

SCHEDULE 74 • Long Term Liabilities and Commitments

General Information

Schedule 74 consists of the following sections 1 through 9. The corresponding worksheet in the FIR file is indicated next to the section.

- 74A 1. Debt burden of the municipality
- 74A 2. Debt burden of the municipality - Analysed by debt instrument
- 74A 3. Debt burden of the municipality - Analysed by function
- 74B 4. Debt payable in foreign currencies (net of sinking fund holdings)
- 74B 5. Interest earned on sinking funds and on debt retirement funds during the year.
- 74B 6. Details of sinking fund balance
- 74B 7. Long term commitments at year end
- 74C 8. Contingent liabilities
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- 74C 10. Debt Charges for the current year
- 74C 11. Long term debt refinanced
- 74D 12. Future principal and interest payments on EXISTING debt
- 74D 13. Other notes

Definition: Long Term Liabilities

The term "long term liabilities" reflects the debt position of a municipality and its local boards. It takes into account the debt assumed by other bodies and debt assumed by the municipality from other bodies. It also takes into account the value of the municipality's own sinking funds and the Ontario Clean Water Agency debt retirement funds. Please note that the liabilities reflected for solid waste management facility and post employment benefits are not reflected on schedule 74. These liabilities are reflected in schedule 70.

Long term liabilities are defined to include all types of debentures, mortgages, long term reserve fund loans and capital lease agreements.

In addition, bank loans are considered long term liabilities if the following conditions are met:

- (a) The loan is made for capital purposes; and
- (b) The bank cannot, under normal circumstances, demand payment before maturity of the promissory note; and
- (c) The municipality does not intend to issue debentures, but has instead set up a plan to repay the loan out of general revenues over a period exceeding one year, with the approval of Council or the Ontario Municipal Board (OMB), as the case may be.

Generally, all three conditions will be met.

Municipalities may assume debt from other municipalities as a result of a municipal reorganization (annexation or amalgamation). Municipalities may also assume debt issued on behalf of a joint project or local board, or debt issuances on behalf of other bodies such as a public utilities commission. The debt assumed by another municipality under these circumstances is to be reported by that municipality and by the issuing municipality with a corresponding amount reported as debt recoverable from others. The issuing municipality nets the payments received if any from the municipality assuming the debt against the debt charges; consequently, the issuing municipality does not report the revenues on schedule or the debt charges on schedule 40.

1. DEBT BURDEN OF THE MUNICIPALITY

The total debt burden of the municipality reported in section 1 on line 9910 equals the amount reported in section 2 on line 9920 and the amount in section 3 on line 9930. In each section, the debt is analysed in a different manner.

Please note that if a municipality has refinanced debt, the new debt is included in the liabilities reported in sections 1, 2 and 3.

The total debt burden of the municipality on line 9910 is equal to all outstanding debt issued by the municipality, predecessor municipalities and consolidated entities, plus all debt assumed by the municipality from others, less all debt assumed by others, less Ontario Clean Water Agency (OCWA) debt retirement funds, less the actual balances of own sinking funds.

All outstanding debt issued by the municipality, predecessor municipalities and consolidated entities

Include:

- All debt issued in the name of the municipality.
- Debt of predecessor municipalities.
- Debt issued in the name of consolidated entities.
- Debt issued in the name of the municipality on behalf of school boards and local boards, whether consolidated or unconsolidated.

Line 0210 To Ontario and agencies

Enter debt issued by the municipality, predecessor municipalities and consolidated entities to the province and its agencies.

Line 0220 To Canada and agencies

Enter debt issued by the municipality, predecessor municipalities and consolidated entities to the federal government and its agencies.

Line 0230 To others

Enter debt issued by the municipality, predecessor municipalities and consolidated entities to others. This category includes debt issued to the public (including tile drain loans) and debt issued to financial institutions.

Exclude liabilities pertaining to the former Ontario Hydro.

Debt issued in U.S. dollars must be included at the Canadian dollar equivalent using the rate of exchange prevailing at the balance sheet date.

Line 0299 Subtotal

The subtotal of all outstanding debt issued by the municipality, predecessor municipalities and consolidated entities is equal to the sum of lines 0210 to 0230.

