

Broadcasting Participation Fund (BPF), Inc.
Le fonds de Participation à la Radiodiffusion (FPR), Inc.

Annual Report
2019

Presented to BPF Board of Directors
By Welch LLP, Costs Officer
Date: March 12, 2020

Index

- 1.0 Corporate Statement of Purpose
- 2.0 Operational Structure of the Corporation
- 3.0 Business Activities of the Corporate Officers of the Corporation
- 4.0 Tasks of the Costs Officer
 - 4.1 Institution Building
 - 4.2 General and Active Management of the Fund
 - 4.3 Reporting Results
- 5.0 The BPF Value Proposition
 - 5.1 Quality and Professionalism
 - 5.2 Timely Service
 - 5.3 Engaging the Community
 - 5.4 Transparency
- 6.0 Risk Management
- 7.0 2019 Financial Information Summary

Appendix I – 2019 Audited F/S

Appendix II – 2019 Claims’ Summary

Appendix III – Summary of Key Events

Appendix IV – 2020 Budget

1.0 Corporate Statement of Purpose

The purposes of the corporation, as set out in the Articles of Incorporation, continue to be:

- (a) Provide costs support to public interest groups and consumer groups representing non-commercial user interests and the public interest before the Canadian Radio-television and Telecommunications Commission (CRTC) in broadcasting matters under the Broadcasting Act (Canada), recognizing that English and French language broadcasting, while sharing common aspects, operate under different conditions and may have different requirements;
- (b) Support research, analysis and advocacy in the official language of the applicant's choice in CRTC broadcasting proceedings under the Broadcasting Act (Canada);
- (c) Retain an independent Costs Officer who shall be responsible for the day-to-day operations of the corporation subject to the overriding authority of the Board of Directors of the corporation;
- (d) Provide efficient and accessible service in English and French and make available in both official languages the corporation's documents necessary for potential costs applicants, including policies, costs funding criteria and annual reports; and
- (e) Do all things which are in furtherance of the foregoing.

2.0 Operational Structure of the Corporation

As in prior years, the corporation carried out its responsibilities through a service delivery contract with Welch LLP, Chartered Professional Accountants. André Auger, CPA, CGA, CFE (a representative of Welch LLP) continued to act as Costs Officer and Chief Executive Officer (CEO) responsible for the day-to-day administration of the Fund.

The Board of Directors, which consists of three members, met regularly throughout the year and in addition to determining payments in respect of claims awards, ensured that the purposes of the corporation were met.

The Board of Directors and the Costs Officer communicated with each other at least monthly to ensure the smooth operation of the Fund and the costs award process.

Legal counsel was obtained from the law firm Gowling WLG (Canada) LLP on an as needed basis to deal with corporate matters or matters of interpretation related to CRTC requirements and the purpose of the Fund.

3.0 Business activities of the Corporate Officers of the Corporation

The BPF is first and foremost an entity that determines, in an impartial manner, eligibility for costs awards in broadcasting proceedings before the Commission. The Board of three Directors is constituted to ensure that no specific interest is over-represented on the Board. Tasks undertaken by the BPF Board of Directors in 2019 included:

- 3.1.1 Oversaw the BPF operations, including the logistics pertaining to Board meetings, Operational Committee meetings, signing officers, the BPF bank account and investments, and approval and payment of costs awards;
- 3.1.2 Promoted a lean and cost-efficient operation of the BPF;
- 3.1.3 Provided support and advice to the BPF Costs Officer as required;
- 3.1.4 Made decisions via formal Board resolutions with respect to approving or denying costs awards applications;
- 3.1.5 Identified on the BPF's website certain activities by consumer and public interest groups that are not eligible for costs awards;
- 3.1.6 Attended regular BPF Operational Committee meetings;
- 3.1.7 Attended meetings with the CRTC as required;
- 3.1.8 Attended the BPF Annual General Meeting;
- 3.1.9 Addressed other requirements mandated by the CRTC; and
- 3.1.10 Organized and attended the Stakeholders' 2019 meeting.

