ministry of Health and Long-Term Care and the Regional Municipality of Niagara. As a result, the schedule may not be suitable for another purpose.”

Community Mental Health Program:

“The schedule is prepared to assist the Region in complying with the financial reporting provisions of the agreement dated April 1, 2019 between the Hamilton Niagara Haldimand Brant Local Health Integration Network and the Regional Municipality of Niagara. As a result, the schedule may not be suitable for another purpose.”

Analysis

The audits of these Public Health & Emergency Services Programs were completed by the Region’s external auditors, Deloitte. The auditors have indicated that, based on their review, nothing has come to their attention that causes them to believe that this information is not, in all material respects, in accordance with the respective Ministry requirements identified.

The recommendation for approval of audited schedules performed for Ministry funding purposes rests with the Committee to which the department responsible for the funding reports. Upon approval by the Committee, these schedules are referred to Audit Committee for information. Then the department's Commissioner and Treasurer will be authorized to sign the auditor's representation letter to obtain the auditors signed report.

Below is a summary of the results of the audited financial schedules:

- Ambulance Communication Services – This program has no funds returnable for the reporting period ending March 31, 2020 as the Region has expended \$169,255 in excess of the provincial grant for the period.
- Community Mental Health Program – This program has no funds returnable for the reporting period ending March 31, 2020 as the Region has expended \$9,604 in excess of the provincial grant for the period.

These schedules are subject to minor wording changes once schedules are finalized.

Alternatives Reviewed

The audited financial schedules and annual reconciliation return are a Ministry requirement and therefore no alternatives are available.

Relationship to Council Strategic Priorities

Providing formal financial reporting to Council and the public supports the Council Strategic Priority of Sustainable and Engaging Government.

Other Pertinent Reports

None.

Prepared by:

Melanie Steele, CPA, CA, MBA
Associate Director, Reporting & Analysis
Corporate Services

Recommended by:

M. Mustafa Hirji, MD MPH FRCPC
Medical Officer of Health &
Commissioner (Acting)
Public Health & Emergency Services

Submitted by:

Ron Tripp, P.Eng.

Acting Chief Administrative Officer

This report was prepared in consultation with Michael Leckey, Program Financial Specialist.

Appendices

Appendix 1 Ambulance Communication Services – Schedule of Revenue and Expenses

Appendix 2 Community Mental Health Program – Schedule of Revenue and Expenses

Appendix 3 Community Mental Health Program – Annual Reconciliation Return

Schedule of revenues and
expenditures
The Regional Municipality of Niagara
Public Health Department
Ambulance Communications Service

March 31, 2020

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Schedule of revenues and expenditures	3
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Independent Auditor's Report

To the Regional Municipality of Niagara and the Ontario Ministry of Health and Long-Term Care

Opinion

We have audited the accompanying schedule of revenues and expenditures of the Regional Municipality of Niagara Public Health Department – Ambulance Communications Service (the “Program”), for the year ended March 31, 2020 and notes to the schedule (collectively referred to as the “schedule”).

In our opinion, the accompanying schedule of the Program for the year ended March 31, 2020 is prepared, in all material respects, in accordance with the financial reporting provisions of the agreement dated May 28, 2010 between the Ontario Ministry of Health and Long-Term Care and the Regional Municipality of Niagara (the “guidelines”).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards (“Canadian GAAS”). Our responsibilities under those standards are further described in the *Auditor’s Responsibilities for the Audit of the Schedule* section of our report. We are independent of the Region in accordance with the ethical requirements that are relevant to our audit of the schedule 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.

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 to the schedule, which describes the basis of accounting. The schedule is prepared to assist the Region in complying with the financial reporting provisions of the agreement dated May 28, 2010 between the Ontario Ministry of Health and Long-Term Care and the Regional Municipality of Niagara. As a result, the schedule may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Schedule

Management is responsible for the preparation of the schedule in accordance with the guidelines, and for such internal control as management determines is necessary to enable the preparation of the schedule that is free from material misstatement, whether due to fraud or error.

Those charged with governance are responsible for overseeing the Region’s financial reporting process.

Auditor’s Responsibilities for the Audit of the Schedule

Our objectives are to obtain reasonable assurance about whether the schedule is 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 GAAS 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 this schedule.

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

- Identify and assess the risks of material misstatement of the schedule, 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 Region's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, and related disclosures made by management.

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.

Chartered Professional Accountants
Licensed Public Accountants
June 25, 2020

The Regional Municipality of Niagara Public Health Department
Ambulance Communications Service
Schedule of revenues and expenditures
For the year ended March 31, 2020

	Notes	2020 Budget \$	2020 Actual \$	2019 Actual \$
Revenues				
Provincial grant		6,196,319	6,196,294	5,686,704
Other income		—	8,505	10,248
		6,196,319	6,204,799	5,696,952
Expenditures				
Salaries and benefits				
Salaries and wages		4,029,828	4,209,239	4,054,990
Employee benefits		1,468,160	1,459,471	1,415,858
Transportation and communications		154,012	154,846	178,494
Services and rentals		237,381	244,415	227,744
Supplies and equipment		56,890	34,025	18,956
Administrative costs	2	250,048	287,310	316,844
Total expenditures		6,196,319	6,389,306	6,212,886
Ineligible administration costs	2	—	(15,252)	(15,781)
Total eligible expenditures		6,196,319	6,374,054	6,197,105
Excess of expenditures over revenues		—	(169,255)	(500,153)

The accompanying notes to the Schedule are an integral part of this Schedule.

The Regional Municipality of Niagara Public Health Department
Ambulance Communications Service
Notes to the schedule of revenues and expenditures
 March 31, 2020

1. Significant accounting policies

Basis for presentation

The schedule of revenues and expenditures is prepared in accordance with the agreement dated May 28, 2010 between the Ontario Ministry of Health and Long-Term Care and the Regional Municipality of Niagara.

The agreement requires the Schedule to be prepared in a manner consistent with generally accepted accounting principles ("GAAP"). Management of the Regional Municipality of Niagara Public Health Department has interpreted GAAP to be the recognition and measurement principles of the Canadian public sector accounting standards related specifically to revenues and expenditures, and not the presentation principles or the presentation of all the financial statements and note disclosures required by GAAP for a complete set of financial statements.

Revenues and expenditures

Revenues are reported on the accrual basis of accounting.

Expenditures are recorded if they are eligible for the program and incurred in the year.

Capital assets

Tangible capital assets acquired are reported as an expenditure, amortization is not recorded.

Employee future benefits

Employee future benefits are provided which will require funding in future periods. These benefits include sick leave, benefits under the Workplace Safety and Insurance Board ("WSIB") Act, and life insurance, extended health and dental benefits for early retirees. These benefits are recorded on a cash basis.

Use of estimates

Since precise determination of many assets and liabilities is dependent upon future events, the preparation of a periodic schedule involves the use of estimates and approximations. These have been made using careful judgements.

2. Administration costs

The program records direct operating expenditures to their respective activity. In addition, in 2013, the Region established its first consolidated allocation policy with a guiding principle of more closely aligning indirect costs with the support programs and services as defined by the Province in the Financial Information Return (FIR). The new methodology allocates these indirect costs to end programs/services based on usage drivers.

Under this methodology, all departments providing program/service support functions will allocate their costs using drivers specific to each type of expense.

The Regional Municipality of Niagara Public Health Department
Ambulance Communications Service
Notes to the schedule of revenues and expenditures
 March 31, 2020

2. Administration costs (continued)

Administration costs, which have been allocated, are:

	2020	2019
	\$	\$
Accounting services	6,492	7,757
Capital levy	10,252	7,997
Debt costs	4,999	7,784
Financial management	25,922	4,815
Human resources services	39,024	33,157
IT program support services and project costs	74,879	108,730
Land ambulance shared services	71,223	67,270
Legal services	1,404	1,706
Payroll services	49,525	72,575
Printing costs	192	310
Procurement services	3,317	4,719
Property management	81	24
	287,310	316,844

As per this program's funding agreement the following administration costs are considered ineligible and have been shown as a reduction of expense on the schedule of revenues and expenditures:

	2020	2019
	\$	\$
Capital levy	10,253	7,997
Debt costs	4,999	7,784
	15,252	15,781

3. Budget data

The budget data presented in the Schedule is based on the budget data submitted to the Ontario Ministry of Health and Long-Term Care.

Schedule of revenue and expenses
The Regional Municipality of Niagara
Public Health Department
Community Mental Health Program

March 31, 2020

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Independent Auditor's Report

To the Members of Council of the Regional Municipality of Niagara and the Hamilton Niagara Haldimand Brant Local Health Integration Network

Opinion

We have audited the accompanying schedule of revenue and expenses of the Regional Municipality of Niagara Public Health Department – Community Mental Health Program (the "Program"), for the year ended March 31, 2020 and notes to the schedule (collectively referred to as the "schedule").

In our opinion, the accompanying schedule of the Program for the year ended March 31, 2020 is prepared, in all material respects, in accordance with the financial reporting provisions of the agreement dated April 1, 2019 between the Hamilton Niagara Haldimand Brant Local Health Integration Network and the Regional Municipality of Niagara (the "guidelines").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Schedule* section of our report. We are independent of the Region in accordance with the ethical requirements that are relevant to our audit of the schedule 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.

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 to the schedule, which describes the basis of accounting. The schedule is prepared to assist the Region in complying with the financial reporting provisions of the agreement dated April 1, 2019 between the Hamilton Niagara Haldimand Brant Local Health Integration Network and the Regional Municipality of Niagara. As a result, the schedule may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Schedule

Management is responsible for the preparation of the schedule in accordance with the guidelines, and for such internal control as management determines is necessary to enable the preparation of the schedule that is free from material misstatement, whether due to fraud or error.

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

Auditor's Responsibilities for the Audit of the Schedule

Our objectives are to obtain reasonable assurance about whether the schedule is 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 GAAS 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 this schedule.

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

- Identify and assess the risks of material misstatement of the schedule, 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 Region's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, and related disclosures made by management.

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.

Chartered Professional Accountants
Licensed Public Accountants
June 25, 2020

The Regional Municipality of Niagara Public Health Department
Community Mental Health Program
Schedule of revenue and expenses
Year ended March 31, 2020

	Notes	2020 Budget \$	2020 Actual \$	2019 Actual \$
Revenue				
Province of Ontario Grants		6,461,068	6,461,065	6,138,731
Miscellaneous		1,000	4,637	9,536
		6,462,068	6,465,702	6,148,267
Expenses				
Compensation				
Salaries		4,862,984	4,704,113	4,487,033
Employee benefits		1,020,030	913,073	865,970
		5,883,014	5,617,186	5,353,003
Service costs				
Administration costs	3	39,500	501,707	452,073
Audit and other professional fees		2,693	7,143	6,613
Computer maintenance and supplies		4,787	27,152	3,943
Other expenses		47,423	154,200	96,853
Printing, postage, stationery and office supplies		11,600	16,809	14,882
Rent and property taxes		239,674	308,360	267,039
Staff education		16,138	82,531	45,207
Telephone		19,000	17,342	14,918
Travel		198,239	205,083	187,520
		579,054	1,320,327	1,089,048
Total expenses		6,462,068	6,937,513	6,442,051
Ineligible administration costs	3	—	462,207	412,573
Total eligible expenses		6,462,068	6,475,306	6,029,478
(Deficiency) excess revenue over eligible expenditures		—	(9,604)	118,789

The accompanying notes to the Schedule are an integral part of this Schedule.

The Regional Municipality of Niagara Public Health Department
Community Mental Health Program
Notes to the schedule of revenue and expenses
March 31, 2020

1. Significant accounting policies

The schedule of revenue and expenses has been prepared for the Hamilton Niagara Haldimand Brant Local Health Integration Network. The agreement requires the Schedule to be prepared in a manner consistent with generally accepted accounting principles ("GAAP"). Management of the Regional Municipality of Niagara has interpreted GAAP to be recognition and measurement principles in accordance with Canadian Public Sector Accounting Standards, except that it does not provide for employee future benefits and does not capitalize and amortize tangible capital assets. Management has further interpreted that GAAP does not include the presentation principles or the presentation of all financial statements and note disclosures required by GAAP for a complete set of financial statements.

Significant accounting policies are as follows.

Revenue and expense recognition

Revenue and expenses are reported on the accrual basis of accounting, with the exception of employee future benefits below.

The accrual basis of accounting recognizes revenues as they become available and measureable, expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

Capital assets

Tangible capital assets acquired are reported as an expense, and amortization is not recorded.

Employee future benefits

Employee future benefits are provided which will require funding in future periods. These benefits include sick leave, benefits under the Workplace Safety and Insurance Board ("WSIB") Act, and life insurance, extended health and dental benefits for early retirees. These benefits are recorded on a cash basis.

Use of estimates

Since precise determination of many assets and liabilities is dependent upon future events, the preparation of a periodic schedule involves the use of estimates and approximations. These have been made using careful judgements.

2. Grant funding repayable

The grant repayable to the Province of Ontario is subject to audit verification by the Hamilton Niagara Haldimand Brant Local Health Integration Network. The grant repayable is non-interest bearing and is normally repaid in the subsequent year. The grant repayable balance at the end of the year is comprised of the unpaid grant repayable balance from prior years less the current year excess of eligible expenses over revenue excluding net book value associated with capital one-time funding.

	2020	2019
	\$	\$
Grant repayable, beginning of year	491,872	394,724
Amounts repaid during the year	—	(21,641)
Excess of revenue over eligible expenditures	—	118,789
Grant repayable, end of year	491,872	491,872

**The Regional Municipality of Niagara Public Health Department
Community Mental Health Program**

Notes to the schedule of revenue and expenses

March 31, 2020

3. Administration costs

The program records direct operating expenses to their respective activity. In addition, since 2013, the Region established a consolidated cost allocation policy with a guiding principle of more closely aligning indirect costs with the support programs and services as defined by the Province in the Financial Information Return (FIR). This methodology allocates these indirect costs to end programs/services based on usage drivers.

Under this methodology, all departments providing program/service support functions will allocate their costs using drivers specific to each type of expense.

Administration costs are comprised of the following charges:

	2020	2019
	\$	\$
Financial services	57,975	66,879
Human resource services	163,874	111,110
IT Services	240,512	222,874
Debt charges	39,346	51,210
Total administration costs	501,707	452,073

As per direction from the funding body, administration costs are limited to \$39,500 (2019 - \$39,500) and therefore administration costs in excess of the limit are considered ineligible and have been shown as a reduction of expense on the schedule of revenue and expenses.

	2020	2019
	\$	\$
Total administration costs	501,707	452,073
Less: administration cost limit	39,500	39,500
Total ineligible administration costs	462,207	412,573

Annual Reconciliation Report
The Regional Municipality of Niagara
Public Health Department
Community Mental Health Program

March 31, 2020

Independent Auditor's Report	1-2
Annual Reconciliation Report	3-8
Note to the Annual Reconciliation Report	9

Independent Auditor's Report

To the Members of Council of the Regional Municipality of Niagara, Hamilton Niagara Haldimand Brant Local Health Integration Network and the Ontario Ministry of Health and Long-Term Care

Opinion

We have audited the accompanying schedules (ARRFin1 and ARRFin2) and the Proxy Pay Equity Reconciliation Report (excluding statistics and FTEs) of the Annual Reconciliation Report of the Regional Municipality of Niagara Public Health Department Community Mental Health Program (the "Program") for the year ended March 31, 2020 and note to the schedules (collectively referred to as the "schedules").

In our opinion, the accompanying schedules of the Program for the year ended March 31, 2020 have been prepared, in all material respects, in accordance with the financial reporting provisions in the guidelines in Chapters 3 and 4 of the Ontario Healthcare Reporting Standards and the Community Financial Policy (2016) issued by the Ontario Ministry of Health and Long-Term Care (the "guidelines").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Schedules* section of our report. We are independent of the Region in accordance with the ethical requirements that are relevant to our audit of the schedule 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.

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 to the schedule, which describes the basis of accounting. The schedules are prepared to assist the Program in complying with the financial reporting provisions in the guidelines in Chapters 3 and 4 of the Ontario Healthcare Reporting Standards and the Community Financial Policy (2016) issued by the Ontario Ministry of Health and Long-Term Care. As a result, the schedule may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Schedules

Management is responsible for the preparation of the schedules in accordance with the guidelines, and for such internal control as management determines is necessary to enable the preparation of the schedules that are free from material misstatement, whether due to fraud or error.

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

Auditor's Responsibilities for the Audit of the Schedules

Our objectives are to obtain reasonable assurance about whether the schedules 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 GAAS 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 schedules.

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

- Identify and assess the risks of material misstatement of the schedules, 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 Region's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, and related disclosures made by management.

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.

Chartered Professional Accountants
Licensed Public Accountants
June 25, 2020

IFIS / Recipient #	100238
SRI Organization Code	473
Report Name	2019-20 Account Reconciliation Report
LHIN Name	Hamilton Niagara Haldimand Brant (Hnhb)
Service Provider Name	Community Mental Health Program
Service Provider Legal Name	Community Mental Health Program

Service Provider Address

Address 1	1815 Sir Isaac Brock Way
Address 2	0
City	Thorold
Postal Code	L2V 4T7

HSP Contact Name	Michael Leckey
HSP Contact Position	Program Financial Specialist
HSP Contact Phone Number	905-685-4225 x 7439
HSP Contact E-mail Address	michael.leckey@niagararegion.ca

Draft

TOTAL AGENCY

Form ARRfin 1- Total LHIN & Ministry Managed- Financial
Community Mental Health Program

		TOTAL HSP
TABLE G: Total Agency Reporting Summary by Fund Type (Total Agency Financials)	Line #	
Total Revenue Fund Type 1	115	-
Total Expenses Fund Type 1	116	-
Net Surplus/Deficit Fund Type 1 (Hospital)	117	-
Total Revenue Fund Type 2 (Above)	118	6,465,702
Total Expenses Fund Type 2 (Above)	119	6,475,306
Net Surplus/Deficit Fund Type 2 (Community Programs)	120	- 9,604
Total Revenue Fund Type 3	121	-
Total Expenses Fund Type 3	122	-
Net Surplus/Deficit Fund Type 3 (Other)	123	-
Total Revenue for the Provider	124	6,465,702
Total Expenses for the Provider	125	6,475,306
Net Surplus/Deficit	126	- 9,604

REPORT OF LHIN FUNDING DATA TO BE PRINTED This sheet spreads

Form ARRRfin2 - LHIN Managed Programs Community Mental Health Program		LHIN - CMHP1	
Table B	Line #	2019-20 Final	Comments (Max 255 Characters)
Funding Initiative		Select Funding Initiative (where applicable)	
LHIN Cash Flow:			
Funding - Local Health Integration Network (LHIN)	1	6,461,065	
Funding - Provincial MOHLTC	2	-	
Funding - LHIN One-Time	3	-	
Funding - Provincial MOHLTC One-Time	4	-	
Sessional fee funding - LHIN	5	-	
Sessional fee funding - MOHLTC	6	-	
Total LHIN/MOHLTC funding as per cash flow	7	6,461,065	
Service Recipient Revenue	8	-	
Recoveries from External/Internal Sources	9	-	
Donations	10	-	
Other Funding Sources and Other Revenue	11	4,637	
Other revenue adjustments (detailed comments required)	12	-	
Total revenue adjustments	13	4,637	
Total FUND TYPE 2 funding for settlement purposes	14	6,465,702	
Deferred LHIN/MMP funding used to purchase capitalized items in the current year (Enter as Negative Amount)	15	-	
Amortization of donation revenue and LHIN funding in the current fiscal year	16	-	
Other Adjustments including LHIN/MOHLTC recovery (detailed comments required)	18	-	
Total Revenue FUND TYPE 2	19	6,465,702	
EXPENSES- Fund Type 2			
Compensation			
Salaries and Wages (Worked + Benefit + Purchased)	20	4,141,823	
Benefit Contributions	21	896,344	
Employee Future Benefit Compensation	22	-	
Nurse Practitioner Remuneration	23	94,669	
Medical Staff Remuneration	24	525,858	
Sessional Fees	25	-	
Service Costs			
Med/Surgical Supplies and Drugs	26	-	
Supplies and Sundry Expenses (excl. Med/Surg Supplies & Drugs)	27	389,686	
Community One Time Expense	28	-	
Equipment Expenses	29	117,641	
Amortization on Major Equip and Software License and Fees	30	-	
Contracted Out Expense	31	14,487	
Buildings and Grounds Expenses	32	294,799	
Building Amortization	33	-	
TOTAL EXPENSES Fund Type 2	34	6,475,306	
Depreciation/Amortization of Capital Assets for the Program and Admin & Support	35	-	
Total Capitalized Purchases and Services in current year	36	-	
(CHC & Home Care purposes only) Inadmissible salary expenses	37	-	
(CHC & Home Care purposes only) Less: Other adjustments	38	-	
Total Expenses for Settlement Purposes	39	6,475,306	
Less sessional fee expenses (Enter as Negative Amount)	40	-	
Less one time expenses as per listing below (Negative sum of line 39-40)	42	-	
Total operating expenses for settlement purposes	43	6,475,306	
Operating Recovery	44	-	
Sessional Fee Recovery	45	-	
One Time Recovery	46	-	
Total Settlement Recovery	47	-	
TABLE C: One-Time Expenses	Line #	2019-20 Final	Comments (Max 255 Characters)
Capitalized purchases from One Time funding Section C-1			
	48	-	
	49	-	
	50	-	
	51	-	
	52	-	
	53	-	
	54	-	
	55	-	
	56	-	
	57	-	
	58	-	
	59	-	

Form ARRRfin2 - LHIN Managed Programs Community Mental Health Program		LHIN - CMHP1	
	60	-	
	61	-	
	62	-	
Total One-time capitalized purchases from One-time funding	63	-	
Operating expenses from One Time Funding Section C-2			
	64	-	
	65	-	
	66	-	
	67	-	
	68	-	
	69	-	
	70	-	
	71	-	
	72	-	
	73	-	
	74	-	
	75	-	
	76	-	
77	-		
78	-		
Total One-time operating expenses from One-time funding	79	-	
TABLE D: Operating Expenses	Line #	2019-20 Final	Comments (Max 255 Characters)
Capitalized expenses Sourced from Operating Funding (Section D-1) (All capitalized items regardless of amount)			
	80	-	
	81	-	
	82	-	
	83	-	
	84	-	
	85	-	
	86	-	
	87	-	
	88	-	
	89	-	
	90	-	
	91	-	
	92	-	
93	-		
94	-		
Total Capitalized expenses from Operating Funding	95	-	
Non- capitalized one-time expenses > \$5,000 Sourced from Operating Funding (Section D-2)			
	96	-	
	97	-	
	98	-	
	99	-	
	100	-	
	101	-	
	102	-	
	103	-	
	104	-	
	105	-	
	106	-	
	107	-	
	108	-	
109	-		
110	-		
Total Non-Capitalized One-time expenses >\$5,000 from Operating Funding	111	-	
Total One Time Expenses	112	-	
TABLE F: Sessional Fees Summary (Enter the # of Sessions Delivered)			
# of Sessions Delivered (From Sessional Fees)	113	0	
Calculated Cost Per Session	114	0.00	
END OF WORKSHEET			

Certification by Provider Fiscal 2019-20

Having the authority to bind the Health Service Provider, we certify that the information provided in ARRFIn1, ARRFIn2 and ARRFIn3 are complete and accurate

Community Mental Health Program	
Dr. Mustafa Hirji	
Name of Signing Officer	Date
Signing Officer***	
Medical Officer of Health (Acting)	
Title	
Ron Tripp	
Name of Signing Officer	Date
Signing Officer***	
Chief Administrative Officer (Acting)	
Title	

***I have the authority to bind the Health Service Provider

The Regional Municipality of Niagara Public Health Department
Community Mental Health Program
Note to the Annual Reconciliation Report
March 31, 2020

1. Significant accounting policies

Basis of accounting

These Schedules have been prepared for the Ontario Ministry of Health and Long-Term Care and the Hamilton Niagara Haldimand Brant Local Health Integration Network. They are prepared in accordance with Canadian public sector accounting standards, except that it does not provide for employee future benefits and does not capitalize and amortize tangible capital assets. Since precise determination of many assets and liabilities is dependent upon future events, the preparation of periodic financial information necessarily involves the use of estimates and approximations. These have been made using careful judgments.

Revenues and expenses

Revenues and expenses are reported on the accrual basis of accounting, with the exception of employee future benefits below.

The accrual basis of accounting recognizes revenues as they become available and measureable, expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

Capital assets

Tangible capital assets acquired are reported as an expenditure, and amortization is not recorded.

Employee future benefits

Employee future benefits are provided which will require funding in future periods. These benefits include sick leave, benefits under the Workplace Safety and Insurance Board ("WSIB") Act, and life insurance, extended health and dental benefits for early retirees. These benefits are recorded on a cash basis.

Subject: Approval of 2019/2020 Community Services Program Audits

Report to: Public Health and Social Services Committee

Report date: Tuesday, June 16, 2020

Recommendations

1. That the draft audited annual reconciliation return for the Community Support Service Program (Appendix 1) for the year ended December 31, 2019, **BE APPROVED**;
2. That the draft audited schedule of Revenue and Expenses for the Reaching Home Program (Appendix 2) for the year ended March 31, 2020, **BE APPROVED**;
3. That staff **BE DIRECTED** to co-ordinate with the auditor to finalize the statements as presented; and
4. That Report COM 11-2020 **BE FORWARDED** to the Region's Audit Committee for information.

Key Facts

- The purpose of this report is to obtain approval for the audited schedule of revenue and expenses ("financial schedule") and the annual reconciliation return ("ARR") for the respective programs in accordance with the federal funding requirements.
- The Hamilton Niagara Haldimand Brant Local Health Integration Network (HNHB LHIN) submission deadline for the Community Support Service Program is June 30, 2020.
- The Ministry of Employment and Social Development Canada submission deadline for the Reaching Home Program is July 31, 2020.
- The Homelessness Partnership Strategy Program ended March 31, 2019 and was replaced by the Reaching Home Program which commenced April 1, 2019. The Reaching Home Program ends March 31, 2024.
- As per Financial Reporting and Forecasting Policy (C-F-020), other financial statements or schedules performed for Ministry funding purposes, will be recommended for approval to Council by the standing Committee with oversight of the program. Upon approval by Council, the department Commissioner, or delegated authority, and the Treasurer will be authorized to sign the auditor's representation letter to obtain the auditor's signed report. The approved statements will then be forwarded to Audit Committee for information.

Financial Considerations

The ARR of the Community Support Service Program has been prepared in compliance with the guidelines of the Ontario Health Reporting Standards and the Community Financial Policy issued by the Ministry of Health and Ministry of Long-Term Care. A draft copy of the ARR is attached as Appendix 1.

The financial schedule for the Reaching Home Program has been prepared in compliance with legislation and in accordance with the financial reporting provisions of the agreement between the Ministry of Employment and Social Development Canada and the Regional Municipality of Niagara. A draft copy of the financial schedule is attached as Appendix 2.

The ARR and the financial schedule are prepared specifically for the purposes of meeting the requirements outlined in the service agreements with the funding Ministries. These reports are a provincial/federal requirement as noted in the audit report for the programs as follows:

Community Support Services Program:

“The schedules are prepared to assist the Program in complying with the financial reporting provisions in the guidelines in Chapters 3 and 4 of the Ontario Healthcare Reporting Standards and the Community Financial Policy (2016) issued by the Ontario Ministry of Health and Long-Term Care and the Local Health Integration Network. As a result, the schedule may not be suitable for another purpose.”

Reaching Home Program:

“The financial schedule is prepared to assist the Program in complying with the financial reporting provisions of the agreement between the Ministry of Employment and Social Development Canada and the Regional Municipality of Niagara. As a result, the schedule may not be suitable for another purpose.”

Analysis

The ARR and the financial schedule were audited by the Region’s external auditors, Deloitte. The auditors have indicated that, based on their review, nothing has come to their attention that causes them to believe that this information is not, in all material aspects, in accordance with the requirements identified.

Upon approval by Committee and Council, the ARR and financial schedule will be submitted to the respective Ministry in accordance with the funding agreement requirements and will also be referred to Audit Committee for information.

Below is a summary of the results of the audited schedules:

- Community Support Service Program – this program has an overall surplus of \$8,561 as of December 31, 2019 which will be returned to the LHIN by way of a reduction in their future payments to the Region. (A change in the service delivery of the Adult Day Program caused an inconsistency in the timing of ministry funding received and services being delivered. The surplus is largely a result of ministry funding received for a discontinued service which was not fully clawed back in-year as well as reprioritization of existing base funding related to this service.)
- Reaching Home Program - commenced April 1, 2019 and ends March 31, 2024 and has no funds returnable for the current reporting period.

These schedules are subject to minor wording changes once they are finalized.

Alternatives Reviewed

The audited financial schedule is a Ministry requirement and therefore no alternatives are available.

Relationship to Council Strategic Priorities

Providing formal financial reporting to Council and the public supports the Council Strategic Priority of Sustainable and Engaging Government.

Other Pertinent Reports

None.

Prepared by:

Melanie Steele, CPA, CA, MBA
Associate Director, Reporting & Analysis
Corporate Services

Recommended by:

Adrienne Jugley, MSW, RSW, CHE
Commissioner
Community Services

Submitted by:

Ron Tripp, P.Eng.

Acting Chief Administrative Officer

This report was prepared in consultation with Stephanie Muhic, CPA, CA, Program Financial Specialist and Jordan Gamble, CPA, CA, Program Financial Specialist.

Appendices

Appendix 1 Community Support Service Program – 2019 Annual Reconciliation
Return

Appendix 2 Reaching Home Program – 2020 Schedule of Revenue and Expenses

Annual Reconciliation Report
The Regional Municipality of Niagara
Community Services Department
Community Support Service Program

December 31, 2019

Independent Auditor’s Report	1–2
Annual Reconciliation Report	3–8
Note to the Annual Reconciliation Report	9

Independent Auditor's Report

To the Members of Council of the Regional Municipality of Niagara, the Ontario Ministry of Health and Long-Term Care and the Hamilton Niagara Haldimand Brant Local Health Integration Network

Opinion

We have audited the accompanying schedules (ARRFin1 and ARRFin2) and the Proxy Pay Equity Reconciliation Report (excluding statistics and FTEs) of the Annual Reconciliation Report of the Regional Municipality of Niagara Community Services Department - Community Support Service Program (the "Program") for the year ended December 31, 2019 and note to the schedules (collectively referred to as the "schedules").

In our opinion, the accompanying schedules of the Program for the year ended December 31, 2019 have been prepared, in all material respects, in accordance with the financial reporting provisions in the guidelines in Chapters 3 and 4 of the Ontario Healthcare Reporting Standards and the Community Financial Policy (2016) issued by the Ontario Ministry of Health (the "guidelines").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Schedules* section of our report. We are independent of the Region in accordance with the ethical requirements that are relevant to our audit of the schedule 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.

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 to the schedule, which describes the basis of accounting. The schedules are prepared to assist the Program in complying with the financial reporting provisions in the guidelines in Chapters 3 and 4 of the Ontario Healthcare Reporting Standards and the Community Financial Policy (2016) issued by the Ontario Ministry of Health. As a result, the schedule may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Schedules

Management is responsible for the preparation of the schedules in accordance with the guidelines, and for such internal control as management determines is necessary to enable the preparation of the schedules that are free from material misstatement, whether due to fraud or error.

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

Auditor's Responsibilities for the Audit of the Schedules

Our objectives are to obtain reasonable assurance about whether the schedules 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 GAAS 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 schedules.

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

- Identify and assess the risks of material misstatement of the schedules, 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 Region's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, and related disclosures made by management.

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.

Chartered Professional Accountants
Licensed Public Accountants
June 25, 2020

IFIS / Recipient #	13115
SRI Organization Code	4165
Report Name	2019-20 Account Reconciliation Report
LHIN Name	Hamilton Niagara Haldimand Brant (Hnhb)
Service Provider Name	Regional Municipality Of Niagara
Service Provider Legal Name	Regional Municipality Of Niagara

Service Provider Address

Address 1	1815 Sir Isaac Brock Way
Address 2	P.O. Box 1042
City	THOROLD
Postal Code	L2V3Z3

HSP Contact Name	Jordan Gamble
HSP Contact Position	Program Financial Specialist
HSP Contact Phone Number	905-685-4225, ext. 3815
HSP Contact E-mail Address	jordan.gamble@niagararegion.ca

Draft

TOTAL AGENCY

Form ARRfin 1- Total LHIN & Ministry Managed- Financial
Regional Municipality Of Niagara

		TOTAL HSP
TABLE G: Total Agency Reporting Summary by Fund Type (Total Agency Financials)	Line #	
Total Revenue Fund Type 1	115	-
Total Expenses Fund Type 1	116	-
Net Surplus/Deficit Fund Type 1 (Hospital)	117	-
Total Revenue Fund Type 2 (Above)	118	6,668,271
Total Expenses Fund Type 2 (Above)	119	6,659,710
Net Surplus/Deficit Fund Type 2 (Community Programs)	120	8,561
Total Revenue Fund Type 3	121	-
Total Expenses Fund Type 3	122	-
Net Surplus/Deficit Fund Type 3 (Other)	123	-
Total Revenue for the Provider	124	6,668,271
Total Expenses for the Provider	125	6,659,710
Net Surplus/Deficit	126	8,561

REPORT OF LHIN FUNDING DATA TO BE PRINTED

This sheet spreads from Columns A to AD and ends at row 139.

Form ARRRin2 - LHIN Managed Programs
Regional Municipality Of Niagara

		Click to select the TPBE		LHIN - CSS		LHIN - SH	
Table B	Line #	2019-20 Final	Comments (Max 255 Characters)	2019-20 Final	Comments (Max 255 Characters)	2019-20 Final	Comments (Max 255 Characters)
Funding Initiative		Select Funding Initiative (where applicable)		Select Funding Initiative (where applicable)		Select Funding Initiative (where applicable)	
LHIN Cash Flow:							
Funding - Local Health Integration Network (LHIN)	1	-		5,236,180		890,039	
Funding - Provincial MOHLTC	2	-		-		-	
Funding - LHIN One-Time	3	-		-		-	
Funding - Provincial MOHLTC One-Time	4	-		-		-	
Sessional fee funding - LHIN	5	-		-		-	
Sessional fee funding - MOHLTC	6	-		-		-	
Total LHIN/MOHLTC funding as per cash flow	7	-		5,236,180		890,039	
Service Recipient Revenue	8	-		703,210		-	
Recoveries from External/Internal Sources	9	-		2,613		15,478	
Donations	10	-		-		-	
Other Funding Sources and Other Revenue	11	-		-		-	
Other revenue adjustments (detailed comments required)	12	-		-	Recovery of Transportation funding surplus, the program is no longer active	5,752	Municipal Levy Contribution
Total revenue adjustments	13	-		610,823		21,230	
Total FUND TYPE 2 funding for settlement purposes	14	-		5,847,003		821,269	
Deferred LHIN/MHP funding used to purchase capitalized items in the current year (Enter as Negative Amount)	15	-		-		-	
Amortization of donation revenue and LHIN funding in the current fiscal year	16	-		-		-	
Other Adjustments including LHIN/MOHLTC recovery (detailed comments required)	18	-		-		-	
Total Revenue FUND TYPE 2	19	-		5,847,003		821,269	
EXPENSES- Fund Type 2							
Compensation							
Salaries and Wages (Worked + Benefit + Purchased)	20	-		3,447,806		619,696	
Benefit Contributions	21	-		854,759		138,722	
Employee Future Benefit Compensation	22	-		-		-	
Nurse Practitioner Remuneration	23	-		133,574		-	
Medical Staff Remuneration	24	-		-		-	
Sessional Fees	25	-		-		-	
Service Costs							
Med/Surgical Supplies and Drugs	26	-		5,464		1,056	
Supplies and Sundry Expenses (excl. Med/Surg Supplies & Drugs)	27	-		518,936		59,407	
Community One Time Expense	28	-		-		-	
Equipment Expenses	29	-		92,330		202	
Amortization on Major Equip and Software License and Fees	30	-		-		-	
Contracted Out Expense	31	-		585,251		2,185	
Buildings and Grounds Expenses	32	-		200,321		-	
Building Amortization	33	-		-		-	
TOTAL EXPENSES Fund Type 2	34	-		5,838,442		821,268	
Depreciation/Amortization of Capital Assets for the Program and Admin & Support	35	-		-		-	
Total Capitalized Purchases and Services in current year (CHC & Home Care purposes only) Inadmissible salary expenses	36	-		-		-	
(CHC & Home Care purposes only) Less: Other adjustments	37	-		-		-	
Total Expenses for Settlement Purposes	39	-		5,838,442		821,268	
Less sessional fee expenses (Enter as Negative Amount)	40	-		-		-	
Less one time expenses as per listing below (Negative sum of line)	42	-		5,838,442		821,268	
Total operating expenses for settlement purposes	43	-		5,838,442		821,268	
Operating Recovery	44	-		8,561		0	
Sessional Fee Recovery	45	-		-		-	
One Time Recovery	46	-		-		-	
Total Settlement Recovery	47	-		8,561		0	
TABLE C: One-Time Expenses							
Capitalized purchases from One Time funding							
Section C-1							
	48	-		-		-	
	49	-		-		-	
	50	-		-		-	
	51	-		-		-	
	52	-		-		-	
	53	-		-		-	
	54	-		-		-	
	55	-		-		-	
	56	-		-		-	
	57	-		-		-	
	58	-		-		-	
	59	-		-		-	
	60	-		-		-	
	61	-		-		-	
	62	-		-		-	
Total One-time capitalized purchases from One-time funding	63	-		-		-	
Operating expenses from One Time Funding							
Section C-2							
	64	-		-		-	
	65	-		-		-	
	66	-		-		-	
	67	-		-		-	
	68	-		-		-	
	69	-		-		-	
	70	-		-		-	
	71	-		-		-	
	72	-		-		-	
	73	-		-		-	
	74	-		-		-	
	75	-		-		-	
	76	-		-		-	
	77	-		-		-	
Total One-time operating expenses from One-time funding	79	-		-		-	
TABLE D: Operating Expenses							
Capitalized expenses Sourced from Operating Funding (Section D-1)							
(All capitalized items regardless of amount)							
	80	-		-		-	
	81	-		-		-	
	82	-		-		-	
	83	-		-		-	
	84	-		-		-	
	85	-		-		-	
	86	-		-		-	
	87	-		-		-	
	88	-		-		-	
	89	-		-		-	
	90	-		-		-	
	91	-		-		-	
	92	-		-		-	
	93	-		-		-	
	94	-		-		-	
Total Capitalized expenses from Operating Funding	95	-		-		-	

		Click to select the TPBE		LHIN - CSS		LHIN - SH	
Non-capitalized one-time expenses > \$5,000 Sourced from Operating Funding (Section D-2)							
	96	-		-		-	
	97	-		-		-	
	98	-		-		-	
	99	-		-		-	
	100	-		-		-	
	101	-		-		-	
	102	-		-		-	
	103	-		-		-	
	104	-		-		-	
	105	-		-		-	
	106	-		-		-	
	107	-		-		-	
	108	-		-		-	
	109	-		-		-	
	110	-		-		-	
Total Non-Capitalized One-time expenses >\$5,000 from Operating Funding	111	-		-		-	
Total One Time Expenses	112	-		-		-	
TABLE F: Sessional Fees Summary (Enter the # of Sessions Delivered)							
# of Sessions Delivered (From Sessional Fees)	113	0		0		0	
Calculated Cost Per Session	114	0.00		0.00		0.00	
END OF WORKSHEET							

Draft

PROXY PAY EQUITY ANNUAL REPORT

This form is to be completed by transfer payment organizations who receive proxy pay equity funding from the Ministry of Health and Long-Term Care, pursuant to the April 23, 2003 Memorandum of Settlement. It must be completed on an annual basis until an organization no longer has a pay equity obligation.

SECTION 1: BASIC PROGRAM INFORMATION

Name of Agency: **Regional Municipality Of Niagara**

Vendor #:

Reporting Period: from

to

Contact Person:

Phone:

SECTION 2: EXPENDITURE REPORT

Sources of Proxy Pay Equity Funds

Ministry of Health and Long-Term Care

\$

A

Other (Specify) _____

TOTAL

0.00

Expenditures

Actual Proxy Pay Equity Expenses

B

Surplus(Deficit)

0.00

A-B

Current Outstanding Liabilities

Total Number of Individuals Receiving Proxy Pay Equity

SECTION 3: CERTIFICATION

I, _____ hereby certify that to the best of my knowledge the financial data is correct and it is reflected in the year-end settlement.

Title:

(Signature of Health Service Provider Authority)

Certification by Provider Fiscal 2019-20

Having the authority to bind the Health Service Provider, we certify that the information provided in ARRFin1, ARRFin2 a
ARRFin3 are complete and accurate

Regional Municipality Of Niagara	
Name of Signing Officer	Date
Signing Officer***	
Title	
Name of Signing Officer	Date
Signing Officer***	
Title	

***I have the authority to bind the Health Service Provider

1. Significant accounting policies

Basis of accounting

These schedules have been prepared for the Ontario Ministry of Health and the Hamilton Niagara Haldimand Brant Local Health Integration Network. They are prepared in accordance with Canadian public sector accounting standards, except that they do not provide for employee future benefits and tangible capital assets are expensed as incurred. Since precise determination of many assets and liabilities is dependent upon future events, the preparation of periodic financial information necessarily involves the use of estimates and approximations. These have been made using careful judgments.

Revenue and expenses

Revenue is recognized as amounts become available and are measurable.

Expenses are recognized as they are incurred and measurable.

Capital assets

The historical cost and accumulated depreciation of capital assets are not recorded. Capital assets acquired are reported as expenditures and amortization is not reported on ARRFIn1 and ARRFIn2.

Employee future benefits

Employee future benefits are provided which will require funding in future periods. These benefits include sick leave, benefits under the Workplace Safety and Insurance Board ("WSIB") Act, and life insurance, extended health and dental benefits for early retirees. These benefits are recorded on a cash basis.