Line 0499 PLUS: All debt assumed by the municipality from others

Debt of predecessor municipalities is not considered debt assumed by the municipality from others. Debt of predecessor municipalities is considered debt issued by the municipality and should be reported on lines 0210 to 0230.

LESS: All debt assumed by others

Identify debt issued by the municipality and assumed by the following:

- Line 0610** **Ontario**
- Line 0620** **School boards**
- Line 0630** **Other municipalities**
- Line 0640** **Government Business Enterprises**

Report long term debt specifically issued on behalf of Government Business Enterprises.

- Line 0699** **Subtotal**

The subtotal of all debt assumed by others is equal to the sum of lines 0610 to 0630.

LESS: Ontario Clean Water Agency debt retirement funds

- Line 0810** **Sewer**
- Line 0820** **Water**
- Line 0899** **Subtotal**

The subtotal of Ontario Clean Water Agency debt retirement funds is equal to the sum of lines 0810 and 0820.

LESS: Own sinking funds (actual balances)

The amount reported is the actual balance in sinking funds, including interest earned.

- Line 1010** **General municipal**

Enter actual sinking fund balances for general municipal purposes.

- Line 1020** **Enterprises and others**

Enter actual sinking fund balances for government business enterprises and other entities.

- Line 1099** **Subtotal**

The subtotal of own sinking funds is equal to the sum of lines 1010 to 1020.

Line 9910 **TOTAL Debt burden of the municipality**

Total debt burden of the municipality equals:

Subtotal, All outstanding debt issued by the municipality, predecessor municipalities and consolidated entities - Line 0299

PLUS: All debt assumed by the municipality from others - Line 0499

LESS: Subtotal, All debt assumed by others - Line 0699

LESS: Subtotal, Ontario Clean Water Agency debt retirement funds - Line 0899

LESS: Subtotal, Own sinking funds (actual balances) - Line 1099

In section 2 of this schedule, Debt burden of the municipality - Analysed by debt instrument, the debt burden of the municipality on line 9910 is analysed by type. In the section 3 of this schedule, Debt burden of the municipality - Analysed by function, the debt burden of the municipality is analyzed by function.

2. DEBT BURDEN OF THE MUNICIPALITY - ANALYZED BY DEBT INSTRUMENT

In this section, the total debt burden of the municipality from line 9910 is categorized by type of instrument: sinking fund debentures, installment (serial) debentures, long term bank loans, lease purchase agreements, mortgages, Ontario Clean Water Agency, long term reserve fund loans, and other.

When lines 1210 through 1298 are added, the subtotal on line 9920 must equal the amount reported in line 9910 (TOTAL Debt burden of the municipality).

Line 1210 **Sinking fund debentures**

Include all debentures which are to be retired by a sinking fund.

However, Ontario Clean Water Agency, Section 63, water and sewer projects financed by the debt retirement fund method should be reported on line 1260 (Ontario Clean Water Agency). Please note that section 63 refers to a section of the Ontario Water Resources Act.

Line 1220 **Instalment (serial) debentures**

Include all debentures which have a fixed repayment schedule including Ontario Clean Water Agency, Section 63, water and sewer projects. Other Section 63 projects financed by the debt retirement fund method should be reported on line 1260.

Line 1230 **Long term bank loans**

Bank loans are considered long term liabilities if:

- (a) The loan is made for capital purposes; and
- (b) The bank cannot under normal circumstances demand payment before maturity of the promissory note; and
- (c) The municipality does not intend to issue debentures, but has instead set up a plan to repay the loan out of general revenues over a period exceeding one year, with the approval of Council or the OMB, as the case may be.

Generally, all three conditions will be met.

Line 1240 Lease purchase agreements

Please see the section on "Capital Leases" in the Introduction.

Line 1250 Mortgages

Include all debt issued with a mortgage deed executed as security.

Line 1260 Ontario Clean Water Agency

Report Ontario Clean Water Agency, Section 63, water and sewer projects which have been financed by the debt retirement fund method.

Line 1270 Long term reserve fund loans

Report borrowing from the municipality's own reserve funds when the repayment term exceeds one year.

Line 1280 Construction financing debentures

Municipalities issue debentures which carry debt service holiday periods that match construction. Ontario regulation 278/02 enables construction financing debentures to be issued.