4.0 Tasks of the Costs Officer

Welch LLP and its representative André Auger, CPA, CGA, CFE act as the Costs Officer and CEO for the BPF. Tasks undertaken by the Costs Officer in 2019 included the following:

4.1 Institution Building

- 1. Updated BPF costs awards policies, processes, procedures, and funding criteria;
- 2. Updated official Fund documents and forms as required;
- 3. Maintained an appropriate control environment for Fund administration;
- 4. Updated Costs Officer reporting requirements as required;
- 5. Updated the BPF website; and
- 6. Participated in BPF Operational Committee meetings.

4.2 General and Active Management of the Fund

- 1. Managed, reconciled, and reported on the BPF bank account and investments;
- 2. Provided oversight and supervision of general business activities; and
 Provided CEO and Costs Officer services in both official languages, including but not limited to: receiving and reviewing costs applications, preparing recommendations for the BPF Board of Directors, communicating BPF decisions to applicants, maintaining proper application records, engaging with prospective applicants and other stakeholders, and representing the Fund in the public domain.

4.3 Reporting Results

1. Prepared the 2019 Annual Report and Business Plan;
2. Provided timely Fund activity reports to the BPF Board of Directors, including monthly financial reports;
3. Prepared the budget for 2020; and
4. Performed other tasks mandated by the BPF Board of Directors.

5.0 The BPF Value Proposition

Since its inception in late 2012, the BPF has been committed to delivering high quality, professional, and timely service to all stakeholders.

5.1 Quality and Professionalism

Quality is a priority for all BPF work. Quality is critical in order to ensure that all BPF work can withstand the scrutiny of affected and interested stakeholders. Compliance with professional standards promulgated by professional accounting and auditing bodies serves as the basis for all BPF work. Finally, quality is achieved through various processes and activities, such as the quality assurance regime embedded in the BPF's claims review process.

5.2 Timely Service

The BPF prides itself on delivering timely responses to all parties applying for a costs award. Compared to 2018, the BPF's turnaround time for receiving, processing, and paying a claim remained between 45 days and 60 days. The BPF received a total of 6 costs awards applications, amounting to \$221,266 in 2019. The Board of Directors approved 8 applications for a total amounting to \$313,403 including applications received in late 2018. Comparative figures for previous years are included below:

Fiscal Year	# of Costs Applications	Total Amounts Applied For	# of Costs Applications Approved	Total Amounts Approved
2018	16	\$278,540	11	\$230,354
2017	24	\$910,681	24	\$674,821
2016	41	\$1,106,041	36	\$769,368
2015	44	\$347,088	44	\$342,527
2014	43	\$838,812	36	\$801,612

5.3 Engaging the Community

The BPF is in ongoing communication with all interested parties and stakeholders. Assistance with the claims preparation process, providing guidance to applicants, debriefing applicants on the results of their claims, and continuously seeking input from the community are key to maintaining positive business relationships with all parties.

5.4 Transparency

The BPF is committed to being completely transparent with all interested parties. Results of all costs awards decisions, the 2019 BPF audited financial statements, the 2020 budget, and all other key statistics are posted on the BPF website (www.bpf-fpr.ca). The Frequently Asked Questions section of the website is regularly updated to provide guidance on initiatives not eligible for costs support and other matters.

6.0 Risk Management

Risk management is an integral part of the day-to-day affairs of the BPF. The risk framework continues to evolve as the BPF encounters new situations.

The following table highlights the key risks relating to the BPF and the corresponding mitigation strategies:

Risk	Mitigation Strategy
Independence / Credibility	<ul style="list-style-type: none"> • Ensure all policies, procedures, forms, and processes are continuously updated and remain aligned to the extent possible with the CRTC's telecommunications costs awards practices and procedures • Adhere to professional accounting and auditing standards • Maintain 100% transparency with all interested parties and stakeholders
Risk of fraudulent costs awards applications	<ul style="list-style-type: none"> • Retain the services of an external audit firm to prepare the annual BPF audited F/S • Contract Welch LLP, Chartered Professional Accountants, to provide administrative and management services, including processes and internal controls • Procedures exist to verify a costs awards applicant's eligibility • Procedures exist to verify the elements of a costs awards application • Ensure the Fund's rules and procedures comply to the extent possible with the CRTC rules and procedures for telecommunications costs awards