Schedule of revenue and expenses
The Regional Municipality of Niagara
Reaching Home – Canada's
Homelessness Strategy Program

March 31, 2020

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Schedule of revenue and expenses	3
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Independent Auditor's Report

To the Members of Council of the Regional Municipality of Niagara and the Ministry of Employment and Social Development Canada

Opinion

We have audited the accompanying schedule of revenue and expenses of the Regional Municipality of Niagara Reaching Home – Canada's Homelessness Strategy Program (the "Program") for the year ended March 31, 2020 and notes to the schedule (collectively referred to as the "schedule").

In our opinion, the accompanying schedule of the Program for the year ended March 31, 2020 have been prepared, in all material respects, in accordance with the financial reporting provisions of the agreement between the Ministry of Employment and Social Development Canada and the Regional Municipality of Niagara (the "guidelines").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Schedule* section of our report. We are independent of the Region in accordance with the ethical requirements that are relevant to our audit of the schedule 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.

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 to the schedule, which describes the basis of accounting. The schedule is prepared to assist the Program in complying with the financial reporting provisions of the agreement between the Ministry of Employment and Social Development Canada and the Regional Municipality of Niagara. As a result, the schedule may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Schedule

Management is responsible for the preparation of the schedule in accordance with the guidelines, and for such internal control as management determines is necessary to enable the preparation of the schedule that is free from material misstatement, whether due to fraud or error.

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

Auditor's Responsibilities for the Audit of the Schedule

Our objectives are to obtain reasonable assurance about whether the schedule is 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 GAAS 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 this schedule.

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

- Identify and assess the risks of material misstatement of the schedule, 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 Region's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, and related disclosures made by management.

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.

Chartered Professional Accountants
Licensed Public Accountants
June 25, 2020

Draft

The Regional Municipality of Niagara
Reaching Home - Canada's Homelessness Strategy
Schedule of revenue and expenses
Year ended March 31, 2020

	Note	\$
Revenue		
Ministry funding	2	958,596
Expenses		
Sub-project costs		868,690
Program management & administrative		89,906
Total expenses		958,596
Excess of eligible expenses over revenue		—

The accompanying notes to the Schedule are an integral part of this Schedule.

Draft

1. Significant accounting policies

Basis of accounting

The Schedule has been prepared for the Ministry of Employment and Social Development Canada. The agreement between the Ministry of Employment and Social Development Canada and the Regional Municipality of Niagara requires the Schedule to be prepared in a manner consistent with generally accepted accounting principles ("GAAP"). Management of the Regional Municipality of Niagara has interpreted GAAP to be recognition and measurement principles in accordance with Canadian Public Sector Accounting Standards, except that it does not provide for employee future benefits and does not capitalize and amortize tangible capital assets. Management has further interpreted that GAAP does not include the presentation principles or the presentation of all financial statements and note disclosures required by GAAP for a complete set of financial statements.

Revenue and expenses

Revenues are reported on the accrual basis of accounting.

Expenses are recorded if they are eligible for the program and incurred in the period, except for employee future benefits.

Employee future benefits

Employee future benefits are provided which will require funding in future periods. These benefits include sick leave, benefits under the Workplace Safety and Insurance Board ("WSIB") Act, and life insurance, extended health and dental benefits for early retirees. These benefits are recorded on a cash basis.

2. Ministry funding

This project commenced April 1, 2019 and will end March 31, 2024. Total maximum amount of Canada's contribution is \$5,225,896.

The funding allocation under Reaching Home will be used to support priorities and recommendations of the Community Advisory Board (\$4,703,056). There is incremental funding to support initial investments towards the design and implementation of Coordinated Access (\$522,840).

The maximum amount payable by the Ministry in each fiscal year of the project is:

	Designated Community \$	Coordinated Access \$	Total Funding \$
2020	837,176	121,420	958,596
2021	837,176	103,920	941,096
2022	1,009,568	103,920	1,113,488
2023	1,009,568	96,790	1,106,358
2024	1,009,568	96,790	1,106,358
	<u>4,703,056</u>	<u>522,840</u>	<u>5,225,896</u>

Subject: Approval of 2020 Public Health Program Audits

Report to: Public Health and Social Services Committee

Report date: Tuesday, July 14, 2020

Recommendations

1. That the draft audited schedule of revenue and expenses and the annual reconciliation return for the Public Health General Programs for the year ended December 31, 2019 (Appendix 1 and 2), **BE APPROVED**;
2. That the draft audited schedule of revenue and expenses for the Infant & Child Development Services ("ICDS") program for the year ended March 31, 2020 (Appendix 3) **BE APPROVED**;
3. That the draft audited schedule of revenue and expenses and questionnaire for the Healthy Babies, Healthy Children ("HBHC") program for the year ended March 31, 2020 (Appendix 4 and 5) **BE APPROVED**;
4. That staff **BE DIRECTED** to co-ordinate with the auditor to finalize the statements as presented; and
5. That report PHD 04-2020 **BE FORWARDED** to the Region's Audit Committee for information.

Key Facts

- The purpose of this report is to obtain approval of the audited schedules of revenues and expenses and annual reconciliation return in accordance with the provincial requirements.
- In previous years, the ICDS and HBHC programs financial results had been reported to the Ministry using a December 31 year end (for each year). The current year schedule of revenue and expenses ("financial schedule") and the annual reconciliation return have been reported as of March 31 in order to align with the reporting date of the respective Ministry, as per Ministry direction in 2019.
- As a result of the reporting date change, the HBHC and ICDS financial schedules as of March 31, 2020 contain 15 months of financial data (January 1, 2019 to March 31, 2020). For both programs, subsequent financial schedules will contain 12 months of data with the fiscal year running April 1 to March 31 (in alignment with the Ministry).
- As per Financial Reporting and Forecasting Policy (C-F-020), other financial statements or schedules performed for Ministry funding purposes, will be recommended for approval to Council by the standing Committee with oversight of

the program. Upon approval by Council, the department Commissioner, or delegated authority, and the Treasurer will be authorized to sign the auditor's representation letter to obtain the auditor's signed report. The approved statements will then be forwarded to Audit Committee for information.

Financial Considerations

The schedules of revenue and expense ("financial schedules") and annual reconciliation returns have been prepared in compliance with legislation and in accordance with the requirements and policies stipulated by the corresponding Ministry.

Draft copies of the financial schedules, annual reconciliation return and questionnaire for the periods ended December 31, 2019 and March 31, 2020 are attached as Appendix 1-5.

The financial schedules are prepared specifically for the purposes of meeting the requirements as outlined in the service agreements with the respective funding Ministries. The financial schedules have been prepared in compliance with legislation and in accordance with the requirements and policies stipulated by the corresponding Ministry.

The financial schedules for Public Health Department are a Ministry requirement as noted in the audit reports for each of the respective programs as follows:

Public Health General Programs:

"The schedule is prepared to assist the Regional Municipality of Niagara in complying with the financial reporting provisions of the Guidelines (Public Health Accountability Agreement effective January 1, 2019 between the Ontario Ministry of Health and Long Term Care and The Regional Municipality of Niagara). As a result, the schedule may not be suitable for another purpose."

Infant & Child Development Services:

"The schedule is prepared to assist the Program to comply with the financial reporting provisions of the agreement between the Ontario Ministry of Children, Community and Social Services and the Regional Municipality of Niagara. As a result, the schedule may not be suitable for another purpose."

Healthy Babies, Healthy Children:

“The schedule is prepared to assist the Program in complying with the financial reporting provisions of the agreement dated January 1, 2018 between the Ontario Ministry of Children, Community and Social Services and the Regional Municipality of Niagara. As a result, the schedule may not be suitable for another purpose.”

Analysis

The program audits were completed by the Region’s external auditors, Deloitte. The auditors have indicated that, based on their review, nothing has come to their attention that causes them to believe that this information is not, in all material respects, in accordance with the respective Ministry requirements identified.

The recommendation for approval of audited schedules performed for Ministry funding purposes rests with the Committee to which the department responsible for the funding reports. Upon approval by the Committee, these schedules are referred to Audit Committee for information. Then the department’s Commissioner and Treasurer will be authorized to sign the auditor’s representation letter to obtain the auditors signed report.

Below is a summary of the results of the audited financial schedules:

- Public Health General Programs – the program has no funds returnable for the reporting period ended December 31, 2019 as the Region has expended all allocated funding. The grant receivable of \$344,798 is a result of timing of cash flow from the Ministry and should be received from the Ministry once the program results are reviewed.
- Infant & Child Development Services – the program has no funds returnable for the reporting period ended March 31, 2020 as the Region has expended all allocated funding.
- Healthy Babies, Healthy Children – the program has no funds returnable for the reporting period ended March 31, 2020 as the Region has expended all allocated funding.

These financial schedules are subject to minor wording changes once schedules are finalized.

Alternatives Reviewed

The audited financial schedules and annual reconciliation return are a Ministry requirement and therefore no alternatives are available.

Relationship to Council Strategic Priorities

Providing formal financial reporting to Council and the public supports the Council Strategic Priority of Sustainable and Engaging Government.

Other Pertinent Reports

None.

Prepared by:

Melanie Steele, CPA, CA, MBA
Associate Director, Reporting & Analysis
Corporate Services

Recommended by:

M. Mustafa Hirji, MD MPH FRCPC
Medical Officer of Health &
Commissioner (Acting)
Public Health & Emergency Services

Submitted by:

Ron Tripp, P.Eng.
Acting Chief Administrative Officer

This report was prepared in consultation with Beth Brens, CPA, CA, Manager, Program Financial Support.

Appendices

Appendix 1 - Public Health General Programs – Schedule of Revenue and Expenses

Appendix 2 - Public Health General Programs – Annual Reconciliation Return

Appendix 3 - Infant & Child Development Services – Schedule of Revenue and Expenses

Appendix 4 - Healthy Babies, Healthy Children – Schedule of Revenues and Expenses

Appendix 5 – Healthy Babies, Healthy Children - Questionnaire

Schedule of revenue, expenses and grant receivable/repayable

**The Regional Municipality of
Niagara Public Health Department**
General Programs

December 31, 2019

The Regional Municipality of Niagara Public Health Department

General Programs
December 31, 2019

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Draft

Independent Auditor's Report

To the Members of Council of the Regional Municipality of Niagara
and the Ontario Ministry of Health and Long Term Care

Opinion

We have audited the accompanying schedule of revenue, expenses and grant receivable/payable of The Regional Municipality of Niagara Public Health Department – General Programs (the "Program" or "Region") for the year ended December 31, 2019 and notes to the schedule (collectively referred to as the "schedule").

In our opinion, the accompanying schedule of the Program for the year ended December 31, 2019, is prepared, in all material respects, in accordance with the Public Health Accountability Agreement effective January 1, 2019 between the Ontario Ministry of Health and Long Term Care and The Regional Municipality of Niagara (the "Guidelines").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Schedule* section of our report. We are independent of the Region in accordance with the ethical requirements that are relevant to our audit of the schedule 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.

Emphasis of Matter - Basis of Accounting

We draw attention to the fact that the schedule has been prepared in accordance with the Guidelines. The schedule is prepared to assist Regional Municipality of Niagara in complying with the financial reporting provisions of the Guidelines. As a result, the schedule may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Schedule

Management is responsible for the preparation and fair presentation of the schedule in accordance with the basis of accounting as described in Note 1, and for such internal control as management determines is necessary to enable the preparation of the schedule that is free from material misstatement, whether due to fraud or error.

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

Auditor's Responsibilities for the Audit of the Schedule

Our objectives are to obtain reasonable assurance about whether the schedule as a whole is 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 GAAS 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 this schedule.

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

- Identify and assess the risks of material misstatement of the schedule, 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 Region's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, and related disclosures made by management.

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.

Chartered Professional Accountants
 Licensed Public Accountants
 July 23, 2020

The Regional Municipality of Niagara Public Health Department

General Programs

Schedule of revenue, expenses and grant receivable/repayable
year ended December 31, 2019

	Revenue Budget	Revenue Actual	Expense Budget	Expense Actual	Surplus (deficit) Actual	Add back: ineligible expenses	Add back: eligible expenses (revenues) in excess of Ministry funding (deficit)	Grant repayable (receivable)
	\$	\$	\$	\$	\$	\$	\$	\$
Province of Ontario								
Mandatory Programs MOHLTC (75%)	20,473,200	20,473,200	31,796,788	31,472,549	(10,999,349)	1,320,278	9,679,071	-
Chief Nursing Officer Support	121,500	121,500	121,500	121,500	-	-	-	-
Infection Control Program	90,100	90,100	90,100	90,100	-	-	-	-
Social Determinants of Health Nurses	180,500	180,500	180,500	180,500	-	-	-	-
Food Safety - Farm to Fork	78,400	78,400	78,400	78,400	-	-	-	-
Harm Reduction Program	250,000	250,000	250,000	250,000	-	-	-	-
Healthy Smiles Ontario (HSO)	1,250,900	1,250,900	1,250,900	1,250,900	-	-	-	-
Infectious Disease Control	611,200	611,200	611,200	611,200	-	-	-	-
Needle Exchange Program Initiative	192,000	192,000	192,000	192,000	-	-	-	-
Physician Services Agreement (Medical Officer of Health)	340,000	173,323	340,000	201,255	(27,932)	-	-	(27,932)
Safe Water Program	35,300	35,300	35,300	35,300	-	-	-	-
Smoke Free Ontario Strategy Program	668,600	668,600	673,599	669,190	(590)	-	590	-
Youth Tobacco Use Prevention	80,000	80,000	80,000	80,000	-	-	-	-
Ontario Seniors Dental Care Program (OSDCP)	1,602,750	805,010	1,602,750	993,050	(188,040)	-	-	(188,040)
One-time								
Business Intelligence Framework (2018-19)	-	159,153	-	159,153	-	-	-	-
New Purpose Built Vaccine Refrigerators (2019-20)	85,000	63,750	-	81,972	(18,222)	-	-	(18,222)
Needle Exchange Program Initiative One time (2019-20)	90,000	67,500	-	54,127	13,373	-	(13,373)	-
OSDCP Dental Clinic Upgrades (2019-20 Capital Funding)	331,800	-	-	-	-	-	-	-
Universal Influenza (UIPP)	-	-	-	56,416	(56,416)	-	44,166	(12,250)
Meningococcal C	-	-	-	102,158	(102,158)	-	62,743	(39,415)
Human Papillomavirus	-	-	-	153,041	(153,041)	-	94,102	(58,939)
	26,481,250	25,300,436	37,303,037	36,832,811	(11,532,375)	1,320,278	9,867,299	(344,798)
Region grant and other income								
The Regional Municipality of Niagara levy	10,411,773	10,776,311	-	-	10,776,311			
Other income	410,014	411,266	-	-	411,266			
	10,821,787	11,187,577	-	-	11,187,577			
Total	37,303,037	36,488,013	37,303,037	36,832,811	(344,798)			

The accompanying notes to the financial statements are an integral part of this financial statement.

The Regional Municipality of Niagara Public Health Department

General Programs

Schedule of revenue, expenses and grant receivable/repayable
year ended December 31, 2018

	Revenue Budget	Revenue Actual	Expense Budget	Expense Actual	Surplus (deficit) Actual	Add back: ineligible expenses	Add back: eligible expenses (revenues) in excess of Ministry funding (deficit)	Grant repayable (receivable)
	\$	\$	\$	\$	\$	\$	\$	\$
Province of Ontario								
Mandatory Programs MOHLTC (75%)	19,932,700	19,932,858	29,320,016	28,749,412	(8,816,554)	1,173,680	7,643,032	158
Chief Nursing Officer Support	121,500	121,500	121,578	125,710	(4,210)	4,210	-	-
Food Safety - Farm to Fork	78,400	78,400	78,478	78,400	-	(1,645)	1,645	-
Harm Reduction Program	250,000	250,000	250,000	257,683	(7,683)	7,683	-	-
Healthy Smiles Ontario (HSO)	1,250,900	1,250,900	1,253,008	1,325,288	(74,388)	74,388	-	-
Infection Control Program	90,100	90,100	89,557	94,866	(4,766)	4,766	-	-
Infectious Disease Control	611,200	611,200	620,268	643,772	(32,572)	25,637	6,935	-
Needle Exchange Program Initiative	192,000	192,000	191,974	195,003	(3,003)	3,003	-	-
Physician Services Agreement (Medical Officer of Health)	340,000	286,522	340,000	219,636	66,886	900	-	67,786
Safe Water Program	35,300	35,300	35,296	36,200	(900)	900	-	-
Small Drinking Water Systems (75%)	40,400	40,400	53,945	56,551	(16,151)	-	16,151	-
Smoke Free Ontario Strategy Program	668,600	668,600	670,382	758,805	(90,205)	87,810	2,395	-
Social Determinants of Health Nurses	180,500	180,500	179,505	191,545	(11,045)	4,766	6,279	-
Vector-Borne Diseases Program (75%)	500,100	500,100	669,060	667,209	(167,109)	-	167,109	-
Youth Tobacco Use Prevention	80,000	80,000	80,170	85,243	(5,243)	5,243	-	-
One-time								
Business Intelligence Framework (2018-19)	167,100	125,325	-	7,947	117,378	-	(117,378)	-
Vision Screening Tools (2018-19)	42,600	-	-	42,600	(42,600)	-	-	(42,600)
Cannabis Enforcement (2018-19)	52,600	-	-	52,600	(52,600)	-	-	(52,600)
HSO: Dental Operator (2017-18)	-	28,000	-	28,000	-	-	-	-
Needle Exchange Program Initiative: Supplies (2017-18)	-	84,403	-	81,968	2,435	-	-	2,435
Outbreak of Diseases: Infection Prevention (2017-18)	-	3,953	-	3,953	-	-	-	-
Panorama Project (2017-18)	-	94,825	-	96,061	(1,236)	1,236	-	-
Smoking Cessation Programming (2017-18)	-	26,185	-	26,609	(423)	423	-	-
Universal Influenza (UIPP)	-	-	-	45,247	(45,247)	-	35,577	(9,670)
Meningococcal C	-	5,551	-	100,579	(95,028)	-	64,037	(30,991)
Human Papillomavirus	-	26,316	-	154,716	(128,400)	-	98,506	(29,895)
	24,634,000	24,712,937	33,953,236	34,125,603	(9,412,664)	1,393,001	7,924,288	(95,377)
Region grant and other income								
The Regional Municipality of Niagara levy	9,079,296	8,973,504	-	-	8,973,504			
Other income	322,000	343,783	-	-	343,783			
	9,401,296	9,317,287	-	-	9,317,287			
Total	34,035,296	34,030,224	33,953,236	34,125,603	(95,377)			

The accompanying notes to the financial statements are an integral part of this financial statement.

The Regional Municipality of Niagara

Public Health Department

General Programs

Notes to the schedule

December 31, 2019

1. Significant accounting policies

The schedule has been prepared for the Ontario Ministry of Health and Long Term Care in accordance with the Public Health Accountability Agreement effective January 1, 2019 between the Ontario Ministry of Health and Long Term Care and the Regional Municipality of Niagara and the 2017 Program-Based Grants User Guide (the "guidelines"). The agreement requires the schedule to be prepared in a manner consistent with the generally accepted accounting principles ("GAAP"). Management of the Regional Municipality of Niagara has interpreted GAAP to be recognition and measurement principles in accordance with Canadian Public Sector Accounting Standards, except that it does not provide for employee future benefits and does not capitalize and amortize tangible capital assets. Management has further interpreted that GAAP does not include the presentation principles and note disclosure required by GAAP for a complete set of financial statements. The financial results for the Community Mental Health Program is not included in the schedule of revenue, expenses and grant receivable/repayable for the year ended December 31, 2019.

Significant accounting policies are as follows:

- (i) Revenues are reported on the cash basis of accounting.
- (ii) Expenses are recorded if they are eligible for the program and incurred in the period, except for employee future benefits (iv).
- (iii) Tangible capital assets acquired are reported as an expenses and amortization is not recorded.
- (iv) Employee future benefits are provided which will require funding in future periods. These benefits included vacation pay, sick leave, benefits under the Workplace Safety and Insurance Board ("WSIB") Act, and life insurance, extended health and dental benefits for early retirees. These benefits are recorded on a cash basis.
- (v) Since precise determination of many assets and liabilities is dependent upon future events, the preparation of a periodic schedule involves the use of estimates and approximations. These have been made using careful judgments.
- (vi) Total expenses are reported on the schedule of revenue, expenses and grant receivable/repayable in order to understand the full cost of the program. Ineligible expenses as per the funding agreement have been removed for the purpose of determining the grant repayable/receivable.

2. Grant receivable

The grant receivable from the Province of Ontario is subject to audit verification by the Ontario Ministry of Health and Long Term Care. The grants receivable are non-interest bearing and are normally received in the subsequent year.

	2019	2018
	\$	\$
Grant receivable, beginning of year	95,377	346,814
Amounts recovered during the year	(164,216)	(347,053)
Amounts repaid during the year	136,223	158
Adjustment to prior year balances*	(67,382)	1,881
Grant receivable current year	344,796	93,577
Grant receivable, end of year	344,798	95,377

*Represents adjustments made to correct differences between amounts originally recorded and amounts settled related to repayable and receivable balances for prior years.

The Regional Municipality of Niagara Public Health Department

General Programs

Notes to the schedule

December 31, 2019

3. Budget data

The budget data presented in the schedule is based on the budget data submitted to the Ontario Ministry of Health and Long Term Care.

Draft

Annual Reconciliation Report

**The Regional Municipality of
Niagara Public Health Department**
General Programs

December 31, 2019

The Regional Municipality of Niagara Public Health Department

December 31, 2019

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Draft

Independent Auditor's Report

To the Members of Council of The Regional Municipality of Niagara and the Ontario Ministry of Health and Long Term Care

Opinion

We have audited the accompanying schedules of the annual reconciliation report of The Regional Municipality of Niagara Public Health Department – General Programs (the "Program" or "Region") for the year ended December 31, 2019 and notes to the report, including a summary of significant accounting policies (collectively referred to as the "schedules").

In our opinion, the accompanying schedules of the Program as at December 31, 2019 is prepared, in all material respects, in accordance with the Public Health Accountability Agreement effective January 1, 2019 between the Ontario Ministry of Health and Long Term Care and The Regional Municipality of Niagara and the Instructions for completing the 2019 Annual Report and Attestation (the "Guidelines").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Schedules* section of our report. We are independent of the Region in accordance with the ethical requirements that are relevant to our audit of the schedules 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.

Emphasis of Matter - Basis of Accounting

We draw attention to the Note to the schedules, which describes the basis of accounting. The schedules are prepared to assist the Region in complying with the Guidelines. As a result, the schedules may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Schedules

Management is responsible for the preparation of the schedules in accordance with the basis of accounting described in the Note to the schedules, and for such internal control as management determines is necessary to enable the preparation of the schedules that is free from material misstatement, whether due to fraud or error.

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

Auditor's Responsibilities for the Audit of the Schedules

Our objectives are to obtain reasonable assurance about whether the schedules 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 GAAS 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 schedules.

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

- Identify and assess the risks of material misstatement of the schedules, 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 Region's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, and related disclosures made by management.

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.

Chartered Professional Accountants
Licensed Public Accountants
July 23, 2020

MINISTRY OF HEALTH
OFFICE OF CHIEF MEDICAL OFFICER OF HEALTH, PUBLIC HEALTH
2019 ANNUAL RECONCILIATION REPORT (CERTIFICATE OF SETTLEMENT)

NAME OF PUBLIC HEALTH UNIT: **Niagara Region Public Health (The Regional Municipality of Niagara)**

Section 1: Base Funding (January 1, 2019 to December 31, 2019)

- Programs Funded at 75%
- Programs Funded at 100%

Section 2: 2018 One-Time Funding Approved to March 31, 2019

- One-Time Projects/Initiatives Funded at 100%
- One-Time Capital Projects Funded at 100%

Section 3: 2019 One-Time Funding Approved to March 31, 2020

(To be settled in 2020)

- One-Time Projects/Initiatives Funded at 100%

		Program Name per Transfer Payment Agreement	Approved Allocation	Funding Received	Expenditure at 100%	(Deduct) Offset Revenue	Net Expenditure	Eligible Expenditure	Due to / (from) Province
Section 1 Base Funding (January 1, 2019 to December 31, 2019)	Programs Funded at 75%	Mandatory Programs	20,473,200	20,473,200	30,345,224	(411,523)	22,450,276	20,473,200	-
		Sub-Total Programs Funded at 75%	20,473,200	20,473,200	30,345,224	(411,523)	22,450,276	20,473,200	-
	Programs Funded at 100%	Healthy Smiles Ontario	1,250,900	1,250,900	1,251,826	(926)	1,250,900	1,250,900	-
		Ontario Seniors Dental Care Program	1,602,750	805,010	993,050	-	993,050	993,050	(188,040)
		Enhanced Food Safety - Haines Initiative	78,400	78,400	78,400	-	78,400	78,400	-
		Enhanced Safe Water Initiative	35,300	35,300	35,300	-	35,300	35,300	-
		Harm Reduction Program Enhancement	250,000	250,000	250,000	-	250,000	250,000	-
		Infectious Diseases Control Initiative	611,200	611,200	611,200	-	611,200	611,200	-
		Needle Exchange Program Initiative	192,000	192,000	192,000	-	192,000	192,000	-
		Nursing Initiatives	392,100	392,100	392,100	-	392,100	392,100	-
		Smoke-Free Ontario Strategy	748,600	748,600	748,600	-	748,600	748,600	-
		Physician Services Agreement Initiative	340,000	173,323	201,255	-	201,255	201,255	(27,932)
		Sub-Total Programs Funded at 100%	5,501,250	4,536,833	4,753,731	(926)	4,752,805	4,752,805	(215,972)
	Total Section 1 Base Funding (January 1, 2019 to December 31, 2019)			25,974,450	25,010,033	35,098,955	(412,449)	27,203,081	25,226,005
Section 2 2018 One-Time Funding Approved to March 31, 2019	One-Time Projects / Initiatives Funded at 100%	Mandatory Programs: Business Intelligence Framework (100%)	159,154	159,154	159,154	-	159,154	159,154	-
		Sub-Total One-Time Projects / Initiatives Funded at 100%	159,154	159,154	159,154	-	159,154	159,154	-
Total Section 2: 2018 One-Time Funding Approved to March 31, 2019			159,154	159,154	159,154	-	159,154	159,154	-
Grand Total 2019 Settlement (Section 1) + (Section 2)			26,133,604	25,169,187	35,258,109	(412,449)	27,362,235	25,385,159	(215,972)

Section 3 2019 One-Time Funding Approved to March 31, 2020 (To be settled in 2020)	One-Time Projects / Initiatives Funded at 100%	Needle Exchange Program Initiative (100%)	90,000	67,500	54,127		54,127	54,127	13,373
		New Purpose-Built Vaccine Refridgerators (100%)	85,000	63,750	81,972		81,972	81,972	(18,222)
		OSDCP: Fort Erie Upgrades (100%)	75,300	-	-		-	-	-
		OSDCP: Centre de Sante Communiautaire Upgrades (100%)	122,000	-	-		-	-	-
		OSDCP: Niagara Falls Community Health Centre Upgrades (100%)	134,500	-	-		-	-	-
		Sub-Total One-Time Projects / Initiatives Funded at 100%	506,800	131,250	136,099	-	136,099	136,099	(4,849)
Total Section 3 - 2019 One-Time Funding Approved to March 31, 2020 (To be settled in 2020)			506,800	131,250	136,099	-	136,099	136,099	(4,849)
Grand Total 2019 Settlement (Section 1) + (Section 2)			26,133,604	25,169,187	35,258,109	(412,449)	27,362,235	25,385,159	(215,972)

Having the authority to bind the Board of Health for the Public Health Unit:

We certify that the Financials shown in the Annual Reconciliation Report and the supporting schedule are complete and accurate and are in accordance with Transfer Payment Agreements and Reports filed with the appropriate Municipal Council.

Date

Signature
Medical Officer of Health / Chief Executive Officer

Date

Signature
Chair of the Board of Health / Authorized Officer

MINISTRY OF HEALTH
OFFICE OF CHIEF MEDICAL OFFICER OF HEALTH, PUBLIC HEALTH
2019 ANNUAL RECONCILIATION REPORT (CERTIFICATE OF SETTLEMENT)

NAME OF PUBLIC HEALTH UNIT: **Niagara Region Public Health (The Regional Municipality of Niagara)**

SCHEDULE 1: Schedule of Offset Revenues

Mandatory Programs	Line #	Reference	Actual \$	Ministry Use Only
Interest Income	L 1		-	
Universal Influenza Immunization Program clinic reimbursement	L 2		(12,685)	
Meningococcal C Program clinic reimbursement	L 3		(39,814)	
Human Papilloma Virus Program reimbursement	L 4		(59,645)	
Other (Specify):	L 5		(294,748)	
By-law related product and service, expense reimbursement and miscellaneous revenue	L 6		(4,631)	
2019 Total Offset Revenues	L 11	To Summary Page Cell G15 - Offset (Revenue)	(411,523)	

Healthy Smiles Ontario	Line #	Reference	Actual \$	Ministry Use Only
Interest Income	L 12		-	
Revenues Generated from Other Government Dental Program:	L 13			
Ontario Works (OW)	L 14			
Ontario Disability Support Program (ODSP)	L 15			
Other government dental programs (please specify):	L 16			
By-law related product and service, expense reimbursement and miscellaneous revenue	L 17		(926)	
2019 Total Offset Revenues	L 20	To Summary Page Cell G19 - Offset (Revenue)	(926)	

Ontario Seniors Dental Care Program	Line #	Reference	Actual \$	Ministry Use Only
Interest Income	L 21			
Client Co-Payments	L 22			
Revenues Generated from Other Government Dental Program:	L 23			
Ontario Works (OW)	L 24			
Ontario Disability Support Program (ODSP)	L 25			
Other government dental programs (please specify):	L 26			
2019 Total Offset Revenues	L 30	To Summary Page Cell G20 - Offset (Revenue)	-	

The Regional Municipality of Niagara

Public Health Department

General Programs

Note to the schedules

December 31, 2019

1. Significant accounting policies

The report has been prepared for the Ontario Ministry of Health and Long Term Care in accordance with the Public Health Accountability Agreement effective January 1, 2019 between the Ontario Ministry of Health and Long Term Care and the Regional Municipality of Niagara and the Instructions for completing the 2019 Annual Report and Attestation (the "Guidelines"). The agreement requires the report to be prepared in a manner consistent with the generally accepted accounting principles ("GAAP").

Management of the Regional Municipality of Niagara has interpreted GAAP to be recognition and measurement principles in accordance with Canadian Public Sector Accounting Standards, except that it does not provide for employee future benefits and does not capitalize and amortize tangible capital assets. Management has further interpreted that GAAP does not include the presentation principles and note disclosure required by GAAP for a complete set of financial statements.

Significant accounting policies are as follows:

Revenue and expenses

Revenues are recognized in the year in which they are earned. Expenses are recorded if they are eligible for the program and incurred in the period, except for employee future benefits.

Capital assets

Tangible capital assets acquired are reported as an expenses and amortization is not recorded.

Employee future benefits

Employee future benefits are provided which will require funding in future periods. These benefits included vacation pay, sick leave, benefits under the Workplace Safety and Insurance Board ("WSIB") Act, and life insurance, extended health and dental benefits for early retirees. These benefits are recorded on a cash basis.

Use of estimates

Since precise determination of many assets and liabilities is dependent upon future events, the preparation of a periodic report involves the use of estimates and approximations. These have been made using careful judgments.

Schedule of revenue and expenses

**The Regional Municipality of
Niagara Public Health Department**
Infant and Child Development Services

March 31, 2020

The Regional Municipality of Niagara Public Health Department

Infant and Child Development Services

March 31, 2020

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Draft

Independent Auditor's Report

To the Members of Council of
 The Regional Municipality of Niagara and the Ministries of Children and Youth Services and Community and Social Services

Opinion

We have audited the accompanying schedule of revenue and expenses of the Regional Municipality of Niagara Public Health Department – Infant and Child Development Services (the “Program”) for the 15 month period ended March 31, 2020 and notes to the schedule (collectively referred to as the “schedule”).

In our opinion, the accompanying schedule of the Program for the 15 month period ended March 31, 2020 is prepared, in all material respects, in accordance with the financial reporting provisions of the agreement between the Ontario Ministries of Children and Youth Services and Community and Social Services and the Regional Municipality of Niagara.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards (“Canadian GAAS”). Our responsibilities under those standards are further described in the *Auditor’s Responsibilities for the Audit of the Schedule* section of our report. We are independent of the Program in accordance with the ethical requirements that are relevant to our audit of the schedule 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.

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 to the schedule, which describes the basis of accounting. The schedule is prepared to assist the Program to comply with the financial reporting provisions of the agreement between the Ontario Ministries of Children and Youth Services and Community and Social Services and the Regional Municipality of Niagara. As a result, the schedule may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Schedule

Management is responsible for the preparation of the schedule in accordance with the Guidelines, and for such internal control as management determines is necessary to enable the preparation of the schedule that is free from material misstatement, whether due to fraud or error.

Those charged with governance are responsible for overseeing the Region’s financial reporting process.

Auditor’s Responsibilities for the Audit of the Schedule

Our objectives are to obtain reasonable assurance about whether the schedule as a whole is 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 GAAS 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 this schedule.

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

- Identify and assess the risks of material misstatement of the schedule, 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 Region's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, and related disclosures made by management.

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.

Chartered Professional Accountants
Licensed Public Accountants
July 23, 2020

The Regional Municipality of Niagara

Public Health Department

Infant and Child Development Services

Schedule of revenue and expenses

15 month period ended March 31, 2020

	2019-20 Budget (15 months) \$	2019-20 Actual (15 months) \$	2018 Actual (12 months) \$
Revenue			
Province of Ontario - Service Contract	710,530	710,530	568,428
One-time grant	-	-	3,749
	710,530	710,530	572,177
Expenses			
Salaries	529,809	546,345	416,223
Benefits	130,134	133,264	102,186
	659,943	679,609	518,409
Other service costs			
Administration costs (Note 3)	43,240	36,180	49,331
Staff travel	27,000	20,910	16,237
Audit services	3,307	3,333	2,690
Utilities and taxes	2,500	1,998	1,792
Supplies	7,250	1,845	22,059
IT licenses and support	2,875	1,668	2,035
Staff training	3,625	726	8,168
Purchased services	1,970	225	472
Fees and dues	375	221	315
	92,142	67,106	103,099
Total expenses	752,085	746,715	621,508
Deficiency of revenue over expenses	(41,555)	(36,185)	(49,331)

The accompanying notes to the financial statements are an integral part of this financial statement.

The Regional Municipality of Niagara

Public Health Department

Infant and Child Development Services

Notes to the schedule of revenues and expenses

March 31, 2020

1. Significant accounting policies

This schedule has been prepared for the Ontario Ministries of Children and Youth Services and Community and Social Services ("the Ministry"). It is prepared in accordance with Canadian public sector accounting standards, except that it does not provide for employee future benefits and tangible capital assets are expensed as incurred. Since 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.

Significant accounting policies are as follows

Revenue and expenses

Revenue and expenses are reported on the accrual basis of accounting, with the exception of employee future benefits below.

The accrual basis of accounting recognizes revenues as they become available and measurable, expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

Capital assets

The historical cost and accumulated depreciation of capital assets are not recorded. Capital assets acquired are reported as an expenditure and amortization is not recorded on the statement of revenue and expenditure and surplus.

Employee future benefits

Employee future benefits are provided which will require funding in future periods. These benefits include sick leave, benefits under the Workplace Safety and Insurance Board ("WSIB") Act, and life insurance, extended health and dental benefits for early retirees. These benefits are recorded on a cash basis.

2. Grant repayable

	2019-20	2018
	\$	\$
Grant repayable beginning of period	-	-
Excess of expenditures over revenue	36,185	49,331
Expenditures in excess of the budget	(36,185)	(49,331)
Grant repayable, end of period	-	-

The Regional Municipality of Niagara

Public Health Department

Infant and Child Development Services

Notes to the schedule of revenues and expenses

March 31, 2020

3. Administration costs

Administration costs are allocated under the indirect allocation methodology included in the cost allocation policy.

Under this methodology, all departments providing program/service support functions, as identified during the budget process, will allocate their costs using a basis that best match actual costs with the most appropriate beneficial recipient of the cost.

Administration costs are comprised of the following charges:

	2019-20 Budget (15 months)	2019-20 Actual (15 months)	2018 Actual (12 months)
	\$	\$	\$
Accounting services	1,693	1,213	1,443
Payroll services	13,702	9,404	12,280
Human resources services	7,842	7,271	13,704
IT program support services	14,630	13,277	14,830
Insurance costs	259	270	298
Printing costs	1,357	1,081	535
Capital financing	3,757	3,664	6,241
	43,240	36,180	49,331

4. Budget data

The budget data presented in the schedule is based on the budget data submitted to the Ontario Ministries of Children and Youth Services and Community and Social Services.

Schedule of revenue and expenses

**The Regional Municipality of Niagara
Public Health Department
Healthy Babies, Healthy Children Program**

March 31, 2020

The Regional Municipality of Niagara
Public Health Department
Healthy Babies, Healthy Children Program

March 31, 2020

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Draft

Independent Auditor's Report

To the Members of Council of the Regional Municipality of Niagara and Ontario Ministry of Children, Community and Social Services

Opinion

We have audited the accompanying schedule of revenue and expenses of the Regional Municipality of Niagara Public Health Department – Healthy Babies, Healthy Children Program (the “Program”) for the 15-months ended March 31, 2020, and notes to the schedule (collectively referred to as the “schedule”).

In our opinion, the accompanying schedule of the Program for the 15-months ended March 31, 2020 is prepared, in all material respects, in accordance with the financial reporting provisions of the agreement dated January 1, 2018, and the amending agreement dated August 1, 2019, between the Ontario Ministry of Children, Community and Social Services and the Regional Municipality of Niagara (the “Guidelines”).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards (“Canadian GAAS”). Our responsibilities under those standards are further described in the *Auditor’s Responsibilities for the Audit of the Schedule* section of our report. We are independent of the Region in accordance with the ethical requirements that are relevant to our audit of the schedule 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.

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 to the schedule, which describes the basis of accounting. The schedule is prepared to assist the Program in complying with the financial reporting provisions of the agreement dated January 1, 2018, and the amending agreement dated August 1, 2019, between the Ontario Ministry of Children, Community and Social Services and the Regional Municipality of Niagara. As a result, the schedule may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Schedule

Management is responsible for the preparation of the schedule in accordance with the Guidelines, and for such internal control as management determines is necessary to enable the preparation of the schedule that is free from material misstatement, whether due to fraud or error.

Those charged with governance are responsible for overseeing the Region’s financial reporting process.

Auditor’s Responsibilities for the Audit of the Schedule

Our objectives are to obtain reasonable assurance about whether the schedule as a whole is 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 GAAS 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 this schedule.

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

- Identify and assess the risks of material misstatement of the schedule, 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 Region's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, and related disclosures made by management.

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.

Chartered Professional Accountants
Licensed Public Accountants
July 23, 2020

The Regional Municipality of Niagara Public Health Department

Healthy Babies, Healthy Children Program

Schedule of revenue and expenses

15-months ended March 31, 2020

	2019-20 Budget (15 months)	2019-20 Actual (15 months)	2018 Actual (12 months)
	\$	\$	\$
Revenue			
Ministry of Children, Community and Social Services Funding	3,084,194	3,084,194	2,365,130
Other revenue	-	2,296	388
	3,084,194	3,086,490	2,365,518
Expenses			
Salaries and wages: unionized			
Public health nurses	1,461,513	1,454,834	1,118,187
Employee benefits	502,251	463,795	357,011
Lay home visitors	371,976	402,972	319,076
Clerical	129,534	129,588	99,946
WSIB	-	56	417
Salaries and wages: non-unionized			
Management	272,887	284,428	210,352
Administration ISCIS	78,764	85,348	60,764
Employee benefits	76,874	83,059	58,737
	2,893,799	2,904,080	2,224,490
Operating costs			
Administration costs (Note 3)	150,787	141,693	151,290
Professional development	93,231	100,213	39,835
Travel - mileage	75,500	66,222	57,863
Telephone and communications	10,000	10,132	11,431
Program supplies/resources	1,250	8,738	18,325
Audit fees	7,126	7,149	5,795
Office supplies	2,663	5,982	7,289
Cleaning allowance	625	760	490
	341,182	340,889	292,318
Total expenses	3,234,981	3,244,969	2,516,808
Deficiency of revenue over eligible expenses	(150,787)	(158,479)	(151,290)

The accompanying notes to the financial statements are an integral part of this financial statement.

The Regional Municipality of Niagara

Public Health Department

Healthy Babies, Healthy Children Program

Notes to the schedule of revenue and expenses

March 31, 2020

1. Summary of significant accounting policies

Basis of accounting

This schedule has been prepared for the Ontario Ministry of Children, Community and Social Services. The agreement requires the schedule to be prepared in a manner consistent with generally accepted accounting principles ("GAAP"). Management of the Regional Municipality of Niagara has interpreted GAAP to be recognition and measurement principles in accordance with Canadian Public Sector Accounting Standards, except that it does not provide for employee future benefits and does not capitalize and amortize tangible capital assets. Management has further interpreted that GAAP does not include the presentation principles or the presentation of all financial statements and note disclosures required by GAAP for a complete set of financial statements.

Revenue and expenses

Revenue is reported on the accrual basis of accounting.

Expenses are recorded if they are eligible for the program and incurred in the period except for employee future benefits.

Capital assets

Tangible capital assets acquired are reported as expenses and amortization is not recorded.

Employee future benefits

Employee future benefits are provided which will require funding in future periods. These benefits include sick leave, benefits under the Workplace Safety and Insurance Board ("WSIB") Act, and life insurance, extended health and dental benefits for early retirees. These benefits are recorded on a cash basis.

