



Canadian Bureau for  
International Education

# 2022 Annual Report





## President's Message

**People-to-people connections are at the heart of the international education endeavour.**

It is always about people. Student services staff in institutions working to ensure a soft-landing for newly arrived international students. Senior administrators building coalitions across institutions to advance internationalization and sustainability goals. Faculty designing transformative curriculum and outbound mobility experiences that reflect internationalization values and principles. And global engagement practitioners navigating unique intercultural contexts to deepen connections with institutional colleagues from around the globe.

Forging and sustaining these people-to-people ties is core to our sector's mission, and core to the work of CBIE.

Over the past year, as leaders and partners in Canada's international education community, we have been challenged to navigate many complexities in order to preserve and expand these crucial people-to-people ties.

Against the backdrop of geopolitical instability, economic dislocation and an uncertain post-COVID-19 recovery, we have all had to raise the bar to ensure Canada and our institutions remain connected. And we have succeeded. We have responded by developing new skill sets, updating institutional policies and by finding creative ways of engaging globally, both in-person and virtually.

Throughout this intense period of change and transformation, CBIE has supported our member institutions by:

**Promoting resilience and empathy** through learning and continued professional development across the spectrum of internationalization themes, from supporting the well-being of students and advancing our work on anti-racism to offering guidance on navigating new geopolitical realities.

**Serving as the voice for Canada's international education sector** by advocating for changes and innovations across the policy landscape and through engagement with federal, provincial and territorial stakeholders and appearances at key parliamentary committees.

**Generating evidence and insights to inform policy and programming decisions** through CBIE-led research and our biennial International Student Survey which gave voice to the experiences and aspirations of some 45,000 international students in Canada.

**Convening our senior leaders and professional learning communities** through our online platform, events and other spaces to build connection, a shared sense of the future, and to address emerging issues facing our sector.

**Actively framing and hosting international partnership opportunities** and networking with key collaborators around the world, including leading a delegation of Canadian institutions at the 2022 World Expo in Dubai.

**Advancing Canada's global engagement and progress** towards the United Nations Sustainable Development Goals (SDGs) through our international capacity building work and participation in and engagement with the global international education network.

Over the next year, CBIE will continue to focus on supporting the sector and giving concrete expression to our collective commitments on social justice, equity, diversity and inclusion, and sustainable internationalization practices. We need to build on the current momentum and take bold steps to operationalize these commitments while simultaneously ensuring the health and well-being of our staff, students and communities.

There is still much work we need to do to strengthen the resilience of Canada's international education sector and maintain Canada's pride of place as a global leader and trusted interlocutor in the international education community. There is certainly more we can and will do to together to maintain those critical people-to-people ties that are the cornerstone of our work.

I am grateful to each and every one of the members of our community for your time, creativity and commitment to making this world a better place through international education and to engaging with CBIE.

I very much look forward to working with you over the next year!



Larissa Bezo  
President and CEO

Forging and sustaining these people-to-people ties is core to our sector's mission, and core to the work of CBIE.

We have come to appreciate the extent to which international education touches upon all aspects of the work of our education institutions.

## Message from the Board's Chair

Over the past year, our institutions demonstrated considerable resilience in their continued efforts to navigate internationalization against the backdrop of a complex global landscape. This has required the acquisition and honing of new skill sets on the part of our international education practitioners and new forms of collaboration across our institutions at all levels.

We have come to appreciate the extent to which international education touches upon all aspects of the work of our education institutions - from our international collaboration in key research areas intended to advance the sustainable development agenda to our work with international students that will ultimately support Canada's labour force needs. We have also seen the increasing importance of an inclusive approach to the mobility of our students, scholars and faculty and how technological innovations have allowed us to engage virtually and maintain connections across borders when the physical movement of people has been interrupted.

Across all of these domains, CBIE has been active in supporting our community and has acted as the voice of Canada's international education sector through the organization's multi-faceted engagement and advocacy at all levels across the country. Over the past year, CBIE has also helped to build capacity in our sector, convening thoughtful conversations on emerging topics and issues, undertaking research to inform decision-making on where and how to do better and to build

on our sector's strengths, and nurturing our practitioners through professional learning communities and professional development opportunities.

