

Financial Statements of

**ASSOCIATION OF PART-  
TIME PROFESSORS OF THE  
UNIVERSITY OF OTTAWA  
PENSION PLAN (1991)**

Year ended December 31, 2018

# ASSOCIATION OF PART-TIME PROFESSORS OF THE UNIVERSITY OF OTTAWA PENSION PLAN (1991)

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## INDEPENDENT AUDITORS' REPORT

To the Board of Governors of the University of Ottawa

### *Opinion*

We have audited the financial statements of Association of Part-Time Professors of the University of Ottawa Pension Plan (1991) (the "Entity"), which comprise:

- the statement of financial position as at December 31, 2018
- the statement of changes in net assets available for benefits 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, 2018, and its changes in net assets available for benefits and its changes in pension obligations for the year then ended in accordance with Canadian accounting standards for pension plans.

### *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 auditors' 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 the financial statements in accordance with Canadian accounting standards for pension plans, 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 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 represent 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*

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Chartered Professional Accountants, Licensed Public Accountants  
Ottawa, Canada  
June 20, 2019

# ASSOCIATION OF PART-TIME PROFESSORS OF THE UNIVERSITY OF OTTAWA PENSION PLAN (1991)

Statement of Financial Position

December 31, 2018, with comparative information for 2017

	2018	2017
<b>Net Assets Available for Benefits</b>		
Investments (note 4)	\$ 9,786,269	\$ 9,709,878
Contributions receivable from members	51,652	49,416
Contributions receivable from sponsor	51,652	49,444
	<u>103,304</u>	<u>98,860</u>
<b>Liabilities</b>		
Due to plan members	\$ 21,061	\$ -
	<u>21,061</u>	<u>-</u>
<b>Net assets available for benefits</b>	<b>\$ 9,868,512</b>	<b>\$ 9,808,738</b>
<b>Pension Obligations</b>		
<b>Pension obligations - defined contribution</b>	<b>\$ 9,868,512</b>	<b>\$ 9,808,738</b>

See accompanying notes to financial statements.

Approved by the Board of Governors:

[SIGNED] \_\_\_\_\_ Governor

[SIGNED] \_\_\_\_\_ Governor

# ASSOCIATION OF PART-TIME PROFESSORS OF THE UNIVERSITY OF OTTAWA PENSION PLAN (1991)

Statement of Changes in Net Assets Available for Benefits

Year ended December 31, 2018, with comparative information for 2017

	2018	2017
<b>Increase in Assets</b>		
Investment revenue:		
Interest and dividends	\$ 30,885	\$ 25,779
Increase in market value of investments	-	609,318
	30,885	635,097
Contributions:		
Members - current service	531,707	469,294
Sponsor - current service	531,803	469,198
	1,063,510	938,492
<b>Total increase in assets</b>	<b>1,094,395</b>	<b>1,573,589</b>
<b>Decrease in Assets</b>		
Reimbursements and transfers	691,936	279,158
Decrease in market value of investments	342,685	-
<b>Total decrease in assets</b>	<b>1,034,621</b>	<b>279,158</b>
<b>Net increase in net assets available for benefits</b>	<b>59,774</b>	<b>1,294,431</b>
<b>Net assets available for benefits, beginning of year</b>	<b>9,808,738</b>	<b>8,514,307</b>
<b>Net assets available for benefits, end of year</b>	<b>\$ 9,868,512</b>	<b>\$ 9,808,738</b>

See accompanying notes to financial statements.

# ASSOCIATION OF PART-TIME PROFESSORS OF THE UNIVERSITY OF OTTAWA PENSION PLAN (1991)

Notes to Financial Statements

Year ended December 31, 2018

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## 1. Description of Plan:

The net assets are owned by the Association of Part-Time Professors of the University of Ottawa Pension Plan (1991) ("Plan"), which is registered under the Ontario Pension Benefits Act, 1987 (Registration # 0683177). The Plan is a contributory defined contribution pension plan under which contributions are made by the Plan members and the University of Ottawa.

For additional information, reference should be made to the regulations of the Plan.

In accordance with the Plan document, members contribute 7% of their pensionable earnings. The sponsor matches the members' required contributions.

The maximum annual contribution that the member and the sponsor can contribute to the member's pension account is the lesser of 18% of the member's earned pensionable income or \$26,500 (2017 - \$26,230).

There has been no change in this policy during 2018.

## 2. Significant accounting policies:

### (a) Basis of presentation:

The financial statements have been prepared in accordance with Canadian accounting standards for Pension Plans in Part IV of the Chartered Professional Accountants of Canada ("CPA Canada") Handbook applied with the significant accounting policies summarized below.

These financial statements are prepared on the going concern basis and present the aggregate financial position of the Plan as a separate financial reporting entity, independent of the sponsor and Plan members. They are prepared to assist Plan members and other parties in reviewing the activities of the Plan for the period.

### (b) Financial instruments:

Financial assets and financial liabilities are recognized initially on the trade date, date upon which the Plan becomes a party to the contractual provisions of the instrument.