Use of estimates

Since precise determination of many assets and liabilities is dependent upon future events, the preparation of a periodic schedule involves the use of estimates and approximations. These have been made using careful judgments.

Certain administrative expenses are allocated to the program based on usage drivers specific to each type of expenditure.

2. Grant receivable/repayable

The grant receivable/repayable to the Province of Ontario is subject to audit verification by the Ontario Ministry of Children, Community and Social Services. The grant receivable/repayable is non-interest bearing and is normally recovered in the subsequent year. The surplus repayable to the Province of Ontario for the 15-months ended March 31, 2020 is \$nil (2018 - \$nil).

	2019-20	2018
	\$	\$
Grant receivable, beginning of period	-	-
Excess of expenditures over revenue	(158,479)	(151,290)
Expenditures in excess of the budget	158,479	151,290
Grant receivable, end of period	-	-

The Regional Municipality of Niagara

Public Health Department

Healthy Babies, Healthy Children Program

Notes to the schedule of revenue and expenses

March 31, 2020

3. Administration costs

	2019-20 Budget (15 months)	2019-20 Actual (15 months)	2018 Actual (12 months)
	\$	\$	\$
Accounting services	4,479	2,506	2,644
Payroll services	47,345	36,908	42,599
Human resources services	28,549	30,290	16,592
IT program support services	52,361	55,696	61,034
Insurance costs	894	933	1,126
Printing costs	3,848	1,808	3,569
Capital financing allocation	13,311	13,552	23,726
	150,787	141,693	151,290

4. Budget data

The budget data presented in the schedule is based on the budget data submitted to the Ontario Ministry of Children, Community and Social Services.

Accountant's Report

In connection with the 15 month period-end settlement forms
March 31, 2020

To the Members of Council of the Regional Municipality of Niagara and Ontario Ministry of Children,
Community and Social Services:

As requested by the Regional Municipality of Niagara Public Health Services (the "Region") on July 14, 2020, we have performed the following procedures related to the Ministry of Children, Community and Social Services (the "Ministry") Auditor's Questionnaire in connection with the Healthy Babies Healthy Children Program (the "Program") 15 Months Period-End Settlement Forms as at March 31, 2020 (the "Settlement Forms"):

1. We verified that the attached Settlement Forms, which reports total revenue of \$3,103,275 and total expenditures of \$3,103,275, agrees with the books of the Region for the 15 months ended March 31, 2020.
2. We have agreed the expenses and revenues as reported on the Settlement Forms with those as shown in the Audited Financial Statements for the 15 Month Settlement Period ended March 31, 2020.
3. We familiarized ourselves with the applicable Provincial legislation as represented by the Ontario Transfer Payment Agreement dated January 1, 2018, and the amending agreement dated August 1, 2019, between the Ministry and the Region, insofar as they pertain to financial and accounting matters, and insofar as they relate to the Program on whose financial statements we have reported.
4. We read the "Explanatory Notes and Instructions" for the preparation of the Settlement Forms as required by the Ministry.
5. We read all minutes of the following bodies of the Region up to July 14, 2020 as provided by the Region, and have satisfied ourselves that proper recognition was given to all items recorded therein which affected the financial position of the Program.
 - a. Public Health and Social Services Committee
 - b. Audit Committee
 - c. Regional Municipality of Niagara Council
6. We read the correspondence during the period between the Ministry and the Region which has been provided to us by the Region and is likely to have a direct bearing on its financial position.
7. We verified that there were no funds flowed by the Ministry in excess of current requirements that were invested to earn additional revenue.
8. We confirmed that the Program has fidelity insurance coverage. We have also reviewed other insurance coverage.
9. We have inquired of management as to whether the Region has complied with previous audit recommendations resulting from the completion of these period-end procedures, to which management responded that there have been no previous audit recommendations regarding the Program.

As a result of applying the above procedures, we found no exceptions. However, these procedures do not constitute an audit with the objective of expressing a separate opinion regarding the subject financial information and accordingly, we do not express an opinion on such information.

This report is intended solely for your use in connection with the Program 15 Month Period-End Settlement Forms referred to in our engagement letter dated July 29, 2019, and is not to be referred to or distributed to parties other than the Ministry or the Region.

Chartered Professional Accountants
 Licensed Public Accountants
 July 23, 2020

DRAFT

Subject: Approval of Court Services 2019 Audited Schedule of Revenue, Expenses and Funds Available for Distribution

Report to: Joint Board of Management

Report date: Thursday, August 13, 2020

Recommendations

1. That approval of the final audited schedule of revenue, expenses and funds available for distribution for the year ended December 31, 2019 for The Regional Municipality of Niagara Court Services ("Court Services") (Appendix 1), as issued to the Joint Board of Management via email on May 11, 2020, **BE CONFIRMED**;
2. That this report **BE FORWARDED** to the Region's Audit Committee and to The Ministry of the Attorney General as per the Memorandum of Understanding, for information as required.

Key Facts

- The purpose of this report is to formally present the final 2019 audited schedule of revenue, expense and funds available for distribution (Appendix 1). Court Services received an unmodified audit opinion.
- In accordance with AC-C 32-2018 dated June 28, 2018, respecting the Audit Committee Terms of Reference, regarding agencies, boards and commissions (ABC) financial statements, financial schedules are approved by the governing bodies of the reporting ABC and then referred to Audit Committee for information.
- As Court Services is an ABC of the Niagara Region, the Court Services operating results (included in the Schedule of revenue, expenses and funds available for distribution) are incorporated into the Niagara Region's consolidated financial statements. Niagara Region's consolidated financial statements were presented to Corporate Services Committee on May 13, 2020 and approved at Council on May 21, 2020.
- Due to the limitations on electronic meetings during the COVID-19 pandemic emergency; the Joint Board of Management (JBM) was unable to hold a formal meeting to review the draft audited schedule of revenue, expenses and funds for Court Services in advance of the deadline for approval by Corporate Services Committee and Regional Council.
- Instead, the draft audited schedule of revenue, expenses and funds was provided to JBM members via email on May 11, 2020, for review and comment.

- No comments were received from JBM members and as a result this report is now being formally presented to JBM for confirmation of approval (at the first electronic meeting of JBM since the commencement of the emergency).

Financial Considerations

The final audited schedule of revenue, expenses and funds available for distribution has been prepared in compliance with legislation and in accordance with the financial reporting provisions in the Niagara Region Courts Inter-municipal Agreement dated April 26, 2000.

A copy of the final audited schedule of revenues, expenses and funds available for distribution for the year ended December 31, 2019 is attached (Appendix 1).

Analysis

The Region's auditors, Deloitte, completed the audit of the financial information in the schedule of revenue, expenses and funds available for distribution. The auditors have indicated that, in their opinion, the financial information for the year ended December 31, 2019 is prepared, in all material respects, in accordance with the financial reporting provisions in the Niagara Region Courts Inter-municipal Agreement dated April 26, 2000.

Due to the limitations on electronic meetings during the COVID-19 pandemic emergency, the Joint Board of Management (JBM) was unable to hold a formal meeting to review the draft audited schedule of revenue, expenses and funds for Court Services in advance of the May 2020 deadline for approval by Corporate Services Committee and Regional Council. Instead, the draft audited schedule of revenue, expenses and funds was provided to JBM members via email on May 11, 2020, for review and comment. No comments or concerns were received from JBM members in response.

As a result this report is now being formally presented to JBM for confirmation of approval of the audited schedule of revenue, expenses and funds at the first electronic meeting of JBM since the commencement of the emergency further to the amendment to the Region's Procedural by-law on July 30th that allows JBM to now meet electronically.

As Court Services is an ABC of the Niagara Region, the Court Services operating results (included in the Schedule of revenues, expenses and funds available for distribution) are incorporated into the Niagara Region's consolidated financial statements that were presented to Corporate Services Committee on May 13, 2020 and approved by Regional Council on May 21, 2020.

Alternatives Reviewed

The audited schedule of revenue, expenses and funds available for distribution is prepared in accordance with the Niagara Region Courts Inter-municipal Agreement dated April 26, 2000 and has been approved by Regional Council, therefore no alternative is available.

Relationship to Council Strategic Priorities

Providing formal financial reporting to Council and the public supports the Council Strategic Priority of Sustainable and Engaging Environment.

Other Pertinent Reports

None

Prepared by:
Melanie Steele
Associate Director Reporting and
Analysis

Recommended by:
Todd Harrison, CPA, CMA
Commissioner/Treasurer
Corporate Services

This report was prepared in consultation with Sara Mota, Program Financial Specialist, Corporate Services.

Appendices

Appendix 1 2019 Schedule of Revenue, Expenses and Funds Available for
Distribution

Schedule of revenues, expenses and funds available for distribution

The Regional Municipality of Niagara Court Services

December 31, 2019

The Regional Municipality of Niagara Court Services

December 31, 2019

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Independent Auditor's Report

To the Board Members of The Regional Municipality of Niagara Court Services

Opinion

We have audited the accompanying schedule of revenues, expenses and funds available for distribution of The Regional Municipality of Niagara Court Services (the "Court Services") for the year ended December 31, 2019 and notes to the schedule (collectively referred to as the "schedule").

In our opinion, the accompanying schedule of the Court Services for the year ended December 31, 2019, is prepared, in all material respects, in accordance with the financial reporting provisions in the Niagara Region Courts Intermunicipal Agreement dated April 26, 2000.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Schedule* section of our report. We are independent of the Court Services in accordance with the ethical requirements that are relevant to our audit of the schedule 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.

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 to the schedule, which describes the basis of accounting. The schedule is prepared to assist the Court Services in complying with the financial reporting provisions in the Niagara Region Courts Intermunicipal Agreement dated April 26, 2000. As a result, the schedule may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Management and the Board of Directors for the Schedule

Management is responsible for the preparation and fair presentation of the schedule in accordance with the basis of accounting as described in Note 1, and for such internal control as management determines is necessary to enable the preparation of the schedule that is free from material misstatement, whether due to fraud or error.

The Board of Directors are responsible for overseeing the Court Services' financial reporting process.

Auditor's Responsibilities for the Audit of the Schedule

Our objectives are to obtain reasonable assurance about whether the schedule as a whole is 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 GAAS 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 this schedule.

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

- Identify and assess the risks of material misstatement of the schedule, 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 Court Services' internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, and related disclosures made by management.

We communicate with the Board of Directors 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.

Original signed by Deloitte LLP

Chartered Professional Accountants
Licensed Public Accountants
June 3, 2020

The Regional Municipality of Niagara

Court Services

Schedule of revenues, expenses and funds available for distribution
year ended December 31, 2019

		2019	2018
	Budget	Actual	Actual
	\$	\$	\$
Revenues			
Offence receipts	6,742,000	7,026,052	7,347,729
Proceeds on sale of surplus land (Note 5)	-	215,163	-
	6,742,000	7,241,215	7,347,729
Controllable expenses			
Salaries and benefits	2,042,532	1,609,856	1,756,743
Program support costs (Note 4)	1,234,056	1,158,189	1,306,159
Collection charges	110,000	242,254	167,256
Legal	73,620	31,688	80,348
Payment processing costs	67,500	75,253	74,299
Ticket data capture	2,000	784	-
Telephone	9,700	8,162	8,628
Business forms	4,000	6,842	3,573
Building and equipment rental	500	253	253
Office and administration	42,520	56,161	57,623
	3,586,428	3,189,442	3,454,882
Uncontrollable expenses			
Payments to other municipalities/provinces	250,000	296,078	265,523
Victim fine surcharge	1,000,000	1,034,291	1,048,736
Adjudication	450,000	370,536	421,308
Dedicated fines	20,000	31,325	17,001
Other provincial expenses	226,000	214,956	213,923
	1,946,000	1,947,186	1,966,491
Total expenses	5,532,428	5,136,628	5,421,373
Excess of revenues over expenses	1,209,572	2,104,587	1,926,356
Change in employee benefits and other liabilities	-	(6,547)	(657)
Transfer to Niagara Region (Note 2)	-	-	(43,847)
Funds available for distribution (Note 3)	1,209,572	2,098,040	1,881,852

The accompanying notes to the schedule are an integral part of this financial statement.

The Regional Municipality of Niagara Court Services

Notes to the schedule

December 31, 2019

1. Significant accounting policies

The schedule of revenues, expenses and funds available for distribution of The Regional Municipality of Niagara Court Services has been prepared by management in accordance with the financial reporting provisions in the Niagara Region Courts Intermunicipal Agreement dated April 26, 2000 (the "agreement").

Significant accounting policies are as follows:

Revenues

Revenues are recorded on a cash basis.

Expenses

Court Services follows the accrual method of accounting for controllable expenses. Controllable expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

Uncontrollable expenses are recorded on a cash basis.

Capital assets

Capital assets and amortization of capital assets are not reported as expenses on the statement of receipts and expenses and funds available for distribution.

Transfers to reserves

Transfers to reserves are based on approval by the Board, as provided for in section 8.6 of the agreement.

Employee future benefits

Court Services provides certain employee benefits which will require funding in future periods. These benefits include sick leave, life insurance, extended health and dental benefits for early retirees.

The costs of sick leave, life insurance, extended health and dental benefits are actuarially determined using management's best estimate of salary escalation, accumulated sick days at retirement, insurance and health care cost trends, long term inflation rates and discount rates. The cost is actuarially determined using the projected benefits method prorated on service. Under this method, the benefit costs are recognized over the expected average service life of the employee group. Any actuarial gains and losses related to the past service of employees are amortized over the expected average remaining service life of the employee group.

2. Transfer to Niagara Region

Court Services transferred \$nil (2018 - \$43,847) to the Niagara Region Capital Program.

The Niagara Region currently holds \$2,876,247 (2018- \$1,650,000) in a Court Services Facility Renewal reserve to be used by Court Services on future capital projects. During the year, a total of \$1,226,247 was returned to the Court Services Facility Renewal reserve as the funds were not required to complete the Court Facilities Renewal Project that had previously been allocated to Court Services.

The Regional Municipality of Niagara Court Services

Notes to the schedule

December 31, 2019

3. Distribution to area municipalities

Court Services revenue distribution by municipality is as follows:

	Budget	2019	2018
	\$	\$	\$
Region of Niagara	604,786	1,049,020	940,926
Niagara Falls	117,933	204,559	182,546
Port Colborne	19,414	33,674	30,882
St. Catharines	153,374	266,031	242,344
Thorold	24,010	41,646	36,658
Welland	48,685	84,446	76,667
Fort Erie	39,009	67,662	61,331
Grimsby	47,052	81,614	71,015
Lincoln	39,130	67,872	60,602
Niagara-on-the-Lake	54,612	94,726	84,018
Pelham	27,820	48,255	43,474
Wainfleet	11,189	19,407	17,242
West Lincoln	22,559	39,128	34,147
	1,209,572	2,098,040	1,881,852

Included in the current year funds available for distribution of \$2,098,040 is an amount of \$888,468, which is in excess of the budgeted funds available for distribution of \$1,209,572. The current year funds available for distribution have been split between the local area municipalities and the Region in accordance with the Niagara Region Courts Intermunicipal Agreement dated April 26, 2000.

The Regional Municipality of Niagara Court Services

Notes to the schedule

December 31, 2019

4. Program support costs

Court Services records direct operating expenses to their respective activity. In addition, in 2013, the Niagara Region established its first consolidated cost allocation policy with a guiding principle of more closely aligning indirect costs with the support programs and services as defined by the Province in the Financial Information Return (FIR). The new methodology allocates these indirect costs to end programs/services based on usage drivers.

Under this methodology, all departments providing program/service support functions will allocate their costs using drivers specific to each type of expense.

Program support costs which have been allocated are:

	Budget	2019	2018
	\$	\$	\$
Finance services	120,675	128,546	100,008
Human resources services	52,375	37,144	47,995
Organizational performance	-	-	28,325
Information technology services	114,805	107,609	216,177
Legal services	44,177	40,186	23,233
Insurance costs	625	522	976
Printing costs	1,519	3,223	1,238
Mail costs	16,833	7,114	17,414
Communications costs	268	516	1,307
Facilities costs	882,780	833,328	869,487
	1,234,056	1,158,189	1,306,159

5. Sale of Surplus Land

During the year, surplus land was sold by Niagara Region. This land was previously purchased for a new courthouse and this portion was deemed to be excess land when not needed. Per the Niagara Region Courts Intermunicipal Agreement, the net proceeds in the amount of \$215,163 (\$220,000 proceeds less selling costs of \$4,837) were allocated to Court Services.



Mailing Address:
P.O. Box 344
Thorold ON L2V 3Z3

Street Address:
Campbell East
1815 Sir Isaac Brock Way
Thorold ON

Phone: 905-682-9201
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(from Grimsby and beyond Niagara region only)

Main Fax: 905-687-4844
Fax – Applications: 905-935-0476
Fax – Contractors: 905-682-8301
Web site: www.nrh.ca

April 17, 2020

Ann-Marie Norio, Regional Clerk
Niagara Region
1815 Sir Isaac Brock Way
Thorold, ON L2V 4T7

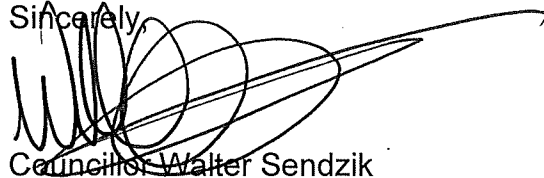
Dear Ms. Norio,

At their April 17, 2020 meeting, the Niagara Regional Housing Board of Directors passed the following recommendation:

1. That the draft audited financial statements of Niagara Regional Housing as attached in Appendix 1, for the year ended December 31, 2019 **BE APPROVED**; and
2. That the audit findings report pertaining to the audited financial statements, attached as Appendix 2, of Niagara Regional Housing for the year ended December 31, 2019 **BE RECEIVED** for information.
3. That staff **BE DIRECTED** to co-ordinate with the auditors to finalize the statements as presented.
4. That this report **BE FORWARDED** to the Region's Audit Committee for information.

Your assistance is requested in providing the attached report, NRH 6-2020, to the Audit Committee.

Sincerely,



Councilor Walter Sendzik
Chair



REPORT TO: Board of Directors of Niagara Regional Housing

SUBJECT: 2019 Draft Audited Financial Statements

Report date: Friday, April 17, 2020

Recommendations

1. That the draft audited financial statements of Niagara Regional Housing as attached in Appendix 1, for the year ended December 31, 2019 **BE APPROVED**; and
2. That the audit findings report pertaining to the audited financial statements, attached as Appendix 2, of Niagara Regional Housing for the year ended December 31, 2019 **BE RECEIVED** for information.
3. That staff **BE DIRECTED** to co-ordinate with the auditors to finalize the statements as presented.
4. That this report **BE FORWARDED** to the Region's Audit Committee for information.

Key Facts

- The requirement for an annual audit is established in the Housing Services Act and the Corporations Act for non profit corporations.
- Niagara Regional Housing received an unqualified audit opinion and no management letter points.
- Year-end funding surplus results were reported in report 20-187-4.3 in February 2020 and are consistent with the results reported in these audited financial statements adjusted for accrual accounting presentation required by Public Sector Accounting Standards (PSAS).
- In accordance with AC-C 32-2018 dated June 28, 2018 respecting the Audit Committee Terms of Reference, regarding agencies, boards and commissions (ABC) financial statements, financial statements are approved by the governing bodies of the reporting ABC and then referred to Audit Committee for information.

Financial Considerations

The draft financial statements have been prepared in compliance with legislation and in accordance with generally accepted accounting principles established by the Public Sector Accounting Board of Chartered Professional Accountants of Canada.

A draft copy of Niagara Regional Housing's financial statements for the year ended December 31, 2019 is attached (Appendix 1). In addition, Deloitte audit findings report for the year ended December 31, 2019 is attached (Appendix 2).

This report is presenting historical financial information. Niagara Regional Housing's budget is prepared and reported on a quarterly basis whereas the audited financial statements are prepared using PSAS. Appendix 3 reconciles the surplus per the audited Statement of Operations to the funding surplus based on the budget approach.

Analysis

The draft financial statements of Niagara Regional Housing for the year ended December 31, 2019 attached in Appendix 1 have been audited in accordance with Canadian PSAS. The external auditor (Deloitte) has indicated that in their opinion, the financial statements present fairly, in all material respects, the statement of financial position of Niagara Regional Housing as at December 31, 2019 and the statement of operations and accumulated surplus, changes in net debt, and cash flows for the year then ended.

The financial statements are prepared using PSAS making them comparable to other public sector organizations in Canada.

Upon approval of these statements by the board of directors, Niagara Regional Housing will receive the signed Auditor's Report.

Alternatives Reviewed

The requirement for an annual audit is established in the Housing Services Act and the Corporations Act for non-profit corporations and therefore no other alternatives are available.

Relationship to NRH and/or Council Strategic Priorities

Providing formal financial reporting to Council and the public supports the Council Strategic Priority of Sustainable and Engaging Environment.

Other Pertinent Reports

20-187-4.3 2019 Year-End Transfer Report
CSD 15-2020 2019 Year End Results and Transfer Report

Submitted by:



Donna Woiceshyn
Chief Executive Officer

Approved by:



Walter Sendzik
Chair

This report was prepared by Donovan D'Amboise, Program Financial Specialist, in consultation with Dan Ane, Manager Program Financial Support.

Appendices

- Appendix 1 Draft 2019 Audited Financial Statements
- Appendix 2 2019 Deloitte Audit Findings Report
- Appendix 3 Annual Surplus Reconciliation

Financial Statements of Niagara Regional Housing

Year ended December 31, 2019

Niagara Regional Housing

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Draft

Independent Auditor's Report

To the Board of Niagara Regional Housing

Report on the Audit of the Financial Statements Opinion

We have audited the financial statements Niagara Regional Housing (the "Organization"), which comprise the statement of financial position as at December 31, 2019, the statements of operations, change in net debt and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies (collectively referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at December 31, 2019, and the results of its operations, changes in its net debt, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards ("PSAS").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). 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 Organization 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 PSAS, 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 Organization'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 Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization'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 GAAS 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 GAAS, 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 Organization'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 Organization'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 Organization 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.

Chartered Professional Accountants
Licensed Public Accountants
April __, 2020

Niagara Regional Housing

Statement of Financial Position

As at December 31, 2019

	2019	2018
FINANCIAL ASSETS		
Cash	\$ 12,478,578	\$ 7,039,520
Investments	6,399,246	6,284,220
Accounts Receivable	4,267,475	3,632,651
Total financial assets	23,145,299	16,956,391
FINANCIAL LIABILITIES		
Due to Niagara Region	12,086,075	11,778,299
Deferred revenue (note 3)	3,730,346	3,404,967
Subsidy payable	58,778	24,453
Mortgages and debentures (note 4)	36,356,548	24,205,181
Employee future benefits (note 5)	1,648,252	1,738,100
	53,879,999	41,151,000
Net debt	(30,734,700)	(24,194,609)
NON-FINANCIAL ASSETS		
Tangible capital assets (note 6)	134,582,039	127,498,614
Prepaid expenses and deposits	718,846	716,811
	135,300,885	128,215,425
Commitments (note 9)		
Accumulated surplus (note 7)	\$ 104,566,185	\$ 104,020,816

The accompanying notes to the financial statements are an integral part of this financial statement.

Niagara Regional Housing

Statement of Operations

For the year ended December 31, 2019

	2019 Budget (note 11)	2019 Actual	2018 Actual
REVENUES			
Rental revenue	\$ 14,818,033	\$ 15,292,964	\$ 14,191,739
Subsidies			
Niagara Region	38,233,485	38,209,235	36,649,783
Federal and Provincial Government	20,405,629	19,024,147	26,092,121
Investment income	150,000	334,480	376,440
Development Charge Revenue	272,102	272,102	-
Sundry revenue	366,161	387,348	671,411
	74,245,410	73,520,276	77,981,494
Transfer of 2018 Year End Surplus to 2019 Operating Budget (note 8)	-	-	(1,224,250)
Transferred to Niagara Region and transferred to reserves (note 8)	(4,391,715)	(6,452,800)	(3,122,040)
	69,853,695	67,067,476	73,635,204
EXPENSES			
Property taxes	4,905,594	4,966,136	4,741,493
Support services – Niagara Region	3,998,760	3,633,145	3,740,556
Amortization expense	8,521,741	8,521,741	7,735,031
Bad debts	161,500	132,206	177,769
Loss on disposal of tangible capital assets	-	-	216,288
Wages, salaries and benefits	5,015,202	4,893,735	5,264,115
Utilities	4,853,257	4,630,303	4,664,433
Materials and services	5,157,761	6,245,565	5,194,077
Interest on debenture and mortgage payments	655,673	886,508	659,263
Debenture payments (note 9)	2,063,063	2,063,063	2,159,496
Portable Housing Allowance - Survivors of Domestic Violence Pilot	-	-	114,004
Rent supplement program (note 12)	6,965,419	6,032,799	6,193,650
Investment in Affordable Housing (note 13)	1,676,666	1,537,537	1,122,315
Administration	986,076	691,469	826,486
Supplies and equipment	331,270	312,806	487,520
Non-profit and co-op provider subsidies	20,824,305	19,599,855	20,278,771
Federal provider subsidies	1,186,600	1,121,870	1,163,568
Social Infrastructure Fund (note 14)	1,026,289	544,202	843,635
Social Housing Improvement Program			1,092,393
Niagara Renovates – Ontario Priorities Housing Initiative	376,370	74,194	-
Canada-Ontario Community Housing Initiative	361,740	229,877	-
Other subsidies	-	289,529	-
Homeownership - Ontario Priorities Housing Initiative	200,000	84,795	-
Government land lease	41,040	30,772	51,289
	69,308,326	66,522,107	66,726,152
Annual surplus	545,369	545,369	6,909,052
Accumulated surplus, beginning of year	104,020,816	104,020,816	97,111,764
Accumulated surplus, end of year	\$ 104,566,185	104,566,185	104,020,816

The accompanying notes to the financial statements are an integral part of this financial statement.

Niagara Regional Housing

Statement of Change in Net Debt

For the year ended December 31, 2019

	2019 Budget (note 11)	2019 Actual	2018 Actual
Annual surplus	\$ 545,369	\$ 545,369	\$ 6,909,052
Acquisition of tangible capital assets	(15,605,166)	(15,605,166)	(16,763,905)
Amortization of tangible capital assets	8,521,741	8,521,741	7,735,031
Loss on disposal of tangible capital assets	-	-	216,288
Change in prepaid expenses	-	(2,035)	6,599
Change in net debt	(6,538,056)	(6,540,091)	1,896,935
Net debt, beginning of year	(24,194,609)	(24,194,609)	(22,297,674)
Net debt, end of year	\$ (30,732,665)	\$ (30,734,700)	\$ (24,194,609)

The accompanying notes to the financial statements are an integral part of this financial statement.

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Niagara Regional Housing

Statement of Changes in Cash Flows

For the year ended December 31, 2019

	2019	2018
OPERATING ACTIVITIES		
Annual surplus	\$ 545,369	\$ 6,909,052
Items not involving cash:		
Amortization of tangible capital assets	8,521,741	7,735,031
Loss on disposal of tangible capital assets	-	216,288
Employee future benefit liabilities	(89,848)	347,403
Change in non-cash assets and liabilities:		
Accounts receivable	(634,824)	(1,556,275)
Subsidy receivable	-	3,390
Deferred revenue	325,379	(5,746,260)
Subsidy payable	34,325	24,453
Prepaid expenses	(2,035)	6,599
Net change in cash from operating activities	8,700,107	7,939,681
CAPITAL ACTIVITIES		
Cash used to acquire tangible capital assets	(15,605,166)	(16,763,905)
Net change in cash from capital activities	(15,605,166)	(16,763,905)
INVESTING ACTIVITIES		
Change in investments	(115,026)	(82,678)
Net change in cash from investing activities	(115,026)	(82,678)
FINANCING ACTIVITIES		
Mortgages and debentures issued	15,170,730	6,768,837
Mortgage and debenture repayments	(3,019,363)	(2,361,750)
Change in due to Niagara Region	307,776	(635,021)
Net change in cash from financing activities	12,459,143	3,772,066
Net change in cash	5,439,058	(5,134,836)
Cash, beginning of year	7,039,520	12,174,356
Cash, end of year	\$ 12,478,578	\$ 7,039,520
Cash paid for interest	886,508	659,264

The accompanying notes to the financial statements are an integral part of this financial statement.

Niagara Regional Housing

Notes to the Financial Statements

For the year ended December 31, 2019

1. Description of operations

Niagara Regional Housing was incorporated on December 17, 2001 under the laws of the Province of Ontario to perform all the duties and powers of an administrator under Section 15 of the Social Housing Reform Act. These duties include but are not limited to ownership and management of a real estate portfolio consisting of 2,850 apartments and houses, oversight responsibilities for the administration of social housing by 60 housing providers, administration of programs for the provision of rent-geared-to-income and the power to purchase, construct or make alterations to a housing project.

2. Significant accounting policies

The financial statements of Niagara Regional Housing (the "Corporation" or "NRH") are prepared by management in accordance with Canadian public sector accounting standards ("PSAS") as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada ("CPA Canada"). Significant accounting policies adopted by the Corporation are as follows:

Accrued basis of accounting

The Corporation follows the accrual method of accounting for revenues and expenses. Rental revenue is recognized at the time the service is provided. Other revenues are recognized when the services are earned. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services.

Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

Tangible capital assets

Tangible capital assets are recorded at cost which include 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 Improvements	5 – 50 years
Buildings	5 – 40 years
Equipment	15 years

One half of the annual amortization is charged in the year of acquisition and in the year of disposal. Work in progress assets are not amortized until the asset is available for productive use.

Niagara Regional Housing

Notes to the Financial Statements

For the year ended December 31, 2019

Interest capitalization

The Corporation's tangible capital asset policy does not allow for the capitalization of interest costs associated with the acquisition or construction of a tangible capital asset.

Leases

Leases are classified as operating or capital 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 payments are charged to expenses as incurred.

Investments

Investments consist of guaranteed investment certificates and are stated at amortized cost.

Government transfers

Government transfers are recognized as revenue in the financial statements when the transfer is authorized, any eligibility criteria are met and a reasonable estimate of the amount can be made except, when and to the extent that, stipulations by the transferor give rise to an obligation that meet the definition of a liability. Government transfers that meet the definition of a liability are recognized as revenue as the liability is extinguished.

Use of estimates

The preparation of financial statements in conformity with PSAS 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 revenues and expenses during the period. Amounts requiring significant estimates include due to Niagara Region, useful lives of tangible capital assets, and employee future benefits. Actual results could differ from these estimates.

Niagara Regional Housing

Notes to the Financial Statements

For the year ended December 31, 2019

2. Significant accounting policies (continued):

Employee future benefits

Vacation entitlements and other compensated absences accrue to employees each year based on terms of employment contracts or by policy. Earned entitlements unused at year end are accrued based on the wage rates for the employee at year end.

Workplace Safety & Insurance Board ("WSIB") benefits and sick leave may accrue to employees based on terms of employee. Entitlements are accrued in accordance with the project benefit method, pro-rated on service and management's best estimate of salary escalation and retirement ages of employees. Actuarial valuations, where necessary for accounting purposes, are generally performed every three years. The discount rate used to determine the accrued benefit obligation was determined by reference to the Niagara Region's short term and long-term rate of borrowing. Unamortized actuarial gains/losses are amortized on a straight-line basis over the expected average remaining service life of the related employee groups. Unamortized actuarial gains/losses for event-triggered liabilities, such as those determined as claims related to WSIB, are recorded when determined.

Cost related to prior-period employee services arising out of amendments to entitlements are recognized in the period in which the period is amended.

Where applicable, the Niagara Region has set aside Reserves intended to fund these obligations, either in full or in part. These Reserves were created under municipal by-law and do not meet the definition of a plan asset under PSAS 3250 Retirement Benefits. Therefore, for the purpose of these financial statements, the plans are considered unfunded.

3. Deferred revenue

Deferred revenues reported on the statement of financial position is made up of the following:

	2019	2018
Ministry of Municipal Affairs and Housing	\$ 3,549,349	\$ 3,106,408
Ganawageh	-	97,970
Other	180,997	200,589
Balance, end of year	\$ 3,730,346	\$ 3,404,967

Niagara Regional Housing

Notes to the Financial Statements

For the year ended December 31, 2019

4. Mortgages and debentures

Amounts consist of mortgages secured by the income producing properties of the Corporation. As at December 31, 2019 the unpaid balances of these mortgages and debentures are as follows:

	2019	2018
Debenture for Niagara Regional Housing capital program bearing interest at rates ranging from 1.15% to 4.80% paid in full during the year	-	188,000
Debenture for Niagara Regional Housing capital program bearing interest at rates ranging from 1.60% to 4.65% due in 2020	395,092	774,441
Debenture for Niagara Regional Housing capital program bearing interest at rates ranging from 1.35% to 3.10% due in 2022	588,000	773,000
Debenture for Niagara Regional Housing capital program bearing interest at rates ranging from 1.40% to 3.75% due in 2023	964,123	1,192,028
Debenture for Niagara Regional Housing capital program bearing interest at rates ranging from 1.20% to 3.30% due in 2024	1,327,814	1,573,716
Debenture for Niagara Regional Housing capital program bearing interest at rates ranging from 1.15% to 2.80% due in 2025	1,818,000	2,101,000
Debenture for Niagara Regional Housing capital program bearing interest at 2.25% due in 2025	683,588	788,862
Debenture for Niagara Regional Housing capital program bearing interest at rates ranging from 1.20% to 2.40% due in 2026	4,010,505	4,547,122
Debenture for Niagara Regional Housing capital program bearing interest at rates ranging from 1.20% to 2.45% due in 2027	1,387,136	1,547,575
Debenture for Niagara Regional Housing capital program bearing interest at rates ranging from 2.05% to 3.15% due in 2028	6,165,000	6,768,837
Ontario Infrastructure and Lands Corporation amortization debenture for Niagara Regional Housing capital program bearing interest at 3.74% due in 2042	3,846,560	3,950,600
Debenture for Niagara Regional Housing capital program bearing interest at rates ranging from 2.00% to 2.40% due in 2029	15,170,730	-
	\$ 36,356,548	\$ 24,205,181

The annual principal payments are as follows:

2020	2,894,312
2021	2,551,672
2022	2,612,519
2023	2,466,949
2024	2,274,422
Thereafter	23,556,674
	\$ 36,356,548

Niagara Regional Housing

Notes to the Financial Statements

For the year ended December 31, 2019

5. Employee future benefit liability

The Corporation provides certain employee benefits which will require funding in future periods. These benefits include sick leave, benefits under the Workplace Safety and Insurance Board ("WSIB") Act, and life insurance, extended health and dental benefits for early retirees.

	2019	2018
Future payments required to WSIB	\$ 1,203,875	\$ 1,294,019
Retiree benefits	100,788	129,568
Vacation pay	318,928	287,530
Other liabilities	24,661	26,983
Employee future benefit liability	\$ 1,648,252	\$ 1,738,100

Information about the Corporation's benefit plans is as follows:

	2019	2018
Accrued benefit obligation:		
Balance, beginning of year	\$ 460,170	\$ 1,779,826
Current benefit cost	42,303	343,782
Interest	5,560	51,073
Actuarial (gain)	-	(1,591,129)
Benefits paid	(27,791)	(123,382)
Balance, end of year	480,242	460,170
Unamortized actuarial gain	1,168,010	1,277,930
Employee future benefit liability	\$ 1,648,252	\$ 1,738,100

Included in expenses is \$ 109,920 gain (2018 - \$75,930 loss) for amortization of the actuarial loss/gain.

The most recent actuarial valuation was completed as at December 31, 2018 with estimates to December 31, 2022.

Niagara Regional Housing

Notes to the Financial Statements

For the year ended December 31, 2019

5. Employee future benefit liability (continued)

Accumulated sick leave

Under the accumulated sick leave benefit plan, unused sick leave can accumulate and certain employees may become entitled to a cash payment when they leave the Corporation's employment. The main actuarial assumptions employed for the valuation are as follows:

Interest (discount rate)

The obligation as at December 31, 2019, of the present value of future liabilities and the expense for the 12 months ended December 31, 2019, were determined using a discount rate of 3.75% (2018 – 3.75%).

WSIB

With respect to responsibilities under provisions of the Workplace Safety and Insurance Board ("WSIB") Act the Corporation has elected to be treated as a Schedule 2 employer and remits payments to the WSIB as required to fund disability payments. An actuarial estimate of future liabilities has been completed and forms the basis for the estimated liability reported in these financial statements.

The unamortized actuarial gain (loss) on future payments required to WSIB is amortized over the expected period of the liability which is 10 years.

The main actuarial assumptions employed for the valuation are as follows:

Interest (discount rate)

The obligation as at December 31, 2019, of the present value of future liabilities and the expense for the 12 months ended December 31, 2019, were determined using a discount rate of 3.75% (2018 – 3.75%).

Administration Costs

Administration costs were assumed to be 32% (2018 – 32%) of the compensation expense.

Compensation expense

Compensation costs, which include loss of earnings before, health care costs and non-economic loss awards, were assumed to increase at a rate of 2% per annum (2018 - 2%).

Niagara Regional Housing

Notes to the Financial Statements

For the year ended December 31, 2019

5. Employee future benefit liability (continued)

Retiree benefits

The Corporation pays certain life insurance benefits on behalf of the retired employees as well as extended health and dental benefits for early retirees to age 65. The Corporation recognizes these post-retirement costs in the period in which the employees rendered the services.

The unamortized actuarial gain on retiree benefits is amortized over the expected average remaining service life of 13 years.

The main actuarial assumptions employed for the valuations are as follows:

Interest (discount rate)

The obligation as at December 31, 2019, of the present value of future liabilities and the expense for the 12 months ended December 31, 2019, were determined using a discount rate of 3.75% (2018 - 3.75%).

Medical costs

Medical costs were assumed to increase at the rate of 3.42% (2018 - 3.42%) per year, reducing to 2.75% in 2022 and thereafter.

Dental costs

Dental costs were assumed to increase at the rate of 2.75% (2018 – 2.75%) per year.

Mortality table

The mortality table used in determining the obligation at December 31, 2019 is the Uninsured Pensioners 1994 with mortality improvement projections to 2030 (2018 - Uninsured Pensioners 1994 with mortality improvement projections to 2030).

Niagara Regional Housing

Notes to the Financial Statements

For the year ended December 31, 2019

6. Tangible capital assets:

	2019					
	Land	Land Improvements	Building	Equipment	Work in progress	Total
Cost						
Balance, beginning of year	\$ 36,405,071	\$ 6,735,621	\$ 148,149,835	\$ 3,989,300	\$ 14,142,573	\$ 209,422,400
Additions	518,511	1,188,189	23,905,214	218,213	(10,224,961)	15,605,166
Disposals	-	(107,001)	-	(106,160)	-	(213,161)
Balance, end of year	36,923,582	7,816,809	172,055,049	4,101,353	3,917,612	224,814,405
Accumulated Amortization						
Balance, beginning of year	-	1,828,345	78,370,435	1,725,006	-	81,923,786
Disposals	-	(107,001)	-	(106,160)	-	(213,161)
Amortization expense	-	350,944	7,862,500	308,297	-	8,521,741
Balance, end of year	-	2,072,288	86,232,935	1,927,143	-	90,232,366
Net Book Value, end of year	\$ 36,923,582	\$ 5,744,521	\$ 85,822,114	\$ 2,174,210	\$ 3,917,612	\$ 134,582,039

Niagara Regional Housing

Notes to the Financial Statements

For the year ended December 31, 2019

6. Tangible capital assets (continued):

	2018					
	Land	Land Improvements	Building	Equipment	Work in progress	Total
Cost						
Balance, beginning of year	\$ 36,405,071	\$ 6,404,092	\$ 143,465,657	\$ 3,578,636	\$ 3,787,412	\$ 193,640,868
Additions	-	608,613	5,284,980	515,152	10,355,161	16,763,906
Disposals	-	(277,084)	(600,802)	(104,488)	-	(982,374)
Balance, end of year	36,405,071	6,735,621	148,149,835	3,989,300	14,142,573	209,422,400
Accumulated Amortization						
Balance, beginning of year	-	1,772,870	71,610,519	1,571,451	-	74,954,840
Disposals	-	(277,084)	(384,513)	(104,488)	-	(766,085)
Amortization expense	-	332,559	7,144,429	258,043	-	7,735,031
Balance, end of year	-	1,828,345	78,370,435	1,725,006	-	81,923,786
Net Book Value, end of year	\$ 36,405,071	\$ 4,907,276	\$ 69,779,400	\$ 2,264,294	\$ 14,142,573	\$ 127,498,614

Niagara Regional Housing

Notes to the Financial Statements

For the year ended December 31, 2019

6. Tangible capital assets (continued)

Assets under construction

Assets under construction at December 31, 2019 valued at \$3,917,612 (2018 - \$14,142,573) have not been amortized. Amortization of these assets will commence when the asset is put into service.

Contributed tangible capital assets

Contributed capital assets have been recognized at fair market value at the date of contribution.

Tangible capital assets disclosed at nominal values

Where an estimate of fair value could not be made, the tangible capital asset was recognized at a nominal value. Land is the only category where nominal values were assigned.

Write-down of tangible capital assets

The write-down of tangible capital assets during the year was \$NIL (2018 - \$NIL).

7. Accumulated Surplus:

Accumulated surplus consists of individual fund surplus as follows:

	2019	2018
Invested in tangible capital assets	\$ 98,225,491	\$ 103,293,433
Capital fund: Unexpended capital financing/(unfunded capital outlay)	7,107,463	1,584,000
Contributed capital	728,761	728,761
Operating fund	152,722	152,722
Unfunded employee future benefits	(1,648,252)	(1,738,100)
Total accumulated surplus	\$ 104,566,185	\$ 104,020,816

Niagara Regional Housing

Notes to the Financial Statements

For the year ended December 31, 2019

8. Surplus transferred to Niagara Region

The Corporation had a current year operating surplus of \$1,326,502 (2018 - \$2,634,629) of which \$1,185,178 (2018 - \$Nil) has been transferred to reserves within the Niagara Region held for NRH, \$Nil (2018 - \$1,224,250) has been transferred to NRH's operating budget, and \$141,324 (2018 - \$1,410,379) has been transferred to Niagara Region operations in accordance with the Niagara Region's Surplus/Deficit Policy. In addition, \$734,583 (2018 - \$369,921) has been transferred to the Niagara Region encumbrance reserve.