I am proud that Canada enjoys a strong reputation on a global scale as a trusted partner and desired destination of learning. I am heartened that our international education community in Canada remains committed to continually improving our approach to internationalization, thus helping to ensure that international education in Canada remains ethical, inclusive and sustainable. Of course, there is room for further improvement and refinement of our internationalization endeavours and approaches, and CBIE will continue to use its voice and its ability to convene sector stakeholders in areas that require our attention.

Our Board and the Secretariat look forward to supporting our member institutions in the year ahead as we seek to deepen Canada's global engagement for the future.



Ajay Patel  
Chair of the Board of Directors  
President and CEO, Vancouver Community College

# Facts at a Glance

850

CBIE2021  
virtual delegates from  
**15 countries**

300

**attendees**  
at the Virtual  
Pan-Canadian Symposium

50+

professional development  
events & training for  
**5,000+ participants**

13



**international  
scholarship** programs

81



**graduates** of the  
International Student  
Immigration Education  
Program (ISIEP)

1,590+

**Community Hub users** connected in  
**6** professional learning communities



27,500+

CBIE-managed **social media communities**  
of international education stakeholders

\$28M+

**support for students from 69 countries**  
to pursue higher education in Canada and  
around the world

# The African Leaders of Tomorrow (ALT) Program



## Focused on building

the network and profile of ALT Alumni



## Launched

a bilingual (EN/FR) Online Leadership Certificate Program



## Produced

a podcast and blog series that showcased the experiences of ALT alumni



## Delivered expert knowledge

sharing webinars on key topics in public policy and administration in Africa



## 2 research studies

commissioned to contribute to the body of knowledge of public policy development in Africa

## The Canadian Francophonie Scholarship Program (CFSP)

**200** attendees gathered during the first virtual international network event

**430** trees planted to continue offsetting greenhouse gas emissions

Launched a training course on good governance and the implementation of public sector reforms for alumni



## International Scholarships Program (ISP) of Global Affairs Canada

**18** participants in the ELAP virtual collaboration mission resulting in **25 MOUs** in progress or signed

**648** students and researchers came to Canada on short-term exchange programs

**7** Canadian faculty travel to Latin America and the Caribbean as part of GAC's Faculty Mobility for Partnership Building program (FMPB) and **88 new agreements** were signed

## Launching Economic Achievement Program (LEAP)

**2,000** individuals participated in virtual and in-person networking events at our business incubator in Jordan



**9,000+** students reached at the high school and university level with gender-enhanced entrepreneurial programming



**7,000+** stakeholders reached through the online awareness campaign on women's inclusion in the workforce in Jordan



# CBIE 2022 Board of Directors

## **Ajay Patel**

Chair  
President and CEO  
Vancouver Community College

## **Deborah Saucier**

Chair-Designate  
President and Vice-Chancellor  
Vancouver Island University

## **Roy Daykin**

Treasurer  
Chief Financial Officer and Vice President  
Corporate Services  
Southern Alberta Institute of Technology (SAIT)

## **Valérie Amiraux**

Vice-rectrice aux partenariats  
communautaires et internationaux  
Université de Montréal

## **Shelley Aylesworth-Spink**

Vice President, International Education  
St. Lawrence College

## **Isaac Garcia-Sitton**

Executive Director International Student  
Enrolment, Education and Inclusion  
Toronto Metropolitan University

## **Vinitha Gengatharan**

Executive Director, York International  
York University

## **Kanonhsyonne Janice C. Hill**

Associate Vice-Principal (Indigenous  
Initiatives and Reconciliation)  
Queen's University

## **Nicole Lacasse**

Avocate et Professeure titulaire,  
Faculté des sciences de l'administration  
Université Laval

## **Loretta Notten**

Director of Education  
Waterloo Catholic District School Board

## **Larry Rosia**

President and CEO  
Saskatchewan Polytechnic

## **Carolyn Russell**

Associate Vice President International Education  
Vancouver Island University

## **Janaka Ruwanpura**

Vice-Provost and Associate Vice-President  
Research (International)  
University of Calgary

## **Larissa Strong**

Director, Internationalization  
St. Francis Xavier University

## **Jerry Wang**

Director of Recruitment and  
International Student Office  
University of Prince Edward Island