All investments are held in segregated funds and are recorded at fair value.

Receivables, refund of contributions and other accounts payable and accrued liabilities have been classified as loans, receivables and other liabilities and measured at amortized cost using the effective interest rate method. The fair value of these financial instruments approximates their carrying values due to their short-term maturity.

### (c) Contributions:

Contributions for current service are recorded in the year in which the related payroll costs are incurred. Contributions for past service are recorded in the year received.



# ASSOCIATION OF PART-TIME PROFESSORS OF THE UNIVERSITY OF OTTAWA PENSION PLAN (1991)

Notes to Financial Statements (continued)

Year ended December 31, 2018

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## 2. Significant accounting policies (continued):

### (d) Reimbursements and transfers:

Reimbursements and transfers include payments to retired members made during the year and accrual, if any, for unpaid but earned benefits as at year end, and member's withdrawals that are recorded in the period in which the member has elected for payment.

### (e) Investment revenue:

Investment revenue, which is reported on an accrual basis, includes interest and dividends.

### (f) Increase (decrease) in market value of investments:

This amount consists of the net realized gains and losses on sales of investments and the change in unrealized gains and losses. Net realized gains and losses on sales of investments represent the difference between proceeds received and the average cost of investments sold. The change in unrealized gains and losses represents the difference between the fair value and the cost of investments at the beginning and at the end of each year, adjusted for realized gains and losses in the year.

### (g) Use of estimates and judgments:

The preparation of financial statements requires management to make estimates and assumptions that affect the amounts reported in the financial statements. The main estimates used are the fair value of investments and the amount of accrued liabilities. Actual results could differ from those estimated.

### (h) Income taxes:

The Plan is a registered pension plan, as defined by the Income Tax Act (Canada) and, accordingly, is not subject to income taxes.

## 3. Capital management:

The Plan's capital consists of the net assets available for benefit. The Plan's capital is invested according to decisions made by each participant in the Plan. Upon retirement, the retirement pension will consist of all contributions made, increased by the investment revenue. During the year, the Plan has complied with the investment requirements.

The Plan's Statement of Investment Policies and Procedures (SIP&P) sets out the Plan's investment framework. This SIP&P is unchanged from the prior year.

The Plan administrator is responsible for the implementation of the SIP&P and for monitoring the various risks to which the investment portfolio is exposed. It defines eligible investments and the asset mix of the Plan.

The Plan administrator will, from time to time, review the appropriateness of the investment funds being offered to ensure they can meet the risk/reward profiles of plan members.

# ASSOCIATION OF PART-TIME PROFESSORS OF THE UNIVERSITY OF OTTAWA PENSION PLAN (1991)

Notes to Financial Statements (continued)

Year ended December 31, 2018

#### 4. Investments:

Segregated Funds:	2018 Fair value	2017 Fair value
Discretionary	\$ 4,643,297	\$ 4,383,710
Balanced	1,471,122	1,460,695
Canadian equity	1,079,022	1,256,377
Guaranteed interest accounts	821,206	899,296
Fixed income	732,942	697,812
U.S. equity	649,348	529,944
International equity	337,672	387,560
Canadian money market	51,660	94,484
	\$ 9,786,269	\$ 9,709,878

(a) Establishing fair value:

The fair value of the segregated funds is based on the unit value reported by the funds at year-end. The funds establish the values of each by adding the fair value of all securities, both equities and fixed income securities, held by the funds and divided by the total units issued by the fund.

(b) Fair value disclosure:

Financial instruments recorded at fair value on the Statement of Financial Position are classified using a fair value hierarchy that reflects the significance of the inputs used in making the measurements. The fair value hierarchy has the following levels:

Level 1 - valuation based on quoted prices (unadjusted) in active markets for identical assets or liabilities;

Level 2 - valuation techniques based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly (i.e., as prices) or indirectly (i.e., derived from prices);

Level 3 - valuation techniques using inputs for the asset or liability that are not based on observable market data (unobservable inputs).

The fair value hierarchy requires the use of observable market inputs whenever such inputs exist. A financial instrument is classified to the lowest level of the hierarchy for which a significant input has been considered in measuring fair value.

All investments are classified as Level 2. During 2018, there have been no transfers between the levels.

# ASSOCIATION OF PART-TIME PROFESSORS OF THE UNIVERSITY OF OTTAWA PENSION PLAN (1991)

Notes to Financial Statements (continued)

Year ended December 31, 2018

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## 4. Investments (continued):

### (c) Financial risk management:

Members of the Plan are exposed to several financial risks as a result of holding investments.

Investments are exposed to foreign currency risk, interest rate risk, price risk, credit risk and liquidity risk. Each of the exposures to financial risks is concentrated in the investment holdings and is managed by the respective underlying fund manager. Each fund offered within the Plan has policies, procedures, and recommended parameters to monitor these risk exposures.

Members of the Plan select their own investments within the fund list provided, and thus manage the level of risk they wish to take based on their selection.