The following represents transactions within reserves held by the Niagara Region for NRH purposes:

	NRH Reserve	NRH Employee Future Benefit Reserve	NRH Owned Units Reserve	NRH Rent Supplement Reserve	2019 Total	2018 Total
Reserves held by Niagara Region, beginning of year	\$ 6,040,299	\$ 792,733	\$ 4,120,818	\$ 278,300	\$ 11,232,150	\$ 12,572,368
Transfer of year-end surplus to reserves	605,178	-	580,000	-	1,185,178	-
Transfer from the Reserve for capital purposes	(410,415)	-	(1,111,870)	-	(1,522,285)	(2,097,295)
Transfer to the Reserve for operating purposes	1,274,397	-	1,881,423	-	3,155,820	389,782
Transfer from the Reserve for operating purposes	-	-	-	(11,999)	(11,999)	(24,000)
Transfer to the Reserve from project closures & budget reductions	718,580	-	517,315	-	1,235,895	391,295
Reserves held by Niagara Region, end of year	\$ 8,228,039	\$ 792,733	\$ 5,987,686	\$ 266,301	\$ 15,274,759	\$ 11,232,150

9. Commitments

The Corporation is committed to paying principal and interest payments on provincial debentures issued to finance the properties owned and operated by the Corporation. These debentures amount to \$7,123,897 (2018 - \$8,749,935) and payments during the year of \$2,063,063 (2018 - \$2,159,496) have been charged to current operations.

Niagara Regional Housing

Notes to the Financial Statements

For the year ended December 31, 2019

10. Pension agreements

The Corporation makes contributions to the Ontario Municipal Employees Retirement Fund ("OMERS"), which is a multi-employer plan. 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 pay. The Corporation accounts for its participation in OMERS as a defined contribution plan. The OMERS Plan ended 2019 with a funding deficit of \$3.4 billion (2018 - \$4.2 billion). The funded ratio has increased to 97% from 96% in 2018. The funded ratio has increased for the seventh consecutive year.

The amount contributed to OMERS for 2019 was \$365,380 (2018 - \$328,884) for current service and is included as an expenditure on the statement of operations. Employees' contribution to OMERS in 2019 was \$365,380 (2018 - \$328,884).

Contributions for employees with a normal retirement age of 65 were being made at rate of 9.0% (2018 – 9.0%) for earnings up to the yearly maximum pensionable earnings of \$57,400 (2018 - \$55,900) and at a rate of 14.6% (2018 – 14.6%) for earnings greater than the yearly maximum pensionable earnings.

Niagara Regional Housing

Notes to the Financial Statements

For the year ended December 31, 2019

11. Budget data

The budget data presented in these financial statements is based upon the 2019 operating and capital budgets approved by NRH Board on September 21, 2018. Budgets established for tangible capital asset acquisitions are on a project-oriented basis, the costs of which may be carried out over one or more years. Where amounts were budgeted for on a project-oriented basis, the budget amounts used on actual projects that took place during the year to reflect the same basis of accounting that was used to report the actual results. The chart below reconciles the approved budget to the budget figures reported in these financial statements, in accordance with PSAS.

	Budget Amount
REVENUES	
Operating	
Approved Operating Revenue	\$ 66,753,981
Capital	7,491,429
<u>Less:</u>	
Surplus transferred from Niagara Region and transferred from reserves	(4,391,715)
Total revenue	69,853,695
EXPENSES	
Operating	
Approved Operating Expenses	66,753,981
<u>Add:</u>	
Amortization	8,521,741
Employee future benefits	(89,848)
Expenditures included in capital fund	297,635
<u>Less:</u>	
Transfers to reserves	(3,155,820)
Debt principal payments	(3,019,363)
Total expenses	69,308,326
Annual surplus	\$ 545,369

Niagara Regional Housing

Notes to the Financial Statements

For the year ended December 31, 2019

12. Rent Supplement Program

	Budget	2019	2018
Rent supplement program	\$ 3,648,000	\$ 3,047,178	\$ 3,051,259
In-situ	12,000	16,557	18,111
Strong Communities	1,682,788	1,513,920	1,636,366
Investment in Affordable Housing	895,407	914,322	1,017,109
Social Infrastructure Fund	727,224	540,822	470,805
Balance, end of year	\$ 6,965,419	\$ 6,032,799	\$ 6,193,650

13. Investment in Affordable Housing

	Budget	2019	2018
New Development Subsidy	\$ -	\$ 97,716	\$ -
Niagara Renovates Payment Assistance	1,137,315	963,658	687,736
Housing Allowance	259,351	296,005	33,427
Welcome Home Niagara Down Payment Assistance – Investment in Affordable Housing	280,000	180,158	401,152
Balance, end of year	\$ 1,676,666	\$ 1,537,537	\$ 1,122,315

14. Social Infrastructure Fund

	Budget	2019	2018
Welcome Home Niagara Down Payment Assistance	\$ 20,000	\$ -	\$ 274,911
Housing Allowance	1,006,289	544,202	436,355
Niagara Renovates Payment Assistance	-	-	132,369
Balance, end of year	\$ 1,026,289	\$ 544,202	\$ 843,635

Niagara Regional Housing

15. Risks

Credit risk

The Corporation is subject to credit risks from its tenants as a result of counterparty default. This risk is mitigated by prudent monitoring procedures.

Interest rate risk

The Corporation is subject to interest rate fluctuations on its mortgages and long term debt. The Corporation current does not use any hedging strategies to mitigate this interest rate exposure.

Market risk

Market risk arises as a result of trading in fixed income securities and equities. Fluctuations in the market expose the Corporation to a risk of loss. The Corporation mitigates this risk through cash management processes and compliance with the approved investment policy.

16. Comparative Figures

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

Niagara Regional Housing

Schedule of Financial Activities – Operating Fund

For the year ended December 31, 2019

	2019 Budget	2019 Actual	2018 Actual
REVENUES			
Rental revenue	\$ 14,818,033	\$ 15,292,964	\$ 14,191,739
Subsidies			
Niagara Region	36,711,200	36,686,950	34,552,488
Federal and Provincial Government	14,718,787	13,337,304	14,496,473
Investment income	150,000	334,480	376,440
Sundry revenue	355,961	377,149	671,661
	66,753,981	66,028,847	64,288,801
EXPENSES			
Property taxes	4,905,595	4,966,136	4,741,493
Support services – Niagara Region	3,998,760	3,633,145	3,750,354
Bad debts	161,500	132,206	177,769
Wages, salaries and benefits	5,015,202	4,893,735	5,264,115
Utilities	4,849,288	4,626,337	4,664,433
Materials and services	4,901,171	5,988,976	5,242,994
Interest on debenture and mortgage payments	655,673	886,508	659,264
Debenture payments	2,063,063	2,063,063	2,159,496
Portable Housing Allowance - Survivors of Domestic Violence Pilot	-	-	114,004
Rent supplement program	6,238,195	5,491,977	5,722,845
Investment in Affordable Housing	1,676,666	1,537,537	1,122,315
Administration	938,275	643,665	812,800
Supplies and equipment	341,995	323,531	327,778
Non-profit and co-op provider subsidies	20,824,305	19,599,855	20,278,771
Federal provider subsidies	1,186,600	1,121,870	1,163,568
Social Infrastructure Fund	1,753,512	1,085,024	1,314,440
Social Housing Improvement Program	-	-	1,092,393
Niagara Renovates – Ontario Priorities Housing Initiative	376,370	74,194	-
Canada-Ontario Community Housing Initiative	361,740	229,877	-
Other subsidies	-	289,529	-
Homeownership - Ontario Priorities Housing Initiative	200,000	84,795	-
Government land lease	41,040	30,772	51,289
	60,488,950	57,702,732	58,660,121
Annual surplus	6,265,031	8,326,115	5,628,680
Financing and transfer			
Transfer to reserves (note 8)	(3,155,820)	(3,890,402)	(979,703)
Transfer of 2018 Year End Surplus to 2019 Operating Budget (note 8)	-	-	(1,224,250)
Transfer to Niagara Region (note 8)	-	(1,326,502)	(1,410,379)
Debt principal payments	(3,019,363)	(3,019,363)	(2,361,751)
Employee benefits	(89,848)	(89,848)	347,403
	(6,265,031)	(8,326,115)	(5,628,680)
Operating fund balance, beginning of year	152,722	152,722	152,722
Operating fund balance, end of year	152,722	152,722	152,722

The accompanying notes to the financial statements are an integral part of this financial statement.



Niagara Regional Housing Report to Board of Directors on the 2019 audit

February 27, 2020

Private and confidential

Members of the Board of Directors
Niagara Regional Housing
1815 Sir Isaac Brock Way
Thorold ON L2V 3Z3

Report on audited annual financial statements

Dear Board Members:

We are pleased to submit this report on the status of our audit of Niagara Regional Housing ("the Organization") for the 2019 fiscal year. This report summarizes the scope of our audit, our findings and reviews certain other matters that we believe to be of interest to you.

As agreed in our Master Service Agreement dated November 8, 2016, and the confirmation of changes letter dated January 30, 2019, we have performed an audit of the financial statements of Niagara Regional Housing as of and for the year ended December 31, 2019, in accordance with Canadian generally accepted auditing standards ("Canadian GAAS").

This report is intended solely for the information and use of Board of Directors, management and others within the Organization and is not intended to be, and should not be, used by anyone other than these specified parties.

We look forward to discussing this report summarizing the outcome of our audit with you and answering any questions you may have.

Yours truly,

Original signed by Deloitte

Chartered Professional Accountants
Licensed Public Accountants

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Our audit explained

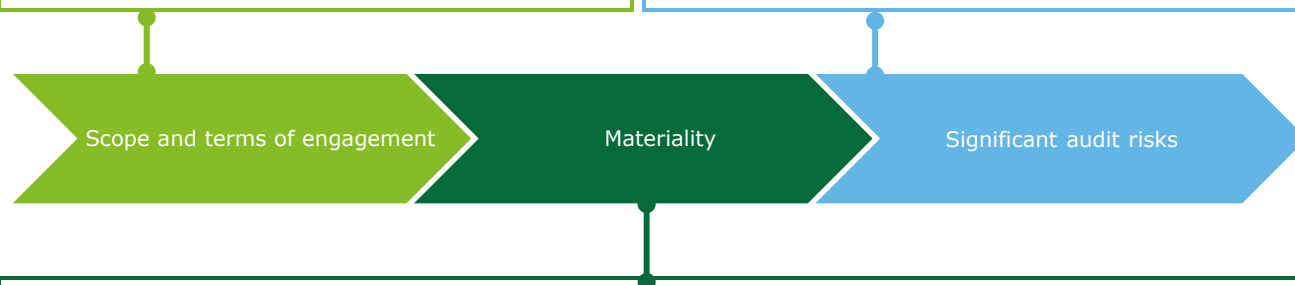
Audit scope and terms of engagement

We have been asked to perform an audit of the Organization's financial statements (the "financial statements") in accordance with Canadian public sector accounting standards ("PSAS") as at and for the year ended December 31, 2019. Our audit was conducted in accordance with Canadian Generally Accepted Auditing Standards ("Canadian GAAS").

The terms and conditions of our engagement are described in the dated November 8, 2016, and the confirmation of changes letter dated January 30, 2019, which was signed on behalf of the Board and management.

Audit risks

Through our risk assessment process, we have identified the audit risks. These risks of material misstatement and related audit responses are discussed in the Audit Risks section of this report.

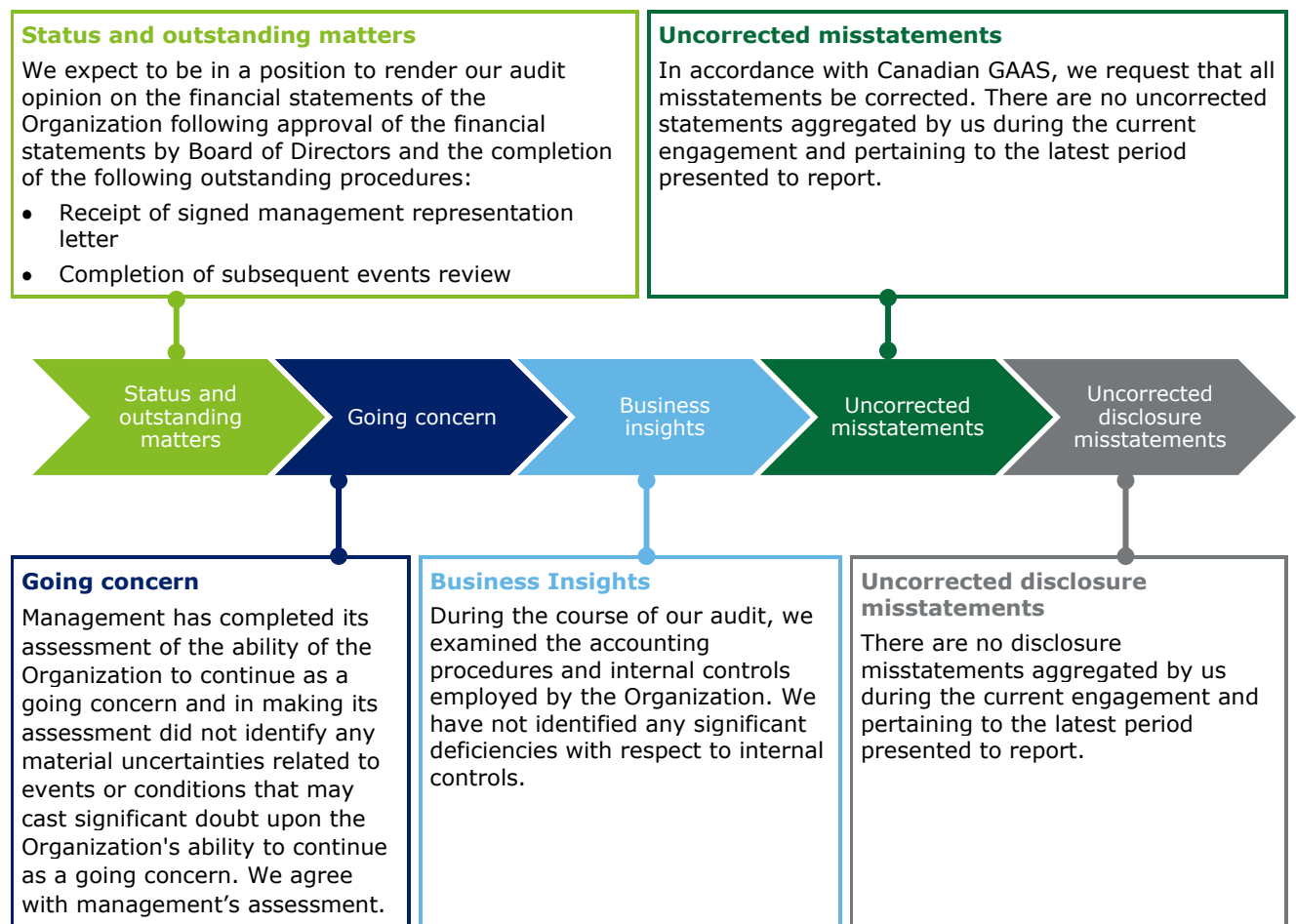


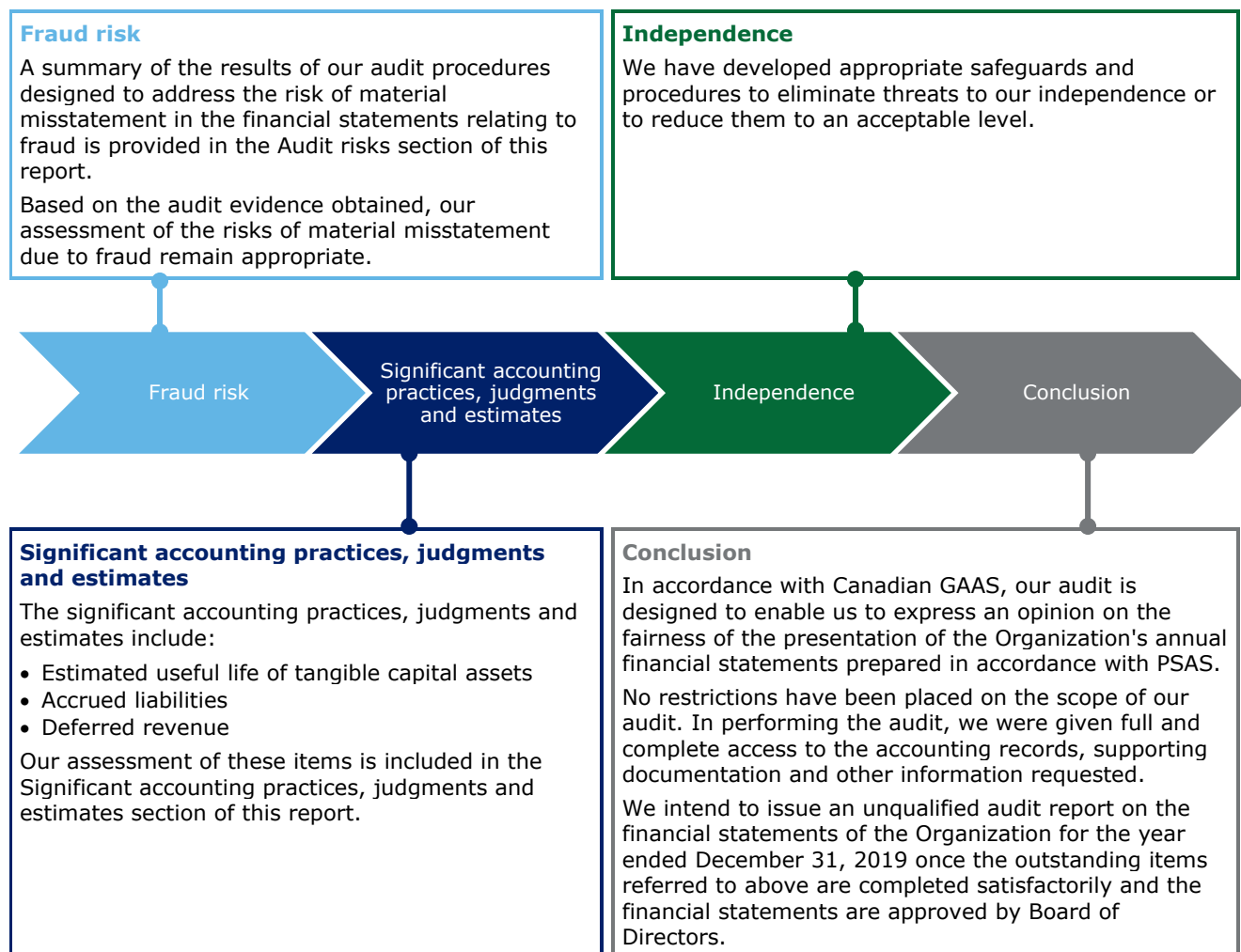
Materiality

We are responsible for providing reasonable assurance that your financial statements as a whole are free from material misstatement.

Materiality was determined on the basis of total operating expenditures.

We have informed The Board of Directors of all uncorrected misstatements greater than a clearly trivial amount of 5% of materiality and any misstatements that are, in our judgment, qualitatively material. In accordance with Canadian GAAS, we asked that any misstatements be corrected.





Audit risks

The significant audit risks identified as part of our risk assessment, together with our planned responses and conclusions, are described below.

Revenue and deferred revenue

Audit risk

Determine completeness of revenue sources. Determine that deferred revenue recorded in the prior year has been recognized appropriately as income when the conditions for revenue recognition have been met. Determine that contributions received for specific purposes are reported as intended.

Our audit response

Obtain confirmation of revenue from various government and other funders; review reconciliations to account balances. Review funds received during the year to determine if they should be recorded as revenue, deferred revenue or deferred capital contributions. Obtain funding agreements to determine if any restrictions are placed on contributions received and determine if appropriately recorded in the general ledger accounts.

Audit results

We obtained sufficient audit evidence to conclude that there were no material misstatements.

Management override of controls

Audit risk

Assurance standards include the presumption of a significant risk of management override of controls. Management is in a unique position to override internal controls, which could allow manipulation of the accounting records that could result in financial statements that are materially misstated.

Our audit response

- We engaged in periodic fraud discussions with certain members of senior management and others
- We tested a sample of journal entries made throughout the period, and adjustments made at the end of the reporting period.
- We evaluated the business rationale for any significant unusual transactions.
- We determined whether the judgements and decisions related to management estimates indicate a possible bias, which included performing retrospective analysis of significant accounting estimates.

Audit results

We obtained sufficient audit evidence to conclude that there were no material misstatements.

Significant accounting practices, judgments and estimates

The accounting policies of the Organization are set out in Note 2 of the financial statements.

In the course of our audit of the financial statements, we considered the qualitative aspects of the financial reporting process, including items that have a significant impact on the relevance, reliability, comparability and understandability of the information included in the financial statements.

Significant accounting policies

The Organization did not adopt any new accounting policies during the year ended December 31, 2019.

Management judgment and accounting estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. These judgments are normally based on knowledge and experience about past and current events, assumptions about future events and interpretations of the financial reporting standards.

During the year ended December 31, 2019, management advised us that there were no significant changes in accounting estimates or in judgments relating to the application of the accounting policies.

Other reportable matters

The following summarizes the status and findings of key aspects of our audit.

	Comment
Significant difficulties encountered in performing the audit	In the course of our audit, we did not encounter any disagreements with management about matters that individually or in the aggregate could be significant to the financial statements.
Concerns regarding management competence and integrity	We do not have any concerns regarding management's competency and integrity.
Related party transactions	We have not identified any related party transactions during the course of our audit.
Litigation	We are not aware of any significant litigation or claims made against the entity.
Legal and regulatory compliance	<p>Management is responsible for ensuring that the Organization's operations are conducted in accordance with the laws and regulations applicable to the Organization in the jurisdictions in which it operates. The responsibility for preventing and detecting non-compliance rests with management.</p> <p>The auditor is not and cannot be held responsible for preventing non-compliance with laws and regulations.</p> <p>The legal and regulatory non-compliance matters reported below are restricted to those that came to our attention during the course of our substantive procedures and should not be considered to be exhaustive.</p> <p>Our limited procedures did not identify any areas of material non-compliance with laws and regulations by the Organization.</p>
Post-balance sheet events	At the date of finalizing this report, we are not aware of any significant post balance sheet events that would require disclosure in the financial statements.

Appendix 3: 2019 Surplus Reconciliation

	<u>Approved Budget</u>	<u>2019</u>	<u>2018</u>
Based on budget approach			
Niagara Regional Housing Operating Surplus per CSD 15-2020	\$ -	\$ 1,326,502	\$ 2,634,629
PSAS Presentation Adjustments:			
Capital			
Recognize amortization	(8,521,741)	(8,521,741)	(7,735,031)
Recognize in year capital program revenues	7,491,429	7,491,428	13,692,693
Recognize expenditures included in capital fund	(297,635)	(297,635)	(124,510)
Recognize loss on disposal of assets	-	-	(216,288)
Capital Subtotal	<u>(1,327,946)</u>	<u>(1,327,947)</u>	<u>5,616,863</u>
Funded			
Remove principal debt repayments	3,019,363	3,019,363	2,371,549
Remove net transfers to reserves	(1,235,895)	(2,562,397)	(3,366,586)
Funded Subtotal	<u>1,783,468</u>	<u>456,966</u>	<u>(995,037)</u>
Unfunded			
Recognize change in unfunded employee future benefits liability	89,848	89,848	(347,403)
Unfunded Subtotal	<u>89,848</u>	<u>89,848</u>	<u>(347,403)</u>
Annual surplus per PSAS financial statements	<u>545,369</u>	<u>\$ 545,369</u>	<u>\$ 6,909,052</u>

A balanced operating budget was approved by Council on February 28, 2019. The operating surplus presented at the top of the chart represents the actual financial results of Niagara Regional Housing compared to the operating budget. Since Niagara Regional Housing is required to report its annual surplus using Public Sector Accounting standards (PSAS), a number of adjustments are required in order for the financial results to conform with PSAS. For example, in the operating budget capital projects are recognized when funding is allocated, however in order to conform with PSAS an adjustment is required as capital projects should be expensed over time through amortization, rather than immediately.

Subject: Approval of the 2019 Community Services Program Audits

Report to: Public Health and Social Services Committee

Report date: Tuesday, September 8, 2020

Recommendations

1. That the 2019 Child Care Services draft audited Schedule of Revenues and Expenses for the year ended December 31, 2019 (Appendix 1) **BE APPROVED**;
2. That the 2019 audited Long-Term Care Home Annual Reports for the year ended December 31, 2019 (Appendices 2-9) **BE APPROVED**;
3. That staff **BE DIRECTED** to co-ordinate with the auditor to finalize the statements as presented; and
4. That this report **BE FORWARDED** to the Region's Audit Committee for information.

Key Facts

- The purpose of this report is to obtain approval of the audited schedules of revenues and expenses ("financial schedules") and annual reports in accordance with the requirements of the respective Ministry.
- The Ministry of Education has delayed the opening of the electronic submission site for 2020 results. Some changes to the draft schedule for Child Care Services may occur to ensure our statement agrees to the Ministry's final electronic submission when available. Only the categorization of expenses between age groups would be adjusted in the final audit report if required. Total expenditures reported will not change.
- As per Financial Reporting and Forecasting Policy (C-F-020), other financial statements or schedules performed for Ministry funding purposes, will be recommended for approval to Council by the standing Committee with oversight of the program. Upon approval by Council, the department Commissioner, or delegated authority, and the Treasurer will be authorized to sign the auditor's representation letter to obtain the auditor's signed report. The approved statements will then be forwarded to Audit Committee for information.

Financial Considerations

The schedules of revenues and expenses (“financial schedules”) and annual reports have been prepared in compliance with legislation and in accordance with the requirements and policies stipulated by the corresponding Ministry.

Draft copies of the financial schedules and annual reports for the period ended December 31, 2019, are attached to Report COM 16-2020, as Appendices 1-9.

The financial schedule and annual reports are prepared specifically for the purposes of meeting the requirements outlined in the service agreements with the respective funding Ministry.

The financial schedule and annual reports have been prepared in compliance with legislation and in accordance with the requirements and policies stipulated by the corresponding Ministry.

The Child Care Services financial schedule is prepared in accordance with the financial reporting requirements in the Child Care Transfer Payment Agreement dated January 1, 2018 and the 2018-2019 Ontario Early Years Child and Family Centre Amending Agreement dated March 29, 2018 between the Ontario Ministry of Education and the Regional Municipality of Niagara (referred to as the “agreements”). As of date of writing this report, the Ministry of Education had not finalized their electronic submission website. As a result, some small fluctuations of expenditures between age groups categories in the expenditure schedules of Appendix 1 may occur when the final submission site is made available by the Ministry. The total expenditures in will not change.

The long-term care home annual reports are prepared using the 2019 Long-Term Care Home Annual report Technical Instructions and Guidelines dated April 30, 2020 issued by the Ministry of Health and Long-Term Care and financial reporting provisions of the Hamilton Niagara Haldimand Brant Local Health Integration Network (the “LHIN”) Service Accountability Agreement dated April 1, 2016 and April 1, 2019 (collectively referred to as the “Guidelines”).

The Long-Term Care Home Annual Reports enable the Ministry to be able to calculate the allowable subsidy for the funding period. The Ministry will review the audited reports and calculate the allowable subsidy to determine if there is any receivable or payable amount related to funding for the year ended December 31, 2019.

The financial schedule and annual reports are a Ministry requirement as noted in the audit reports for each of the respective programs as follows:

Child Care Services:

“The Schedules are prepared to assist the Regional Municipality of Niagara to comply with the financial reporting provisions of the above noted agreements. As a result, the Schedules may not be suitable for another purpose.”

Long-Term Care Homes:

“The Report is prepared to assist the Region in complying with the Guidelines. As a result, the Report may not be suitable for another purpose.”

Analysis

The audit of the financial schedule and annual reports were completed by the Region’s external auditors, Deloitte. The auditors have indicated that, based on their review, nothing has come to their attention that causes them to believe that this information is not, in all material respects, in accordance with the Ministry requirements identified.

The recommendation for approval by Council of the audited schedule and annual reports performed for Ministry funding purposes rests with the Committee to which the department responsible for the funding reports. Upon approval by the Committee, these schedules are referred to Audit Committee for information. Then the department’s Commissioner and Treasurer will be authorized to sign the auditor’s representation letter to obtain the auditors signed report.

Below is a summary of the results of the audited financial schedule and annual reports:

- Child Care Services – as of December 31, 2019 the program has a returnable of \$110,978 (or 0.19% of the total Children’s Services budget) which has been reflected in the Niagara Region’s 2019 consolidated financial statements. This returnable is a result of the difference of actual Wage Enhancement Grant (WEG) applications received compared to the Ministry’s estimate of applications when the funding was advanced to the Region. Any difference between the estimate and the allowable subsidy calculated by the Ministry will be adjusted in the year that the Ministry determines the final settlement.

- Long-Term Care Homes – as of December 31, 2019 an estimated repayable of approximately \$381,950 (or 0.49% of the total Long-Term Care budget) was reflected in the Niagara Region's consolidated financial statements. This repayable figure is subject to Ministry review and approval, therefore the actual amount to be repaid to the Ministry in the future may be different than the above stated estimate. Any difference between the estimate and the allowable subsidy calculated by the Ministry will be adjusted in the year that the Ministry determines the final settlement. A repayable amount is not a result of unspent ministry per diems, but rather it occurs when then actual resident accommodation fees collected are in excess of the resident fees estimated by the Ministry when funding is advanced.

Alternatives Reviewed

The audited financial schedule and annual reports are requirements of the respective Ministry and therefore no alternatives available.

Relationship to Council Strategic Priorities

Providing formal financial reporting to Council and the public supports the Council Strategic Priority of Sustainable and Engaging Government.

Other Pertinent Reports

None.

Prepared by:

Melanie Steele, CPA, CA, MBA
Associate Director, Reporting & Analysis
Corporate Services

Recommended by:

Adrienne Jugley
Commissioner
Community Services

Submitted by:

Ron Tripp, P.Eng.
Acting Chief Administrative Officer

This report was prepared in consultation with John Pickles, CPA, CA, Program Financial Specialist and Jordan Gamble, CPA, CA, Program Financial Specialist.

Appendices

Appendix 1 – 2019 Child Care Services - Schedule of Revenue and Expenses

Appendix 2 – 2019 Long-Term Care Home Annual Report – Deer Park Villa

Appendix 3 – 2019 Long-Term Care Home Annual Report – Douglas H. Rapelje

Appendix 4 – 2019 Long-Term Care Home Annual Report – Gilmore Lodge

Appendix 5 – 2019 Long-Term Care Home Annual Report – Linhaven

Appendix 6 – 2019 Long-Term Care Home Annual Report – Northland Pointe

Appendix 7 – 2019 Long-Term Care Home Annual Report – Upper Canada Lodge

Appendix 8 – 2019 Long-Term Care Home Annual Report – The Woodlands of Sunset

Appendix 9 – 2019 Long-Term Care Home Annual Report – The Meadows of
Dorchester

Schedules of revenue and expenses
The Regional Municipality of Niagara
Child Care Services

December 31, 2019

Independent Practitioner’s Review Engagement Report	1
Schedules of revenue and expenses	2–9
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Independent Practitioner's Review Engagement Report

To the Members of Council of the Regional Municipality of Niagara and the Ministry of Education

We have reviewed the accompanying schedules of revenue and expenses – Child Care Services of the Regional Municipality of Niagara for the year ended December 31, 2019 (the "Schedules"), which have been prepared in accordance with the financial reporting requirements in the Child Care Transfer Payment Agreement dated January 1, 2018 and the 2018-2019 Ontario Early Years Child and Family Centre Amending Agreement dated March 29, 2018, between the Ontario Ministry of Education ("the Ministry") and the Regional Municipality of Niagara (the "agreements").

Management's Responsibility for the Schedule

Management is responsible for the preparation and fair presentation of the Schedules in accordance with the agreements, and for such internal control as management determines is necessary to enable the preparation of the Schedules that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying Schedules based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of the Schedules in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on the Schedules.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the Schedules do not present fairly, in all material respects, the results of the operations of Child Care Services of the Regional Municipality of Niagara for the year ended December 31, 2018, in accordance with the agreements.

Basis of Accounting

Without modifying our conclusion, we draw attention to Note 1 to the Schedules, which describes the basis of accounting. The Schedules are prepared to assist the Regional Municipality of Niagara to comply with the financial reporting provisions of the above noted agreements. As a result, the Schedules may not be suitable for another purpose. Our conclusion is not modified in respect of this matter.

Niagara Region
Schedule of Revenues and Expenditures – Child Care Services
For the year ended December 31, 2019
(Unaudited)

	REVENUES				
	Ministry of Education	Legislated Cost Share		Expansion Plan Year 2	Total
		%	(\$-Calculated)		(Calculated)
Core Services Delivery Operating Allocation					
Core Services Delivery (100% provincial)	7,327,912	0%	0		
Core Services Delivery - Cost Shared Requirement 80/20	15,770,414	20%	3,942,603.5	N/A	
Core Service Delivery - Cost Shared Requirement 50/50 - Administration	483,226	50%	483,226	N/A	
Total Core Services Delivery	23,581,552		4,425,830	0	23,581,552
Special Purpose Operating Allocation					
Language	711,695	0%	0		
Indigenous	190,205	0%	0		
Cost of Living	930,874	0%	0		
Rural and Remote	13,571	0%	0		
Capacity Building	183,634	0%	0		
Repairs and Maintenance	66,434	0%	0		
Utilization Adjustment	2,848,061	0%	0	N/A	
Capping Adjustment	(140,558)	0%	0	N/A	
Licensed Home Child Care (LHCC)	476,100	0%	0	N/A	
Total Special Purpose Operating Allocation	5,280,016		0	0	5,280,016
Other Allocations					
Small Water Works	791	0%	0	N/A	
TWOMO Reimbursement - Child Care	0	0%	0	N/A	
Wage Enhancement/HCCCEG	4,648,461	0%	0	N/A	
Wage Enhancement Administration	250,340	0%	0	N/A	
Fee Stabilization Support	298,700	0%	0	N/A	
Indigenous-Led Child and Family Programs - Operating	372,091	0%	0	N/A	
Indigenous-Led Child and Family Programs - Capital	660,000	0%	0	N/A	
Expansion Plan Year 1	6,444,910	0%	0	N/A	
Operating Funding for Expansion Plan Capital Spaces					
ELCC Allocation	2,526,240	0%	0	N/A	
Total Other Allocations	15,201,533		0	0	15,201,533
TOTAL CHILD CARE ALLOCATION	44,063,101			0	44,063,101

Niagara Region
Schedule of Revenues and Expenditures – Child Care Services (General Funding)
For the year ended December 31, 2019
(Unaudited)

EXPENDITURES BY AGE GROUP															
	0-4 (Infant, Toddler, and Preschooler)			4-6 (Kindergarten)			6-12 (School Aged)			Unspecified Age Group			Total Expenditures		
	Gross Expenditures	Offsetting Revenues (Parent contribution/other offsetting)	Adjusted Gross Expenditures	Gross Expenditures	Offsetting Revenues (Parent contribution/other offsetting)	Adjusted Gross Expenditures	Gross Expenditures	Offsetting Revenues (Parent contribution/Parental full fee/other offsetting)	Adjusted Gross Expenditures	Gross Expenditures	Offsetting Revenues (Parent contribution/other offsetting)	Adjusted Gross Expenditures	Gross Expenditures	Offsetting Revenues (Parent contribution/other offsetting)	Adjusted Gross Expenditures
			Calculated			Calculated			Calculated			Calculated	Calculated	Calculated	Calculated
Full Flexibility (Schedule 2.3)															
General Operating	6,472,482	0	6,472,482	1,335,592	0	1,335,592	2,465,708	0	2,465,708				10,273,781	0	10,273,781
Fee Subsidy - Regular	12,668,850	(1,737,204)	10,931,647	2,614,207	(358,471)	2,255,737	4,826,229	(661,792)	4,164,437				20,109,286	(2,757,466)	17,351,820
Fee Subsidy - Camps and Authorized Recreation						0	1,234,755	(87,891)	1,146,865				1,234,755	(87,891)	1,146,865
Ontario Works and LEAP - Formal	1,209,708	0	1,209,708	249,622	0	249,622	460,841	0	460,841				1,920,171	0	1,920,171
Ontario Works and LEAP - Informal			0	0	0	0	0	0	0				0	0	0
Pay Equity Memorandum of Settlement										338,161		338,161	338,161	0	338,161
Special Needs Resourcing	1,787,445	(882)	1,786,563	368,838	(182)	368,656	680,931	(336)	680,595				2,837,214	(1,400)	2,835,814
Administration										2,820,731	(5,291)	2,815,440	2,820,731	(5,291)	2,815,440
Repairs and Maintenance	340,945	0	340,945	70,354	0	70,354	129,884	0	129,884				541,182	0	541,182
Play-based Material and Equipment			0	0	0	0	0	0	0				0	0	0
Transformation			0	0	0	0	0	0	0				0	0	0
Total (full flexibility)	22,479,430	(1,738,086)	20,741,344	4,638,613	(358,653)	4,279,960	9,798,348	(750,019)	9,048,329	3,158,892	(5,291)	3,153,601	40,075,282	(2,852,048)	37,223,234
Limited Flexibility (Schedule 2.3)															
Capacity Building	86,859	0	86,859	17,923	0	17,923	33,089	0					137,872	0	137,872
Small Water Works										1,516		1,516	1,516	0	1,516
Total (limited flexibility)	86,859	0	86,859	17,923	0	17,923	33,089	0	33,089	1,516	0	1,516	139,388	0	139,388
No Flexibility															
TWOMO Reimbursement (Schedule 2.7)												0	0		0
Wage Enhancement/HCC EG (Schedule 4.3)										4,583,567		4,583,567	4,583,567		4,583,567
Wage Enhancement Administration (Schedule 4.3)										250,340		250,340	250,340		250,340
Total (no flexibility)										4,833,907		4,833,907	4,833,907		4,833,907
TOTAL	22,566,289	(1,738,086)	20,828,204	4,656,536	(358,653)	4,297,883	9,831,437	(750,019)	9,081,418	7,994,315	(5,291)	7,989,024	45,048,578	(2,852,048)	42,196,529

EXPENDITURES BY AUSPICE					
	Non - Profit Operations	Profit Operations	Direct Operations	Other Auspice	Auspice Consolidated
Adjusted Gross Expenditures	31,155,401	4,248,464	3,977,225	2,815,440	42,196,529

EXPENDITURES BY SETTING				
	Centre Based	Home Based	Other Setting	Total
Adjusted Gross Expenditures	38,251,596	1,129,493	2,815,440	42,196,529

Niagara Region
Schedule of Revenues and Expenditures – Child Care Services - Expansion Plan Funding
For the year ended December 31, 2019
(Unaudited)

EXPENDITURES BY AGE GROUP									
	0-4 (Infant, Toddler, and Preschooler)			Unspecified Age Group			Total Expenditures		
	Gross Expenditures	Offsetting Revenues (Parent contribution/other offsetting)	Adjusted Gross Expenditures	Gross Expenditures	Offsetting Revenues (Parent contribution/other offsetting)	Adjusted Gross Expenditures	Gross Expenditures	Offsetting Revenues (Parent contribution/other offsetting)	Adjusted Gross Expenditures
			Calculated			Calculated	Calculated	Calculated	Calculated
Full Flexibility <i>(Schedule 2.3A)</i>									
General Operating	5,493,462		5,493,462				5,493,462	0	5,493,462
Fee Subsidy - Regular			0				0	0	0
Ontario Works and LEAP - Formal			0				0	0	0
Ontario Works and LEAP - Informal			0				0	0	0
Special Needs Resourcing	264,241		264,241				264,241	0	264,241
Administration				644,491		644,491	644,491	0	644,491
Repairs and Maintenance			0				0	0	0
Play-based Material and Equipment			0				0	0	0
Transformation			0				0	0	0
Total (full flexibility)	5,757,703	0	5,757,703	644,491	0	644,491	6,402,194	0	6,402,194
Limited Flexibility <i>(Schedule 2.3A)</i>									
Capacity Building	42,716		42,716				42,716	0	42,716
Total (limited flexibility)	42,716	0	42,716				42,716	0	42,716
TOTAL	5,800,419	0	5,800,419	644,491	0	644,491	6,444,910	0	6,444,910

EXPENDITURES BY AUSPICE					
	Non - Profit Operations	Profit Operations	Direct Operations	Other Auspice	Auspice Consolidated
Adjusted Gross Expenditures	5,104,369	696,050		644,491	6,444,910

EXPENDITURES BY SETTING				
	Centre Based	Home Based	Other Setting	Total
Adjusted Gross Expenditures	5,800,419		644,491	6,444,910

Niagara Region
Schedule of Revenues and Expenditures – Child Care Services - ELCC
For the year ended December 31, 2019
(Unaudited)

EXPENDITURES BY AGE GROUP															
	0-4 (Infant, Toddler, and Preschooler)			4-6 (Kindergarten)			6-12 (School Aged)			Unspecified Age Group			Total Expenditures		
	Gross Expenditures	Offsetting Revenues (Parent contribution/other offsetting)	Adjusted Gross Expenditures	Gross Expenditures	Offsetting Revenues (Parent contribution/other offsetting)	Adjusted Gross Expenditures	Gross Expenditures	Offsetting Revenues (Parent contribution/Parental full fee/other offsetting)	Adjusted Gross Expenditures	Gross Expenditures	Offsetting Revenues (Parent contribution/other offsetting)	Adjusted Gross Expenditures	Gross Expenditures	Offsetting Revenues (Parent contribution/other offsetting)	Adjusted Gross Expenditures
			Calculated			Calculated			Calculated			Calculated	Calculated	Calculated	Calculated
Full Flexibility (Schedule 2.3B)															
General Operating	1,378,042		1,378,042	301,447		301,447	473,702		473,702				2,153,190	0	2,153,190
Fee Subsidy - Regular			0			0			0				0	0	0
Fee Subsidy - Camps and Authorized Rec			0			0			0				0	0	0
Ontario Works and LEAP - Formal			0			0			0				0	0	0
Ontario Works and LEAP - Informal			0			0			0				0	0	0
Special Needs Resourcing	66,289		66,289	14,501		14,501	22,787		22,787				103,576	0	103,576
Administration										252,624		252,624	252,624	0	252,624
Repairs and Maintenance			0			0			0				0	0	0
Play-based Material and Equipment			0			0			0				0	0	0
Transformation			0			0			0				0	0	0
Community Based Capital Projects			0			0							0	0	0
Total (full flexibility)	1,444,330	0	1,444,330	315,947	0	315,947	496,489	0	496,489	252,624	0	252,624	2,509,390	0	2,509,390
Limited Flexibility (Schedule 2.3B)															
Capacity Building	10,784		10,784	2,359		2,359	3,707		3,707				16,850	0	16,850
Total (limited flexibility)	10,784	0	10,784	2,359	0	2,359	3,707	0	3,707				16,850	0	16,850
TOTAL	1,455,114	0	1,455,114	318,306	0	318,306	500,196	0	500,196	252,624	0	252,624	2,526,240	0	2,526,240

EXPENDITURES BY Auspice					
	Non - Profit Operations	Profit Operations	Direct Operations	Other Auspice	Auspice Consolidated
Adjusted Gross Expenditures - Community based Capital Projects					0
Adjusted Gross Expenditures - All Operating Expenditures	2,000,782	272,834		252,624	2,526,240
Total Adjusted Gross Expenditures	2,000,782	272,834	0	252,624	2,526,240

EXPENDITURES BY Setting				
	Centre Based	Home Based	Other	Auspice Consolidated
Adjusted Gross Expenditures	2,273,616		252,624	2,526,240

Niagara Region
Schedule of Revenues and Expenditures – Child Care Services - Fee Stabilization
For the year ended December 31, 2019
(Unaudited)

	Fee Stabilization Support
Total adjusted gross expenditures excluding administration expenditures	268,830
Total adjusted administration expenditures	29,870

Draft

Niagara Region
Schedule of Revenues and Expenditures – Child Care Services - Indigenous Led Child and Family Programs
For the year ended December 31, 2019
(Unaudited)

	Community Based Capital	Journey Together	Adjusted Operating Expenses One Time	Adjusted Operating Expenses Ongoing	Total Adjusted administration expenditures	Adjusted Community Based Capital expenditures
	Project Name	Project Type				
Indigenous-Led Child and Family Programs Project 1	FENFC Early Years Program	Joint / Conjoint	79,232			
Indigenous-Led Child and Family Programs Project 2	Niagara Indigenous Child and Family Centre	Joint / Conjoint	292,859			660,000
Indigenous-Led Child and Family Programs Project 3						
Indigenous-Led Child and Family Programs Project 4						
Indigenous-Led Child and Family Programs Project 5						
Indigenous-Led Child and Family Programs Project 6						
Indigenous-Led Child and Family Programs Project 7						
Indigenous-Led Child and Family Programs Project 8						
Indigenous-Led Child and Family Programs Project 9						
Indigenous-Led Child and Family Programs Project 10						
Total			372,091	0	0	660,000

Niagara Region
Schedule of Revenues and Expenditures – EarlyON
For the year ended December 31, 2019
(Unaudited)

	Allocation	Description	Expenditures
EarlyON Program Total Allocation	4,097,848.00		
Operating			
Salaries and Benefits - Program Staff			
Salaries and Benefits - Non Program Staff			
Lease and Utilities - Operational			17,975
Other Expenses - Operational		Transfer Payments to Agencies	3,614,308
Subtotal Operational Expenses			3,632,283
Professional Learning and Capacity Building			681,043
Child Care & Early Years Planning (CCYEP) and Data Analysis Services (DAS)			
Salaries and Benefits			163,671
Other Expenses			
Subtotal			163,671
Administration			
Salaries and Benefits			
Other Expenses			12,734
Offsetting Revenue			
Subtotal			12,734
Offsetting Revenues			
Offsetting Revenue 1			
Offsetting Revenue 2			
Offsetting Revenue 3			
Subtotal			0
EarlyON Total Adjusted Gross Expenditures			4,489,732

Niagara Region
Schedule of Revenues and Expenditures – EarlyON Indigenous-Led Child and Family Programs
For the year ended December 31, 2019
(Unaudited)

					Adjusted Gross Expenditure						
		Operating Ongoing	Operating One Time	Capital	Operating Ongoing	Operating One Time	Offsetting Revenues Operating	Administration	Offsetting Revenues Administration	Capital One Time	Offsetting Revenues Capital
	Description	Allocation	Allocation	Allocation							
Project 1											
Project 2											
Project 3											
Project 4											
Project 5											
Project 6											
Project 7											
Project 8											
Project 9											
Project 10											
Total		0	0	0	0	0	0	0	0	0	0

The Regional Municipality of Niagara

Child Care Services

Note to the schedules of revenue and expenses

December 31, 2019

1. Significant accounting policies

The Schedules include the revenue and eligible expenses in relation to the Regional Municipality of Niagara's Child Care Services Program for the year ended December 31, 2019. The Schedules have been prepared in accordance with the financial reporting requirements in the Child Care Transfer Payment Agreement dated January 1, 2018 and the 2018-2019 Ontario Early Years Child and Family Centre Amending Agreement dated March 29, 2018 between Ontario Ministry of Education ("the Ministry") and the Regional Municipality of Niagara.