Risk of internal fraud/mismanagement of funds	<ul style="list-style-type: none"> • Review financials and investments on a regular basis • All cheques require two signatures, including one from a BPF Board member • All investment decisions are approved by the BPF Board • Funds held by BMO Nesbitt Burns, the Fund's investment firm, can only be disbursed by direct transfer to TD Canada Trust, the Fund's bank • The Fund's funds can only be invested in guaranteed investment certificates that are fully insured by the Canada Deposit Insurance Company
Risk of Fund Exhaust	<ul style="list-style-type: none"> • Monitor the Fund's financial situation on a regular basis • Keep abreast of the CRTC environment for key developments and potential sources of additional funding

7.0 Summary of 2019 Financial Results

The BPF's audited financial statements appear as Appendix I to this report. The Fund incurred expenses of \$347,464 in 2019, including costs awards of \$227,410. Net assets of the Fund at December 31, 2019 were \$2,143,692.

Appendix I

2019 Audited Financial Statements

FINANCIAL STATEMENTS

For

**BROADCASTING PARTICIPATION FUND (BPF), INC./
FONDS DE PARTICIPATION À LA RADIODIFFUSION (FPR), INC.**

For the year ended

DECEMBER 31, 2019

INDEPENDENT AUDITOR'S REPORT

To the directors of

**BROADCASTING PARTICIPATION FUND (BPF), INC./
FONDS DE PARTICIPATION À LA RADIODIFFUSION (FPR), INC.:**

Opinion

We have audited the financial statements of Broadcasting Participation Fund (BPF), Inc./Fonds de participation à la radiodiffusion (FPR), INC. (the Fund), which comprise the statement of financial position as at December 31, 2019, and the statements of operations and changes in net 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 Fund as at December 31, 2019 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

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 Fund in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter

Without modifying our opinion, we draw attention to Note 1 to the financial statements which describes the finite nature of the funds of the Fund.

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 not-for-profit organizations, 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 Fund'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 Fund or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Fund'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 Fund'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 Fund'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 Fund to cease to continue as a going concern.

Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

Ottawa

Chartered Professional Accountants
Licensed Public Accountants

Ottawa, Ontario
March 12, 2020.



**BROADCASTING PARTICIPATION FUND (BPF), INC./
FONDS DE PARTICIPATION À LA RADIODIFFUSION (FPR), INC.**

STATEMENT OF FINANCIAL POSITION

DECEMBER 31, 2019

	<u>2019</u>	<u>2018</u>
<u>ASSETS</u>		
CURRENT ASSETS		
Cash	\$ 513,348	\$ 764,026
Investments- note 4	910,471	182,537
Contributions receivable - note 5	405,047	785,714
Interest receivable	10,149	1,044
Prepaid expenses	<u>3,429</u>	<u>3,429</u>
	1,842,444	1,736,750
LONG-TERM ASSETS		
Contributions receivable - note 5	<u>357,999</u>	<u>882,380</u>
	<u>\$ 2,200,443</u>	<u>\$ 2,619,130</u>
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities - note 6	\$ 15,961	\$ 22,843
Costs awards payable - note 7	<u>40,790</u>	<u>126,783</u>
	56,751	149,626
NET ASSETS		
Unrestricted	<u>2,143,692</u>	<u>2,469,504</u>
	<u>\$ 2,200,443</u>	<u>\$ 2,619,130</u>

Approved by the Board:

ROBIN JACKSON
..... Director

PENNY MCCANN
..... Director

WILLIAM ATKINSON
..... Director

(See accompanying notes)



**BROADCASTING PARTICIPATION FUND (BPF), INC./
FONDS DE PARTICIPATION À LA RADIODIFFUSION (FPR), INC.**
STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
YEAR ENDED DECEMBER 31, 2019