# CBIE Members

## Alberta

Alison College  
Bow Valley College  
Grande Prairie Regional College  
Grant MacEwan University  
Keyano College  
Lakeland College  
Lethbridge College  
Medicine Hat College  
NorQuest College  
Northern Alberta Institute of Technology  
Northwestern Polytechnic  
Olds College  
Southern Alberta Institute of Technology  
St. Mary's University  
University of Alberta  
University of Calgary  
University of Lethbridge

## British Columbia

Ascenda School of Management  
Camosun College  
Capilano University  
Coast Mountain College  
College of New Caledonia  
College of the Rockies  
Coquitlam School District  
Douglas College  
Emily Carr University of Art and Design  
Fairleigh Dickinson University  
Fraser International College  
Greater Victoria School District  
Justice Institute of British Columbia

Kwantlen Polytechnic University  
Langara College  
Royal Roads University  
Simon Fraser University  
Thompson Rivers University  
University Canada West  
University of the Fraser Valley  
University of British Columbia  
University of Northern British Columbia  
University of Victoria  
Vancouver Community College  
Vancouver Island University

## Manitoba

Assiniboine Community College  
Booth University College  
Brandon University  
International College of Manitoba  
Manitoba Institute of Trades and Technology  
Red River College  
Université de Saint-Boniface  
University of Manitoba  
University of Winnipeg

## New Brunswick

Mount Allison University  
New Brunswick Community College  
Université de Moncton  
University of New Brunswick

## Newfoundland & Labrador

Memorial University of Newfoundland

## **Nova Scotia**

Acadia University  
Cape Breton University  
Dalhousie University  
Mount Saint Vincent University  
Nova Scotia College of Arts and Design  
Nova Scotia Community College  
Saint Mary's University  
St-Francis Xavier

## **Ontario**

Algoma University  
Algonquin College  
Brock University  
Cambrian College  
Canadore College  
Carleton University  
Centennial College  
Collège Boréal  
Conestoga College  
Confederation College  
Conseil des écoles catholiques du Centre Est  
Conseil des écoles publiques de l'Est de l'Ontario  
CultureWorks  
Durham College  
Fanshawe College  
George Brown College  
Georgian College  
Greater Essex County District School Board  
Humber College  
IBT College  
International Language Academy of Canada (ILAC)  
La Cité collégiale  
Lakehead University  
Lambton College  
Laurentian University  
Loyalist College  
McMaster University  
Mohawk College  
Niagara College

Nipissing University  
Northeastern University  
Northern College  
OCAD University  
Ontario Tech University  
Queen's University  
Sault College  
Seneca College  
Sheridan College  
Sir Sandford Fleming College  
St. Clair College  
St. Lawrence College  
Toronto Metropolitan University (formerly Ryerson University)  
Université de l'Ontario français  
University of Guelph  
University of Ottawa  
University of Toronto  
University of Waterloo  
University of Windsor  
Waterloo Catholic District School Board  
Western University  
Wilfrid Laurier University  
York University

## **Prince Edward Island**

University of Prince Edward Island

## **Québec**

Bishop's University  
Cégep André-Laurendeau  
Cégep Garneau  
Cégep de Saint-Hyacinthe  
Collège Avalon College (Quebec)  
Concordia University  
École nationale d'administration publique  
École de technologie supérieure  
HEC Montréal  
Institut de tourisme et d'hôtellerie du Québec  
Institut national de la recherche scientifique  
McGill University

Polytechnique Montreal  
Université de Montréal  
Université de Sherbrooke  
Université du Québec à Montréal  
Université du Québec à Rimouski  
Université du Québec à Trois-Rivières  
Université du Québec en Outaouais  
Université du Québec en Abitibi-Témiscamingue  
Université Laval  
Université TÉLUQ

**Saskatchewan**

Great Plains College  
Saskatchewan Polytechnic  
University of Regina  
University of Saskatchewan

**Yukon**

Yukon University



Financial Statements of

**CANADIAN BUREAU  
FOR INTERNATIONAL  
EDUCATION**

And Independent Auditors' Report thereon

Year ended March 31, 2022



KPMG LLP  
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Ottawa ON K2P 2P8  
Canada  
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Fax 613-212-2896

## INDEPENDENT AUDITORS' REPORT

To the Members of the Canadian Bureau for International Education

### ***Opinion***

We have audited the financial statements of the Canadian Bureau for International Education (the Bureau), which comprise:

- the statement of financial position as at March 31, 2022
- the statement of operations for the year then ended
- the statement of changes in net assets for the year then ended
- the statement of cash flows 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 Bureau as at March 31, 2022, and its results of 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 “***Auditors’ Responsibilities for the Audit of the Financial Statements***” section of our auditors’ report.

