

**The Corporation of the Town of Parry Sound  
Administration of the Provincial Offences Act  
Financial Statements  
For the year ended December 31, 2023**

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## Independent Auditor's Report

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To the Members of Council, Inhabitants and Ratepayers of The Corporation of the Town of Parry Sound

### Opinion

We have audited the financial statements of The Corporation of the Town of Parry Sound - Administration of the Provincial Offences Act (the "Entity"), which comprise the statement of financial position as at December 31, 2023, and the statement of operations and accumulated deficit, the statement of changes in net debt and the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2023, and its results of operations, its change in net debt and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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

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

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

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

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of 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 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 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 Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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.

*BDO Canada LLP*

Chartered Professional Accountants, Licensed Public Accountants

Barrie, Ontario  
March 28, 2025

**The Corporation of the Town of Parry Sound  
Administration of the Provincial Offences Act  
Statement of Financial Position**

December 31	2023	2022
<b>Financial assets</b>		
Cash	\$ 400	\$ 400
<b>Liabilities</b>		
Due to Town of Parry Sound (Note 3)	<u>8,380</u>	<u>25,277</u>
<b>Net debt</b>	(7,980)	(24,877)
<b>Non-financial assets</b>		
Tangible capital assets (Note 2)	-	-
Prepaid expenses	<u>7,980</u>	<u>24,877</u>
<b>Accumulated deficit</b>	\$ -	\$ -

On behalf of the Council:



\_\_\_\_\_, Mayor



\_\_\_\_\_, Council

**The Corporation of the Town of Parry Sound  
Administration of the Provincial Offences Act  
Statement of Operations and Accumulated Deficit**

<b>For the year ended December 31</b>	<b>2023 Budget</b>	<b>2023 Actual</b>	<b>2022 Actual</b>
<b>Revenues</b>			
Fines	\$ 850,495	\$ 836,397	\$ 902,618
Transcripts	2,500	-	-
	<u>852,995</u>	<u>836,397</u>	<u>902,618</u>
<b>Expenses</b>			
Bank charges	12,000	10,387	14,700
Collection costs	15,000	2,996	13,487
Computer support	8,568	8,568	9,656
Justice of the Peace - Provincial Crown	55,000	47,807	49,418
Memberships, conferences and training	7,847	3,585	4,492
Office supplies, equipment and other	32,177	19,220	23,902
POA Prosecutor and interpreter costs	90,000	81,320	97,914
Professional fees	4,400	11,853	1,758
Provincial service charges, notices and forms	5,700	5,628	5,628
Rent	5,662	5,099	-
Salaries and employee benefits	288,538	277,412	271,713
Telecommunications	1,900	1,618	1,670
Town administration fees (Note 3)	57,766	57,766	57,974
Travel costs for witnesses and court monitor	1,500	616	-
	<u>586,058</u>	<u>533,875</u>	<u>552,312</u>
<b>Annual surplus before partners share</b>	<b>266,937</b>	<b>302,522</b>	<b>350,306</b>
<b>Participating partners share of net revenues</b>	<b>266,937</b>	<b>302,522</b>	<b>350,306</b>
<b>Accumulated deficit, beginning of the year</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Accumulated deficit, end of the year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

**The Corporation of the Town of Parry Sound  
Administration of the Provincial Offences Act  
Statement of Changes in Net Debt**

<b>For the year ended December 31</b>	<b>2023 Budget</b>	<b>2023 Actual</b>	<b>2022 Actual</b>
Annual deficit	\$ -	\$ -	\$ -
Recognition of prepaid expenses	-	16,897	6,589
<b>Net debt, beginning of year</b>	<b>(24,877)</b>	<b>(24,877)</b>	<b>(31,466)</b>
<b>Net debt, end of year</b>	<b>\$ (24,877)</b>	<b>\$ (7,980)</b>	<b>\$ (24,877)</b>

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

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**The Corporation of the Town of Parry Sound  
Administration of the Provincial Offences Act  
Statement of Cash Flows**

<b>For the year ended December 31</b>	<b>2023</b>	<b>2022</b>
<b>Cash provided by</b>		
<b>Operating transactions</b>		
Amortization of tangible capital assets (Note 2)	\$ -	\$ 541
Changes in non-cash working capital balances		
Due to Town of Parry Sound	(16,897)	16,232
Prepaid expenses	16,897	(16,773)
<b>Increase in cash during the year</b>	<b>-</b>	<b>-</b>
<b>Cash, beginning of year</b>	<b>400</b>	<b>400</b>
<b>Cash, end of year</b>	<b>\$ 400</b>	<b>\$ 400</b>

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

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# The Corporation of the Town of Parry Sound Administration of the Provincial Offences Act Notes to Financial Statements

**December 31, 2023**

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## 1. Summary of Significant Accounting Policies

### **Nature and Purpose of the Organization**

Effective November 15, 1999, the Town of Parry Sound assumed the administration of the Provincial Offences Office at the Parry Sound Courthouse. The transfer of administration from the Ministry of the Attorney General to the Town was a result of Provincial Offences Act (POA) 1997, which provides the framework for the transfer of responsibility and administration of POA courts.