	<u>2019</u>	<u>2018</u>
REVENUE		
Contributions	\$ -	\$ 1,612,645
Interest	<u>21,652</u>	<u>10,253</u>
	<u>21,652</u>	<u>1,622,898</u>
EXPENSES		
Costs awards - note 7	<u>227,410</u>	<u>316,799</u>
General and administrative		
Costs officer	84,985	88,123
Directors' fees	8,000	13,001
Legal	17,335	21,795
Audit	5,650	5,650
Insurance	3,596	3,596
Bank charges	488	494
	<u>120,054</u>	<u>132,659</u>
	<u>347,464</u>	<u>449,458</u>
NET REVENUE (EXPENSES)	(325,812)	1,173,440
NET ASSETS AT BEGINNING OF YEAR	<u>2,469,504</u>	<u>1,296,064</u>
NET ASSETS AT END OF YEAR	<u>\$ 2,143,692</u>	<u>\$ 2,469,504</u>

(See accompanying notes)



**BROADCASTING PARTICIPATION FUND (BPF), INC./
FONDS DE PARTICIPATION À LA RADIODIFFUSION (FPR), INC.**

**STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 2019**

	<u>2019</u>	<u>2018</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Net revenue (expenses)	\$ (325,812)	\$ 1,173,440
Changes in level of:		
Contributions receivable	905,048	(810,951)
Interest receivable	(9,105)	(767)
Accounts payable and accrued liabilities	(6,882)	6,845
Costs awards payable	(85,993)	86,444
Deferred contributions	-	(15,980)
	<u>477,256</u>	<u>439,031</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of investments	(727,934)	(2,556)
Proceeds from sale of investments	-	200,000
	<u>(727,934)</u>	<u>197,444</u>
INCREASE (DECREASE) IN CASH	(250,678)	636,475
CASH AT BEGINNING OF YEAR	<u>764,026</u>	<u>127,551</u>
CASH AT END OF YEAR	\$ <u>513,348</u>	\$ <u>764,026</u>

(See accompanying notes)



**BROADCASTING PARTICIPATION FUND (BPF), INC./
FONDS DE PARTICIPATION À LA RADIODIFFUSION (FPR), INC.**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2019

1. NATURE OF OPERATIONS

In March of 2011, the Canadian Radio-television and Telecommunications Commission ("CRTC") released CRTC Broadcasting Decision 2011-163 which established the Broadcasting Participation Fund (the "Fund"). The mandate of the Fund was set out in CRTC Broadcasting Regulatory Policy Decision CRTC 2012-181 to: provide costs support to public interest groups and consumer groups representing non-commercial user interests and the public interest before the CRTC in broadcasting matters under the Broadcasting Act; support research, analysis and advocacy in both official languages directly related to ongoing CRTC broadcasting proceedings under the Broadcasting Act; retain an independent costs officer who shall be responsible for the day-to-day operations of the Fund subject to the overriding authority of the Board; and do all things which are in furtherance of the forgoing.

The Fund has received finite funds as a result of CRTC Decisions that determined that an applicant, desiring to change the control, or effective control, of a broadcasting undertaking, should provide financial contributions to this Fund. The timing and amount of future funding is not determinable by the Fund. The existing funds are finite and, as a result, the Fund may lack sufficient funds to approve and pay costs awards in respect of costs awards applications received by the Fund.

The Broadcasting Participation Fund (BPF), Inc./Fonds de participation à la radiodiffusion (FPR), INC. ("BPF") was incorporated without share capital under the Canada Not-for-profit Corporations Act on September 6, 2012 to operate the Fund. BPF began accepting costs awards applications in April of 2013 in respect of costs incurred on or after March 26, 2012.

The Fund operates on a not-for-profit basis and, as such is exempt from income tax pursuant to section 149(1)(l) of the Income Tax Act.

2. SIGNIFICANT ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations as found in Part III of the CPA Handbook.

Revenue recognition

The organization follows the deferral method of accounting for contributions.

Contributions to the Fund are legislated from time to time by CRTC Decisions. Unrestricted contributions are recognized as revenue as of the date of the relevant CRTC Decision. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Some contributions may be payable by the contributor in multiple instalments spanning several reporting periods. Contributions that are unpaid as of the date of the financial statements are recognized as contributions receivable in the Statement of Financial Position.