We are independent of the Bureau 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 ethical 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 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 Bureau'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 Bureau or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Bureau'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 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 Bureau'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 Bureau'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 Bureau 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*

Chartered Professional Accountants, Licensed Public Accountants

Ottawa, Canada

June 15, 2022

# CANADIAN BUREAU FOR INTERNATIONAL EDUCATION

## Statement of Financial Position

March 31, 2022, with comparative information for 2021

	2022	2021
<b>Assets</b>		
Current assets:		
Cash	\$ 152,694	\$ 200,326
Short-term investments (note 3)	434,318	597,874
Restricted cash for projects (note 2)	25,697,566	17,132,576
Accounts and contributions receivable	694,654	681,579
Prepaid expenses	179,833	61,984
	<u>27,159,065</u>	<u>18,674,339</u>
Investments (note 3)	3,837,001	3,721,291
Tangible capital assets (note 4)	363,892	431,320
	<u>\$ 31,359,958</u>	<u>\$ 22,826,950</u>
<b>Liabilities and Net Assets</b>		
Current liabilities:		
Accounts payable and accrued liabilities (note 6)	\$ 2,017,867	\$ 2,022,171
Deferred contributions	31,528	46,828
Deferred contributions relating to restricted cash for projects (note 2)	25,981,155	17,132,576
	<u>28,030,550</u>	<u>19,201,575</u>
Leasehold inducement (note 7)	189,679	216,777
Net assets (note 8):		
Unrestricted	1,775,837	1,977,278
Invested in tangible capital assets	363,892	431,320
Internally restricted	1,000,000	1,000,000
	<u>3,139,729</u>	<u>3,408,598</u>
Contingencies and guarantees (note 10)		
Commitments (note 11)		
	<u>\$ 31,359,958</u>	<u>\$ 22,826,950</u>

See accompanying notes to financial statements.

Approved by the Board of Directors:

  
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Director

  
\_\_\_\_\_

Director

# CANADIAN BUREAU FOR INTERNATIONAL EDUCATION

## Statement of Operations

Year ended March 31, 2022, with comparative information for 2021

	2022	2021
Revenue:		
Gross project contributions	\$ 33,643,633	\$ 37,184,268
Less: direct project expenses	30,369,711	33,098,630
Net project contribution	3,273,922	4,085,638
Conference	379,650	344,645
Membership	625,719	176,053
Interest and investment	211,019	139,011
Miscellaneous	434,110	129,709
	4,924,420	4,875,056
Expenses:		
Salaries and benefits	3,104,733	3,362,710
Professional fees:		
Contracts	899,236	865,449
Legal and audit	57,715	56,590
Conference/workshop facilities	15,363	6,294
Rent	258,402	210,024
Equipment rental and maintenance	192,407	106,213
Travel (note 9)	27,758	4,300
Supplies and sundry	97,926	98,006
Amortization of tangible capital assets	67,428	69,266
Books, subscriptions and memberships	12,972	32,374
Telephone	115,837	63,341
Insurance	48,008	39,830
Promotion	20,823	35,556
Translation	71,969	71,653
Printing and photocopying	3,005	3,108
Grants, fees and awards - projects	58,720	7,227
Postage and courier	6,758	1,910
	5,059,060	5,033,851
Deficiency of revenue over expenses before the undernoted	(134,640)	(158,795)
Change in net unrealized gain (loss) on investments	(134,229)	349,032
Excess (deficiency) of revenue over expenses	\$ (268,869)	\$ 190,237

See accompanying notes to financial statements.