Line 1298 Other

Indicate any other types of long term liabilities.

Line 9920 TOTAL Debt burden of the municipality

Line 9920 is equal to the sum of lines 1210 through 1298. This line is also equal to line 9910.

3. DEBT BURDEN OF THE MUNICIPALITY - ANALYSED BY FUNCTION

The debt burden of the municipality from line 9910 is analysed by functional categories in lines 1405 to 1490. There is at least one line for every functional category. There are additional lines for transportation, environmental and recreation and cultural services.

Line 9930 TOTAL Debt burden of the municipality

Line 9930 is equal to the sum of lines 1405 through 1490. Line 9930 is also equal to 9910.

4. DEBT PAYABLE IN FOREIGN CURRENCIES (Net of Sinking Fund Holdings)

In section 1, Debt burden of the municipality, line 9910 may include debt payable in foreign currencies. Foreign debt is reported at its Canadian dollar equivalent.

In this section, debt is recorded in both the original currency and its Canadian equivalent. This information can be used to gauge the impact of exchange rate fluctuations.

Record the amount of foreign held debt, net of sinking funds.

US dollars

Line 1610 Canadian dollar equivalent included in SLC 74 9910 01

Enter the Canadian dollar equivalent of debt payable in U.S. dollars which was included in the total debt burden of the municipality in line 9910. Use the exchange rate prevailing as of the balance sheet date. Report the par value in U.S. dollars on line 1620.

Line 1620 Par value in U.S. dollars

State the amount of debt outstanding at year end in U.S. currency.

Other currency

Lines 1630 to 1660 are provided to record debt in foreign currencies other than U.S. dollars.

Line 1630 Canadian dollar equivalent included in SLC 74 9910 01

Enter the Canadian dollar equivalent of debt payable in foreign currency which was included in the total debt burden of the municipality on line 9910. Use the exchange rate prevailing as of the balance sheet date. On line 1640 specify the currency and the par value.

Line 1640 Par value in:

Specify the foreign currency in the space provided. In column 1, state the amount of debt outstanding at year end in the foreign currency.

Line 1650 Canadian dollar equivalent included in SLC 74 9910 01

Enter the Canadian dollar equivalent of debt payable in foreign currency which was included in the total debt burden of the municipality on line 9910. Use the exchange rate prevailing as of the balance sheet date. On line 1660 specify the currency and the par value.

Line 1660 Par value in:

Specify the foreign currency in the space provided. In column 1, state the amount of debt outstanding at year end in the foreign currency.

5. INTEREST EARNED ON SINKING FUNDS AND ON DEBT RETIREMENT FUNDS DURING THE YEAR

This section provides information on interest earned on own sinking funds (line 1810) and on Ontario Clean Water Agency debt retirement funds (lines 1820 and 1830).

Line 1810 Own funds

Report interest earned on sinking funds.

Ontario Clean Water Agency

Line 1820 Sewer

Report interest earned on Ontario Clean Water Agency (OCWA) debt retirement funds for sewer projects.

Line 1830 Water

Report interest earned on OCWA debt retirement funds for water projects.

6. DETAILS OF SINKING FUND BALANCE

The information in this section concerns the value of outstanding sinking fund debentures (line 2010), the sinking fund balance (line 2199). The section also reports the amount of future contributions to the sinking fund (line 2210) and income from investments (line 2220) required to retire sinking fund debentures.

Line 2010 Value of own sinking fund debentures issued and outstanding at year end

Enter the outstanding balance on gross sinking fund debentures.

Balance of own sinking funds at year end

Line 2110 reports amounts contributed to sinking funds and line 2120 reports income earned on sinking funds.

Line 2110 Total contributions to own sinking funds

Report contributions to own sinking funds on this line.

Line 2120 Total income earned from investments of sinking fund monies

Report income, including interest, earned from investing sinking funds.

Line 2199 Subtotal

The subtotal of lines 2110 and 2120 is the actual balance of own sinking funds at the year end. The balance of own sinking funds is the amount available to meet sinking fund obligations reported on line 2010.

Future contributions to sinking funds and future income earned on investment of sinking funds

The difference between the value of outstanding sinking fund debentures (line 2010) and the actual balance of own sinking funds (line 2199) is the amount that will be need to be raised in the future.