Revenue recognition

Revenue is reported on the accrual basis of accounting.

Government transfers are recognized in revenue in the Schedules when the transfer is authorized, any eligibility criteria are met, and a reasonable estimate of the amount can be made except when and to the extent that stipulations by the transferor give rise to an obligation that meet the definition of a liability. Government transfers that meet the definition of a liability are recognized as revenue as the liability is extinguished.

Expenses

Expenses are recorded if they are eligible for the program and incurred in the period.

Gross expenses are reported on the Schedules in order to understand the full cost of the program. Expenses in excess of base funding, as per the funding agreements, have been removed for the purpose of determining the grant repayable.

Certain administrative expenses are allocated to the program based on usage drivers specific to each type of expense.

Independent Auditor's Report

To the Ontario Ministry of Health and the Ontario Ministry of Long Term Care

Opinion

We have audited Sections A through F, Section I, and Section O of the accompanying 2019 Long-Term Care Home Annual Report of the Regional Municipality of Niagara – Deer Park Villa (the "Region") and notes to the Annual Report including a summary of significant accounting policies (collectively referred to as the "Report").

In our opinion, the Report for the Regional Municipality of Niagara – Deer Park Villa for the year ended December 31, 2019 is prepared, in all material respects, in accordance with the financial reporting provisions of the 2019 Long-Term Care Home Annual Report Technical Instructions and Guidelines dated April 30, 2020 issued by the Ontario Ministry of Health and the Ontario Ministry of Long Term Care and financial reporting provisions of the Hamilton Niagara Haldimand Brant Local Health Integration Network (the "LHIN") Service Accountability Agreements dated April 1, 2016 and April 1, 2019 (collectively referred to as the "Guidelines").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Report* section of our Report. We are independent of the Region in accordance with the ethical requirements that are relevant to our audit of the Report 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.

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 of the Report, which describes the basis of accounting. The Report is prepared to assist the Region in complying with the Guidelines. As a result, the Report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Report

Management is responsible for the preparation of the Report in accordance with the Guidelines and for such internal control as management determines is necessary to enable the preparation of the Report that is free from material misstatement, whether due to fraud or error.

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

Auditor's Responsibilities for the Audit of the Report

Our objectives are to obtain reasonable assurance about whether the Report is 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 GAAS 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 this Report.

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

- Identify and assess the risks of material misstatement of the Report, 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 Region's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, and related disclosures made by management.

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.

Chartered Professional Accountants
Licensed Public Accountants
August __, 2020

The Regional Municipality of Niagara
Deer Park Villa
Notes to the Annual Report
December 31, 2019

1. Basis of accounting

The Report has been prepared in accordance with the financial reporting provisions set out in the following:

- Ontario Ministry of Health and Ontario Ministry of Long-Term Care 2019 Long-Term Care Home Annual Report Technical Instructions and Guidelines, dated April 30, 2020; and
- LHIN Service Accountability Agreements dated April 1, 2016 and April 1, 2019.

2. Revenue recognition

Resident revenue and funding from the Ontario Ministry of Health and the Ontario Ministry of Long-Term Care are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues in the period in which the transactions or events occurred that gave rise to the revenues.

3. Expenditures

Eligible expenditures are recorded in the period incurred, in accordance with the guidelines described in Note 1 above.

Ontario

2019 Long-Term Care Home Annual Report

Ministry of Long-Term Care
Ministère des Soins de longue durée

For the period from 2019-01-01 to 2019-12-31

MOHLTC Facility # HN3448	Operator Name Deer Park Villa - The Regional Municipality of Niagara
LHIN Name Hamilton Niagara Haldimand Brant Local Health Integration Network	

Section A - Level of Care (LOC) Actual Resident Occupancy, Resident Revenue and Resident Bad Debt

Current Revenue Period		Resident Days					Resident Revenue	
		January to March (1a)	April to June (1b)	July (1ba)	August to December (1c)	Total Days (1d)	Basic Fees (2)	Preferred Fees (3)
A001	Long-Stay - Private	1,530	1,404	482	2,650	6,066	373,104	154,112
A002	Long-Stay - Semi - Private	810	819	269	1,135	3,033	186,188	34,036
A003	Long-Stay - Basic	1,170	1,265	434	2,140	5,009	253,399	
A004	Long-Stay two-bed room (Shared by spouses)					0		
A005	Short-Stay - Respite Care					0		
A005a	Specialized Unit - approved for reimbursement of preferred Fees (Include long-stay residents occupying Specialized Unit beds)					0		
A005b	Specialized Unit - not approved for reimbursement of preferred Fees (Include long-stay residents occupying Specialized Unit beds)					0		
A006	Total Level of Care Long-Stay, Short-Stay, Respite Care Beds and Specialized Unit beds. (Sum of lines A001 through A005b)	3,510	3,488	1,185	5,925	14,108	812,691	188,148
A007	Interim Short-Stay - Private					0		
A008	Interim Short Stay - Semi-Private					0		
A009	Interim Short Stay - Basic	61	81	31	153	326	20,995	
A010	Interim Short-Stay - two-bed room (Shared by spouses)					0		
A011	Total Level of Care Interim Short-Stay beds (Sum of lines A007 through A010)	61	81	31	153	326	20,995	0
A012	Convalescent Care Beds					0		

A015	The uncharged portion of resident accommodation fees arising from the variance between the maximum basic accommodation fee which should be charged to residents without an approved rate reduction and the basic accommodation fee charged if the basic accommodation fee charged is less than the maximum basic accommodation fee and, the variance between the Director approved reduced basic accommodation fee and the basic accommodation fee charged if the basic accommodation fee charged is less than the Director approved reduced basic accommodation fee .	
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		Resident-Days				
Actual Occupancy of Awarded beds and Replacement "D" beds, and Replacement "B", "C" and Upgraded "D" beds during the Fill rate period in 2018 and the Pre-Move Occupancy Days for Classified "D" Replacement beds. (to be completed by Licensees operating such beds)		January to March (1a)	April to June (1b)	July (1ba)	August to December (1c)	Total Days (1d)
A020a	Actual Resident-days in lines A001 through A005 that was attributed to the Fill-Rate period for awarded beds and replacement "D" beds, replacement "B", "C" and Upgraded "D" beds, the Pre-Move Occupancy Days for Classified "D" Replacement beds, and the 90 day fill-rate period for specialized unit beds.					0
A020b	Actual Short-stay Respite-days in line A005 that was attributed to awarded beds and replacement "D", replacement "B", "C" and Upgraded "D" beds during the Fill rate Period and the Pre-Move Occupancy Days for Classified "D" Replacement beds					0

		Resident-Days				
Orientation/Fill-rate Period - Interim Short-Stay beds and Convalescent Care beds		January to March (1a)	April to June (1b)	July (1ba)	August to December (1c)	Total Days (1d)
A021a	Actual Interim Short-Stay bed resident-days in lines A007-A010 during the Fill Period					0

		Resident-Days				
Actual occupancy of beds approved for Occupancy Reduction Protection (ORP)		January to March (1a)	April to June (1b)	July (1ba)	August to December (1c)	Total Days (1d)
A022a	Actual Resident-days in lines A001-A004 during ORP Period					0
A022b	Actual Resident-days in line A007-A010 during ORP Period					0

Ontario**2019 Long-Term Care Home Annual Report**Ministry of Long-Term Care
Ministère des Soins de longue durée

For the period from 2019-01-01 to 2019-12-31

MOHLTC Facility # HN3448	Operator Name Deer Park Villa - The Regional Municipality of Niagara
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Section A - Level of Care (LOC) Actual Resident Occupancy, Resident Revenue and Resident Bad Debt, continued

	Prior Period Revenue	Revenue	For Ministry Use Only
A030	Basic Revenue: July 1, 1994 to December 31, 2018		

	Resident Bad Debt on 2019 Basic Accommodation Fees		For Ministry Use Only
A040	Basic Accommodation Fees - Bad Debt		
A041	Collection Costs		
A042	Total Bad Debt Costs (A040 + A041)	\$0	

Section B - Actual Other Recoverable Revenue

	Description	Revenue (1)	For Ministry Use Only Recoverable Revenue (2)
B001	Interest Earned		
B002	Other LTC Home funding provided by Government		
B003	Other: Provide		
B004	Total - Actual Other Recoverable Revenue (Sum of lines B001 through B003)	\$0	

Ontario

2019 Long-Term Care Home Annual Report

Ministry of Long-Term Care

For the period from 2019-01-01 to 2019-12-31

Ministère des Soins de longue durée

MCH/LTC Facility #

Operator Name:

HN3448 Deer Park Villa - The Regional Municipality of Niagara

Section C - Actual Expenditures - Nursing and Personal Care

	LTC and Interim Bed Arms-Length Transactions (1)	LTC and Interim Bed Non-Arms-Length Transactions (2)	Sub-Total (3)	For Ministry Use Only Allowable Expenditure (4)	Convalescent Care Arms-Length Transactions (5)	Convalescent Care Non-Arms-Length Transactions (6)	Sub-Total (7)	For Ministry Use Only Allowable Expenditure (8)
Nursing and Personal Care (NPC)								
C001 Salaries	1,871,000		1,871,000				0	
C002 Employee Benefits	412,029		412,029				0	
C003 Purchased Services	16,405		16,405				0	
C004 Medical and Nursing Supplies	50,545		50,545				0	
C005 Equipment	25,672		25,672				0	
C006 Physician On-Call Coverage	4,093		4,093				0	
C007 Other: Provide Education and training	4,459		4,459				0	
C008 Expenditure Recoveries (enter as negative)	(3,680)		(3,680)				-	
C009 Total Nursing and Personal Care (Sum of lines C001 through C008)	\$2,380,523	\$0	\$2,380,523		\$0	\$0	\$0	

Note: Claim-based not to be included.

	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Global Level of Care Funding		
C010 Report the total eligible expenses in relation to the \$1.77 Global LOC per diem funding initiative for the April 1, 2019 to December 31, 2019 period for Nursing and Personal Care expenses. Note: The expenses must also be reported on lines C001 through C009, as applicable. The total expenses reported on line C010 will be used to inform the allocation of the Global LOC funding across the envelopes. Homes will retain the 32% of Global LOC funding allocated to the OA envelope.	13,160	
	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Registered Nurse (RN) and Registered Practical Nurse (RPN) - BSO initiative		
C011 Report the total eligible expenses funded from the RN & RPN - BSO initiative. Note: The expenses must also be reported on lines C001 through C009, as applicable. The total expenses reported on line C012 will be used to determine any unused funding from the RN & RPN - BSO initiative.		
	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Personal Support Worker (PSW) - BSO initiative		
C012 Report the total eligible expenses funded from the PSW - BSO initiative. Note: The expenses must also be reported on lines C001 through C009, as applicable. The total expenses reported on line C013 will be used to determine any unused funding from the PSW - BSO initiative.		
	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Training and Orientation Activity and Therapeutic Equipment and Supplies - BSO Initiative: RN/RPN and PSW		
C013 Report the total eligible expenses funded from the BSO Initiative for Training and Orientation activity for RN/RPN and/or PSW FTE's, and Therapeutic Equipment and Supplies. Note: The expenses must also be reported on lines C001 through C009, as applicable. The total expenses reported on line C014 will be added to the expenses reported on line D010 to determine any unused funding		
	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Enhanced Transition Support Funding		
C014 Report the total eligible expenses funded from the Enhanced Transition Support Funding. The expenses must also be reported on lines C001 through C009, as applicable.		
	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	
Designated Specialized Units - Additional Funding		
C015 Report the total eligible expenses from the NPC envelope and funded directly from additional funding provided for designated specialized units. The expenses must also be reported on lines C001 through C009, as applicable.		

Ontario

2019 Long-Term Care Home Annual Report

Ministry of Long-Term Care
Ministère des Soins de longue durée

For the period from 2019-01-01 to 2019-12-31

MOHLTC Facility # HN3448 Operator Name : Deer Park Villa - The Regional Municipality of Niagara

Section D - Actual Expenditures - Program and Support Services

		LTC and Interim Bed Arms-Length Transactions (1)	LTC and Interim Bed Non-Arms-Length Transactions (2)	Sub-total (3)	For Ministry Use Only Allowable Expenditure (4)	Convalescent Care Arms-Length Transactions (5)	Convalescent Care Non-Arms-Length Transactions (6)	Sub-Total (7)	For Ministry Use Only Allowable Expenditure (8)
Program and Support Services (PSS)									
D001	Salaries	119,300		119,300				0	
D002	Employee Benefits	27,354		27,354				0	
D003	Purchased Services	51,476		51,476				0	
D004	Supplies	6,470		6,470				0	
D005	Equipment	3,158		3,158				0	
D006	Other Education and training	275		275				0	
D007	Expenditure Recoveries (enter as negative)			0				0	
D008	Total Program and Support Services (Sum of lines D001 through D007)	\$208,033	\$0	\$208,033		\$0	\$0	\$0	

	Global Level of Care Funding	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
D009	Report the total eligible expenses in relation to the \$1.77 Global LOC per diem funding initiative for the April 1, 2019 to December 31, 2019 period for Program and Support Services expenses. Note: The expenses must also be reported on lines D001 through D008, as applicable. The total expenses reported on line D008 will be used to inform the allocation of the Global LOC funding across the envelopes. Homes will retain the 32% of Global LOC funding allocated to the OA envelope.		

	Additional Healthcare Personnel - BSO initiative	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
D010	Report the total eligible expenses funded from the Additional Healthcare Personnel - BSO initiative. Note: The expenses must also be reported on lines D001 through D008, as applicable. The total expenses reported on line D009 will be used to determine any unused funding from the Additional Healthcare Personnel - BSO initiative.		

	Training and Orientation Activity and Therapeutic Equipment and Supplies - BSO Initiative: Additional Healthcare Personnel	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
D011	Report the total eligible expenses funded from the BSO Initiative for Training and Orientation activity for Additional Healthcare Personnel FTE's and Therapeutic Equipment and Supplies. Note: The expenses must also be reported on lines D001 through D008, as applicable. The total expenses reported on line D010 will be added to the expenses reported on line C014 to determine any unused funding.		

	Enhanced Transition Support Funding	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
D012	Report the total eligible expenses funded from the Enhanced Transition Support Funding. The expenses must also be reported on lines D001 through D008, as applicable.		

Ontario

2019 Long-Term Care Home Annual Report

Ministry of Long-Term Care

For the period from

2019-01-01

to

2019-12-31

Ministère des Soins de longue durée

MOHLTC Facility #

HN3448

Operator Name :

Deer Park Villa - The Regional Municipality of Niagara

Section E - Actual Expenditures - Raw Food

		LTC and Interim Bed Arms-Length Transactions (1)	LTC and Interim Bed Non-Arms- Length Transactions (2)	Sub-Total (3)	For Ministry Use Only *Allowable Expenditure (4)*	Convalescent Care Arms-Length Transactions (5)	Convalescent Care Non-Arms- Length Transactions (6)	Sub-Total (7)	For Ministry Use Only *Allowable Expenditure (8)*
	Raw Food								
E001	Raw Food	239,578		239,578				0	
E002	Expenditure Recoveries (enter as negative)	(66,368)		(66,368)				0	
E003	Total Raw Food (Sum of lines E001 through E002)	\$173,210	\$0	\$173,210		\$0	\$0	\$0	

	Global Level of Care Funding	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
E004	Report the total eligible expenses in relation to the \$1.77 Global LOC per diem funding initiative for the April 1, 2019 to December 31, 2019 period for Raw Food expenses. Note: The expenses must also be reported on lines E001 through E003, as applicable. The total expenses reported on line E003 will be used to inform the allocation of the Global LOC funding across the envelopes. Homes will retain the 32% of Global LOC funding allocated to the OA envelope.		

Section F - Actual Expenditures - Other Accommodation

		LTC and Interim Bed Arms-Length Transactions (1)	LTC and Interim Bed Non-Arms- Length Transactions (2)	Sub-Total (3)	For Ministry Use Only *Allowable Expenditure (4)*	Convalescent Care Arms-Length Transactions (5)	Convalescent Care Non-Arms- Length Transactions (6)	Sub-Total (7)	For Ministry Use Only *Allowable Expenditure (8)*
F001	Housekeeping Services (HS)	138,987		138,987				0	
F002	Building and Property - Operations and Maintenance (B&P-OM)	112,762		112,762				0	
F003	Dietary Services (DS)	299,155		299,155				0	
F004	Laundry and Linen Services (L & LS)	93,582		93,582				0	
F005	General and Administrative (G&A)	298,004	229,188	527,192				0	
F006	Facility Costs (FC)	451,935	3,014	454,949				0	
F007	Total Other Accommodation Expenditures (Line F001 through Line F006).	\$1,394,425	\$232,202	\$1,626,627		\$0	\$0	\$0	
F008	Total Inadmissible Expenditures, Other Accommodation (includes expenditures reported in line F005 and F006, as applicable, for honorariums, donations, mortgage interest, interest on operating line of credit, other interest, amortization and depreciation.	386,730		386,730				0	
F009	Total Other Accommodation Expenditures after Inadmissible Expenditures (Line F007- Line F008)	\$1,007,695	\$232,202	\$1,239,897		\$0	\$0	\$0	

	Global Level of Care Funding	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	For Convalescent Care beds only (2)
F010	Report the total eligible expenses in relation to the \$1.77 Global LOC per diem funding initiative for the April 1, 2019 to December 31, 2019 period for Other Accommodation expenses. Note: The expenses must also be reported on lines F001 through F009, as applicable. The total expenses reported on line F010 will be used to inform the allocation of the Global LOC funding across the envelopes. Expenditure in the Other Accommodation envelope must not exceed 32% of the Global LOC funding allocation. Homes will retain the 32% of Global LOC funding allocated to the OA envelope.	6,193	

	Municipal Property Tax	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	For Convalescent Care beds only (2)
F011	Report the total eligible municipal property tax. The expense must also be reported on line F006 and will be used to determine the eligible Municipal Tax Allowance.		

	Enhanced Transition Support Funding	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	For Convalescent Care beds only (2)
F012	Report the total eligible expenses funded from the Enhanced Transition Support Funding. The expenses must also be reported on lines F001 through F006, as applicable.		

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Ministry of Long-Term Care

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MOHLTC Facility #

HN3448

Operator Name :

Deer Park Villa - The Regional Municipality of Niagara

Section I: Part A.**Line la01- The Nurse Practitioner in Long-Term Care Home Program**

In accordance with the Long-Term Care (LTC) Nurse Practitioner (NP) Program Funding Policy, report on line 1a01 Salary, Benefits, and Overhead expenditures for the Nurse Practitioner position. DO NOT REPORT THESE COSTS IN SECTIONS C THRU F of the Long-Term Care Home Annual Report.

Expenditures for 12 months, January 1, 2019 to December 31, 2019				
	Salary	Benefits	Overhead Expenses - operating	Total Costs
la01				\$0

Line la01b- Attending Nurse Practitioner in Long-Term Care Home Initiative

In accordance with the Attending Nurse Practitioners in Long-Term Care Homes Initiative Funding Policy, report on line 1a01b Salary, Benefits, and Overhead expenditures for the Attending Nurse Practitioner position. DO NOT REPORT THESE COSTS IN SECTIONS C THRU F of the Long-Term Care Home Annual Report.

Expenditures for 12 months, January 1, 2019 to December 31, 2019				
	Salary	Benefits	Overhead Expenses - operating	Total Costs
la01b				\$0

Line la01c- Falls Prevention Equipment Funding Program

In accordance with the Falls Prevention Equipment Funding Policy complete the attestation below as applicable. DO NOT REPORT THE COSTS IN SECTIONS C THRU F of the Long-Term Care Home Annual Report.

la01ca	Funding for the April 2018 to March 2019 period has been used for equipment intended to reduce falls or injuries from falls (Y / N)	Y
la01cb	Funding for the April 2019 to December 2019 period has been used for equipment intended to reduce falls or injuries from falls (Y / N)	Y

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HN3448Operator Name :
Deer Park Villa - The Regional Municipality of Niagara**Section I: Part B One-time Funding and Other Initiatives.**

Use column D to report the expenses applicable to and funded from the funding initiatives below. The expenses reported in column D must not be included in Sections C thru F or Section I: Part A of the LTCH Annual Report.

The items reported in Section I: Part B are to be limited to the expenses that were incurred from January 1, 2019 thru December 31, 2019 only for funding that is received directly by the LTC Home based on the funding provided in the LTCH Payment Calculation Notice. The expenses reported in Section I, Part B are reconciled via alternate processes and shall be excluded from the calculation used to determine the Allowable Subsidy in the 2019 Overall Reconciliation.

Line (A)	Funding Initiative (B)	Description of expenses reported for the January 1, 2019 to December 31, 2019 period (C)	Expenses (D)
lb1	Nurse Led Outreach	Salaries and wages of nurses to ensure timely access to care by LTC Home residents and avoid emergency room and hospital admissions.	
lb2	High Intensity Needs Fund (HINF) Claims-Based	Claims eligible for reimbursement for supplementary staffing, exceptional wound care, preferred accommodation and transportation for dialysis.	
lb3	Laboratory Services Claims	Claims eligible for reimbursement for phlebotomy services purchased by LTC Homes.	2,765
lb4	RAI-MDS one- time funding	Claims eligible for reimbursement for the purchase of computer hardware and software, including RAI-MDS software, to meet CIHI reporting requirements.	
lb5	Peritoneal Dialysis	Claims eligible for reimbursement for the provision of services to Peritoneal Dialysis residents.	
lb6	LTCH Centre of Learning, Research and Innovation Program funding	Claims eligible for reimbursement for the provision of services to Peritoneal Dialysis residents.	
lb7	LHIN funding from outside the Ministry's BSO investment to supplement staffing salaries as well as any additional indirect and start-up costs associated with BSO.	Claims eligible for reimbursement from funding provided by the LHIN to supplement staffing salaries as well as any additional indirect and start-up costs associated with BSO with funding from outside the Ministry's BSO investment.	
	One-time and project funding	Use lines lb8 through lb11, column D to report expenses eligible for reimbursement incurred by the home from January 1, 2019 to December 31, 2019 for any one-time and project funding, based on the funding provided in the LTCH Payment Calculation Notice. Report each funding item separately and provide a description, e.g. Water Quality Testing	
lb8	Description:		
lb9	Description:		
lb10	Description:		
lb11	Description:		
Total Expenses from Section I, Part B (sum of lines lb1 to lb11)			2,765

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☐ Check if no accrual amounts as of December 31, 2018**Section O - Accrual Report**

NURSING AND PERSONAL CARE		Opening Accrual Balance	Payment Settlements in 2018	Current Period Accrual	Closing Accrual Balance
Please complete lines O001 through O003, as applicable. Do not include any cost related to the administration of employee and union agreements e.g, the cost of conducting union negotiations, arbitration hearings, and pay equity negotiations must be reported in the Other Accommodation envelope.		(1)	(2)	(3)	(4) = (1)-(2)+(3)
O001	Salaries	81,090	81,090	89,476	89,476
O002	Employee Benefits	17,202	17,202	19,324	19,324
O003	Other (specify): CUPE 1263 and ONA9	8,773	0	36,863	45,636
O004	TOTAL NURSING AND PERSONAL CARE (sum of lines O001 through O003)	\$107,065	\$98,292	\$145,663	\$154,436

Program and Support Services		Opening Accrual Balance	Payment Settlements in 2018	Current Period Accrual	Closing Accrual Balance
Please complete lines O101 through O103, as applicable. Do not include any cost related to the administration of employee and union agreements e.g, the cost of conducting union negotiations, arbitration hearings, and pay equity negotiations must be reported in the Other Accommodation envelope.		(1)	(2)	(3)	(4) = (1)-(2)+(3)
O101	Salaries	3,795	3,795	5,528	5,528
O102	Employee Benefits	950	950	1,275	1,275
O103	Other (specify): CUPE 1263			926	926
O104	TOTAL PROGRAM AND SUPPORT SERVICES (sum of lines O101 through O103)	\$4,745	\$4,745	\$7,729	\$7,729

Other Accommodation - To Be Completed by Red-Circled Homes		Opening Accrual Balance	Payment Settlements in 2018	Current Period Accrual	Closing Accrual Balance
Please complete lines O201 through O203, as applicable. Include any cost related to the administration of employee and union agreements e.g, the cost of conducting union negotiations, arbitration hearings, and pay equity negotiations must be reported in the Other Accommodation envelope.		(1)	(2)	(3)	(4) = (1)-(2)+(3)
O201	Salaries				0
O202	Employee Benefits				0
O203	Other (specify):				0
O204	TOTAL OTHER ACCOMMODATION (sum of lines O201 through O203)	\$0	\$0	\$0	\$0

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MOHLTC Facility #

HN3448

Licensee Name :

Deer Park Villa - The Regional Municipality of Niagara

Section P - Notes to the Report

Significant Accounting Principles

Basis of Accounting

Sections A through F, Section I and Section O of the report have been prepared in accordance with generally accepted accounting principles (GAAP) and applicable legislation, regulations, policies and directives.

**If there is no trust account, please check here****and please explain:**

Draft

Ontario**2019 Long-Term Care Home Annual Report**

Ministry of Long-Term Care

For the period from **2019-01-01** to **2019-12-31**

Ministère des Soins de longue durée

MOHLTC Facility # HN3448	Licensee Name : Deer Park Villa - The Regional Municipality of Niagara
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Section Q - Licensee's Statement and Approval

The information contained in Sections A through F, Section I, and Section O and P of this Long-Term Care Home Annual Report of (legal name of Licensee)

for the Period from _____ to _____ was provided by management.

This Report has been prepared in conformity with the basis or bases of accounting described in , Section P - Notes to the Report and adheres to the technical instructions and guidelines as provided by the Ministry of Long-Term Care.

The information contained in this report is in accordance with the L-SAA, any direct funding agreement between the Minister and the licensee, and all applicable policies pertaining to the program funding provided to the home for the period being submitted.

Sections C thru F of the report excludes expenditures, as applicable, for: the development of new long-term care beds awarded by the Ministry, the redevelopment of a Category "D" Home, and redevelopment of Replacement "B", "C" and Upgraded "D" beds. Sections C thru F also excludes, as applicable, expenditures funded from the initiatives reported on in Section I: Part A and Part B.

Systems of internal accounting control are maintained in order to assure the reliability of this financial information. These systems include formal policies and procedures, the careful selection and training of qualified personnel, and an organization providing for appropriate delegation of authority and segregation of responsibilities.

Falls Prevention Equipment Funding has been used for equipment intended to reduce falls or injuries from falls.

Approved by the Licensee on the _____ day of _____, 20____

(Print Licensee's Name)

Witness

By: _____
NAME: _____
TITLE: _____

Where the Licensee is a for profit nursing home provide a witness signature.

Ontario

Ministry of Long-Term Care

Ministère des Soins de longue durée

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MOHLTC Facility # HN3448	Licensee Name : Deer Park Villa - The Regional Municipality of Niagara
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Independent Auditors' Report

Draft

Ontario**2019 Long-Term Care Home Annual Report**

Ministry of Long-Term Care

For the period from

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Ministère des Soins de longue durée

MOHLTC Facility #

HN3448

Licensee Name :

Deer Park Villa - The Regional Municipality of Niagara

Appendix A**Auditor's Report - Statement of Trust Account**

To the Minister of Long-Term Care:

We have audited the Statement of Trust Account (Statement of Trust Fund Receipts and Disbursement) of (legal name of Licensee)

for the period from _____ to _____

prepared in accordance with the Ontario Regulation 79/10 section 241. The Statement is the responsibility of the Home's management. Our responsibility is to express an opinion on the Report based upon our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards (Canadian GAAS) under CPA Canada Standards and Guidance Collection. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the Report is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the Statement. An audit also includes assessing the significant accounting principles used and the significant estimates made by management, as well as evaluating the overall Statement presentation.

In our opinion, Statement of Trust Account (Statement of Trust Fund Receipts and Disbursement) present fairly, in all material respects, the financial position of the trust fund for the year ended December 31, 2019 and the activity of the funds during the year in accordance with Section 241 of the Ontario Regulation 79/10 under the Ministry of Long-Term Care's Long-Term Care Homes Act, 2007.

Licensed Public Accountant

(place)

(date)

Independent Auditor's Report

To the Ontario Ministry of Health and the Ontario Ministry of Long-Term Care

Opinion

We have audited Sections A through F, Section I, and Section O of the accompanying 2019 Long-Term Care Home Annual Report of the Regional Municipality of Niagara – Douglas H. Rapelje Lodge (the "Region") and notes to the Annual Report including a summary of significant accounting policies (collectively referred to as the "Report").

In our opinion, the Report for the Regional Municipality of Niagara – Douglas H. Rapelje Lodge for the year ended December 31, 2019 is prepared, in all material respects, in accordance with the financial reporting provisions of the 2019 Long-Term Care Home Annual Report Technical Instructions and Guidelines dated April 30, 2020 issued by the Ontario Ministry of Health and the Ontario Ministry of Long-Term Care and financial reporting provisions of the Hamilton Niagara Haldimand Brant Local Health Integration Network (the "LHIN") Service Accountability Agreements dated April 1, 2016 and April 1, 2019 (collectively referred to as the "Guidelines").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Report* section of our Report. We are independent of the Region in accordance with the ethical requirements that are relevant to our audit of the Report 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.

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 of the Report, which describes the basis of accounting. The Report is prepared to assist the Region in complying with the Guidelines. As a result, the Report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Report

Management is responsible for the preparation of the Report in accordance with the Guidelines and for such internal control as management determines is necessary to enable the preparation of the Report that is free from material misstatement, whether due to fraud or error.

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

Auditor's Responsibilities for the Audit of the Report

Our objectives are to obtain reasonable assurance about whether the Report is 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 GAAS 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 this Report.

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

- Identify and assess the risks of material misstatement of the Report, 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 Region's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, and related disclosures made by management.

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.

Chartered Professional Accountants
Licensed Public Accountants
August __, 2020

The Regional Municipality of Niagara
Douglas H. Rapelje Lodge
Notes to the Annual Report
December 31, 2019

1. Basis of accounting

The Report has been prepared in accordance with the financial reporting provisions set out in the following:

- Ontario Ministry of Health and Ontario Ministry of Long-Term Care 2019 Long-Term Care Home Annual Report Technical Instructions and Guidelines, dated April 30, 2020; and
- LHIN Service Accountability Agreements dated April 1, 2016 and April 1, 2019.

2. Revenue recognition

Resident revenue and funding from the Ontario Ministry of Health and the Ontario Ministry of Long-Term Care are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues in the period in which the transactions or events occurred that gave rise to the revenues.

3. Expenditures

Eligible expenditures are recorded in the period incurred, in accordance with the guidelines described in Note 1 above.

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2019 Long-Term Care Home Annual Report

Ministry of Long-Term Care
Ministère des Soins de longue durée

For the period from 2019-01-01 to 2019-12-31

MOHLTC Facility # H13902	Operator Name Douglas H. Rapelje Lodge - The Regional Municipality of Niagara
LHIN Name Hamilton Niagara Haldimand Brant Local Health Integration Network	

Section A - Level of Care (LOC) Actual Resident Occupancy, Resident Revenue and Resident Bad Debt

Current Revenue Period		Resident Days					Resident Revenue	
		January to March (1a)	April to June (1b)	July (1ba)	August to December (1c)	Total Days (1d)	Basic Fees (2)	Preferred Fees (3)
A001	Long-Stay - Private	4,223	4,142	1,405	6,886	16,656	1,023,876	418,505
A002	Long-Stay - Semi - Private	1,591	1,665	550	2,751	6,557	400,057	79,287
A003	Long-Stay - Basic	4,550	4,816	1,659	8,090	19,115	1,009,795	
A004	Long-Stay two-bed room (Shared by spouses)					0		
A005	Short-Stay - Respite Care	141	139	46	240	566	21,578	
A005a	Specialized Unit - approved for reimbursement of preferred Fees (Include long-stay residents occupying Specialized Unit beds)					0		
A005b	Specialized Unit - not approved for reimbursement of preferred Fees (Include long-stay residents occupying Specialized Unit beds)					0		
A006	Total Level of Care Long-Stay, Short-Stay, Respite Care Beds and Specialized Unit beds. (Sum of lines A001 through A005b)	10,505	10,762	3,660	17,967	42,894	2,455,306	497,792
A007	Interim Short-Stay - Private					0		
A008	Interim Short Stay - Semi-Private					0		
A009	Interim Short Stay - Basic					0		
A010	Interim Short-Stay - two-bed room (Shared by spouses)					0		
A011	Total Level of Care Interim Short-Stay beds (Sum of lines A007 through A010)	0	0	0	0	0	0	0
A012	Convalescent Care Beds					0		

A015	The uncharged portion of resident accommodation fees arising from the variance between the maximum basic accommodation fee which should be charged to residents without an approved rate reduction and the basic accommodation fee charged if the basic accommodation fee charged is less than the maximum basic accommodation fee and, the variance between the Director approved reduced basic accommodation fee and the basic accommodation fee charged if the basic accommodation fee charged is less than the Director approved reduced basic accommodation fee .	
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		Resident-Days				
Actual Occupancy of Awarded beds and Replacement "D" beds, and Replacement "B", "C" and Upgraded "D" beds during the Fill rate period in 2018 and the Pre-Move Occupancy Days for Classified "D" Replacement beds. (to be completed by Licensees operating such beds)		January to March (1a)	April to June (1b)	July (1ba)	August to December (1c)	Total Days (1d)
A020a	Actual Resident-days in lines A001 through A005 that was attributed to the Fill-Rate period for awarded beds and replacement "D" beds, replacement "B", "C" and Upgraded "D" beds, the Pre-Move Occupancy Days for Classified "D" Replacement beds, and the 90 day fill-rate period for specialized unit beds.					0
A020b	Actual Short-stay Respite-days in line A005 that was attributed to awarded beds and replacement "D", replacement "B", "C" and Upgraded "D" beds during the Fill rate Period and the Pre-Move Occupancy Days for Classified "D" Replacement beds					0

		Resident-Days				
Orientation/Fill-rate Period - Interim Short-Stay beds and Convalescent Care beds		January to March (1a)	April to June (1b)	July (1ba)	August to December (1c)	Total Days (1d)
A021a	Actual Interim Short-Stay bed resident-days in lines A007-A010 during the Fill Period					0

		Resident-Days				
Actual occupancy of beds approved for Occupancy Reduction Protection (ORP)		January to March (1a)	April to June (1b)	July (1ba)	August to December (1c)	Total Days (1d)
A022a	Actual Resident-days in lines A001-A004 during ORP Period					0
A022b	Actual Resident-days in line A007-A010 during ORP Period					0

Ontario**2019 Long-Term Care Home Annual Report**Ministry of Long-Term Care
Ministère des Soins de longue durée

For the period from 2019-01-01 to 2019-12-31

MOHLTC Facility # H13902	Operator Name Douglas H. Rapelje Lodge - The Regional Municipality of Niagara
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Section A - Level of Care (LOC) Actual Resident Occupancy, Resident Revenue and Resident Bad Debt, continued

	Prior Period Revenue	Revenue	For Ministry Use Only
A030	Basic Revenue: July 1, 1994 to December 31, 2018		

	Resident Bad Debt on 2019 Basic Accommodation Fees		For Ministry Use Only
A040	Basic Accommodation Fees - Bad Debt	3,084	
A041	Collection Costs		
A042	Total Bad Debt Costs (A040 + A041)	\$3,084	

Section B - Actual Other Recoverable Revenue

	Description	Revenue (1)	For Ministry Use Only Recoverable Revenue (2)
B001	Interest Earned		
B002	Other LTC Home funding provided by Government		
B003	Other: Provide		
B004	Total - Actual Other Recoverable Revenue (Sum of lines B001 through B003)	\$0	

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2019 Long-Term Care Home Annual Report

Ministry of Long-Term Care

For the period from 2019-01-01 to 2019-12-31

Ministère des Soins de longue durée

MCH/LTC Facility #

Operator Name :
H13902 Douglas H. Rapelje Lodge - The Regional Municipality of Niagara

Section C - Actual Expenditures - Nursing and Personal Care

	LTC and Interim Bed Arms-Length Transactions (1)	LTC and Interim Bed Non-Arms-Length Transactions (2)	Sub-Total (3)	For Ministry Use Only Allowable Expenditure (4)	Convalescent Care Arms-Length Transactions (5)	Convalescent Care Non-Arms-Length Transactions (6)	Sub-Total (7)	For Ministry Use Only Allowable Expenditure (8)
Nursing and Personal Care (NPC)								
C001 Salaries	4,649,827		4,649,827				0	
C002 Employee Benefits	1,137,941		1,137,941				0	
C003 Purchased Services	9,660		9,660				0	
C004 Medical and Nursing Supplies	142,301		142,301				0	
C005 Equipment	25,241		25,241				0	
C006 Physician On-Call Coverage	13,772		13,772				0	
C007 Other: Provide Education and training	10,737		10,737				0	
C008 Expenditure Recoveries (enter as negative)	(18,723)		(18,723)				-	
C009 Total Nursing and Personal Care (Sum of lines C001 through C008)	\$5,970,756	\$0	\$5,970,756		\$0	\$0	\$0	

Note: Claim-based not to be included.