# CANADIAN BUREAU FOR INTERNATIONAL EDUCATION

## Statement of Changes in Net Assets

Year ended March 31, 2022, with comparative information for 2021

	Unrestricted	Invested in tangible capital assets	Internally restricted	Total 2022	Total 2021
Net assets, beginning of year	\$ 1,977,278	\$ 431,320	\$ 1,000,000	\$ 3,408,598	\$ 3,218,361
Excess (deficiency) of revenue over expenses	(268,869)	–	–	(268,869)	190,237
Amortization of tangible capital assets	67,428	(67,428)	–	–	–
Net assets, end of year	\$ 1,775,837	\$ 363,892	\$ 1,000,000	\$ 3,139,729	\$ 3,408,598

See accompanying notes to financial statements.

# CANADIAN BUREAU FOR INTERNATIONAL EDUCATION

## Statement of Cash Flows

Year ended March 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operating activities:		
Excess (deficiency) of revenue over expenses	\$ (268,869)	\$ 190,237
Items not involving cash:		
Amortization of tangible capital assets	67,428	69,266
Net unrealized loss (gain) on investments	134,229	(349,032)
Change in non-cash operating working capital		
Restricted cash for projects	(8,564,990)	8,753,038
Accounts and contributions receivable	(13,075)	(147,947)
Prepaid expenses	(117,849)	30,553
Accounts payable and accrued liabilities	(4,304)	189,301
Deferred contribution	(15,300)	4,410
Deferred contribution relating to restricted cash	8,848,579	(8,723,038)
	65,849	16,788
Financing activities:		
Amortization of leasehold inducement	(27,098)	(27,098)
Net investing activities (additions and disposals)	(86,383)	96,125
Increase (decrease) in cash and cash equivalents	(47,632)	85,815
Cash and cash equivalents, beginning of year	200,326	114,511
Cash and cash equivalents, end of year	\$ 152,694	\$ 200,326

See accompanying notes to financial statements.

# CANADIAN BUREAU FOR INTERNATIONAL EDUCATION

## Notes to Financial Statements

Year ended March 31, 2022

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The Canadian Bureau for International Education's (the "Bureau") activities comprise public awareness, research and information services, training programs, scholarship management, professional development for international educators and a host of other services for members and learners. The Bureau engages in cooperative projects in capacity building, institutional strengthening and human resource development.

The Bureau promotes the transfer of knowledge across borders by providing technical assistance, information and support services.

The Bureau's membership is composed of colleges, universities, school boards, organizations and individuals.

The Bureau is incorporated without share capital under Part II of the Canada Corporations Act. Effective November 19, 2014 the Bureau transitioned its articles of incorporation to the Canada Not-for-profit Corporations Act. The Bureau is a registered charity under subsection 149(1)(f) of the Income Tax Act (Canada) and is exempt from income taxes.

### 1. Significant accounting policies:

The financial statements have been prepared by management in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

#### (a) Revenue recognition:

The Bureau follows the deferral method of accounting for contributions for not-for-profit organizations.

The Bureau earns revenue from a variety of sources. Revenue is recognized as follows:

- (i) Contract and program revenue is received from the Global Affairs Canada, other departments and agencies of the Government of Canada and private and foreign sources. Revenue from multi-year contracts are recognized using the percentage of completion method based on the proportion of total contract expenses incurred to the statement of financial position date of the total project budget. Contributions relating to specific projects extending beyond the end of the year are deferred to the extent that matching expenses have not been incurred. A loss is recognized on projects when total expenses are expected to exceed total contributions.

Revenue from annual projects is recognized as the project is delivered.

- (ii) Conference registration fees are recognized in the period that the conference is held.

- (iii) Membership fees are recognized over the membership year.

#### (b) Cash and cash equivalents:

The Bureau considers cash and cash equivalents to be highly liquid investments with original maturities of three months or less.

# CANADIAN BUREAU FOR INTERNATIONAL EDUCATION

Notes to Financial Statements (continued)

Year ended March 31, 2022

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## 1. Significant accounting policies (continued):

### (c) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Equity instruments that are quoted in an active market are subsequently measured at fair value. All other financial instruments are subsequently recorded at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Bureau has elected to carry its investments at fair value.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

Financial assets recorded at cost or amortized cost, are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Bureau determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Bureau expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

### (d) Tangible capital assets:

Tangible capital assets are recorded at cost. When a tangible capital asset no longer contributes to the Bureau's ability to provide services, its carrying amount is written down to its residual value.