The amount to be raised will come from future contributions of the municipality to the sinking fund (line 2210) and future income from the investment of sinking fund monies (line 2220).

The amount to be raised in the future (line 2010 less line 2199) will be approximately equal to estimated future contributions and income (line 2210 plus line 2220).

Line 2210 **Estimated total future contributions from this municipality required to meet obligations in line 2010 above**

Estimate total future contributions to the sinking fund by this municipality, excluding interest.

Line 2220 **Estimated total future income earned from investments in lines 2199 and 2210 above**

On this line, report estimated interest to be earned from the balance of own sinking funds at year end (line 2199) plus estimated interest to be earned on future contributions to the sinking fund (line 2210).

7. LONG TERM COMMITMENTS AT YEAR END

In this section, report the remaining portion of all long term commitments at year end which are financed from the revenue fund and approved by Council or the Ontario Municipal Board (OMB), as the case may be, for the following purposes: hospital support; university support; leases and other agreements; capital equipment, land acquisition; and other.

These liabilities should be capitalized at the interest rate used by Council or the OMB, as of the date of Council or OMB approval.

Please note that the OMB does not capitalize certain commitments such as service agreements for garbage disposal, snow removal, office cleaning, etc.. Do not include such commitments here.

Where commitments are not readily convertible into dollar amounts, a narrative description should be sent by email to the Ministry at FIR@mah.gov.on.ca

List the supporting material sent to the Ministry in Section 13 (Other Notes).

Line 2410 **Hospital support**

Commitments for hospitals may be for municipal, public or private hospitals. The municipality reports this as a long term commitment, irrespective of whether the hospital uses the funds for capital or operating purposes.

Line 2420 **University support**

Line 2430 **Leases and other agreements: report leases that extend beyond the term of council but are not deemed to be tangible capital leases.**

Line 2440 **Capital equipment, land acquisition**

Line 2496 **Other**

On this line report other contractual obligations and commitments that are abnormally large in relation to the usual operations of the municipality.

Line 2497 **Other**

On this line report other contractual obligations and commitments that are abnormally large in relation to the usual operations of the municipality.

Line 2498 Other

On this line report other contractual obligations and commitments that are abnormally large in relation to the usual operations of the municipality.

Line 2499 TOTAL

Total long term commitments at year end are equal to the sum of lines 2410 through 2498.

8. CONTINGENT LIABILITIES

This section provides information on contingent liabilities to the extent that they are not already accrued in Schedule 70, Consolidated Financial Position. If your municipality has one or more contingent liabilities, please enter the actual or estimated value for each type of contingent liability.

Description of Columns

Column 1 Is Value in Column 2 Estimated? (Y or N)

Enter Y for "Yes" if the value of the contingent liability reported in column 2 is estimated. Enter N for "No" if the value is not an estimate.

Column 2 Value (\$)

Enter the value of each type of contingent liability listed.

Column 3 Number of years payable over

This column applies only to line 2640 (Outstanding loans guaranteed).

Report the number of years as the time from the next reporting year to the year the last loan payment is due.

Description of Lines

Line 2610 Pending or threatened litigation

Report only the portion of the contingency which is uninsured.

Line 2620 Retroactive wage settlements

Enter the amount owing in respect of a wage settlement which involves a payment resulting from a retroactive charge to the reporting year and prior years which has not otherwise been accrued in Schedule 70, Consolidated Financial Position.

Line 2630 Guarantees of long term indebtedness in the name of the municipality but assumed by others

Report long term debt guaranteed by the municipality where the debt has been assumed by others.

Line 2640 Outstanding loans guaranteed

Enter the amount of loans guaranteed by the municipality on behalf of another entity.

In column 3 specify the term of the loan in years. Report the number of years as the time from the next reporting year to the year the last loan payment is due.

Line 2698 Other

Report other contingent liabilities. PS 1700.132 of the PSAB Handbook states that "contingencies are the result of existing conditions or situations involving uncertainty that will ultimately be resolved when one or more future events occur or fail to occur."

Line 2699 TOTAL

Total contingent liabilities in this section is equal to the sum of lines 2610 through 2698.

