

Bolton Business Improvement Area
Annual General Meeting Agenda
November 18, 2020
2.30 p.m.

Meeting to be held electronically via Cisco WebEx

NOTICE

In consideration of the current COVID-19 Public Health orders, prohibiting large public gatherings and requirements for physical distancing between persons, in-person attendance at this Bolton Business Improvement Area Meeting is not permitted. This meeting will be held as an electronic meeting.

To listen to the meeting, please call 1-833-311-4101 and enter the following access code, followed by the pound (#) key: 132 071 6779#. If you would like to register to delegate or have questions or comments regarding items on this agenda, please contact Legislative Services by e-mail to agenda@caledon.ca or by phone at 905.584.2272 ext. 2366. Please advise us if you require an accessibility accommodation to participate in the meeting.

CALL TO ORDER

ROLL CALL

DECLARATION OF PECUNIARY INTEREST

CONFIRMATION OF MINUTES

June 17, 2020 Bolton Business Improvement Area Meeting Minutes

DELEGATIONS

REGULAR BUSINESS

1. 2019 Financial Statements
2. Proposed 2021 Budget
**To be circulated separately and will be made available on the Bolton BIA Website at www.downtownbolton.ca*
3. 2021 Work Plan Discussion
4. Bolton Revitalization Project
5. Plan for the New Gazebo

ADJOURNMENT

**THE CORPORATION OF THE TOWN OF CALEDON
BUSINESS IMPROVEMENT AREA**

**FINANCIAL STATEMENTS
For the year ended December 31, 2019**

**THE CORPORATION OF THE TOWN OF CALEDON
BUSINESS IMPROVEMENT AREA**

For the year ended December 31, 2019

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INDEPENDENT AUDITORS' REPORT

To the Members of Council, Inhabitants and Ratepayers of
The Corporation of the Town of Caledon Business Improvement Area

Opinion

We have audited the financial statements of The Corporation of the Town of Caledon Business Improvement Area (the 'BIA'), which comprise the statement of financial position as at December 31, 2019, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the BIA as at December 31, 2019, and the results of its operations 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 Financial Statements* section of our report. We are independent of the BIA in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our 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 these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

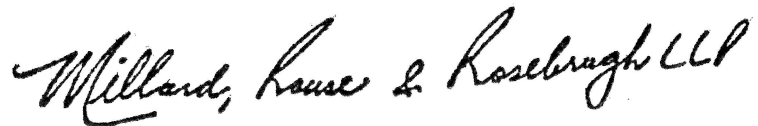
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee 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 these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material

misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the BIA's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the BIA's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our 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 BIA to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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



June 17, 2020
Brantford, Ontario

CHARTERED PROFESSIONAL ACCOUNTANTS
Licensed Public Accountants

**THE CORPORATION OF THE TOWN OF CALEDON
BUSINESS IMPROVEMENT AREA**

STATEMENT OF FINANCIAL POSITION

As at December 31	2019	2018
Financial Assets		
Cash	23,214	18,575
Prepaid expenses	798	1,295
HST receivable	4,976	3,851
	28,988	23,721
Financial Liabilities		
Accounts payable	2,330	2,588
Deferred grant revenue	7,544	-
	9,874	2,588
Net Financial Assets	19,114	21,133
Non-Financial Assets		
Tangible capital assets (Note 2)	1,109	1,428
Total Net Assets	20,223	22,561
Accumulated Surplus - End of Year	20,223	22,561

**THE CORPORATION OF THE TOWN OF CALEDON
BUSINESS IMPROVEMENT AREA**

STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS

For the year ended December 31	2019 Budget	2019 Actual	2018 Actual
Revenue			
Levy	56,000	56,000	56,000
Grant Revenue	-	2,456	-
Other	3,000	5,315	5,254
	59,000	63,771	61,254
Expenses			
Administrative	15,830	13,383	14,671
Landscape maintenance and improvements	21,100	19,661	22,178
Promotion projects	36,000	32,746	38,776
	72,930	65,790	75,625
(Deficiency)/Excess of Revenue over Expense	(13,930)	(2,019)	(14,371)
Other Expense/(Income)			
Amortization on tangible capital assets	-	319	319
(Deficit)/Annual Surplus from Operations	(13,930)	(2,338)	(14,690)
Accumulated Surplus - Beginning of Year	22,561	22,561	37,251
Accumulated Surplus - End of Year	8,631	20,223	22,561