	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Global Level of Care Funding		
C010 Report the total eligible expenses in relation to the \$1.77 Global LOC per diem funding initiative for the April 1, 2019 to December 31, 2019 period for Nursing and Personal Care expenses. Note: The expenses must also be reported on lines C001 through C009, as applicable. The total expenses reported on line C010 will be used to inform the allocation of the Global LOC funding across the envelopes. Homes will retain the 32% of Global LOC funding allocated to the OA envelope.	39,535	
	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Registered Nurse (RN) and Registered Practical Nurse (RPN) - BSO initiative		
C011 Report the total eligible expenses funded from the RN & RPN - BSO initiative. Note: The expenses must also be reported on lines C001 through C009, as applicable. The total expenses reported on line C012 will be used to determine any unused funding from the RN & RPN - BSO initiative.		
	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Personal Support Worker (PSW) - BSO initiative		
C012 Report the total eligible expenses funded from the PSW - BSO initiative. Note: The expenses must also be reported on lines C001 through C009, as applicable. The total expenses reported on line C013 will be used to determine any unused funding from the PSW - BSO initiative.		
	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Training and Orientation Activity and Therapeutic Equipment and Supplies - BSO Initiative: RN/RPN and PSW		
C013 Report the total eligible expenses funded from the BSO Initiative for Training and Orientation activity for RN/RPN and/or PSW FTE's, and Therapeutic Equipment and Supplies. Note: The expenses must also be reported on lines C001 through C009, as applicable. The total expenses reported on line C014 will be added to the expenses reported on line D010 to determine any unused funding		
	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Enhanced Transition Support Funding		
C014 Report the total eligible expenses funded from the Enhanced Transition Support Funding. The expenses must also be reported on lines C001 through C009, as applicable.		
	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	
Designated Specialized Units - Additional Funding		
C015 Report the total eligible expenses from the NPC envelope and funded directly from additional funding provided for designated specialized units. The expenses must also be reported on lines C001 through C009, as applicable.		

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2019 Long-Term Care Home Annual Report

Ministry of Long-Term Care
Ministère des Soins de longue durée

For the period from 2019-01-01 to 2019-12-31

MOHLTC Facility #	Operator Name :
H13902	Douglas H. Rapelje Lodge - The Regional Municipality of Niagara

Section D - Actual Expenditures - Program and Support Services

		LTC and Interim Bed Arms-Length Transactions (1)	LTC and Interim Bed Non-Arms-Length Transactions (2)	Sub-total (3)	For Ministry Use Only Allowable Expenditure (4)	Convalescent Care Arms-Length Transactions (5)	Convalescent Care Non-Arms-Length Transactions (6)	Sub-Total (7)	For Ministry Use Only Allowable Expenditure (8)
Program and Support Services (PSS)									
D001	Salaries	323,957		323,957				0	
D002	Employee Benefits	84,236		84,236				0	
D003	Purchased Services	157,721		157,721				0	
D004	Supplies	14,632		14,632				0	
D005	Equipment	1,394		1,394				0	
D006	Other Education and training	3,320		3,320				0	
D007	Expenditure Recoveries (enter as negative)			0				0	
D008	Total Program and Support Services (Sum of lines D001 through D007)	\$585,260	\$0	\$585,260		\$0	\$0	\$0	

	Global Level of Care Funding	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
D009	Report the total eligible expenses in relation to the \$1.77 Global LOC per diem funding initiative for the April 1, 2019 to December 31, 2019 period for Program and Support Services expenses. Note: The expenses must also be reported on lines D001 through D008, as applicable. The total expenses reported on line D008 will be used to inform the allocation of the Global LOC funding across the envelopes. Homes will retain the 32% of Global LOC funding allocated to the OA envelope.		

	Additional Healthcare Personnel - BSO initiative	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
D010	Report the total eligible expenses funded from the Additional Healthcare Personnel - BSO initiative. Note: The expenses must also be reported on lines D001 through D008, as applicable. The total expenses reported on line D009 will be used to determine any unused funding from the Additional Healthcare Personnel - BSO initiative.		

	Training and Orientation Activity and Therapeutic Equipment and Supplies - BSO Initiative: Additional Healthcare Personnel	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
D011	Report the total eligible expenses funded from the BSO Initiative for Training and Orientation activity for Additional Healthcare Personnel FTE's and Therapeutic Equipment and Supplies. Note: The expenses must also be reported on lines D001 through D008, as applicable. The total expenses reported on line D010 will be added to the expenses reported on line C014 to determine any unused funding.		

	Enhanced Transition Support Funding	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
D012	Report the total eligible expenses funded from the Enhanced Transition Support Funding. The expenses must also be reported on lines D001 through D008, as applicable.		

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Ministry of Long-Term Care

For the period from 2019-01-01 to 2019-12-31

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MOHLTC Facility # H13902	Operator Name : Douglas H. Rapelje Lodge - The Regional Municipality of Niagara
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Section E - Actual Expenditures - Raw Food

		LTC and Interim Bed Arms-Length Transactions (1)	LTC and Interim Bed Non-Arms- Length Transactions (2)	Sub-Total (3)	For Ministry Use Only *Allowable Expenditure (4)*	Convalescent Care Arms-Length Transactions (5)	Convalescent Care Non-Arms- Length Transactions (6)	Sub-Total (7)	For Ministry Use Only *Allowable Expenditure (8)*
	Raw Food								
E001	Raw Food	451,710		451,710				0	
E002	Expenditure Recoveries (enter as negative)	(17,887)		(17,887)				0	
E003	Total Raw Food (Sum of lines E001 through E002)	\$433,823	\$0	\$433,823		\$0	\$0	\$0	

	Global Level of Care Funding	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
E004	Report the total eligible expenses in relation to the \$1.77 Global LOC per diem funding initiative for the April 1, 2019 to December 31, 2019 period for Raw Food expenses. Note: The expenses must also be reported on lines E001 through E003, as applicable. The total expenses reported on line E003 will be used to inform the allocation of the Global LOC funding across the envelopes. Homes will retain the 32% of Global LOC funding allocated to the OA envelope.		

Section F - Actual Expenditures - Other Accommodation

		LTC and Interim Bed Arms-Length Transactions (1)	LTC and Interim Bed Non-Arms- Length Transactions (2)	Sub-Total (3)	For Ministry Use Only Allowable Expenditure (4)	Convalescent Care Arms-Length Transactions (5)	Convalescent Care Non-Arms- Length Transactions (6)	Sub-Total (7)	For Ministry Use Only Allowable Expenditure (8)
F001	Housekeeping Services (HS)	525,924		525,924				0	
F002	Building and Property - Operations and Maintenance (B&P-OM)	265,230		265,230				0	
F003	Dietary Services (DS)	834,120		834,120				0	
F004	Laundry and Linen Services (L & LS)	206,610		206,610				0	
F005	General and Administrative (G&A)	758,784	525,435	1,284,219				0	
F006	Facility Costs (FC)	747,632	5,311	752,943				0	
F007	Total Other Accommodation Expenditures (Line F001 through Line F006).	\$3,338,300	\$530,746	\$3,869,046		\$0	\$0	\$0	
F008	Total Inadmissible Expenditures, Other Accommodation (includes expenditures reported in line F005 and F006, as applicable, for honorariums, donations, mortgage interest, interest on operating line of credit, other interest, amortization and depreciation.	484,334		484,334				0	
F009	Total Other Accommodation Expenditures after Inadmissible Expenditures (Line F007- Line F008)	\$2,853,966	\$530,746	\$3,384,712		\$0	\$0	\$0	

	Global Level of Care Funding	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	For Convalescent Care beds only (2)
F010	Report the total eligible expenses in relation to the \$1.77 Global LOC per diem funding initiative for the April 1, 2019 to December 31, 2019 period for Other Accommodation expenses. Note: The expenses must also be reported on lines F001 through F009, as applicable. The total expenses reported on line F010 will be used to inform the allocation of the Global LOC funding across the envelopes. Expenditure in the Other Accommodation envelope must not exceed 32% of the Global LOC funding allocation. Homes will retain the 32% of Global LOC funding allocated to the OA envelope.	18,605	

	Municipal Property Tax	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	For Convalescent Care beds only (2)
F011	Report the total eligible municipal property tax. The expense must also be reported on line F006 and will be used to determine the eligible Municipal Tax Allowance.		

	Enhanced Transition Support Funding	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	For Convalescent Care beds only (2)
F012	Report the total eligible expenses funded from the Enhanced Transition Support Funding. The expenses must also be reported on lines F001 through F006, as applicable.		

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For the period from

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Ministère des Soins de longue durée

MOHLTC Facility #
H13902Operator Name :
Douglas H. Rapelje Lodge - The Regional Municipality of Niagara**Section I: Part A.****Line Ia01- The Nurse Practitioner in Long-Term Care Home Program**

In accordance with the Long-Term Care (LTC) Nurse Practitioner (NP) Program Funding Policy, report on line Ia01 Salary, Benefits, and Overhead expenditures for the Nurse Practitioner position. DO NOT REPORT THESE COSTS IN SECTIONS C THRU F of the Long-Term Care Home Annual Report.

Expenditures for 12 months, January 1, 2019 to December 31, 2019				
	Salary	Benefits	Overhead Expenses - operating	Total Costs
Ia01				\$0

Line Ia01b- Attending Nurse Practitioner in Long-Term Care Home Initiative

In accordance with the Attending Nurse Practitioners in Long-Term Care Homes Initiative Funding Policy, report on line Ia01b Salary, Benefits, and Overhead expenditures for the Attending Nurse Practitioner position. DO NOT REPORT THESE COSTS IN SECTIONS C THRU F of the Long-Term Care Home Annual Report.

Expenditures for 12 months, January 1, 2019 to December 31, 2019				
	Salary	Benefits	Overhead Expenses - operating	Total Costs
Ia01b				\$0

Line Ia01c- Falls Prevention Equipment Funding Program

In accordance with the Falls Prevention Equipment Funding Policy complete the attestation below as applicable. DO NOT REPORT THE COSTS IN SECTIONS C THRU F of the Long-Term Care Home Annual Report.

Ia01ca	Funding for the April 2018 to March 2019 period has been used for equipment intended to reduce falls or injuries from falls (Y / N)	Y
Ia01cb	Funding for the April 2019 to December 2019 period has been used for equipment intended to reduce falls or injuries from falls (Y / N)	Y

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MOHLTC Facility #
H13902Operator Name :
Douglas H. Rapelje Lodge - The Regional Municipality of Niagara**Section I: Part B One-time Funding and Other Initiatives.**

Use column D to report the expenses applicable to and funded from the funding initiatives below. The expenses reported in column D must not be included in Sections C thru F or Section I: Part A of the LTCH Annual Report.

The items reported in Section I: Part B are to be limited to the expenses that were incurred from January 1, 2019 thru December 31, 2019 only for funding that is received directly by the LTC Home based on the funding provided in the LTCH Payment Calculation Notice. The expenses reported in Section I, Part B are reconciled via alternate processes and shall be excluded from the calculation used to determine the Allowable Subsidy in the 2019 Overall Reconciliation.

Line (A)	Funding Initiative (B)	Description of expenses reported for the January 1, 2019 to December 31, 2019 period (C)	Expenses (D)
lb1	Nurse Led Outreach	Salaries and wages of nurses to ensure timely access to care by LTC Home residents and avoid emergency room and hospital admissions.	
lb2	High Intensity Needs Fund (HINF) Claims-Based	Claims eligible for reimbursement for supplementary staffing, exceptional wound care, preferred accommodation and transportation for dialysis.	317,460
lb3	Laboratory Services Claims	Claims eligible for reimbursement for phlebotomy services purchased by LTC Homes.	5,980
lb4	RAI-MDS one- time funding	Claims eligible for reimbursement for the purchase of computer hardware and software, including RAI-MDS software, to meet CIHI reporting requirements.	
lb5	Peritoneal Dialysis	Claims eligible for reimbursement for the provision of services to Peritoneal Dialysis residents.	
lb6	LTCH Centre of Learning, Research and Innovation Program funding	Claims eligible for reimbursement for the provision of services to Peritoneal Dialysis residents.	
lb7	LHIN funding from outside the Ministry's BSO investment to supplement staffing salaries as well as any additional indirect and start-up costs associated with BSO.	Claims eligible for reimbursement from funding provided by the LHIN to supplement staffing salaries as well as any additional indirect and start-up costs associated with BSO with funding from outside the Ministry's BSO investment.	
	One-time and project funding	Use lines lb8 through lb11, column D to report expenses eligible for reimbursement incurred by the home from January 1, 2019 to December 31, 2019 for any one-time and project funding, based on the funding provided in the LTCH Payment Calculation Notice. Report each funding item separately and provide a description, e.g. Water Quality Testing	
lb8	Description:		
lb9	Description:		
lb10	Description:		
lb11	Description:		
Total Expenses from Section I, Part B (sum of lines lb1 to lb11)			323,440

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MOHLTC Facility # H13902	Licensee Name : Douglas H. Rapelje Lodge - The Regional Municipality of Niagara
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☐ Check if no accrual amounts as of December 31, 2018
Section O - Accrual Report

NURSING AND PERSONAL CARE		Opening Accrual Balance	Payment Settlements in 2018 (2)	Current Period Accrual (3)	Closing Accrual Balance (4) = (1)-(2)+(3)
Please complete lines O001 through O003, as applicable. Do not include any cost related to the administration of employee and union agreements e.g, the cost of conducting union negotiations, arbitration hearings, and pay equity negotiations must be reported in the Other Accommodation envelope.		(1)			
O001	Salaries	241,872	241,872	235,700	235,700
O002	Employee Benefits	53,382	53,382	55,536	55,536
O003	Other (specify): CUPE 1263 & ONA9	11,743		107,566	119,309
TOTAL NURSING AND PERSONAL CARE					
O004	(sum of lines O001 through O003)	\$306,997	\$295,254	\$398,802	\$410,545

Program and Support Services		Opening Accrual Balance	Payment Settlements in 2018 (2)	Current Period Accrual (3)	Closing Accrual Balance (4) = (1)-(2)+(3)
Please complete lines O101 through O103, as applicable. Do not include any cost related to the administration of employee and union agreements e.g, the cost of conducting union negotiations, arbitration hearings, and pay equity negotiations must be reported in the Other Accommodation envelope.		(1)			
O101	Salaries	12,775	12,775	15,906	15,906
O102	Employee Benefits	3,384	3,384	4,358	4,358
O103	Other (specify): CUPE 1263			5,452	5,452
TOTAL PROGRAM AND SUPPORT SERVICES					
O104	(sum of lines O101 through O103)	\$16,159	\$16,159	\$25,716	\$25,716

Other Accommodation - To Be Completed by Red-Circled Homes		Opening Accrual Balance	Payment Settlements in 2018 (2)	Current Period Accrual	Closing Accrual Balance (4) = (1)-(2)+(3)
Please complete lines O201 through O203, as applicable. Include any cost related to the administration of employee and union agreements e.g, the cost of conducting union negotiations, arbitration hearings, and pay equity negotiations must be reported in the Other Accommodation envelope.		(1)	(2)	(3)	
O201	Salaries				0
O202	Employee Benefits				0
O203	Other (specify):				0
TOTAL OTHER ACCOMMODATION					
O204	(sum of lines O201 through O203)	\$0	\$0	\$0	\$0

Ontario**2019 Long-Term Care Home Annual Report**

Ministry of Long-Term Care

Ministère des Soins de longue durée

For the period from

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to

2019-12-31

MOHLTC Facility #

H13902

Licensee Name :

Douglas H. Rapelje Lodge - The Regional Municipality of Niagara

Section P - Notes to the Report

Significant Accounting Principles

Basis of Accounting

Sections A through F, Section I and Section O of the report have been prepared in accordance with generally accepted accounting principles (GAAP) and applicable legislation, regulations, policies and directives.



If there is no trust account, please check here

and please explain:

Draft

Ontario**2019 Long-Term Care Home Annual Report**

Ministry of Long-Term Care

For the period from **2019-01-01** to **2019-12-31**

Ministère des Soins de longue durée

MOHLTC Facility # H13902	Licensee Name : Douglas H. Rapelje Lodge - The Regional Municipality of Niagara
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Section Q - Licensee's Statement and Approval

The information contained in Sections A through F, Section I, and Section O and P of this Long-Term Care Home Annual Report of (legal name of Licensee)

for the Period from _____ to _____ was provided by management.

This Report has been prepared in conformity with the basis or bases of accounting described in , Section P - Notes to the Report and adheres to the technical instructions and guidelines as provided by the Ministry of Long-Term Care.

The information contained in this report is in accordance with the L-SAA, any direct funding agreement between the Minister and the licensee, and all applicable policies pertaining to the program funding provided to the home for the period being submitted.

Sections C thru F of the report excludes expenditures, as applicable, for: the development of new long-term care beds awarded by the Ministry, the redevelopment of a Category "D" Home, and redevelopment of Replacement "B", "C" and Upgraded "D" beds. Sections C thru F also excludes, as applicable, expenditures funded from the initiatives reported on in Section I: Part A and Part B.

Systems of internal accounting control are maintained in order to assure the reliability of this financial information. These systems include formal policies and procedures, the careful selection and training of qualified personnel, and an organization providing for appropriate delegation of authority and segregation of responsibilities.

Falls Prevention Equipment Funding has been used for equipment intended to reduce falls or injuries from falls.

Approved by the Licensee on the _____ day of _____, 20____

(Print Licensee's Name)

Witness

By: _____

NAME: _____

TITLE: _____

Where the Licensee is a for profit nursing home provide a witness signature.

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Ministry of Long-Term Care

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MOHLTC Facility # H13902	Licensee Name : Douglas H. Rapelje Lodge - The Regional Municipality of Niagara
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Independent Auditors' Report

Draft

Ontario**2019 Long-Term Care Home Annual Report**

Ministry of Long-Term Care

For the period from

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Ministère des Soins de longue durée

MOHLTC Facility #

H13902

Licensee Name :

Douglas H. Rapelje Lodge - The Regional Municipality of Niagara

Appendix A**Auditor's Report - Statement of Trust Account**

To the Minister of Long-Term Care:

We have audited the Statement of Trust Account (Statement of Trust Fund Receipts and Disbursement) of (legal name of Licensee)

for the period from _____ to _____

prepared in accordance with the Ontario Regulation 79/10 section 241. The Statement is the responsibility of the Home's management. Our responsibility is to express an opinion on the Report based upon our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards (Canadian GAAS) under CPA Canada Standards and Guidance Collection. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the Report is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the Statement. An audit also includes assessing the significant accounting principles used and the significant estimates made by management, as well as evaluating the overall Statement presentation.

In our opinion, Statement of Trust Account (Statement of Trust Fund Receipts and Disbursement) present fairly, in all material respects, the financial position of the trust fund for the year ended December 31, 2019 and the activity of the funds during the year in accordance with Section 241 of the Ontario Regulation 79/10 under the Ministry of Long-Term Care's Long-Term Care Homes Act, 2007.

Licensed Public Accountant

(place)

(date)

Independent Auditor's Report

To the Ontario Ministry of Health and the Ontario Ministry of Long Term Care

Opinion

We have audited Sections A through F, Section I, and Section O of the accompanying 2019 Long-Term Care Home Annual Report of the Regional Municipality of Niagara – The Gilmore Lodge (the "Region") and notes to the Annual Report including a summary of significant accounting policies (collectively referred to as the "Report").

In our opinion, the Report for the Regional Municipality of Niagara – The Gilmore Lodge for the year ended December 31, 2019 is prepared, in all material respects, in accordance with the financial reporting provisions of the 2019 Long-Term Care Home Annual Report Technical Instructions and Guidelines dated April 30, 2020 issued by the Ontario Ministry of Health and the Ontario Ministry of Long Term Care and financial reporting provisions of the Hamilton Niagara Haldimand Brant Local Health Integration Network (the "LHIN") Service Accountability Agreements dated April 1, 2016 and April 1, 2019 (collectively referred to as the "Guidelines").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Report* section of our Report. We are independent of the Region in accordance with the ethical requirements that are relevant to our audit of the Report 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.

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 of the Report, which describes the basis of accounting. The Report is prepared to assist the Region in complying with the Guidelines. As a result, the Report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Report

Management is responsible for the preparation of the Report in accordance with the Guidelines and for such internal control as management determines is necessary to enable the preparation of the Report that is free from material misstatement, whether due to fraud or error.

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

Auditor's Responsibilities for the Audit of the Report

Our objectives are to obtain reasonable assurance about whether the Report is 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 GAAS 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 this Report.

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

- Identify and assess the risks of material misstatement of the Report, 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 Region's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, and related disclosures made by management.

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.

Chartered Professional Accountants
Licensed Public Accountants
August __, 2020

The Regional Municipality of Niagara
The Gilmore Lodge
Notes to the Annual Report
December 31, 2019

1. Basis of accounting

The Report has been prepared in accordance with the financial reporting provisions set out in the following:

- Ontario Ministry of Health and Ontario Ministry of Long-Term Care 2019 Long-Term Care Home Annual Report Technical Instructions and Guidelines, dated April 30, 2020; and
- LHIN Service Accountability Agreements dated April 1, 2016 and April 1, 2019.

2. Revenue recognition

Resident revenue and funding from the Ontario Ministry of Health and the Ontario Ministry of Long-Term Care are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues in the period in which the transactions or events occurred that gave rise to the revenues.

3. Expenditures

Eligible expenditures are recorded in the period incurred, in accordance with the guidelines described in Note 1 above.

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For the period from 2019-01-01 to 2019-12-31

MOHLTC Facility # H13533	Operator Name Gilmore Lodge - The Regional Municipality of Niagara
LHIN Name Hamilton Niagara Haldimand Brant Local Health Integration Network	

Section A - Level of Care (LOC) Actual Resident Occupancy, Resident Revenue and Resident Bad Debt

Current Revenue Period		Resident Days					Resident Revenue	
		January to March (1a)	April to June (1b)	July (1ba)	August to December (1c)	Total Days (1d)	Basic Fees (2)	Preferred Fees (3)
A001	Long-Stay - Private	3,893	4,022	1,378	6,621	15,914	975,673	300,812
A002	Long-Stay - Semi - Private	270	276	93	459	1,098	67,321	9,225
A003	Long-Stay - Basic	2,873	2,960	946	4,944	11,723	590,464	
A004	Long-Stay two-bed room (Shared by spouses)					0		
A005	Short-Stay - Respite Care					0		
A005a	Specialized Unit - approved for reimbursement of preferred Fees (Include long-stay residents occupying Specialized Unit beds)					0		
A005b	Specialized Unit - not approved for reimbursement of preferred Fees (Include long-stay residents occupying Specialized Unit beds)					0		
A006	Total Level of Care Long-Stay, Short-Stay, Respite Care Beds and Specialized Unit beds. (Sum of lines A001 through A005b)	7,036	7,258	2,417	12,024	28,735	1,633,458	310,037
A007	Interim Short-Stay - Private					0		
A008	Interim Short Stay - Semi-Private					0		
A009	Interim Short Stay - Basic					0		
A010	Interim Short-Stay - two-bed room (Shared by spouses)					0		
A011	Total Level of Care Interim Short-Stay beds (Sum of lines A007 through A010)	0	0	0	0	0	0	0
A012	Convalescent Care Beds					0		

A015	The uncharged portion of resident accommodation fees arising from the variance between the maximum basic accommodation fee which should be charged to residents without an approved rate reduction and the basic accommodation fee charged if the basic accommodation fee charged is less than the maximum basic accommodation fee and, the variance between the Director approved reduced basic accommodation fee and the basic accommodation fee charged if the basic accommodation fee charged is less than the Director approved reduced basic accommodation fee .	
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		Resident-Days				
Actual Occupancy of Awarded beds and Replacement "D" beds, and Replacement "B", "C" and Upgraded "D" beds during the Fill rate period in 2018 and the Pre-Move Occupancy Days for Classified "D" Replacement beds. (to be completed by Licensees operating such beds)		January to March (1a)	April to June (1b)	July (1ba)	August to December (1c)	Total Days (1d)
A020a	Actual Resident-days in lines A001 through A005 that was attributed to the Fill-Rate period for awarded beds and replacement "D" beds, replacement "B", "C" and Upgraded "D" beds, the Pre-Move Occupancy Days for Classified "D" Replacement beds, and the 90 day fill-rate period for specialized unit beds.					0
A020b	Actual Short-stay Respite-days in line A005 that was attributed to awarded beds and replacement "D", replacement "B", "C" and Upgraded "D" beds during the Fill rate Period and the Pre-Move Occupancy Days for Classified "D" Replacement beds					0

		Resident-Days				
Orientation/Fill-rate Period - Interim Short-Stay beds and Convalescent Care beds		January to March (1a)	April to June (1b)	July (1ba)	August to December (1c)	Total Days (1d)
A021a	Actual Interim Short-Stay bed resident-days in lines A007-A010 during the Fill Period					0

		Resident-Days				
Actual occupancy of beds approved for Occupancy Reduction Protection (ORP)		January to March (1a)	April to June (1b)	July (1ba)	August to December (1c)	Total Days (1d)
A022a	Actual Resident-days in lines A001-A004 during ORP Period					0
A022b	Actual Resident-days in line A007-A010 during ORP Period					0

Ontario**2019 Long-Term Care Home Annual Report**Ministry of Long-Term Care
Ministère des Soins de longue durée

For the period from 2019-01-01 to 2019-12-31

MOHLTC Facility # H13533	Operator Name Gilmore Lodge - The Regional Municipality of Niagara
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Section A - Level of Care (LOC) Actual Resident Occupancy, Resident Revenue and Resident Bad Debt, continued

	Prior Period Revenue	Revenue	For Ministry Use Only
A030	Basic Revenue: July 1, 1994 to December 31, 2018		

	Resident Bad Debt on 2019 Basic Accommodation Fees		For Ministry Use Only
A040	Basic Accommodation Fees - Bad Debt	4,708	
A041	Collection Costs		
A042	Total Bad Debt Costs (A040 + A041)	\$4,708	

Section B - Actual Other Recoverable Revenue

	Description	Revenue (1)	For Ministry Use Only Recoverable Revenue (2)
B001	Interest Earned		
B002	Other LTC Home funding provided by Government		
B003	Other: Provide		
B004	Total - Actual Other Recoverable Revenue (Sum of lines B001 through B003)	\$0	

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MCH/LTC Facility #

Operator Name :

H13533

Gilmore Lodge - The Regional Municipality of Niagara

Section C - Actual Expenditures - Nursing and Personal Care

	LTC and Interim Bed Arms-Length Transactions (1)	LTC and Interim Bed Non-Arms-Length Transactions (2)	Sub-Total (3)	For Ministry Use Only Allowable Expenditure (4)	Convalescent Care Arms-Length Transactions (5)	Convalescent Care Non-Arms-Length Transactions (6)	Sub-Total (7)	For Ministry Use Only Allowable Expenditure (8)
Nursing and Personal Care (NPC)								
C001 Salaries	3,021,033		3,021,033				0	
C002 Employee Benefits	756,292		756,292				0	
C003 Purchased Services	57,558		57,558				0	
C004 Medical and Nursing Supplies	82,119		82,119				0	
C005 Equipment	22,756		22,756				0	
C006 Physician On-Call Coverage	14,528		14,528				0	
C007 Other: Provide Education and Training	6,552		6,552				0	
C008 Expenditure Recoveries (enter as negative)	(11,406)		(11,406)				-	
C009 Total Nursing and Personal Care (Sum of lines C001 through C008)	\$3,949,432	\$0	\$3,949,432		\$0	\$0	\$0	

Note: Claim-based not to be included.

	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Global Level of Care Funding		
C010 Report the total eligible expenses in relation to the \$1.77 Global LOC per diem funding initiative for the April 1, 2019 to December 31, 2019 period for Nursing and Personal Care expenses. Note: The expenses must also be reported on lines C001 through C009, as applicable. The total expenses reported on line C010 will be used to inform the allocation of the Global LOC funding across the envelopes. Homes will retain the 32% of Global LOC funding allocated to the OA envelope.	26,359	
	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Registered Nurse (RN) and Registered Practical Nurse (RPN) - BSO initiative		
C011 Report the total eligible expenses funded from the RN & RPN - BSO initiative. Note: The expenses must also be reported on lines C001 through C009, as applicable. The total expenses reported on line C012 will be used to determine any unused funding from the RN & RPN - BSO initiative.		
	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Personal Support Worker (PSW) - BSO initiative		
C012 Report the total eligible expenses funded from the PSW - BSO initiative. Note: The expenses must also be reported on lines C001 through C009, as applicable. The total expenses reported on line C013 will be used to determine any unused funding from the PSW - BSO initiative.		
	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Training and Orientation Activity and Therapeutic Equipment and Supplies - BSO Initiative: RN/RPN and PSW		
C013 Report the total eligible expenses funded from the BSO Initiative for Training and Orientation activity for RN/RPN and/or PSW FTE's, and Therapeutic Equipment and Supplies. Note: The expenses must also be reported on lines C001 through C009, as applicable. The total expenses reported on line C014 will be added to the expenses reported on line D010 to determine any unused funding		
	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Enhanced Transition Support Funding		
C014 Report the total eligible expenses funded from the Enhanced Transition Support Funding. The expenses must also be reported on lines C001 through C009, as applicable.		
	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	
Designated Specialized Units - Additional Funding		
C015 Report the total eligible expenses from the NPC envelope and funded directly from additional funding provided for designated specialized units. The expenses must also be reported on lines C001 through C009, as applicable.		

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MOHLTC Facility # H13533 Operator Name :
Gilmore Lodge - The Regional Municipality of Niagara

Section D - Actual Expenditures - Program and Support Services

		LTC and Interim Bed Arms-Length Transactions (1)	LTC and Interim Bed Non-Arms-Length Transactions (2)	Sub-total (3)	For Ministry Use Only Allowable Expenditure (4)	Convalescent Care Arms-Length Transactions (5)	Convalescent Care Non-Arms-Length Transactions (6)	Sub-Total (7)	For Ministry Use Only Allowable Expenditure (8)
Program and Support Services (PSS)									
D001	Salaries	274,649		274,649				0	
D002	Employee Benefits	59,862		59,862				0	
D003	Purchased Services	96,325		96,325				0	
D004	Supplies	10,632		10,632				0	
D005	Equipment	1,395		1,395				0	
D006	Other	4,068		4,068				0	
D007	Expenditure Recoveries (enter as negative)			0				0	
D008	Total Program and Support Services (Sum of lines D001 through D007)	\$446,931	\$0	\$446,931		\$0	\$0	\$0	

Global Level of Care Funding		LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
D009	Report the total eligible expenses in relation to the \$1.77 Global LOC per diem funding initiative for the April 1, 2019 to December 31, 2019 period for Program and Support Services expenses. Note: The expenses must also be reported on lines D001 through D008, as applicable. The total expenses reported on line D008 will be used to inform the allocation of the Global LOC funding across the envelopes. Homes will retain the 32% of Global LOC funding allocated to the OA envelope.		

Additional Healthcare Personnel - BSO initiative		LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
D010	Report the total eligible expenses funded from the Additional Healthcare Personnel - BSO initiative. Note: The expenses must also be reported on lines D001 through D008, as applicable. The total expenses reported on line D009 will be used to determine any unused funding from the Additional Healthcare Personnel - BSO initiative.		

Training and Orientation Activity and Therapeutic Equipment and Supplies - BSO Initiative: Additional Healthcare Personnel		LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
D011	Report the total eligible expenses funded from the BSO Initiative for Training and Orientation activity for Additional Healthcare Personnel FTE's and Therapeutic Equipment and Supplies. Note: The expenses must also be reported on lines D001 through D008, as applicable. The total expenses reported on line D010 will be added to the expenses reported on line C014 to determine any unused funding.		

Enhanced Transition Support Funding		LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
D012	Report the total eligible expenses funded from the Enhanced Transition Support Funding. The expenses must also be reported on lines D001 through D008, as applicable.		

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MOHLTC Facility # H13533	Operator Name : Gilmore Lodge - The Regional Municipality of Niagara
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Section E - Actual Expenditures - Raw Food

		LTC and Interim Bed Arms-Length Transactions (1)	LTC and Interim Bed Non-Arms- Length Transactions (2)	Sub-Total (3)	For Ministry Use Only *Allowable Expenditure (4)*	Convalescent Care Arms-Length Transactions (5)	Convalescent Care Non-Arms- Length Transactions (6)	Sub-Total (7)	For Ministry Use Only *Allowable Expenditure (8)*
	Raw Food								
E001	Raw Food	334,116		334,116				0	
E002	Expenditure Recoveries (enter as negative)	(66,225)		(66,225)				0	
E003	Total Raw Food (Sum of lines E001 through E002)	\$267,891	\$0	\$267,891		\$0	\$0	\$0	

	Global Level of Care Funding	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
E004	Report the total eligible expenses in relation to the \$1.77 Global LOC per diem funding initiative for the April 1, 2019 to December 31, 2019 period for Raw Food expenses. Note: The expenses must also be reported on lines E001 through E003, as applicable. The total expenses reported on line E003 will be used to inform the allocation of the Global LOC funding across the envelopes. Homes will retain the 32% of Global LOC funding allocated to the OA envelope.		

Section F - Actual Expenditures - Other Accommodation

		LTC and Interim Bed Arms-Length Transactions (1)	LTC and Interim Bed Non-Arms- Length Transactions (2)	Sub-Total (3)	For Ministry Use Only Allowable Expenditure (4)	Convalescent Care Arms-Length Transactions (5)	Convalescent Care Non-Arms- Length Transactions (6)	Sub-Total (7)	For Ministry Use Only Allowable Expenditure (8)
F001	Housekeeping Services (HS)	390,050		390,050				0	
F002	Building and Property - Operations and Maintenance (B&P-OM)	167,748		167,748				0	
F003	Dietary Services (DS)	617,886		617,886				0	
F004	Laundry and Linen Services (L & LS)	159,659		159,659				0	
F005	General and Administrative (G&A)	682,341	253,235	935,576				0	
F006	Facility Costs (FC)	387,806	5,270	393,076				0	
F007	Total Other Accommodation Expenditures (Line F001 through Line F006).	\$2,405,490	\$258,505	\$2,663,995		\$0	\$0	\$0	
F008	Total Inadmissible Expenditures, Other Accommodation (includes expenditures reported in line F005 and F006, as applicable, for honorariums, donations, mortgage interest, interest on operating line of credit, other interest, amortization and depreciation.	208,633		208,633				0	
F009	Total Other Accommodation Expenditures after Inadmissible Expenditures (Line F007- Line F008)	\$2,196,857	\$258,505	\$2,455,362		\$0	\$0	\$0	

	Global Level of Care Funding	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	For Convalescent Care beds only (2)
F010	Report the total eligible expenses in relation to the \$1.77 Global LOC per diem funding initiative for the April 1, 2019 to December 31, 2019 period for Other Accommodation expenses. Note: The expenses must also be reported on lines F001 through F009, as applicable. The total expenses reported on line F010 will be used to inform the allocation of the Global LOC funding across the envelopes. Expenditure in the Other Accommodation envelope must not exceed 32% of the Global LOC funding allocation. Homes will retain the 32% of Global LOC funding allocated to the OA envelope.	12,404	

	Municipal Property Tax	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	For Convalescent Care beds only (2)
F011	Report the total eligible municipal property tax. The expense must also be reported on line F006 and will be used to determine the eligible Municipal Tax Allowance.		

	Enhanced Transition Support Funding	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	For Convalescent Care beds only (2)
F012	Report the total eligible expenses funded from the Enhanced Transition Support Funding. The expenses must also be reported on lines F001 through F006, as applicable.		

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MOHLTC Facility # H13533	Operator Name : Gilmore Lodge - The Regional Municipality of Niagara
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Section I: Part A.**Line Ia01- The Nurse Practitioner in Long-Term Care Home Program**

In accordance with the Long-Term Care (LTC) Nurse Practitioner (NP) Program Funding Policy, report on line Ia01 Salary, Benefits, and Overhead expenditures for the Nurse Practitioner position. DO NOT REPORT THESE COSTS IN SECTIONS C THRU F of the Long-Term Care Home Annual Report.

Expenditures for 12 months, January 1, 2019 to December 31, 2019				
	Salary	Benefits	Overhead Expenses - operating	Total Costs
Ia01				\$0

Line Ia01b- Attending Nurse Practitioner in Long-Term Care Home Initiative

In accordance with the Attending Nurse Practitioners in Long-Term Care Homes Initiative Funding Policy, report on line Ia01b Salary, Benefits, and Overhead expenditures for the Attending Nurse Practitioner position. DO NOT REPORT THESE COSTS IN SECTIONS C THRU F of the Long-Term Care Home Annual Report.

Expenditures for 12 months, January 1, 2019 to December 31, 2019				
	Salary	Benefits	Overhead Expenses - operating	Total Costs
Ia01b				\$0

Line Ia01c- Falls Prevention Equipment Funding Program

In accordance with the Falls Prevention Equipment Funding Policy complete the attestation below as applicable. DO NOT REPORT THE COSTS IN SECTIONS C THRU F of the Long-Term Care Home Annual Report.

Ia01ca	Funding for the April 2018 to March 2019 period has been used for equipment intended to reduce falls or injuries from falls (Y / N)	Y
Ia01cb	Funding for the April 2019 to December 2019 period has been used for equipment intended to reduce falls or injuries from falls (Y / N)	Y

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H13533Operator Name :
Gilmore Lodge - The Regional Municipality of Niagara**Section I: Part B One-time Funding and Other Initiatives.**

Use column D to report the expenses applicable to and funded from the funding initiatives below. The expenses reported in column D must not be included in Sections C thru F or Section I: Part A of the LTCH Annual Report.

The items reported in Section I: Part B are to be limited to the expenses that were incurred from January 1, 2019 thru December 31, 2019 only for funding that is received directly by the LTC Home based on the funding provided in the LTCH Payment Calculation Notice. The expenses reported in Section I, Part B are reconciled via alternate processes and shall be excluded from the calculation used to determine the Allowable Subsidy in the 2019 Overall Reconciliation.

Line (A)	Funding Initiative (B)	Description of expenses reported for the January 1, 2019 to December 31, 2019 period (C)	Expenses (D)
lb1	Nurse Led Outreach	Salaries and wages of nurses to ensure timely access to care by LTC Home residents and avoid emergency room and hospital admissions.	
lb2	High Intensity Needs Fund (HINF) Claims-Based	Claims eligible for reimbursement for supplementary staffing, exceptional wound care, preferred accommodation and transportation for dialysis.	346,797
lb3	Laboratory Services Claims	Claims eligible for reimbursement for phlebotomy services purchased by LTC Homes.	3,660
lb4	RAI-MDS one- time funding	Claims eligible for reimbursement for the purchase of computer hardware and software, including RAI-MDS software, to meet CIHI reporting requirements.	
lb5	Peritoneal Dialysis	Claims eligible for reimbursement for the provision of services to Peritoneal Dialysis residents.	
lb6	LTCH Centre of Learning, Research and Innovation Program funding	Claims eligible for reimbursement for the provision of services to Peritoneal Dialysis residents.	
lb7	LHIN funding from outside the Ministry's BSO investment to supplement staffing salaries as well as any additional indirect and start-up costs associated with BSO.	Claims eligible for reimbursement from funding provided by the LHIN to supplement staffing salaries as well as any additional indirect and start-up costs associated with BSO with funding from outside the Ministry's BSO investment.	
	One-time and project funding	Use lines lb8 through lb11, column D to report expenses eligible for reimbursement incurred by the home from January 1, 2019 to December 31, 2019 for any one-time and project funding, based on the funding provided in the LTCH Payment Calculation Notice. Report each funding item separately and provide a description, e.g. Water Quality Testing	
lb8	Description:		
lb9	Description:		
lb10	Description:		
lb11	Description:		
Total Expenses from Section I, Part B (sum of lines lb1 to lb11)			350,457

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Licensee Name :

Gilmore Lodge - The Regional Municipality of Niagara

☐ Check if no accrual amounts as of December 31, 2018**Section O - Accrual Report**

NURSING AND PERSONAL CARE		Opening Accrual Balance	Payment Settlements in 2018	Current Period Accrual	Closing Accrual Balance
Please complete lines O001 through O003, as applicable. Do not include any cost related to the administration of employee and union agreements e.g, the cost of conducting union negotiations, arbitration hearings, and pay equity negotiations must be reported in the Other Accommodation envelope.		(1)	(2)	(3)	(4) = (1)-(2)+(3)
O001	Salaries	148,722	148,722	167,437	167,437
O002	Employee Benefits	34,139	34,139	38,730	38,730
O003	Other (specify): CUPE 1253 & ONA 9	8,716		67,060	75,776
TOTAL NURSING AND PERSONAL CARE					
O004	(sum of lines O001 through O003)	\$191,577	\$182,861	\$273,227	\$281,943

Program and Support Services		Opening Accrual Balance	Payment Settlements in 2018	Current Period Accrual	Closing Accrual Balance
Please complete lines O101 through O103, as applicable. Do not include any cost related to the administration of employee and union agreements e.g, the cost of conducting union negotiations, arbitration hearings, and pay equity negotiations must be reported in the Other Accommodation envelope.		(1)	(2)	(3)	(4) = (1)-(2)+(3)
O101	Salaries	11,044	11,044	13,471	13,471
O102	Employee Benefits	2,629	2,629	3,198	3,198
O103	Other (specify):			3,683	3,683
TOTAL PROGRAM AND SUPPORT SERVICES					
O104	(sum of lines O101 through O103)	\$13,673	\$13,673	\$20,352	\$20,352

Other Accommodation - To Be Completed by Red-Circled Homes		Opening Accrual Balance	Payment Settlements in 2018	Current Period Accrual	Closing Accrual Balance
Please complete lines O201 through O203, as applicable. Include any cost related to the administration of employee and union agreements e.g, the cost of conducting union negotiations, arbitration hearings, and pay equity negotiations must be reported in the Other Accommodation envelope.		(1)	(2)	(3)	(4) = (1)-(2)+(3)
O201	Salaries				0
O202	Employee Benefits				0
O203	Other (specify):				0
TOTAL OTHER ACCOMMODATION					
O204	(sum of lines O201 through O203)	\$0	\$0	\$0	\$0

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Ministry of Long-Term Care

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MOHLTC Facility #

H13533

Licensee Name :

Gilmore Lodge - The Regional Municipality of Niagara

Section P - Notes to the Report

Significant Accounting Principles

Basis of Accounting

Sections A through F, Section I and Section O of the report have been prepared in accordance with generally accepted accounting principles (GAAP) and applicable legislation, regulations, policies and directives.