9. ONTARIO CLEAN WATER AGENCY PROVINCIAL PROJECTS

The information to be included in columns 1, 2 and 3 will be forwarded to municipalities by the Ontario Clean Water Agency. Report only the status of projects and phases completed by year-end. A municipality's share of an integrated project is approximate, since the share will fluctuate based on the degree of usage by each municipality which participates in the larger system.

Description of Columns

Column 1 Accumulated surplus/deficit

Report the sum of the year-end accumulated surpluses or deficits for all municipal water projects. In the case of joint projects, sum the municipality's share of the accumulated surpluses/deficits for all joint water projects. Sewer projects are handled in the same manner.

Column 2 Total outstanding capital obligation

Report the sum the outstanding capital obligations for all municipal water projects. In the case of joint projects, sum the municipality's share of outstanding capital obligations for all joint water projects. Sewer projects are handled in the same way.

Column 3 Debt charges

Report the sum of the debt charges for the current year, including both principal and interest, for all municipal water projects. In the case of joint projects, sum the municipality's share of debt charges for all joint water projects. Sewer projects are handled in the same way.

WATER PROJECTS

Line 2810 Water Projects - For this municipality only

Report water projects which apply only to the municipality.

Line 2820 Water Projects - Share of integrated project(s)

Report the municipality's share of any joint water projects.

SEWER PROJECTS

Line 2830 Sewer Projects - For this municipality only

Report sewer projects which apply only to the municipality

Line 2840 Sewer Projects - Share of integrated project(s)

Report the municipality's share of any joint sewer projects.

10. DEBT CHARGES FOR THE CURRENT YEAR

Section 10 identifies sources that will be used to recover debt charges for the current year: consolidated revenue fund (lines 3012 and 3014), discretionary reserve funds (line 3020), unconsolidated entities (lines 3030 through 3050) and other sources (lines 3097 and 3098).

The amount recovered is divided into principal payments (column 1) and interest payments (column 2).

The debt charges reported on lines 3010 through 3098 should include balloon payments.

Recovered from the consolidated revenue fund

Line 3012 Recovered from the consolidated revenue fund - General tax rates

Report principal and interest payments recovered from general tax rates.

Include debt charges for unconsolidated entities which are paid by the municipality.

Line 3014 Recovered from the consolidated revenue fund - Other

Report principal and interest payments recovered from special area rates and special charges benefiting landlords.

Line 3020 Recovered from the reserve funds

Report principal and interest payments recovered from discretionary reserve funds. The sum of principal and interest in SLC 74 3020 01 + 02 should equal SLC 60 1030 02.

Recovered from unconsolidated entities

Report debt charges recovered from unconsolidated entities (electricity, gas, telephone) on lines 3030 to 3050 if they are recovered from user rates or general revenues of the unconsolidated entities.

Where debt charges for unconsolidated entities are paid by the municipality, they are considered to be recovered from the consolidated revenue fund and are entered on line 3012 or 3014.

Line 3030 **Recovered from unconsolidated entities - Electricity**

Line 3040 **Recovered from unconsolidated entities - Gas**

Line 3050 **Recovered from unconsolidated entities - Telephone**

Line 3097 **Recovered from unconsolidated entities - Other**

Please specify debt recoverable from all other sources, including obligatory reserve funds/deferred revenue.

Line 3098 **Recovered from unconsolidated entities - Other**

Please specify debt recoverable from all other sources, including obligatory reserve funds/deferred revenue.

Line 3099 **TOTAL**

For each column, the total is equal to the sum of lines 3012 through 3098.

Line 3099 includes:

Line 3110 **Lump sum (balloon) repayments of long term debt**

On line 3110 report large, one-time payments of principal and interest (balloon payments) which are included in total debt charges on line 3099.

Analysis of Lease Purchase Agreements (Tangible Capital Leases) and Financing Leases (not Tangible Capital Leases)

Line 3140 **Debt charges for Lease purchase agreements (Tangible capital leases)**

Report principal and interest payments for lease purchase agreements which are deemed to be tangible capital assets on line 3140 in columns 1 and 2. The total in column 3 is automatically calculated. For additional information on capital leases see the section "Capital Leases" in the Introduction to the FIR.