Interest income consists of interest earned on the Fund's bank account and investments, and is recognized as revenue when earned.

Costs awards payable

Organizations applying for costs awards have no deadline by which the application must be submitted. As a result, costs awards are recognized as an expense and as a liability of the Fund only upon receipt of the submission by the Costs Officer and in an amount that is most likely to be approved for funding by the Fund's Board of Directors, determined as at the date of the financial statements. Any over or under provision for costs awards is recognized as an adjustment to costs awards expense in the year the award is paid.



**BROADCASTING PARTICIPATION FUND (BPF), INC./
FONDS DE PARTICIPATION À LA RADIODIFFUSION (FPR), INC.**

NOTES TO THE FINANCIAL STATEMENTS - Cont'd.

YEAR ENDED DECEMBER 31, 2019

2. SIGNIFICANT ACCOUNTING POLICIES - Cont'd.

Financial instruments

The Fund's financial assets and liabilities are initially recognized at fair value and are subsequently measured at amortized cost at the financial statement date.

Transaction costs associated with the acquisition and disposal of investments are expensed as incurred.

Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations 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.

Management makes estimates regarding costs awards and costs awards payable. The amounts estimated could differ from the final settlement costs awards and these differences could be material.

3. FINANCIAL INSTRUMENTS AND RISK MANAGEMENT

The Fund is exposed to and manages various financial risks resulting from its operations and does not enter into financial instrument agreements including derivative financial instruments for speculative purposes.

The Fund's main financial risk exposure and its financial management policies are as follows:

Credit risk

The fund is exposed to credit risk in respect of its cash, contributions receivable and its investments. The Fund's cash and guaranteed investment certificates are deposited with a Canadian chartered bank and, as result, management believes the risk of loss on these items to be remote. Contributions to the fund are receivable from two corporations. There is a risk that the contributors may default on their financial obligations prior to paying their contribution in full. Management believes the risk of default is minimal given that fulfilment of the funding obligation is required in order for the contributor to maintain good standing with its regulatory body, the CRTC.

Liquidity risk

Liquidity risk is the risk that the Fund cannot meet a demand for cash or fund its obligations as they become due. As of the release date of these financial statements, the working capital of the Fund is at a level that should be sufficient to satisfy any costs award submissions that are approved within the coming year. The Fund manages its financial obligations carefully and will not incur any liabilities, including the approval of costs awards, beyond the availability of its working capital.



**BROADCASTING PARTICIPATION FUND (BPF), INC./
FONDS DE PARTICIPATION À LA RADIODIFFUSION (FPR), INC.**

NOTES TO THE FINANCIAL STATEMENTS - Cont'd.

YEAR ENDED DECEMBER 31, 2019

3. FINANCIAL INSTRUMENTS AND RISK MANAGEMENT - Cont'd.

Market risk

Market risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of currency risk, interest rate risk and other price risk.

i) Currency risk

Currency risk refers to the risk that the fair value of instruments or future cash flows associated with the instruments will fluctuate relative to the Canadian dollar due to changes in foreign exchange rates.

The Fund is not exposed to foreign currency risk as all funds are received, held and payable in Canadian dollars.

ii) Interest rate risk

Interest rate risk refers to the risk that the fair value of financial instruments or future cash flows associated with the financial instruments will fluctuate due to changes in market interest rates. The Fund manages this risk through the implementation of prudent investment policies.

The Fund receives interest, calculated with respect to the Bank's composite prime interest rate, on its daily bank balance. The Fund's investments in high interest savings accounts have variable market interest rates.

iii) Other price risk

Other price risk refers to the risk that the fair value of financial instruments or future cash flows associated therewith will fluctuate because of changes in market prices (other than those arising from currency risk or interest rate risk), whether those changes are caused by factors specific to the individual instrument or its issuer or factors affecting all similar instruments traded in the market.

The Fund is not exposed to significant other price risk.

Changes in risk

There have been no significant changes in the Fund's risk exposures from the prior year.