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

The administration of the Provincial Offences Act is consolidated in the financial statements of the Corporation of the Town of Parry Sound and is also disclosed in this separate detailed financial statement issued by the Town.

### **Management Responsibility**

The financial statements are the responsibility of management. They have been prepared in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada.

### **Tangible Capital Assets**

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is available for productive use as follows:

Courtroom furniture and equipment	10 years
Specialty software	10 years
Information technology systems	5 years

Annual amortization is charged in the year of acquisition and in the year of disposal on a pro-rated basis determined by the number of months in use.



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# The Corporation of the Town of Parry Sound Administration of the Provincial Offences Act Notes to Financial Statements

**December 31, 2023**

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## **1. Summary of Significant Accounting Policies (continued)**

### **Revenue Recognition**

Fine revenue is recognized in the period to which the cash has been received as ultimately collection cannot be reasonably assured until payments received.

### **Pension Plan**

The Town is an employer member of the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer, defined benefit pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of assets and administration of the benefits. The Town has adopted defined contribution plan accounting principles for the Plan because insufficient information is available to apply defined benefit plan accounting principles. The Town records as pension expense the amount paid to OMERS during the year plus any amounts owing to OMERS for the year end.

### **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 and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Significant items subject to such estimates and assumptions include the carrying amount of tangible capital assets and the allowance for doubtful accounts. Actual results could differ from those estimates. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the year in which they become known.

### **Financial Instruments**

Accounts receivable and accounts payable are measured at cost or amortized cost. The carrying amount of each of these financial instruments is presented on the statement of financial position. Unless otherwise noted, it is management's opinion that the Administration of the Provincial Offences Act is not exposed to significant interest, currency or credit risks arising from these financial instruments.

# The Corporation of the Town of Parry Sound Administration of the Provincial Offences Act Notes to Financial Statements

**December 31, 2023**

## 2. Tangible Capital Assets

	IT Systems	Computer Software	Office Furniture and Equipment	Total 2023
Cost	\$ 5,340	\$ 9,325	\$ 19,768	\$ 34,433
Accumulated amortization, beginning of year	5,340	9,325	19,768	34,433
Amortization	-	-	-	-
Accumulated amortization, end of year	5,340	9,325	19,768	34,433
Net carrying amount, end of year	\$ -	\$ -	\$ -	\$ -

	IT Systems	Computer Software	Office Furniture and Equipment	Total 2022
Cost	\$ 5,340	\$ 9,325	\$ 19,768	\$ 34,433
Accumulated amortization, beginning of year	5,340	9,325	19,227	33,892
Amortization	-	-	541	541
Accumulated amortization, end of year	\$ 5,340	\$ 9,325	\$ 19,768	\$ 34,433
Net carrying amount, end of year	\$ -	\$ -	\$ -	\$ -

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## The Corporation of the Town of Parry Sound Administration of the Provincial Offences Act Notes to Financial Statements

**December 31, 2023**

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### 3. Due from the Town of Parry Sound

The Entity had the following related party transactions with the Corporation of the Town of Parry Sound, valued at cost:

	<u>2023</u>	<u>2022</u>
Administration fee	\$ 57,766	\$ 57,974
Balance outstanding at December 31:		
Due to the Corporation of the Town of Parry Sound	<u>\$ 8,380</u>	<u>\$ 25,277</u>

The balance due to the Corporation of the Town of Parry Sound is non-interest bearing and has no set terms of repayment.

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### 4. Pension Plan

The Entity makes contributions to the Ontario Municipal Employees Retirement Fund ("OMERS"), which is a multi-employer pension plan, on behalf of full-time members of staff. The plan is a defined benefit plan, which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the benefits. OMERS provides pension services to almost half a million active and retired members and approximately 1,000 employers.

Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the Plan) by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2023. The results of this valuation disclosed total actuarial liabilities of \$136,185 million in respect of benefits accrued for service with actuarial assets at that date of \$131,983 million indicating an actuarial deficit of \$4,202 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Entity does not recognize any share of the OMERS pension surplus or deficit. Contributions made by the Entity to OMERS for 2023 were \$25,005 (2022 - \$20,033).

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# **The Corporation of the Town of Parry Sound Administration of the Provincial Offences Act Notes to Financial Statements**

**December 31, 2023**

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## **5. Segmented Reporting**

The Canadian Institute of Chartered Accountants Public Sector Accounting Handbook Section PS 2700, Segmented Disclosures, establishes standards on defining and disclosing segments in a government's financial statements. Governments that apply these standards are encouraged to provide the disclosures established by this section when their operations are diverse enough to warrant disclosures. Due to the nature of the organization segmented reporting has not been disclosed.

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## **6. Financial Instruments**

The Entity is exposed to liquidity risk from its financial instruments. This note describes the Entity's objectives, policies and processes for managing this risk and the methods used to measure it. Further qualitative and quantitative information in respect of this risk is presented below and throughout these financial statements.

Liquidity risk is the risk that the Entity will encounter difficulty in meeting its obligations associated with financial liabilities. The Entity is exposed to this risk mainly in respect of its accounts payable. The Entity mitigates this risk by monitoring cash activities and expected outflows through budgeting and cash flow planning.

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