**THE CORPORATION OF THE TOWN OF CALEDON
BUSINESS IMPROVEMENT AREA**

STATEMENT OF CHANGES IN NET FINANCIAL ASSETS

For the year ended December 31	2019 Budget	2019 Actual	2018 Actual
Annual (Deficit)/Surplus from Operations	(13,930)	(2,338)	(14,690)
Amortization of tangible capital assets	-	319	319
(Decrease) Increase in Net Financial Assets	(13,930)	(2,019)	(14,371)
Net Financial Assets - Beginning of Year	21,133	21,133	35,504
Net Financial Assets - End of Year	7,203	19,114	21,133

**THE CORPORATION OF THE TOWN OF CALEDON
BUSINESS IMPROVEMENT AREA**

STATEMENT OF CASH FLOWS

For the year ended December 31	2019	2018
Cash Flows From Operating Activities		
Annual (Deficit)/Surplus	(2,338)	(14,690)
Charges to income not involving cash		
Amortization	319	319
	(2,019)	(14,371)
Net change in non-cash working capital balances related to operations		
HST receivable	(1,125)	17,522
Accounts payable	(258)	(427)
Deferred grant revenue	7,544	-
Prepaid expenses	497	(1)
Net Increase in Cash and Bank	4,639	2,723
Opening Cash and Bank	18,575	15,852
Closing Cash and Bank	23,214	18,575

THE CORPORATION OF THE TOWN OF CALEDON BUSINESS IMPROVEMENT AREA

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Nature of Business

The Business Improvement Area (BIA) is engaged to improve and beautify the business area in The Corporation of the Town of Caledon within the community of Bolton. These financial statements reflect the assets, liabilities, revenues, and expenditures relating to the Business Improvement Area and not The Corporation of the Town of Caledon as a whole.

(b) Management Responsibility

The financial statements of The Corporation of the Town of Caledon Business Improvement Area are the representation of management. They have been prepared in accordance with accounting principles established by the Public Sector Accounting Board of CPA Canada. The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

(c) Basis of Accounting

Revenues and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures 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.

The statement of financial position reflects all of the financial assets and liabilities of The Corporation of the Town of Caledon Business Improvement Area. Financial assets are those assets which could provide resources to discharge existing liabilities or finance future operations.

(d) Financial Instruments

The BIA's financial instruments consist of cash, accounts payable and accrued liabilities, and amounts due from related parties. Unless otherwise noted, it is management's opinion that the BIA is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair value of these financial instruments approximate their carrying values, unless otherwise noted.

(e) Revenue Recognition

Revenue is recorded when levied by the Town of Caledon. Other revenue is recognized on a cash received basis.

**THE CORPORATION OF THE TOWN OF CALEDON
BUSINESS IMPROVEMENT AREA**

NOTES TO THE FINANCIAL STATEMENTS

For the year ended December 31, 2019

3. ACCUMULATED SURPLUS	2019	2018
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Accumulated surplus consists of the following:		
Accumulated surplus from operations	19,114	21,133
Investment in tangible capital assets	1,109	1,428
	<hr/>	<hr/>
	20,223	22,561
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4. BUDGET FIGURES

Under Public Sector Accounting Board standards, budget amounts are to be reported on the statement of operations. The 2019 budget amounts for The Corporation of the Town of Caledon Business Improvement Area, approved by Council, have been restated to conform to the basis of presentation of the statement of operations.

5. SUBSEQUENT EVENT

Subsequent to year end, the outbreak of a novel strain of coronavirus has resulted in the global declaration of a pandemic. Measures in place to combat the health threat of the virus have caused material disruption to businesses globally resulting in an economic slowdown. The duration and impact of the outbreak is unknown at this time, as are the efficacy of the government and central bank interventions. It is not possible to reliably estimate the length and severity of the measures nor their impact on the future financial results and condition of the BIA.

Bolton BIA budget for 2021 - Draft

Revenues:

Special tax rate levy	\$36,000
Accumulated	\$ 7,490
Total	\$43,490

Expenses

Watering/ Maintenance	\$10,600
Flowers	\$10,000
Golf cart repairs	\$2,000
Banners	\$10,000
Seasonal decorations	\$1,000
Events	0
Website	\$1,200
Memberships (BIA,etc.)	\$300
Meeting expense	\$600
Staff	\$3,600
Audit	\$2,330.
Office supplies, bank charges	\$400
Insurance	\$1,460
TOTAL	<u>\$43,490</u>
NET Operating budget	<u>0</u>