4. INVESTMENTS

The Fund's investments are as follows:

	2019		2018	
	<u>Cost</u>	<u>Fair value</u>	<u>Cost</u>	<u>Fair value</u>
Cash held for reinvestment	\$ 30	\$ 30	\$ 30	\$ 30
High Interest Savings Accounts	185,441	185,441	182,507	182,507
Guaranteed Investment Certificates	<u>725,000</u>	<u>725,000</u>	<u>-</u>	<u>-</u>
	<u>\$ 910,471</u>	<u>\$ 910,471</u>	<u>\$ 182,537</u>	<u>\$ 182,537</u>



**BROADCASTING PARTICIPATION FUND (BPF), INC./
FONDS DE PARTICIPATION À LA RADIODIFFUSION (FPR), INC.**

NOTES TO THE FINANCIAL STATEMENTS - Cont'd.

YEAR ENDED DECEMBER 31, 2019

5. CONTRIBUTIONS RECEIVABLE

CRTC's Broadcasting Decision CRTC 2013-310 required BCE Inc. to contribute a total of \$2,000,000 to the Fund. The contribution was to be received in seven equal annual instalments of \$285,714 from 2014 to 2020. The seventh and final instalment of \$285,714 is due within twelve months of the year end and is shown as a current asset.

CRTC's Broadcasting Decision CRTC 2018-91 required Sirius XM Canada Inc. to contribute a total of \$1,596,667 to the Fund. The contribution was to be received in seven annual instalments from 2018 to 2024. The first two instalments were in the amount of \$500,000 and the final five instalments are in the amount of \$119,333. The instalment of \$119,333 due in 2020 was received in 2019, leaving a receivable balance at the end of the year of \$447,322 of which \$119,333 has been classified as a current receivable and the remaining \$357,999 has been classified as a long-term receivable.

6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Accounts payable and accrued liabilities include government remittances owing of \$Nil (2018 - \$Nil).

7. COSTS AWARDS

The status of Costs Awards for the year is as follows:

	<u>2019</u>	<u>2018</u>
Claims paid during year	\$ 313,403	\$ 230,355
Add unapproved claims at year end	40,790	126,783
Less unapproved claims at start of year	<u>(126,783)</u>	<u>(40,339)</u>
Total Costs Awards expense for the year	<u>\$ 227,410</u>	<u>\$ 316,799</u>

Since December 31, 2019 and prior to the release date of these financial statements, claims totalling a further \$74,741 have been received.

8. COMMITMENTS

The Fund has entered into a contract with a company to perform Costs Officer services and other day-to-day administrative functions related to the operation of the Fund. The contract terminates on December 31, 2021 and calls for annual payments of \$75,000 plus HST.



Appendix II

2019 Claims' Summary

BROADCASTING PARTICIPATION FUND (BPF)
SUMMARY OF CLAIMS - 2019F
AS AT DECEMBER 31, 2019

<u>APPLICANT</u>	<u>PROCEEDING #</u>	<u>CLAIM #</u>	<u>CLAIMS</u>		<u>PAID</u>	<u>ACCRUED</u>	<u>EXPENSED</u>	<u>ENGLISH</u>	<u>FRENCH</u>		
			<u>31-Dec-18</u>	<u>IN YEAR</u>						<u>ADJUSTMENTS</u>	<u>DURING YEAR</u>
Canadian Association of the Deaf (CAD)	2015-325	18288-159	23,727								
					(23,727)			(23,727)			
CNIB	2017-1028	18288-184	4,988			4,988		0			
Toronto Community Media Network (TCMN)	2015-421	18288-187	32,327				32,327	0			
St. Andrew Community TV	2017-160	18288-189	7,119			7,119		0			
CMAC	2017-365	18288-190	28,743		30,000	58,743		30,000			
CMAC	2017-359	18288-191	29,879		(129)	29,750		(129)			
FRPC	2018-127	18288-192		26,608		26,608		26,608			
Csur la télé	2018-127	18288-193		24,795		24,795		24,795	24,795		
FRPC	2019-90	18288-194		6,869		6,869		6,869			
CACTUS	2015-421	18288-167		154,531		154,531		154,531	77,265		
Union des Consommateurs	2018-246	18288-195		2,178			2,178	2,178	2,178		
PIAC	2018-246	18288-196		6,285			6,285	6,285	6,285		
			126,783	221,266	6,144	313,403	40,790	227,410	0	123,172	104,238