Line 3150 **Financing leases (not Tangible capital leases) beyond term of Council**

Interest and principal payments for the reporting year for financing leases beyond the term of Council are summed and entered as a single number in column 3. Financing leases are leases which allow for the provision of municipal capital facilities where the lease may or will require payment by the municipality beyond the term of council. Additional information on financing leases is contained in Ontario Regulation 46/94.

Line 3199 **TOTAL**

The total in line 3199, column 3, is automatically calculated and equals the sum of lines 3140 and 3150.

11. LONG TERM DEBT REFINANCED

Debt which has been refinanced is analysed in two categories, repayment of provincial Special Assistance and other long term debt refinanced. Please note that debt which has been refinanced is reported as part of the debt burden of the municipality in sections 1, 2 and 3 of this schedule.

Line 3410 Repayment of Provincial Special Assistance

If your municipality incurred a new long term debt in order to repay a current long term liability to the province for Special Assistance, please record the amount of the repayment on this line.

Line 3420 Other long term debt refinanced

Report all other repayments arising from refinancing debt on this line.

Please note that repayments associated with refinancing debt should not be included in section 10, Debt charges for the current year.

12. FUTURE PRINCIPAL AND INTEREST PAYMENTS ON EXISTING DEBT

Section 12 identifies sources that will be used to recover debt charges for future years: from consolidated revenue fund (columns 1 and 2), reserve funds (columns 3 and 4), unconsolidated entities (columns 5 and 6) and all others (columns 7 and 8).

Description of Columns

For each source, there is a principal and interest column.

Columns 1 & 2 Recoverable from the consolidated revenue fund

Report the amount of principal and interest payments recoverable from the consolidated revenue fund in these columns. Column 1 represents principal repayments and column 2 represents interest payments.

Amounts recoverable from the consolidated revenue fund represent amounts to be recovered from taxes.

Columns 3 & 4 Recoverable from reserve funds

Report the amount of principal and interest payments recoverable from discretionary reserve funds in these columns.

Columns 5 & 6 Recoverable from unconsolidated entities

Report the amount of principal and interest payments recoverable from unconsolidated entities in these columns.

Columns 7 & 8 Recoverable from all others

Report the amount of principal and interest recoverable from all other sources. This category includes debt recoverable from obligatory reserve funds/deferred revenue. This category also includes debt recoverable from interest on sinking funds.

Description of Lines

On lines 3210 through 3270 identify recoverable principal and interest repayments by year. The first five years are reported individually.

Line 3210	Year 2005
Line 3220	Year 2006
Line 3230	Year 2007
Line 3240	Year 2008
Line 3250	Year 2009
Line 3260	Years 2010 to 2014

Years six to ten are aggregated.

Line 3270	Years 2015 onwards
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Amounts beyond ten years are aggregated.

Line 3280	Interest to be earned on sinking funds
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The estimated interest on sinking funds and the interest on Ontario Clean Water Agency (OCWA) debt retirement funds should be reported on the line for the appropriate year. However, when the estimated interest cannot be readily assigned to a year, it should be reported on line 3280 in column 8 (Recoverable from all others - Interest).

Line 3290	Downtown revitalization program
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Report how outstanding debt for the downtown revitalization program will be recovered.

Line 3299	TOTAL
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For each column, the total is equal to the sum of lines 3210 through 3290.

13. OTHER NOTES

In the space provided on line 3601 list all supporting schedules sent to the Ministry by email, fax or mail.

Line 3601	Other Notes
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Examples of supporting materials include:

Explanatory notes which the municipal council or treasurer feels are required for adequate disclosure of the municipality's financial affairs.

A report of long term commitments at year end which are not readily convertible into dollar amounts which were not reported in section 7, Long term commitments at year end.

An explanation of any changes such as prior period adjustments and error corrections which may have been made to last year's closing balances of the capital fund, reserves, reserve funds and accumulated net revenue (deficit).

Narrative description of the terms of Ontario Clean Water Agency water and sewer service agreements.

Please include the amount incurred for cross border leases that are enabled by specific Ontario regulation. For the year 2003, only one municipality had authority to enter into a tangible capital lease of this kind.

Please forward supporting documents by email, fax or mail to:

Municipal Performance and Accountability Branch
Ministry of Municipal Affairs and Housing
777 Bay Street, 13th Floor
Toronto ON M5G 2E5

email: FIR@mah.gov.on.ca

Fax: (416) 585-6161