If there is no trust account, please check here

and please explain:

Draft

Ontario**2019 Long-Term Care Home Annual Report**

Ministry of Long-Term Care

For the period from **2019-01-01** to **2019-12-31**

Ministère des Soins de longue durée

MOHLTC Facility # H13533	Licensee Name : Gilmore Lodge - The Regional Municipality of Niagara
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Section Q - Licensee's Statement and Approval

The information contained in Sections A through F, Section I, and Section O and P of this Long-Term Care Home Annual Report of (legal name of Licensee)

for the Period from _____ to _____ was provided by management.

This Report has been prepared in conformity with the basis or bases of accounting described in , Section P - Notes to the Report and adheres to the technical instructions and guidelines as provided by the Ministry of Long-Term Care.

The information contained in this report is in accordance with the L-SAA, any direct funding agreement between the Minister and the licensee, and all applicable policies pertaining to the program funding provided to the home for the period being submitted.

Sections C thru F of the report excludes expenditures, as applicable, for: the development of new long-term care beds awarded by the Ministry, the redevelopment of a Category "D" Home, and redevelopment of Replacement "B", "C" and Upgraded "D" beds. Sections C thru F also excludes, as applicable, expenditures funded from the initiatives reported on in Section I: Part A and Part B.

Systems of internal accounting control are maintained in order to assure the reliability of this financial information. These systems include formal policies and procedures, the careful selection and training of qualified personnel, and an organization providing for appropriate delegation of authority and segregation of responsibilities.

Falls Prevention Equipment Funding has been used for equipment intended to reduce falls or injuries from falls.

Approved by the Licensee on the _____ day of _____, 20____

(Print Licensee's Name)

Witness

By: _____

NAME: _____

TITLE: _____

Where the Licensee is a for profit nursing home provide a witness signature.

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MOHLTC Facility # H13533	Licensee Name : Gilmore Lodge - The Regional Municipality of Niagara
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Independent Auditors' Report

Draft

Ontario**2019 Long-Term Care Home Annual Report**

Ministry of Long-Term Care

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Ministère des Soins de longue durée

MOHLTC Facility #

H13533

Licensee Name :

Gilmore Lodge - The Regional Municipality of Niagara

Appendix A**Auditor's Report - Statement of Trust Account**

To the Minister of Long-Term Care:

We have audited the Statement of Trust Account (Statement of Trust Fund Receipts and Disbursement) of (legal name of Licensee)

for the period from _____ to _____

prepared in accordance with the Ontario Regulation 79/10 section 241. The Statement is the responsibility of the Home's management. Our responsibility is to express an opinion on the Report based upon our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards (Canadian GAAS) under CPA Canada Standards and Guidance Collection. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the Report is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the Statement. An audit also includes assessing the significant accounting principles used and the significant estimates made by management, as well as evaluating the overall Statement presentation.

In our opinion, Statement of Trust Account (Statement of Trust Fund Receipts and Disbursement) present fairly, in all material respects, the financial position of the trust fund for the year ended December 31, 2019 and the activity of the funds during the year in accordance with Section 241 of the Ontario Regulation 79/10 under the Ministry of Long-Term Care's Long-Term Care Homes Act, 2007.

Licensed Public Accountant

(place)

(date)

Independent Auditor's Report

To the Ontario Ministry of Health and the Ontario Ministry of Long Term Care

Opinion

We have audited Sections A through F, Section I, and Section O of the accompanying 2019 Long-Term Care Home Annual Report of the Regional Municipality of Niagara – Linhaven (the "Region") and notes to the Annual Report including a summary of significant accounting policies (collectively referred to as the "Report").

In our opinion, the Report for the Regional Municipality of Niagara – Linhaven for the year ended December 31, 2019 is prepared, in all material respects, in accordance with the financial reporting provisions of the 2019 Long-Term Care Home Annual Report Technical Instructions and Guidelines dated April 30, 2020 issued by the Ontario Ministry of Health and the Ontario Ministry of Long Term Care and financial reporting provisions of the Hamilton Niagara Haldimand Brant Local Health Integration Network (the "LHIN") Service Accountability Agreements dated April 1, 2016 and April 1, 2019 (collectively referred to as the "Guidelines").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Report* section of our Report. We are independent of the Region in accordance with the ethical requirements that are relevant to our audit of the Report 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.

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 of the Report, which describes the basis of accounting. The Report is prepared to assist the Region in complying with the Guidelines. As a result, the Report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Report

Management is responsible for the preparation of the Report in accordance with the Guidelines and for such internal control as management determines is necessary to enable the preparation of the Report that is free from material misstatement, whether due to fraud or error.

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

Auditor's Responsibilities for the Audit of the Report

Our objectives are to obtain reasonable assurance about whether the Report is 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 GAAS 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 this Report.

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

- Identify and assess the risks of material misstatement of the Report, 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 Region's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, and related disclosures made by management.

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.

Chartered Professional Accountants
Licensed Public Accountants
August __, 2020

**The Regional Municipality of Niagara
Linhaven**
Notes to the Annual Report
December 31, 2019

1. Basis of accounting

The Report has been prepared in accordance with the financial reporting provisions set out in the following:

- Ontario Ministry of Health and Ontario Ministry of Long-Term Care 2019 Long-Term Care Home Annual Report Technical Instructions and Guidelines, dated April 30, 2020; and
- LHIN Service Accountability Agreements dated April 1, 2016 and April 1, 2019.

2. Revenue recognition

Resident revenue and funding from the Ontario Ministry of Health and the Ontario Ministry of Long-Term Care are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues in the period in which the transactions or events occurred that gave rise to the revenues.

3. Expenditures

Eligible expenditures are recorded in the period incurred, in accordance with the guidelines described in Note 1 above.

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MOHLTC Facility # H11559	Operator Name Linhaven - The Regional Municipality of Niagara
LHIN Name Hamilton Niagara Haldimand Brant Local Health Integration Network	

Section A - Level of Care (LOC) Actual Resident Occupancy, Resident Revenue and Resident Bad Debt

Current Revenue Period		Resident Days					Resident Revenue	
		January to March (1a)	April to June (1b)	July (1ba)	August to December (1c)	Total Days (1d)	Basic Fees (2)	Preferred Fees (3)
A001	Long-Stay - Private	7,676	7,763	2,583	12,819	30,841	1,890,789	599,809
A002	Long-Stay - Semi - Private	2,759	2,857	881	4,350	10,847	666,965	91,981
A003	Long-Stay - Basic	8,981	9,068	3,186	15,874	37,109	1,931,416	
A004	Long-Stay two-bed room (Shared by spouses)					0		
A005	Short-Stay - Respite Care	90	108	39	214	451	17,970	
A005a	Specialized Unit - approved for reimbursement of preferred Fees (Include long-stay residents occupying Specialized Unit beds)					0		
A005b	Specialized Unit - not approved for reimbursement of preferred Fees (Include long-stay residents occupying Specialized Unit beds)					0		
A006	Total Level of Care Long-Stay, Short-Stay, Respite Care Beds and Specialized Unit beds. (Sum of lines A001 through A005b)	19,506	19,796	6,689	33,257	79,248	4,507,140	691,790
A007	Interim Short-Stay - Private					0		
A008	Interim Short Stay - Semi-Private					0		
A009	Interim Short Stay - Basic					0		
A010	Interim Short-Stay - two-bed room (Shared by spouses)					0		
A011	Total Level of Care Interim Short-Stay beds (Sum of lines A007 through A010)	0	0	0	0	0	0	0
A012	Convalescent Care Beds	1,677	1,384	525	2,669	6,255		

A015	The uncharged portion of resident accommodation fees arising from the variance between the maximum basic accommodation fee which should be charged to residents without an approved rate reduction and the basic accommodation fee charged if the basic accommodation fee charged is less than the maximum basic accommodation fee and, the variance between the Director approved reduced basic accommodation fee and the basic accommodation fee charged if the basic accommodation fee charged is less than the Director approved reduced basic accommodation fee .	
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		Resident-Days				
Actual Occupancy of Awarded beds and Replacement "D" beds, and Replacement "B", "C" and Upgraded "D" beds during the Fill rate period in 2018 and the Pre-Move Occupancy Days for Classified "D" Replacement beds. (to be completed by Licensees operating such beds)		January to March (1a)	April to June (1b)	July (1ba)	August to December (1c)	Total Days (1d)
A020a	Actual Resident-days in lines A001 through A005 that was attributed to the Fill-Rate period for awarded beds and replacement "D" beds, replacement "B", "C" and Upgraded "D" beds, the Pre-Move Occupancy Days for Classified "D" Replacement beds, and the 90 day fill-rate period for specialized unit beds.					0
A020b	Actual Short-stay Respite-days in line A005 that was attributed to awarded beds and replacement "D", replacement "B", "C" and Upgraded "D" beds during the Fill rate Period and the Pre-Move Occupancy Days for Classified "D" Replacement beds					0

		Resident-Days				
Orientation/Fill-rate Period - Interim Short-Stay beds and Convalescent Care beds		January to March (1a)	April to June (1b)	July (1ba)	August to December (1c)	Total Days (1d)
A021a	Actual Interim Short-Stay bed resident-days in lines A007-A010 during the Fill Period					0

		Resident-Days				
Actual occupancy of beds approved for Occupancy Reduction Protection (ORP)		January to March (1a)	April to June (1b)	July (1ba)	August to December (1c)	Total Days (1d)
A022a	Actual Resident-days in lines A001-A004 during ORP Period					0
A022b	Actual Resident-days in line A007-A010 during ORP Period					0

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Section A - Level of Care (LOC) Actual Resident Occupancy, Resident Revenue and Resident Bad Debt, continued

	Prior Period Revenue	Revenue	For Ministry Use Only
A030	Basic Revenue: July 1, 1994 to December 31, 2018		

Resident Bad Debt on 2019 Basic Accommodation Fees			For Ministry Use Only
A040	Basic Accommodation Fees - Bad Debt	45,715	
A041	Collection Costs		
A042	Total Bad Debt Costs (A040 + A041)	\$45,715	

Section B - Actual Other Recoverable Revenue

	Description	Revenue (1)	For Ministry Use Only Recoverable Revenue (2)
B001	Interest Earned		
B002	Other LTC Home funding provided by Government		
B003	Other: Provide		
B004	Total - Actual Other Recoverable Revenue (Sum of lines B001 through B003)	\$0	

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Section C - Actual Expenditures - Nursing and Personal Care

	LTC and Interim Bed Arms-Length Transactions (1)	LTC and Interim Bed Non-Arms-Length Transactions (2)	Sub-Total (3)	For Ministry Use Only Allowable Expenditure (4)	Convalescent Care Arms-Length Transactions (5)	Convalescent Care Non-Arms-Length Transactions (6)	Sub-Total (7)	For Ministry Use Only Allowable Expenditure (8)
Nursing and Personal Care (NPC)								
C001 Salaries	10,066,253		10,066,253		1,066,961		1,066,961	
C002 Employee Benefits	2,289,082		2,289,082		235,958		235,958	
C003 Purchased Services	73,079		73,079		114,576		114,576	
C004 Medical and Nursing Supplies	334,556		334,556		18,649		18,649	
C005 Equipment	54,880		54,880		1,785		1,785	
C006 Physician On-Call Coverage	23,438		23,438		0		0	
C007 Other: Provide Education and training	36,875		36,875		1,224		1,224	
C008 Expenditure Recoveries (enter as negative)	(393,776)		(393,776)		(1,085)		(1,085)	
C009 Total Nursing and Personal Care (Sum of lines C001 through C008)	\$12,484,387	\$0	\$12,484,387		\$1,438,068	\$0	\$1,438,068	

Note: Claim-based not to be included.

	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Global Level of Care Funding		
C010 Report the total eligible expenses in relation to the \$1.77 Global LOC per diem funding initiative for the April 1, 2019 to December 31, 2019 period for Nursing and Personal Care expenses. Note: The expenses must also be reported on lines C001 through C009, as applicable. The total expenses reported on line C010 will be used to inform the allocation of the Global LOC funding across the envelopes. Homes will retain the 32% of Global LOC funding allocated to the OA envelope.	73,142	6,589

	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Registered Nurse (RN) and Registered Practical Nurse (RPN) - BSO initiative		
C011 Report the total eligible expenses funded from the RN & RPN - BSO initiative. Note: The expenses must also be reported on lines C001 through C009, as applicable. The total expenses reported on line C012 will be used to determine any unused funding from the RN & RPN - BSO initiative.		

	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Personal Support Worker (PSW) - BSO initiative		
C012 Report the total eligible expenses funded from the PSW - BSO initiative. Note: The expenses must also be reported on lines C001 through C009, as applicable. The total expenses reported on line C013 will be used to determine any unused funding from the PSW - BSO initiative.		

	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Training and Orientation Activity and Therapeutic Equipment and Supplies - BSO Initiative: RN/RPN and PSW		
C013 Report the total eligible expenses funded from the BSO Initiative for Training and Orientation activity for RN/RPN and/or PSW FTE's, and Therapeutic Equipment and Supplies. Note: The expenses must also be reported on lines C001 through C009, as applicable. The total expenses reported on line C014 will be added to the expenses reported on line D010 to determine any unused funding		

	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Enhanced Transition Support Funding		
C014 Report the total eligible expenses funded from the Enhanced Transition Support Funding. The expenses must also be reported on lines C001 through C009, as applicable.		

	LTC/Interim beds only (exclude Convalescent Care Beds) (1)
Designated Specialized Units - Additional Funding	
C015 Report the total eligible expenses from the NPC envelope and funded directly from additional funding provided for designated specialized units. The expenses must also be reported on lines C001 through C009, as applicable.	

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Section D - Actual Expenditures - Program and Support Services

		LTC and Interim Bed Arms-Length Transactions (1)	LTC and Interim Bed Non-Arms-Length Transactions (2)	Sub-total (3)	For Ministry Use Only Allowable Expenditure (4)	Convalescent Care Arms-Length Transactions (5)	Convalescent Care Non-Arms-Length Transactions (6)	Sub-Total (7)	For Ministry Use Only Allowable Expenditure (8)
Program and Support Services (PSS)									
D001	Salaries	548,757		548,757				0	
D002	Employee Benefits	128,672		128,672				0	
D003	Purchased Services	288,824		288,824				0	
D004	Supplies	18,350		18,350				0	
D005	Equipment	4,195		4,195				0	
D006	Other	3,112		3,112		81,462		81,462	
D007	Expenditure Recoveries (enter as negative)	(81,462)		(81,462)				0	
D008	Total Program and Support Services (Sum of lines D001 through D007)	\$910,448	\$0	\$910,448		\$81,462	\$0	\$81,462	

	Global Level of Care Funding	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
D009	Report the total eligible expenses in relation to the \$1.77 Global LOC per diem funding initiative for the April 1, 2019 to December 31, 2019 period for Program and Support Services expenses. Note: The expenses must also be reported on lines D001 through D008, as applicable. The total expenses reported on line D008 will be used to inform the allocation of the Global LOC funding across the envelopes. Homes will retain the 32% of Global LOC funding allocated to the OA envelope.		

	Additional Healthcare Personnel - BSO initiative	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
D010	Report the total eligible expenses funded from the Additional Healthcare Personnel - BSO initiative. Note: The expenses must also be reported on lines D001 through D008, as applicable. The total expenses reported on line D009 will be used to determine any unused funding from the Additional Healthcare Personnel - BSO initiative.		

	Training and Orientation Activity and Therapeutic Equipment and Supplies - BSO Initiative: Additional Healthcare Personnel	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
D011	Report the total eligible expenses funded from the BSO Initiative for Training and Orientation activity for Additional Healthcare Personnel FTE's and Therapeutic Equipment and Supplies. Note: The expenses must also be reported on lines D001 through D008, as applicable. The total expenses reported on line D010 will be added to the expenses reported on line C014 to determine any unused funding.		

	Enhanced Transition Support Funding	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
D012	Report the total eligible expenses funded from the Enhanced Transition Support Funding. The expenses must also be reported on lines D001 through D008, as applicable.		

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Section E - Actual Expenditures - Raw Food

		LTC and Interim Bed Arms-Length Transactions (1)	LTC and Interim Bed Non-Arms- Length Transactions (2)	Sub-Total (3)	For Ministry Use Only *Allowable Expenditure (4)*	Convalescent Care Arms-Length Transactions (5)	Convalescent Care Non-Arms- Length Transactions (6)	Sub-Total (7)	For Ministry Use Only *Allowable Expenditure (8)*
	Raw Food								
E001	Raw Food	912,046		912,046		71,192		71,192	
E002	Expenditure Recoveries (enter as negative)	(62,501)		(62,501)				0	
E003	Total Raw Food (Sum of lines E001 through E002)	\$849,545	\$0	\$849,545		\$71,192	\$0	\$71,192	

	Global Level of Care Funding	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
E004	Report the total eligible expenses in relation to the \$1.77 Global LOC per diem funding initiative for the April 1, 2019 to December 31, 2019 period for Raw Food expenses. Note: The expenses must also be reported on lines E001 through E003, as applicable. The total expenses reported on line E003 will be used to inform the allocation of the Global LOC funding across the envelopes. Homes will retain the 32% of Global LOC funding allocated to the OA envelope.		

Section F - Actual Expenditures - Other Accommodation

		LTC and Interim Bed Arms-Length Transactions (1)	LTC and Interim Bed Non-Arms- Length Transactions (2)	Sub-Total (3)	For Ministry Use Only *Allowable Expenditure (4)*	Convalescent Care Arms-Length Transactions (5)	Convalescent Care Non-Arms- Length Transactions (6)	Sub-Total (7)	For Ministry Use Only *Allowable Expenditure (8)*
F001	Housekeeping Services (HS)	1,079,129		1,079,129		101,096		101,096	
F002	Building and Property - Operations and Maintenance (B&P-OM)	508,293		508,293		44,791		44,791	
F003	Dietary Services (DS)	1,475,100		1,475,100		139,471		139,471	
F004	Laundry and Linen Services (L & LS)	346,641		346,641		33,021		33,021	
F005	General and Administrative (G&A)	1,416,138	1,084,355	2,500,493		99,197		99,197	
F006	Facility Costs (FC)	958,248		958,248		36,883		36,883	
F007	Total Other Accommodation Expenditures (Line F001 through Line F006).	\$5,783,549	\$1,084,355	\$6,867,904		\$454,459	\$0	\$454,459	
F008	Total Inadmissible Expenditures, Other Accommodation (includes expenditures reported in line F005 and F006, as applicable, for honorariums, donations, mortgage interest, interest on operating line of credit, other interest, amortization and depreciation.	529,394		529,394				0	
F009	Total Other Accommodation Expenditures after Inadmissible Expenditures (Line F007- Line F008)	\$5,254,155	\$1,084,355	\$6,338,510		\$454,459	\$0	\$454,459	

	Global Level of Care Funding	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	For Convalescent Care beds only (2)
F010	Report the total eligible expenses in relation to the \$1.77 Global LOC per diem funding initiative for the April 1, 2019 to December 31, 2019 period for Other Accommodation expenses. Note: The expenses must also be reported on lines F001 through F009, as applicable. The total expenses reported on line F010 will be used to inform the allocation of the Global LOC funding across the envelopes. Expenditure in the Other Accommodation envelope must not exceed 32% of the Global LOC funding allocation. Homes will retain the 32% of Global LOC funding allocated to the OA envelope.	34,420	3101

	Municipal Property Tax	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	For Convalescent Care beds only (2)
F011	Report the total eligible municipal property tax. The expense must also be reported on line F006 and will be used to determine the eligible Municipal Tax Allowance.		

	Enhanced Transition Support Funding	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	For Convalescent Care beds only (2)
F012	Report the total eligible expenses funded from the Enhanced Transition Support Funding. The expenses must also be reported on lines F001 through F006, as applicable.		

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Section I: Part A.**Line Ia01- The Nurse Practitioner in Long-Term Care Home Program**

In accordance with the Long-Term Care (LTC) Nurse Practitioner (NP) Program Funding Policy, report on line Ia01 Salary, Benefits, and Overhead expenditures for the Nurse Practitioner position. DO NOT REPORT THESE COSTS IN SECTIONS C THRU F of the Long-Term Care Home Annual Report.

Expenditures for 12 months, January 1, 2019 to December 31, 2019				
	Salary	Benefits	Overhead Expenses - operating	Total Costs
Ia01				\$0

Line Ia01b- Attending Nurse Practitioner in Long-Term Care Home Initiative

In accordance with the Attending Nurse Practitioners in Long-Term Care Homes Initiative Funding Policy, report on line Ia01b Salary, Benefits, and Overhead expenditures for the Attending Nurse Practitioner position. DO NOT REPORT THESE COSTS IN SECTIONS C THRU F of the Long-Term Care Home Annual Report.

Expenditures for 12 months, January 1, 2019 to December 31, 2019				
	Salary	Benefits	Overhead Expenses - operating	Total Costs
Ia01b				\$0

Line Ia01c- Falls Prevention Equipment Funding Program

In accordance with the Falls Prevention Equipment Funding Policy complete the attestation below as applicable. DO NOT REPORT THE COSTS IN SECTIONS C THRU F of the Long-Term Care Home Annual Report.

Ia01ca	Funding for the April 2018 to March 2019 period has been used for equipment intended to reduce falls or injuries from falls (Y / N)	Y
Ia01cb	Funding for the April 2019 to December 2019 period has been used for equipment intended to reduce falls or injuries from falls (Y / N)	Y

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Linhaven - The Regional Municipality of Niagara**Section I: Part B One-time Funding and Other Initiatives.**

Use column D to report the expenses applicable to and funded from the funding initiatives below. The expenses reported in column D must not be included in Sections C thru F or Section I: Part A of the LTCH Annual Report.

The items reported in Section I: Part B are to be limited to the expenses that were incurred from January 1, 2019 thru December 31, 2019 only for funding that is received directly by the LTC Home based on the funding provided in the LTCH Payment Calculation Notice. The expenses reported in Section I, Part B are reconciled via alternate processes and shall be excluded from the calculation used to determine the Allowable Subsidy in the 2019 Overall Reconciliation.

Line (A)	Funding Initiative (B)	Description of expenses reported for the January 1, 2019 to December 31, 2019 period (C)	Expenses (D)
lb1	Nurse Led Outreach	Salaries and wages of nurses to ensure timely access to care by LTC Home residents and avoid emergency room and hospital admissions.	
lb2	High Intensity Needs Fund (HINF) Claims-Based	Claims eligible for reimbursement for supplementary staffing, exceptional wound care, preferred accommodation and transportation for dialysis.	546,543
lb3	Laboratory Services Claims	Claims eligible for reimbursement for phlebotomy services purchased by LTC Homes.	11,630
lb4	RAI-MDS one- time funding	Claims eligible for reimbursement for the purchase of computer hardware and software, including RAI-MDS software, to meet CIHI reporting requirements.	
lb5	Peritoneal Dialysis	Claims eligible for reimbursement for the provision of services to Peritoneal Dialysis residents.	
lb6	LTCH Centre of Learning, Research and Innovation Program funding	Claims eligible for reimbursement for the provision of services to Peritoneal Dialysis residents.	
lb7	LHIN funding from outside the Ministry's BSO investment to supplement staffing salaries as well as any additional indirect and start-up costs associated with BSO.	Claims eligible for reimbursement from funding provided by the LHIN to supplement staffing salaries as well as any additional indirect and start-up costs associated with BSO with funding from outside the Ministry's BSO investment.	
	One-time and project funding	Use lines lb8 through lb11, column D to report expenses eligible for reimbursement incurred by the home from January 1, 2019 to December 31, 2019 for any one-time and project funding, based on the funding provided in the LTCH Payment Calculation Notice. Report each funding item separately and provide a description, e.g. Water Quality Testing	
lb8	Description:		
lb9	Description:		
lb10	Description:		
lb11	Description:		
Total Expenses from Section I, Part B (sum of lines lb1 to lb11)			558,173

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☐ Check if no accrual amounts as of December 31, 2018**Section O - Accrual Report**

NURSING AND PERSONAL CARE		Opening Accrual Balance	Payment Settlements in 2018	Current Period Accrual	Closing Accrual Balance
Please complete lines O001 through O003, as applicable. Do not include any cost related to the administration of employee and union agreements e.g, the cost of conducting union negotiations, arbitration hearings, and pay equity negotiations must be reported in the Other Accommodation envelope.		(1)	(2)	(3)	(4) = (1)-(2)+(3)
O001	Salaries	519,217	519,217	551,412	551,412
O002	Employee Benefits	116,306	116,306	120,885	120,885
O003	Other (specify): CUPE 1263 and ONA9	29,056		174,187	203,243
TOTAL NURSING AND PERSONAL CARE					
O004	(sum of lines O001 through O003)	\$664,579	\$635,523	\$846,484	\$875,540

Program and Support Services		Opening Accrual Balance	Payment Settlements in 2018	Current Period Accrual	Closing Accrual Balance
Please complete lines O101 through O103, as applicable. Do not include any cost related to the administration of employee and union agreements e.g, the cost of conducting union negotiations, arbitration hearings, and pay equity negotiations must be reported in the Other Accommodation envelope.		(1)	(2)	(3)	(4) = (1)-(2)+(3)
O101	Salaries	19,949	19,949	24,101	24,101
O102	Employee Benefits	5,121	5,121	5,539	5,539
O103	Other (specify): CUPE 1263			8,173	8,173
TOTAL PROGRAM AND SUPPORT SERVICES					
O104	(sum of lines O101 through O103)	\$25,070	\$25,070	\$37,813	\$37,813

Other Accommodation - To Be Completed by Red-Circled Homes		Opening Accrual Balance	Payment Settlements in 2018	Current Period Accrual	Closing Accrual Balance
Please complete lines O201 through O203, as applicable. Include any cost related to the administration of employee and union agreements e.g, the cost of conducting union negotiations, arbitration hearings, and pay equity negotiations must be reported in the Other Accommodation envelope.		(1)	(2)	(3)	(4) = (1)-(2)+(3)
O201	Salaries				0
O202	Employee Benefits				0
O203	Other (specify):				0
TOTAL OTHER ACCOMMODATION					
O204	(sum of lines O201 through O203)	\$0	\$0	\$0	\$0

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Section P - Notes to the Report

Significant Accounting Principles

Basis of Accounting

Sections A through F, Section I and Section O of the report have been prepared in accordance with generally accepted accounting principles (GAAP) and applicable legislation, regulations, policies and directives.

**If there is no trust account, please check here****and please explain:**

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Section Q - Licensee's Statement and Approval

The information contained in Sections A through F, Section I, and Section O and P of this Long-Term Care Home Annual Report of (legal name of Licensee)

for the Period from _____ to _____ was provided by management.

This Report has been prepared in conformity with the basis or bases of accounting described in , Section P - Notes to the Report and adheres to the technical instructions and guidelines as provided by the Ministry of Long-Term Care.

The information contained in this report is in accordance with the L-SAA, any direct funding agreement between the Minister and the licensee, and all applicable policies pertaining to the program funding provided to the home for the period being submitted.

Sections C thru F of the report excludes expenditures, as applicable, for: the development of new long-term care beds awarded by the Ministry, the redevelopment of a Category "D" Home, and redevelopment of Replacement "B", "C" and Upgraded "D" beds. Sections C thru F also excludes, as applicable, expenditures funded from the initiatives reported on in Section I: Part A and Part B.

Systems of internal accounting control are maintained in order to assure the reliability of this financial information. These systems include formal policies and procedures, the careful selection and training of qualified personnel, and an organization providing for appropriate delegation of authority and segregation of responsibilities.

Falls Prevention Equipment Funding has been used for equipment intended to reduce falls or injuries from falls.

Approved by the Licensee on the _____ day of _____, 20____

(Print Licensee's Name)

Witness

By: _____

NAME: _____

TITLE: _____

Where the Licensee is a for profit nursing home provide a witness signature.

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Independent Auditors' Report

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Appendix A**Auditor's Report - Statement of Trust Account**

To the Minister of Long-Term Care:

We have audited the Statement of Trust Account (Statement of Trust Fund Receipts and Disbursement) of (legal name of Licensee)

for the period from _____ to _____

prepared in accordance with the Ontario Regulation 79/10 section 241. The Statement is the responsibility of the Home's management. Our responsibility is to express an opinion on the Report based upon our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards (Canadian GAAS) under CPA Canada Standards and Guidance Collection. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the Report is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the Statement. An audit also includes assessing the significant accounting principles used and the significant estimates made by management, as well as evaluating the overall Statement presentation.

In our opinion, Statement of Trust Account (Statement of Trust Fund Receipts and Disbursement) present fairly, in all material respects, the financial position of the trust fund for the year ended December 31, 2019 and the activity of the funds during the year in accordance with Section 241 of the Ontario Regulation 79/10 under the Ministry of Long-Term Care's Long-Term Care Homes Act, 2007.

Licensed Public Accountant

(place)

(date)

Independent Auditor's Report

To the Ontario Ministry of Health and the Ontario Ministry of Long-Term Care

Opinion

We have audited Sections A through F, Section I, and Section O of the accompanying 2019 Long-Term Care Home Annual Report of the Regional Municipality of Niagara – Northland Pointe (the "Region") and notes to the Annual Report including a summary of significant accounting policies (collectively referred to as the "Report").

In our opinion, the Report for the Regional Municipality of Niagara – Northland Pointe for the year ended December 31, 2019 is prepared, in all material respects, in accordance with the financial reporting provisions of the 2019 Long-Term Care Home Annual Report Technical Instructions and Guidelines dated April 30, 2020 issued by the Ontario Ministry of Health and the Ontario Ministry on Long Term Care and financial reporting provisions of the Hamilton Niagara Haldimand Brant Local Health Integration Network (the "LHIN") Service Accountability Agreements dated April 1, 2016 and April 1, 2019 (collectively referred to as the "Guidelines").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Report* section of our Report. We are independent of the Region in accordance with the ethical requirements that are relevant to our audit of the Report 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.

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 of the Report, which describes the basis of accounting. The Report is prepared to assist the Region in complying with the Guidelines. As a result, the Report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Report

Management is responsible for the preparation of the Report in accordance with the Guidelines and for such internal control as management determines is necessary to enable the preparation of the Report that is free from material misstatement, whether due to fraud or error.

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

Auditor's Responsibilities for the Audit of the Report

Our objectives are to obtain reasonable assurance about whether the Report is 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 GAAS 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 this Report.

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

- Identify and assess the risks of material misstatement of the Report, 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 Region's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, and related disclosures made by management.

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.

Chartered Professional Accountants
Licensed Public Accountants
August __, 2020

**The Regional Municipality of Niagara
Northland Pointe
Notes to the Annual Report
December 31, 2019**

1. Basis of accounting

The Report has been prepared in accordance with the financial reporting provisions set out in the following:

- Ontario Ministry of Health and Ontario Ministry of Long-Term Care 2019 Long-Term Care Home Annual Report Technical Instructions and Guidelines, dated April 30, 2020; and
- LHIN Service Accountability Agreements dated April 1, 2016 and April 1, 2019.

2. Revenue recognition

Resident revenue and funding from the Ontario Ministry of Health and the Ontario Ministry of Long-Term Care are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues in the period in which the transactions or events occurred that gave rise to the revenues.

3. Expenditures

Eligible expenditures are recorded in the period incurred, in accordance with the guidelines described in Note 1 above.

Ontario

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Ministry of Long-Term Care
Ministère des Soins de longue durée

For the period from 2019-01-01 to 2019-12-31

MOHLTC Facility # H14442	Operator Name Northland Pointe - The Regional Municipality of Niagara
LHIN Name Hamilton Niagara Haldimand Brant Local Health Integration Network	

Section A - Level of Care (LOC) Actual Resident Occupancy, Resident Revenue and Resident Bad Debt

Current Revenue Period		Resident Days					Resident Revenue	
		January to March (1a)	April to June (1b)	July (1ba)	August to December (1c)	Total Days (1d)	Basic Fees (2)	Preferred Fees (3)
A001	Long-Stay - Private	7,272	7,437	2,540	12,840	30,089	1,850,270	763,126
A002	Long-Stay - Semi - Private	955	910	186	814	2,865	175,872	36,143
A003	Long-Stay - Basic	5,152	5,168	1,831	8,885	21,036	1,109,378	
A004	Long-Stay two-bed room (Shared by spouses)					0		
A005	Short-Stay - Respite Care					0		
A005a	Specialized Unit - approved for reimbursement of preferred Fees (Include long-stay residents occupying Specialized Unit beds)					0		
A005b	Specialized Unit - not approved for reimbursement of preferred Fees (Include long-stay residents occupying Specialized Unit beds)					0		
A006	Total Level of Care Long-Stay, Short-Stay, Respite Care Beds and Specialized Unit beds. (Sum of lines A001 through A005b)	13,379	13,515	4,557	22,539	53,990	3,135,520	799,269
A007	Interim Short-Stay - Private					0		
A008	Interim Short Stay - Semi-Private					0		
A009	Interim Short Stay - Basic	90	91	31	144	356	16,100	
A010	Interim Short-Stay - two-bed room (Shared by spouses)					0		
A011	Total Level of Care Interim Short-Stay beds (Sum of lines A007 through A010)	90	91	31	144	356	16,100	0
A012	Convalescent Care Beds					0		

A015	The uncharged portion of resident accommodation fees arising from the variance between the maximum basic accommodation fee which should be charged to residents without an approved rate reduction and the basic accommodation fee charged if the basic accommodation fee charged is less than the maximum basic accommodation fee and, the variance between the Director approved reduced basic accommodation fee and the basic accommodation fee charged if the basic accommodation fee charged is less than the Director approved reduced basic accommodation fee .	
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		Resident-Days				
Actual Occupancy of Awarded beds and Replacement "D" beds, and Replacement "B", "C" and Upgraded "D" beds during the Fill rate period in 2018 and the Pre-Move Occupancy Days for Classified "D" Replacement beds. (to be completed by Licensees operating such beds)		January to March (1a)	April to June (1b)	July (1ba)	August to December (1c)	Total Days (1d)
A020a	Actual Resident-days in lines A001 through A005 that was attributed to the Fill-Rate period for awarded beds and replacement "D" beds, replacement "B", "C" and Upgraded "D" beds, the Pre-Move Occupancy Days for Classified "D" Replacement beds, and the 90 day fill-rate period for specialized unit beds.					0
A020b	Actual Short-stay Respite-days in line A005 that was attributed to awarded beds and replacement "D", replacement "B", "C" and Upgraded "D" beds during the Fill rate Period and the Pre-Move Occupancy Days for Classified "D" Replacement beds					0

		Resident-Days				
Orientation/Fill-rate Period - Interim Short-Stay beds and Convalescent Care beds		January to March (1a)	April to June (1b)	July (1ba)	August to December (1c)	Total Days (1d)
A021a	Actual Interim Short-Stay bed resident-days in lines A007-A010 during the Fill Period					0

		Resident-Days				
Actual occupancy of beds approved for Occupancy Reduction Protection (ORP)		January to March (1a)	April to June (1b)	July (1ba)	August to December (1c)	Total Days (1d)
A022a	Actual Resident-days in lines A001-A004 during ORP Period					0
A022b	Actual Resident-days in line A007-A010 during ORP Period					0

Ontario**2019 Long-Term Care Home Annual Report**Ministry of Long-Term Care
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MOHLTC Facility # H14442	Operator Name Northland Pointe - The Regional Municipality of Niagara
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Section A - Level of Care (LOC) Actual Resident Occupancy, Resident Revenue and Resident Bad Debt, continued

	Prior Period Revenue	Revenue	For Ministry Use Only
A030	Basic Revenue: July 1, 1994 to December 31, 2018		

	Resident Bad Debt on 2019 Basic Accommodation Fees		For Ministry Use Only
A040	Basic Accommodation Fees - Bad Debt	21,135	
A041	Collection Costs		
A042	Total Bad Debt Costs (A040 + A041)	\$21,135	

Section B - Actual Other Recoverable Revenue

	Description	Revenue (1)	For Ministry Use Only Recoverable Revenue (2)
B001	Interest Earned		
B002	Other LTC Home funding provided by Government		
B003	Other: Provide		
B004	Total - Actual Other Recoverable Revenue (Sum of lines B001 through B003)	\$0	

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Ministry of Long-Term Care

For the period from 2019-01-01 to

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MCHLTC Facility #

Operator Name:

H14442 Northland Pointe - The Regional Municipality of Niagara

Section C - Actual Expenditures - Nursing and Personal Care

	LTC and Interim Bed Arms-Length Transactions (1)	LTC and Interim Bed Non-Arms-Length Transactions (2)	Sub-Total (3)	For Ministry Use Only Allowable Expenditure (4)	Convalescent Care Arms-Length Transactions (5)	Convalescent Care Non-Arms-Length Transactions (6)	Sub-Total (7)	For Ministry Use Only Allowable Expenditure (8)
Nursing and Personal Care (NPC)								
C001 Salaries	5,752,224		5,752,224				0	
C002 Employee Benefits	1,364,608		1,364,608				0	
C003 Purchased Services	56,228		56,228				0	
C004 Medical and Nursing Supplies	147,592		147,592				0	
C005 Equipment	33,872		33,872				0	
C006 Physician On-Call Coverage	14,528		14,528				0	
C007 Other: Provide Education and training	12,224		12,224				0	
C008 Expenditure Recoveries (enter as negative)	(23,809)		(23,809)				-	
C009 Total Nursing and Personal Care (Sum of lines C001 through C008)	\$7,357,467	\$0	\$7,357,467		\$0	\$0	\$0	

Note: Claim-based not to be included.

	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Global Level of Care Funding		
C010 Report the total eligible expenses in relation to the \$1.77 Global LOC per diem funding initiative for the April 1, 2019 to December 31, 2019 period for Nursing and Personal Care expenses. Note: The expenses must also be reported on lines C001 through C009, as applicable. The total expenses reported on line C010 will be used to inform the allocation of the Global LOC funding across the envelopes. Homes will retain the 32% of Global LOC funding allocated to the OA envelope.	49,749	

	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Registered Nurse (RN) and Registered Practical Nurse (RPN) - BSO initiative		
C011 Report the total eligible expenses funded from the RN & RPN - BSO initiative. Note: The expenses must also be reported on lines C001 through C009, as applicable. The total expenses reported on line C012 will be used to determine any unused funding from the RN & RPN - BSO initiative.		

	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Personal Support Worker (PSW) - BSO initiative		
C012 Report the total eligible expenses funded from the PSW - BSO initiative. Note: The expenses must also be reported on lines C001 through C009, as applicable. The total expenses reported on line C013 will be used to determine any unused funding from the PSW - BSO initiative.		

	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Training and Orientation Activity and Therapeutic Equipment and Supplies - BSO Initiative: RN/RPN and PSW		
C013 Report the total eligible expenses funded from the BSO Initiative for Training and Orientation activity for RN/RPN and/or PSW FTE's, and Therapeutic Equipment and Supplies. Note: The expenses must also be reported on lines C001 through C009, as applicable. The total expenses reported on line C014 will be added to the expenses reported on line D010 to determine any unused funding		

	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Enhanced Transition Support Funding		
C014 Report the total eligible expenses funded from the Enhanced Transition Support Funding. The expenses must also be reported on lines C001 through C009, as applicable.		

	LTC/Interim beds only (exclude Convalescent Care Beds) (1)
Designated Specialized Units - Additional Funding	
C015 Report the total eligible expenses from the NPC envelope and funded directly from additional funding provided for designated specialized units. The expenses must also be reported on lines C001 through C009, as applicable.	

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Section D - Actual Expenditures - Program and Support Services

		LTC and Interim Bed Arms-Length Transactions (1)	LTC and Interim Bed Non-Arms-Length Transactions (2)	Sub-total (3)	For Ministry Use Only Allowable Expenditure (4)	Convalescent Care Arms-Length Transactions (5)	Convalescent Care Non-Arms-Length Transactions (6)	Sub-Total (7)	For Ministry Use Only Allowable Expenditure (8)
Program and Support Services (PSS)									
D001	Salaries	428,913		428,913				0	
D002	Employee Benefits	108,054		108,054				0	
D003	Purchased Services	195,483		195,483				0	
D004	Supplies	15,284		15,284				0	
D005	Equipment	1,761		1,761				0	
D006	Other Education and training	2,694		2,694				0	
D007	Expenditure Recoveries (enter as negative)			0				0	
D008	Total Program and Support Services (Sum of lines D001 through D007)	\$752,189	\$0	\$752,189		\$0	\$0	\$0	

Global Level of Care Funding		LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
D009	Report the total eligible expenses in relation to the \$1.77 Global LOC per diem funding initiative for the April 1, 2019 to December 31, 2019 period for Program and Support Services expenses. Note: The expenses must also be reported on lines D001 through D008, as applicable. The total expenses reported on line D008 will be used to inform the allocation of the Global LOC funding across the envelopes. Homes will retain the 32% of Global LOC funding allocated to the OA envelope.		