TOTAL CLAIMS BY CRTC PROCEEDINGS

TVA Group - Licence amendment	2017-1028	1			4,987.50				
Local and Community TV Policy Review	2015-421	1			-				
Call for Comments	2017-359	1			29,749.78				
Renewal of Services with Mandatory Distribution	2017-365	1			58,743.49				
Renewal of Licences for Terrestrial BDU's	2017-160	1			7,119.00				
Application for a Multilingual Multi-Ethnic Television Service	2018-127	2			51,402.85				
Call for Comments	2019-90	1			6,869.46				
Local and Community TV Policy Review	2915-421	1			154,530.71				
Retail Sales of Canada's Large Telecommunications Carriers	2018-246	2							
		11			313,402.79				

Appendix III

Summary of Key Events

BROADCASTING PARTICIPATION FUND

CHRONOLOGY OF KEY EVENTS

Date (2019)	Key Event
Mar 08	BPF Operational Committee Meeting <ul style="list-style-type: none">• 6 claims approved totaling \$127,208
Mar 13	BPF Annual General Meeting: <ul style="list-style-type: none">• Approval of the Annual Report and Business Plan;• Approval of the audited financial statements; and• Appointment of the external auditors
April 21	BPF Operational Committee Meeting <ul style="list-style-type: none">• 1 claim approved totaling \$24,795
May 13	Ms. Penny McCann elected Consumer/Public Interest Director of the BPF replacing Ms. Lynne Toupin
May 21	The fifth of 7 annual installments from Bell in the amount of \$285,714.29 deposited to the BPF bank account
May 21	The second of 7 installments from Sirius XM in the amount of \$500,000 deposited to the BPF bank account
June 25	BPF Operational Committee meeting <ul style="list-style-type: none">• 1 claim approved totaling \$154,531
July 15	BPF Operational Committee Meeting <ul style="list-style-type: none">• 1 claim approved totaling \$6,869
Dec 16	Mr. William Atkinson elected Broadcasting Industry Director of the BPF replacing Mr. Robert Farmer
Dec 31	The third of 7 installments from Sirius XM in the amount of \$119,333 was deposited to the BPF bank account

Appendix IV

2020 Budget

**The Broadcasting Participation Fund (BPF), Inc./
Le Fonds de Participation à la Radiodiffusion (FPR), Inc.**

2020 Budget

	<u>Notes</u>			
Expenditures				
Costs officer	1	\$	85,000	
Directors' fees	2		20,000	
Legal	3		17,000	
Audit	4		5,700	
Insurance	5		3,600	
Bank charges	6		500	
Total budgeted expenditures			131,800	
Known Revenues				
Interest on investments and bank balance	7		15,000	
Net budgeted expenditures before costs awards			116,800	
Funding available for costs awards at December 31, 2019				
Unrestricted net assets	8		2,143,692	
Less contributions receivable not to be collected until after 2020	9		357,999	
			1,785,693	
Amounts available for costs awards in 2020	10	\$	1,668,893	

Notes

- 1 Costs officer fee based on current contract
- 2 Estimate based on 1% of Net Assets
- 3 Assumed 100% of 2019 actual
- 4 Same fee as previous year
- 5 Same fee as previous year
- 6 Same amount as previous year
- 7 Assumed same interest rate as 2019
- 8 Per 2019 audited financial statements
- 9 Made up of:

Sirius due May 2022	119,333
Sirius due May 2023	119,333
Sirius due May 2024	119,333
	\$ 357,999

10 Impossible to predict exact level of claims awards which were \$227,410 in 2019

Claims Payments over past years:

2019	227,410
2018	316,799
2017	634,481
2016	769,364
2015	714,436
2014	427,888
2013	300,094