Additional Healthcare Personnel - BSO initiative		LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
D010	Report the total eligible expenses funded from the Additional Healthcare Personnel - BSO initiative. Note: The expenses must also be reported on lines D001 through D008, as applicable. The total expenses reported on line D009 will be used to determine any unused funding from the Additional Healthcare Personnel - BSO initiative.		

Training and Orientation Activity and Therapeutic Equipment and Supplies - BSO Initiative: Additional Healthcare Personnel		LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
D011	Report the total eligible expenses funded from the BSO Initiative for Training and Orientation activity for Additional Healthcare Personnel FTE's and Therapeutic Equipment and Supplies. Note: The expenses must also be reported on lines D001 through D008, as applicable. The total expenses reported on line D010 will be added to the expenses reported on line C014 to determine any unused funding.		

Enhanced Transition Support Funding		LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
D012	Report the total eligible expenses funded from the Enhanced Transition Support Funding. The expenses must also be reported on lines D001 through D008, as applicable.		

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MOHLTC Facility # H14442	Operator Name : Northland Pointe - The Regional Municipality of Niagara
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Section E - Actual Expenditures - Raw Food

		LTC and Interim Bed Arms-Length Transactions (1)	LTC and Interim Bed Non-Arms- Length Transactions (2)	Sub-Total (3)	For Ministry Use Only *Allowable Expenditure (4)*	Convalescent Care Arms-Length Transactions (5)	Convalescent Care Non-Arms- Length Transactions (6)	Sub-Total (7)	For Ministry Use Only *Allowable Expenditure (8)*
	Raw Food								
E001	Raw Food	563,572		563,572				0	
E002	Expenditure Recoveries (enter as negative)	(27,506)		(27,506)				0	
E003	Total Raw Food (Sum of lines E001 through E002)	\$536,066	\$0	\$536,066		\$0	\$0	\$0	

	Global Level of Care Funding	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
E004	Report the total eligible expenses in relation to the \$1.77 Global LOC per diem funding initiative for the April 1, 2019 to December 31, 2019 period for Raw Food expenses. Note: The expenses must also be reported on lines E001 through E003, as applicable. The total expenses reported on line E003 will be used to inform the allocation of the Global LOC funding across the envelopes. Homes will retain the 32% of Global LOC funding allocated to the OA envelope.		

Section F - Actual Expenditures - Other Accommodation

		LTC and Interim Bed Arms-Length Transactions (1)	LTC and Interim Bed Non-Arms- Length Transactions (2)	Sub-Total (3)	For Ministry Use Only *Allowable Expenditure (4)*	Convalescent Care Arms-Length Transactions (5)	Convalescent Care Non-Arms- Length Transactions (6)	Sub-Total (7)	For Ministry Use Only *Allowable Expenditure (8)*
F001	Housekeeping Services (HS)	694,227		694,227				0	
F002	Building and Property - Operations and Maintenance (B&P-OM)	321,135		321,135				0	
F003	Dietary Services (DS)	1,082,531		1,082,531				0	
F004	Laundry and Linen Services (L & LS)	204,039		204,039				0	
F005	General and Administrative (G&A)	947,387	653,621	1,601,008				0	
F006	Facility Costs (FC)	1,139,497	8,022	1,147,519				0	
F007	Total Other Accommodation Expenditures (Line F001 through Line F006).	\$4,388,816	\$661,643	\$5,050,459		\$0	\$0	\$0	
F008	Total Inadmissible Expenditures, Other Accommodation (includes expenditures reported in line F005 and F006, as applicable, for honorariums, donations, mortgage interest, interest on operating line of credit, other interest, amortization and depreciation.	820,501		820,501				0	
F009	Total Other Accommodation Expenditures after Inadmissible Expenditures (Line F007- Line F008)	\$3,568,315	\$661,643	\$4,229,958		\$0	\$0	\$0	

	Global Level of Care Funding	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	For Convalescent Care beds only (2)
F010	Report the total eligible expenses in relation to the \$1.77 Global LOC per diem funding initiative for the April 1, 2019 to December 31, 2019 period for Other Accommodation expenses. Note: The expenses must also be reported on lines F001 through F009, as applicable. The total expenses reported on line F010 will be used to inform the allocation of the Global LOC funding across the envelopes. Expenditure in the Other Accommodation envelope must not exceed 32% of the Global LOC funding allocation. Homes will retain the 32% of Global LOC funding allocated to the OA envelope.	23,412	

	Municipal Property Tax	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	For Convalescent Care beds only (2)
F011	Report the total eligible municipal property tax. The expense must also be reported on line F006 and will be used to determine the eligible Municipal Tax Allowance.		

	Enhanced Transition Support Funding	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	For Convalescent Care beds only (2)
F012	Report the total eligible expenses funded from the Enhanced Transition Support Funding. The expenses must also be reported on lines F001 through F006, as applicable.		

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MOHLTC Facility #
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Northland Pointe - The Regional Municipality of Niagara**Section I: Part A.****Line Ia01- The Nurse Practitioner in Long-Term Care Home Program**

In accordance with the Long-Term Care (LTC) Nurse Practitioner (NP) Program Funding Policy, report on line Ia01 Salary, Benefits, and Overhead expenditures for the Nurse Practitioner position. DO NOT REPORT THESE COSTS IN SECTIONS C THRU F of the Long-Term Care Home Annual Report.

Expenditures for 12 months, January 1, 2019 to December 31, 2019				
	Salary	Benefits	Overhead Expenses - operating	Total Costs
Ia01				\$0

Line Ia01b- Attending Nurse Practitioner in Long-Term Care Home Initiative

In accordance with the Attending Nurse Practitioners in Long-Term Care Homes Initiative Funding Policy, report on line Ia01b Salary, Benefits, and Overhead expenditures for the Attending Nurse Practitioner position. DO NOT REPORT THESE COSTS IN SECTIONS C THRU F of the Long-Term Care Home Annual Report.

Expenditures for 12 months, January 1, 2019 to December 31, 2019				
	Salary	Benefits	Overhead Expenses - operating	Total Costs
Ia01b				\$0

Line Ia01c- Falls Prevention Equipment Funding Program

In accordance with the Falls Prevention Equipment Funding Policy complete the attestation below as applicable. DO NOT REPORT THE COSTS IN SECTIONS C THRU F of the Long-Term Care Home Annual Report.

Ia01ca	Funding for the April 2018 to March 2019 period has been used for equipment intended to reduce falls or injuries from falls (Y / N)	Y
Ia01cb	Funding for the April 2019 to December 2019 period has been used for equipment intended to reduce falls or injuries from falls (Y / N)	Y

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Northland Pointe - The Regional Municipality of Niagara**Section I: Part B One-time Funding and Other Initiatives.**

Use column D to report the expenses applicable to and funded from the funding initiatives below. The expenses reported in column D must not be included in Sections C thru F or Section I: Part A of the LTCH Annual Report.

The items reported in Section I: Part B are to be limited to the expenses that were incurred from January 1, 2019 thru December 31, 2019 only for funding that is received directly by the LTC Home based on the funding provided in the LTCH Payment Calculation Notice. The expenses reported in Section I, Part B are reconciled via alternate processes and shall be excluded from the calculation used to determine the Allowable Subsidy in the 2019 Overall Reconciliation.

Line (A)	Funding Initiative (B)	Description of expenses reported for the January 1, 2019 to December 31, 2019 period (C)	Expenses (D)
lb1	Nurse Led Outreach	Salaries and wages of nurses to ensure timely access to care by LTC Home residents and avoid emergency room and hospital admissions.	
lb2	High Intensity Needs Fund (HINF) Claims-Based	Claims eligible for reimbursement for supplementary staffing, exceptional wound care, preferred accommodation and transportation for dialysis.	239,020
lb3	Laboratory Services Claims	Claims eligible for reimbursement for phlebotomy services purchased by LTC Homes.	8,505
lb4	RAI-MDS one- time funding	Claims eligible for reimbursement for the purchase of computer hardware and software, including RAI-MDS software, to meet CIHI reporting requirements.	
lb5	Peritoneal Dialysis	Claims eligible for reimbursement for the provision of services to Peritoneal Dialysis residents.	
lb6	LTCH Centre of Learning, Research and Innovation Program funding	Claims eligible for reimbursement for the provision of services to Peritoneal Dialysis residents.	
lb7	LHIN funding from outside the Ministry's BSO investment to supplement staffing salaries as well as any additional indirect and start-up costs associated with BSO.	Claims eligible for reimbursement from funding provided by the LHIN to supplement staffing salaries as well as any additional indirect and start-up costs associated with BSO with funding from outside the Ministry's BSO investment.	
	One-time and project funding	Use lines lb8 through lb11, column D to report expenses eligible for reimbursement incurred by the home from January 1, 2019 to December 31, 2019 for any one-time and project funding, based on the funding provided in the LTCH Payment Calculation Notice. Report each funding item separately and provide a description, e.g. Water Quality Testing	
lb8	Description:		
lb9	Description:		
lb10	Description:		
lb11	Description:		
Total Expenses from Section I, Part B (sum of lines lb1 to lb11)			247,525

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H14442

Licensee Name :

Northland Pointe - The Regional Municipality of Niagara

☐ Check if no accrual amounts as of December 31, 2018**Section O - Accrual Report**

NURSING AND PERSONAL CARE				
Please complete lines O001 through O003, as applicable. Do not include any cost related to the administration of employee and union agreements e.g, the cost of conducting union negotiations, arbitration hearings, and pay equity negotiations must be reported in the Other Accommodation envelope.				
	Opening Accrual Balance	Payment Settlements in 2018	Current Period Accrual	Closing Accrual Balance
	(1)	(2)	(3)	(4) = (1)-(2)+(3)
O001 Salaries	267,111	267,111	301,963	301,963
O002 Employee Benefits	62,522	62,522	68,710	68,710
O003 Other (specify): CUPE 1263 & ONA9	12,902		123,876	136,778
TOTAL NURSING AND PERSONAL CARE				
O004 (sum of lines O001 through O003)	\$342,535	\$329,633	\$494,549	\$507,451

Program and Support Services				
Please complete lines O101 through O103, as applicable. Do not include any cost related to the administration of employee and union agreements e.g, the cost of conducting union negotiations, arbitration hearings, and pay equity negotiations must be reported in the Other Accommodation envelope.				
	Opening Accrual Balance	Payment Settlements in 2018	Current Period Accrual	Closing Accrual Balance
	(1)	(2)	(3)	(4) = (1)-(2)+(3)
O101 Salaries	15,124	15,124	22,127	22,127
O102 Employee Benefits	3,851	3,851	5,592	5,592
O103 Other (specify): CUPE 1263			6,475	6,475
TOTAL PROGRAM AND SUPPORT SERVICES				
O104 (sum of lines O101 through O103)	\$18,975	\$18,975	\$34,194	\$34,194

Other Accommodation - To Be Completed by Red-Circled Homes				
Please complete lines O201 through O203, as applicable. Include any cost related to the administration of employee and union agreements e.g, the cost of conducting union negotiations, arbitration hearings, and pay equity negotiations must be reported in the Other Accommodation envelope.				
	Opening Accrual Balance	Payment Settlements in 2018	Current Period Accrual	Closing Accrual Balance
	(1)	(2)	(3)	(4) = (1)-(2)+(3)
O201 Salaries				0
O202 Employee Benefits				0
O203 Other (specify):				0
TOTAL OTHER ACCOMMODATION				
O204 (sum of lines O201 through O203)	\$0	\$0	\$0	\$0

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MOHLTC Facility #

H14442

Licensee Name :

Northland Pointe - The Regional Municipality of Niagara

Section P - Notes to the Report

Significant Accounting Principles

Basis of Accounting

Sections A through F, Section I and Section O of the report have been prepared in accordance with generally accepted accounting principles (GAAP) and applicable legislation, regulations, policies and directives.

**If there is no trust account, please check here****and please explain:**

Draft

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Ministry of Long-Term Care

For the period from **2019-01-01** to **2019-12-31**

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MOHLTC Facility # H14442	Licensee Name : Northland Pointe - The Regional Municipality of Niagara
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Section Q - Licensee's Statement and Approval

The information contained in Sections A through F, Section I, and Section O and P of this Long-Term Care Home Annual Report of (legal name of Licensee)

for the Period from _____ to _____ was provided by management.

This Report has been prepared in conformity with the basis or bases of accounting described in , Section P - Notes to the Report and adheres to the technical instructions and guidelines as provided by the Ministry of Long-Term Care.

The information contained in this report is in accordance with the L-SAA, any direct funding agreement between the Minister and the licensee, and all applicable policies pertaining to the program funding provided to the home for the period being submitted.

Sections C thru F of the report excludes expenditures, as applicable, for: the development of new long-term care beds awarded by the Ministry, the redevelopment of a Category "D" Home, and redevelopment of Replacement "B", "C" and Upgraded "D" beds. Sections C thru F also excludes, as applicable, expenditures funded from the initiatives reported on in Section I: Part A and Part B.

Systems of internal accounting control are maintained in order to assure the reliability of this financial information. These systems include formal policies and procedures, the careful selection and training of qualified personnel, and an organization providing for appropriate delegation of authority and segregation of responsibilities.

Falls Prevention Equipment Funding has been used for equipment intended to reduce falls or injuries from falls.

Approved by the Licensee on the _____ day of _____, 20____

(Print Licensee's Name)

Witness

By: _____
NAME: _____
TITLE: _____

Where the Licensee is a for profit nursing home provide a witness signature.

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Independent Auditors' Report

Draft

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MOHLTC Facility # H14442	Licensee Name : Northland Pointe - The Regional Municipality of Niagara
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Appendix A**Auditor's Report - Statement of Trust Account**

To the Minister of Long-Term Care:

We have audited the Statement of Trust Account (Statement of Trust Fund Receipts and Disbursement) of (legal name of Licensee)

for the period from _____ to _____

prepared in accordance with the Ontario Regulation 79/10 section 241. The Statement is the responsibility of the Home's management. Our responsibility is to express an opinion on the Report based upon our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards (Canadian GAAS) under CPA Canada Standards and Guidance Collection. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the Report is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the Statement. An audit also includes assessing the significant accounting principles used and the significant estimates made by management, as well as evaluating the overall Statement presentation.

In our opinion, Statement of Trust Account (Statement of Trust Fund Receipts and Disbursement) present fairly, in all material respects, the financial position of the trust fund for the year ended December 31, 2019 and the activity of the funds during the year in accordance with Section 241 of the Ontario Regulation 79/10 under the Ministry of Long-Term Care's Long-Term Care Homes Act, 2007.

Licensed Public Accountant

(place)

(date)

Independent Auditor's Report

To the Ontario Ministry of Health and the Ontario Ministry of Long-Term Care

Opinion

We have audited Sections A through F, Section I, and Section O of the accompanying 2019 Long-Term Care Home Annual Report of the Regional Municipality of Niagara – Upper Canada Lodge (the "Region") and notes to the Annual Report including a summary of significant accounting policies (collectively referred to as the "Report").

In our opinion, the Report for the Regional Municipality of Niagara – Upper Canada Lodge for the year ended December 31, 2019 is prepared, in all material respects, in accordance with the financial reporting provisions of the 2019 Long-Term Care Home Annual Report Technical Instructions and Guidelines dated April 30, 2020 issued by the Ontario Ministry of Health and the Ontario Ministry of Long-Term Care and financial reporting provisions of the Hamilton Niagara Haldimand Brant Local Health Integration Network (the "LHIN") Service Accountability Agreements dated April 1, 2016 and April 1, 2019 (collectively referred to as the "Guidelines").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Report* section of our Report. We are independent of the Region in accordance with the ethical requirements that are relevant to our audit of the Report 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.

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 of the Report, which describes the basis of accounting. The Report is prepared to assist the Region in complying with the Guidelines. As a result, the Report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Report

Management is responsible for the preparation of the Report in accordance with the Guidelines and for such internal control as management determines is necessary to enable the preparation of the Report that is free from material misstatement, whether due to fraud or error.

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

Auditor's Responsibilities for the Audit of the Report

Our objectives are to obtain reasonable assurance about whether the Report is 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 GAAS 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 this Report.

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

- Identify and assess the risks of material misstatement of the Report, 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 Region's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, and related disclosures made by management.

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.

Chartered Professional Accountants
Licensed Public Accountants
August __, 2020

The Regional Municipality of Niagara
Upper Canada Lodge
Notes to the Annual Report
December 31, 2019

1. Basis of accounting

The Report has been prepared in accordance with the financial reporting provisions set out in the following:

- Ontario Ministry of Health and Ontario Ministry of Long-Term Care 2019 Long-Term Care Home Annual Report Technical Instructions and Guidelines, dated April 30, 2020; and
- LHIN Service Accountability Agreements dated April 1, 2016 and April 1, 2019.

2. Revenue recognition

Resident revenue and funding from the Ontario Ministry of Health and the Ontario Ministry of Long-Term Care are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues in the period in which the transactions or events occurred that gave rise to the revenues.

3. Expenditures

Eligible expenditures are recorded in the period incurred, in accordance with the guidelines described in Note 1 above.

Ontario

2019 Long-Term Care Home Annual Report

Ministry of Long-Term Care
Ministère des Soins de longue durée

For the period from 2019-01-01 to 2019-12-31

MOHLTC Facility # H13534	Operator Name Upper Canada Lodge - The Regional Municipality of Niagara
LHIN Name Hamilton Niagara Haldimand Brant Local Health Integration Network	

Section A - Level of Care (LOC) Actual Resident Occupancy, Resident Revenue and Resident Bad Debt

Current Revenue Period		Resident Days					Resident Revenue	
		January to March (1a)	April to June (1b)	July (1ba)	August to December (1c)	Total Days (1d)	Basic Fees (2)	Preferred Fees (3)
A001	Long-Stay - Private	4,143	4,275	1,474	7,225	17,117	1,050,369	324,380
A002	Long-Stay - Semi - Private	90	32	0	0	122	7,516	1,030
A003	Long-Stay - Basic	2,840	2,892	956	4,836	11,524	595,422	
A004	Long-Stay two-bed room (Shared by spouses)					0		
A005	Short-Stay - Respite Care					0		
A005a	Specialized Unit - approved for reimbursement of preferred Fees (Include long-stay residents occupying Specialized Unit beds)					0		
A005b	Specialized Unit - not approved for reimbursement of preferred Fees (Include long-stay residents occupying Specialized Unit beds)					0		
A006	Total Level of Care Long-Stay, Short-Stay, Respite Care Beds and Specialized Unit beds. (Sum of lines A001 through A005b)	7,073	7,199	2,430	12,061	28,763	1,653,307	325,410
A007	Interim Short-Stay - Private					0		
A008	Interim Short Stay - Semi-Private					0		
A009	Interim Short Stay - Basic					0		
A010	Interim Short-Stay - two-bed room (Shared by spouses)					0		
A011	Total Level of Care Interim Short-Stay beds (Sum of lines A007 through A010)	0	0	0	0	0	0	0
A012	Convalescent Care Beds					0		

A015	The uncharged portion of resident accommodation fees arising from the variance between the maximum basic accommodation fee which should be charged to residents without an approved rate reduction and the basic accommodation fee charged if the basic accommodation fee charged is less than the maximum basic accommodation fee and, the variance between the Director approved reduced basic accommodation fee and the basic accommodation fee charged if the basic accommodation fee charged is less than the Director approved reduced basic accommodation fee .	
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		Resident-Days				
Actual Occupancy of Awarded beds and Replacement "D" beds, and Replacement "B", "C" and Upgraded "D" beds during the Fill rate period in 2018 and the Pre-Move Occupancy Days for Classified "D" Replacement beds. (to be completed by Licensees operating such beds)		January to March (1a)	April to June (1b)	July (1ba)	August to December (1c)	Total Days (1d)
A020a	Actual Resident-days in lines A001 through A005 that was attributed to the Fill-Rate period for awarded beds and replacement "D" beds, replacement "B", "C" and Upgraded "D" beds, the Pre-Move Occupancy Days for Classified "D" Replacement beds, and the 90 day fill-rate period for specialized unit beds.					0
A020b	Actual Short-stay Respite-days in line A005 that was attributed to awarded beds and replacement "D", replacement "B", "C" and Upgraded "D" beds during the Fill rate Period and the Pre-Move Occupancy Days for Classified "D" Replacement beds					0

		Resident-Days				
Orientation/Fill-rate Period - Interim Short-Stay beds and Convalescent Care beds		January to March (1a)	April to June (1b)	July (1ba)	August to December (1c)	Total Days (1d)
A021a	Actual Interim Short-Stay bed resident-days in lines A007-A010 during the Fill Period					0

		Resident-Days				
Actual occupancy of beds approved for Occupancy Reduction Protection (ORP)		January to March (1a)	April to June (1b)	July (1ba)	August to December (1c)	Total Days (1d)
A022a	Actual Resident-days in lines A001-A004 during ORP Period					0
A022b	Actual Resident-days in line A007-A010 during ORP Period					0

Ontario**2019 Long-Term Care Home Annual Report**Ministry of Long-Term Care
Ministère des Soins de longue durée

For the period from 2019-01-01 to 2019-12-31

MOHLTC Facility # H13534	Operator Name Upper Canada Lodge - The Regional Municipality of Niagara
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Section A - Level of Care (LOC) Actual Resident Occupancy, Resident Revenue and Resident Bad Debt, continued

	Prior Period Revenue	Revenue	For Ministry Use Only
A030	Basic Revenue: July 1, 1994 to December 31, 2018		

	Resident Bad Debt on 2019 Basic Accommodation Fees		For Ministry Use Only
A040	Basic Accommodation Fees - Bad Debt	1,748	
A041	Collection Costs		
A042	Total Bad Debt Costs (A040 + A041)	\$1,748	

Section B - Actual Other Recoverable Revenue

	Description	Revenue (1)	For Ministry Use Only Recoverable Revenue (2)
B001	Interest Earned		
B002	Other LTC Home funding provided by Government		
B003	Other: Provide		
B004	Total - Actual Other Recoverable Revenue (Sum of lines B001 through B003)	\$0	

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Ministry of Long-Term Care

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2019-12-31

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MCH/LTC Facility #

Operator Name :
Upper Canada Lodge - The Regional Municipality of Niagara

Section C - Actual Expenditures - Nursing and Personal Care

	LTC and Interim Bed Arms-Length Transactions (1)	LTC and Interim Bed Non-Arms-Length Transactions (2)	Sub-Total (3)	For Ministry Use Only Allowable Expenditure (4)	Convalescent Care Arms-Length Transactions (5)	Convalescent Care Non-Arms-Length Transactions (6)	Sub-Total (7)	For Ministry Use Only Allowable Expenditure (8)
Nursing and Personal Care (NPC)								
C001 Salaries	3,044,305		3,044,305				0	
C002 Employee Benefits	672,530		672,530				0	
C003 Purchased Services	12,238		12,238				0	
C004 Medical and Nursing Supplies	105,125		105,125				0	
C005 Equipment	35,877		35,877				0	
C006 Physician On-Call Coverage	14,528		14,528				0	
C007 Other: Provide Education and Training	2,308		2,308				0	
C008 Expenditure Recoveries (enter as negative)	(12,007)		(12,007)				-	
C009 Total Nursing and Personal Care (Sum of lines C001 through C008)	\$3,874,904	\$0	\$3,874,904		\$0	\$0	\$0	

Note: Claim-based not to be included.

	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Global Level of Care Funding		
C010 Report the total eligible expenses in relation to the \$1.77 Global LOC per diem funding initiative for the April 1, 2019 to December 31, 2019 period for Nursing and Personal Care expenses. Note: The expenses must also be reported on lines C001 through C009, as applicable. The total expenses reported on line C010 will be used to inform the allocation of the Global LOC funding across the envelopes. Homes will retain the 32% of Global LOC funding allocated to the OA envelope.	26,359	
	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Registered Nurse (RN) and Registered Practical Nurse (RPN) - BSO initiative		
C011 Report the total eligible expenses funded from the RN & RPN - BSO initiative. Note: The expenses must also be reported on lines C001 through C009, as applicable. The total expenses reported on line C012 will be used to determine any unused funding from the RN & RPN - BSO initiative.		
	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Personal Support Worker (PSW) - BSO initiative		
C012 Report the total eligible expenses funded from the PSW - BSO initiative. Note: The expenses must also be reported on lines C001 through C009, as applicable. The total expenses reported on line C013 will be used to determine any unused funding from the PSW - BSO initiative.		
	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Training and Orientation Activity and Therapeutic Equipment and Supplies - BSO Initiative: RN/RPN and PSW		
C013 Report the total eligible expenses funded from the BSO Initiative for Training and Orientation activity for RN/RPN and/or PSW FTE's, and Therapeutic Equipment and Supplies. Note: The expenses must also be reported on lines C001 through C009, as applicable. The total expenses reported on line C014 will be added to the expenses reported on line D010 to determine any unused funding		
	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
Enhanced Transition Support Funding		
C014 Report the total eligible expenses funded from the Enhanced Transition Support Funding. The expenses must also be reported on lines C001 through C009, as applicable.		
	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	
Designated Specialized Units - Additional Funding		
C015 Report the total eligible expenses from the NPC envelope and funded directly from additional funding provided for designated specialized units. The expenses must also be reported on lines C001 through C009, as applicable.		

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MOHLTC Facility # H13534	Operator Name : Upper Canada Lodge - The Regional Municipality of Niagara
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Section D - Actual Expenditures - Program and Support Services

		LTC and Interim Bed Arms-Length Transactions (1)	LTC and Interim Bed Non-Arms-Length Transactions (2)	Sub-total (3)	For Ministry Use Only Allowable Expenditure (4)	Convalescent Care Arms-Length Transactions (5)	Convalescent Care Non-Arms-Length Transactions (6)	Sub-Total (7)	For Ministry Use Only Allowable Expenditure (8)
Program and Support Services (PSS)									
D001	Salaries	261,376		261,376				0	
D002	Employee Benefits	59,467		59,467				0	
D003	Purchased Services	100,760		100,760				0	
D004	Supplies	9,479		9,479				0	
D005	Equipment	1,469		1,469				0	
D006	Other Education and Training	2,368		2,368				0	
D007	Expenditure Recoveries (enter as negative)			0				0	
D008	Total Program and Support Services (Sum of lines D001 through D007)	\$434,919	\$0	\$434,919		\$0	\$0	\$0	

Global Level of Care Funding		LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
D009	Report the total eligible expenses in relation to the \$1.77 Global LOC per diem funding initiative for the April 1, 2019 to December 31, 2019 period for Program and Support Services expenses. Note: The expenses must also be reported on lines D001 through D008, as applicable. The total expenses reported on line D008 will be used to inform the allocation of the Global LOC funding across the envelopes. Homes will retain the 32% of Global LOC funding allocated to the OA envelope.		

Additional Healthcare Personnel - BSO initiative		LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
D010	Report the total eligible expenses funded from the Additional Healthcare Personnel - BSO initiative. Note: The expenses must also be reported on lines D001 through D008, as applicable. The total expenses reported on line D009 will be used to determine any unused funding from the Additional Healthcare Personnel - BSO initiative.		

Training and Orientation Activity and Therapeutic Equipment and Supplies - BSO Initiative: Additional Healthcare Personnel		LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
D011	Report the total eligible expenses funded from the BSO Initiative for Training and Orientation activity for Additional Healthcare Personnel FTE's and Therapeutic Equipment and Supplies. Note: The expenses must also be reported on lines D001 through D008, as applicable. The total expenses reported on line D010 will be added to the expenses reported on line C014 to determine any unused funding.		

Enhanced Transition Support Funding		LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
D012	Report the total eligible expenses funded from the Enhanced Transition Support Funding. The expenses must also be reported on lines D001 through D008, as applicable.		

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MOHLTC Facility # H13534	Operator Name : Upper Canada Lodge - The Regional Municipality of Niagara
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Section E - Actual Expenditures - Raw Food

		LTC and Interim Bed Arms-Length Transactions (1)	LTC and Interim Bed Non-Arms- Length Transactions (2)	Sub-Total (3)	For Ministry Use Only *Allowable Expenditure (4)*	Convalescent Care Arms-Length Transactions (5)	Convalescent Care Non-Arms- Length Transactions (6)	Sub-Total (7)	For Ministry Use Only *Allowable Expenditure (8)*
	Raw Food								
E001	Raw Food	309,178		309,178				0	
E002	Expenditure Recoveries (enter as negative)	(11,130)		(11,130)				0	
E003	Total Raw Food (Sum of lines E001 through E002)	\$298,048	\$0	\$298,048		\$0	\$0	\$0	

	Global Level of Care Funding	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	Convalescent Care beds only (2)
E004	Report the total eligible expenses in relation to the \$1.77 Global LOC per diem funding initiative for the April 1, 2019 to December 31, 2019 period for Raw Food expenses. Note: The expenses must also be reported on lines E001 through E003, as applicable. The total expenses reported on line E003 will be used to inform the allocation of the Global LOC funding across the envelopes. Homes will retain the 32% of Global LOC funding allocated to the OA envelope.		

Section F - Actual Expenditures - Other Accommodation

		LTC and Interim Bed Arms-Length Transactions (1)	LTC and Interim Bed Non-Arms- Length Transactions (2)	Sub-Total (3)	For Ministry Use Only Allowable Expenditure (4)	Convalescent Care Arms-Length Transactions (5)	Convalescent Care Non-Arms- Length Transactions (6)	Sub-Total (7)	For Ministry Use Only Allowable Expenditure (8)
F001	Housekeeping Services (HS)	324,066		324,066				0	
F002	Building and Property - Operations and Maintenance (B&P-OM)	169,859		169,859				0	
F003	Dietary Services (DS)	592,176		592,176				0	
F004	Laundry and Linen Services (L & LS)	176,103		176,103				0	
F005	General and Administrative (G&A)	630,349	360,984	991,333				0	
F006	Facility Costs (FC)	430,980	3,617	434,597				0	
F007	Total Other Accommodation Expenditures (Line F001 through Line F006).	\$2,323,533	\$364,601	\$2,688,134		\$0	\$0	\$0	
F008	Total Inadmissible Expenditures, Other Accommodation (includes expenditures reported in line F005 and F006, as applicable, for honorariums, donations, mortgage interest, interest on operating line of credit, other interest, amortization and depreciation.	229,038		229,038				0	
F009	Total Other Accommodation Expenditures after Inadmissible Expenditures (Line F007- Line F008)	\$2,094,495	\$364,601	\$2,459,096		\$0	\$0	\$0	

	Global Level of Care Funding	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	For Convalescent Care beds only (2)
F010	Report the total eligible expenses in relation to the \$1.77 Global LOC per diem funding initiative for the April 1, 2019 to December 31, 2019 period for Other Accommodation expenses. Note: The expenses must also be reported on lines F001 through F009, as applicable. The total expenses reported on line F010 will be used to inform the allocation of the Global LOC funding across the envelopes. Expenditure in the Other Accommodation envelope must not exceed 32% of the Global LOC funding allocation. Homes will retain the 32% of Global LOC funding allocated to the OA envelope.	12,404	

	Municipal Property Tax	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	For Convalescent Care beds only (2)
F011	Report the total eligible municipal property tax. The expense must also be reported on line F006 and will be used to determine the eligible Municipal Tax Allowance.		

	Enhanced Transition Support Funding	LTC/Interim beds only (exclude Convalescent Care Beds) (1)	For Convalescent Care beds only (2)
F012	Report the total eligible expenses funded from the Enhanced Transition Support Funding. The expenses must also be reported on lines F001 through F006, as applicable.		

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Ministère des Soins de longue durée**2019 Long-Term Care Home Annual Report**

For the period from

to

MOHLTC Facility # H13534	Operator Name : Upper Canada Lodge - The Regional Municipality of Niagara
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Section I: Part A.**Line Ia01- The Nurse Practitioner in Long-Term Care Home Program**

In accordance with the Long-Term Care (LTC) Nurse Practitioner (NP) Program Funding Policy, report on line Ia01 Salary, Benefits, and Overhead expenditures for the Nurse Practitioner position. DO NOT REPORT THESE COSTS IN SECTIONS C THRU F of the Long-Term Care Home Annual Report.

Expenditures for 12 months, January 1, 2019 to December 31, 2019				
	Salary	Benefits	Overhead Expenses - operating	Total Costs
Ia01				\$0

Line Ia01b- Attending Nurse Practitioner in Long-Term Care Home Initiative

In accordance with the Attending Nurse Practitioners in Long-Term Care Homes Initiative Funding Policy, report on line Ia01b Salary, Benefits, and Overhead expenditures for the Attending Nurse Practitioner position. DO NOT REPORT THESE COSTS IN SECTIONS C THRU F of the Long-Term Care Home Annual Report.

Expenditures for 12 months, January 1, 2019 to December 31, 2019				
	Salary	Benefits	Overhead Expenses - operating	Total Costs
Ia01b				\$0

Line Ia01c- Falls Prevention Equipment Funding Program

In accordance with the Falls Prevention Equipment Funding Policy complete the attestation below as applicable. DO NOT REPORT THE COSTS IN SECTIONS C THRU F of the Long-Term Care Home Annual Report.

Ia01ca	Funding for the April 2018 to March 2019 period has been used for equipment intended to reduce falls or injuries from falls (Y / N)	Y
Ia01cb	Funding for the April 2019 to December 2019 period has been used for equipment intended to reduce falls or injuries from falls (Y / N)	Y

Ontario**2019 Long-Term Care Home Annual Report**

Ministry of Long-Term Care

For the period from

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Ministère des Soins de longue durée

MOHLTC Facility #
H13534Operator Name :
Upper Canada Lodge - The Regional Municipality of Niagara**Section I: Part B One-time Funding and Other Initiatives.**

Use column D to report the expenses applicable to and funded from the funding initiatives below. The expenses reported in column D must not be included in Sections C thru F or Section I: Part A of the LTCH Annual Report.

The items reported in Section I: Part B are to be limited to the expenses that were incurred from January 1, 2019 thru December 31, 2019 only for funding that is received directly by the LTC Home based on the funding provided in the LTCH Payment Calculation Notice. The expenses reported in Section I, Part B are reconciled via alternate processes and shall be excluded from the calculation used to determine the Allowable Subsidy in the 2019 Overall Reconciliation.

Line (A)	Funding Initiative (B)	Description of expenses reported for the January 1, 2019 to December 31, 2019 period (C)	Expenses (D)
lb1	Nurse Led Outreach	Salaries and wages of nurses to ensure timely access to care by LTC Home residents and avoid emergency room and hospital admissions.	
lb2	High Intensity Needs Fund (HINF) Claims-Based	Claims eligible for reimbursement for supplementary staffing, exceptional wound care, preferred accommodation and transportation for dialysis.	21,324
lb3	Laboratory Services Claims	Claims eligible for reimbursement for phlebotomy services purchased by LTC Homes.	4,430
lb4	RAI-MDS one- time funding	Claims eligible for reimbursement for the purchase of computer hardware and software, including RAI-MDS software, to meet CIHI reporting requirements.	
lb5	Peritoneal Dialysis	Claims eligible for reimbursement for the provision of services to Peritoneal Dialysis residents.	
lb6	LTCH Centre of Learning, Research and Innovation Program funding	Claims eligible for reimbursement for the provision of services to Peritoneal Dialysis residents.	
lb7	LHIN funding from outside the Ministry's BSO investment to supplement staffing salaries as well as any additional indirect and start-up costs associated with BSO.	Claims eligible for reimbursement from funding provided by the LHIN to supplement staffing salaries as well as any additional indirect and start-up costs associated with BSO with funding from outside the Ministry's BSO investment.	
	One-time and project funding	Use lines lb8 through lb11, column D to report expenses eligible for reimbursement incurred by the home from January 1, 2019 to December 31, 2019 for any one-time and project funding, based on the funding provided in the LTCH Payment Calculation Notice. Report each funding item separately and provide a description, e.g. Water Quality Testing	
lb8	Description:		
lb9	Description:		
lb10	Description:		
lb11	Description:		
Total Expenses from Section I, Part B (sum of lines lb1 to lb11)			25,754

Ontario**2019 Long-Term Care Home Annual Report**

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H13534

Licensee Name :

Upper Canada Lodge - The Regional Municipality of Niagara

☐ Check if no accrual amounts as of December 31, 2018**Section O - Accrual Report**

NURSING AND PERSONAL CARE		Opening Accrual Balance	Payment Settlements in 2018	Current Period Accrual	Closing Accrual Balance
Please complete lines O001 through O003, as applicable. Do not include any cost related to the administration of employee and union agreements e.g, the cost of conducting union negotiations, arbitration hearings, and pay equity negotiations must be reported in the Other Accommodation envelope.		(1)	(2)	(3)	(4) = (1)-(2)+(3)
O001	Salaries	146,578	146,578	163,894	163,894
O002	Employee Benefits	32,373	32,373	35,103	35,103
O003	Other (specify): CUPE 1263 & ONA9	10,436	0	61,049	71,485
TOTAL NURSING AND PERSONAL CARE					
O004	(sum of lines O001 through O003)	\$189,387	\$178,951	\$260,046	\$270,482

Program and Support Services		Opening Accrual Balance	Payment Settlements in 2018	Current Period Accrual	Closing Accrual Balance
Please complete lines O101 through O103, as applicable. Do not include any cost related to the administration of employee and union agreements e.g, the cost of conducting union negotiations, arbitration hearings, and pay equity negotiations must be reported in the Other Accommodation envelope.		(1)	(2)	(3)	(4) = (1)-(2)+(3)
O101	Salaries	11,998	11,998	12,456	12,456
O102	Employee Benefits	2,824	2,824	2,784	2,784
O103	Other (specify): CUPE1263			3,821	3,821
TOTAL PROGRAM AND SUPPORT SERVICES					
O104	(sum of lines O101 through O103)	\$14,822	\$14,822	\$19,061	\$19,061

Other Accommodation - To Be Completed by Red-Circled Homes		Opening Accrual Balance	Payment Settlements in 2018	Current Period Accrual	Closing Accrual Balance
Please complete lines O201 through O203, as applicable. Include any cost related to the administration of employee and union agreements e.g, the cost of conducting union negotiations, arbitration hearings, and pay equity negotiations must be reported in the Other Accommodation envelope.		(1)	(2)	(3)	(4) = (1)-(2)+(3)
O201	Salaries				0
O202	Employee Benefits				0
O203	Other (specify):				0
TOTAL OTHER ACCOMMODATION					
O204	(sum of lines O201 through O203)	\$0	\$0	\$0	\$0

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H13534

Licensee Name :

Upper Canada Lodge - The Regional Municipality of Niagara

Section P - Notes to the Report

Significant Accounting Principles

Basis of Accounting

Sections A through F, Section I and Section O of the report have been prepared in accordance with generally accepted accounting principles (GAAP) and applicable legislation, regulations, policies and directives.



If there is no trust account, please check here

and please explain:

Draft

Ontario**2019 Long-Term Care Home Annual Report**

Ministry of Long-Term Care

For the period from **2019-01-01** to **2019-12-31**

Ministère des Soins de longue durée

MOHLTC Facility # H13534	Licensee Name : Upper Canada Lodge - The Regional Municipality of Niagara
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Section Q - Licensee's Statement and Approval

The information contained in Sections A through F, Section I, and Section O and P of this Long-Term Care Home Annual Report of (legal name of Licensee)

for the Period from _____ to _____ was provided by management.

This Report has been prepared in conformity with the basis or bases of accounting described in , Section P - Notes to the Report and adheres to the technical instructions and guidelines as provided by the Ministry of Long-Term Care.

The information contained in this report is in accordance with the L-SAA, any direct funding agreement between the Minister and the licensee, and all applicable policies pertaining to the program funding provided to the home for the period being submitted.

Sections C thru F of the report excludes expenditures, as applicable, for: the development of new long-term care beds awarded by the Ministry, the redevelopment of a Category "D" Home, and redevelopment of Replacement "B", "C" and Upgraded "D" beds. Sections C thru F also excludes, as applicable, expenditures funded from the initiatives reported on in Section I: Part A and Part B.

Systems of internal accounting control are maintained in order to assure the reliability of this financial information. These systems include formal policies and procedures, the careful selection and training of qualified personnel, and an organization providing for appropriate delegation of authority and segregation of responsibilities.

Falls Prevention Equipment Funding has been used for equipment intended to reduce falls or injuries from falls.

Approved by the Licensee on the _____ day of _____, 20____

(Print Licensee's Name)

Witness

By: _____

NAME: _____

TITLE: _____

Where the Licensee is a for profit nursing home provide a witness signature.

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2019-12-31

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Independent Auditors' Report

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Ontario**2019 Long-Term Care Home Annual Report**

Ministry of Long-Term Care

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to

2019-12-31

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MOHLTC Facility #

H13534

Licensee Name :

Upper Canada Lodge - The Regional Municipality of Niagara

Appendix A**Auditor's Report - Statement of Trust Account**

To the Minister of Long-Term Care:

We have audited the Statement of Trust Account (Statement of Trust Fund Receipts and Disbursement) of (legal name of Licensee)

for the period from _____ to _____

prepared in accordance with the Ontario Regulation 79/10 section 241. The Statement is the responsibility of the Home's management. Our responsibility is to express an opinion on the Report based upon our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards (Canadian GAAS) under CPA Canada Standards and Guidance Collection. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the Report is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the Statement. An audit also includes assessing the significant accounting principles used and the significant estimates made by management, as well as evaluating the overall Statement presentation.

In our opinion, Statement of Trust Account (Statement of Trust Fund Receipts and Disbursement) present fairly, in all material respects, the financial position of the trust fund for the year ended December 31, 2019 and the activity of the funds during the year in accordance with Section 241 of the Ontario Regulation 79/10 under the Ministry of Long-Term Care's Long-Term Care Homes Act, 2007.

Licensed Public Accountant

(place)

(date)