Tangible capital assets are amortized on a straight-line basis over the following useful lives:

	Useful life
Computers and equipment	3 years
Furniture and fixtures	10 years
Leasehold improvements	Over the life of lease

### (e) Foreign exchange:

Transactions conducted in a foreign currency are translated into Canadian dollars at the average exchange rates for the period. Assets and liabilities denominated in foreign currencies are translated at exchange rates in effect at year-end. Foreign exchange gains and losses are included in income.

# CANADIAN BUREAU FOR INTERNATIONAL EDUCATION

Notes to Financial Statements (continued)

Year ended March 31, 2022

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## 1. Significant accounting policies (continued):

### (f) Expenses:

In the statement of operations, the Bureau presents its expenses by object, except for direct project expenses.

Expenses are recognized in the year incurred and are recorded to operating or projects to which they are directly related. The Bureau does not allocate expenses between operating and projects after initial recognition.

### (g) Use of estimates:

The preparation of the financial statements 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 revenue and expenses during the year. Actual results could differ from those estimates. These estimates are reviewed annually and as adjustments become necessary, they are recorded in the financial statements in the period in which they become known.

### (h) Deferred capital contribution for leasehold improvements:

Deferred capital contribution for leasehold improvements consists of allowances granted to the Bureau for the leased offices. The contributions are amortized on a straight-line basis over the term of the lease.

## 2. Restricted cash for projects:

Restricted cash for projects represents funds received in advance from funding agencies which, under the terms of the agreement, must be maintained in segregated bank accounts and only expended to pay for costs of the specific project.

# CANADIAN BUREAU FOR INTERNATIONAL EDUCATION

Notes to Financial Statements (continued)

Year ended March 31, 2022

### 3. Investments:

Investments by type:

	2022		2021	
	Fair value	Cost	Fair value	Cost
Cash and cash equivalents	\$ 14,373	\$ 14,373	\$ 20,480	\$ 20,480
Guaranteed investment certificates	–	–	75,000	75,000
Fixed income	2,357,236	2,345,169	2,644,738	2,622,818
Equities	1,899,710	1,489,301	1,578,947	1,387,975
	4,271,319	3,848,843	4,319,165	4,106,273
Less:				
Short-term portion of investments	434,318	434,318	597,874	597,874
	\$ 3,837,001	\$ 3,414,525	\$ 3,721,291	\$ 3,508,399

The Bureau's fixed income investments consist of government and high-quality corporate bonds.

The Bureau's fixed income investments have effective interest rates of 2.95% to 4.82% and maturity dates ranging from September 2022 to July 2029.

### 4. Tangible capital assets:

	2022		2021	
	Cost	Accumulated amortization	Net book value	Net book value
Computers and equipment	\$ 1,102,473	\$ 1,102,473	\$ –	\$ 12,738
Furniture and fixtures	215,359	78,080	137,279	159,595
Leasehold improvements	323,732	97,119	226,613	258,987
	\$ 1,641,564	\$ 1,277,672	\$ 363,892	\$ 431,320

At March 31, 2021, cost and accumulated amortization amounted to \$1,641,564 and \$1,210,244, respectively.

# CANADIAN BUREAU FOR INTERNATIONAL EDUCATION

Notes to Financial Statements (continued)

Year ended March 31, 2022

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## 5. Bank indebtedness:

The Bureau has an authorized operating line of credit of \$400,000 that is due on demand and bears interest at the bank's prime rate, calculated and payable monthly. At March 31, 2022, the Bureau had drawn \$Nil (2021 - \$Nil).

## 6. Accounts payable and accrued liabilities:

Included in accounts payable and accrued liabilities are government remittances payable of \$Nil (2021 - \$Nil) which includes amounts payable for harmonized sales tax and payroll-related taxes.

## 7. Leasehold inducement:

The Bureau has entered into a long-term lease agreement and negotiated leasehold improvements for the office space totaling \$270,972. The amount is being amortized on a straight-line basis over the term of the lease starting on April 1, 2019.

## 8. Net assets:

### (a) Objective:

The Bureau manages its net assets by establishing internally restricted net assets and appropriating amounts to the internally restricted net assets for anticipated future projects or programs. These allocations are disclosed in note 8(b).

The Bureau is not subject to externally imposed capital requirements and its overall strategy with respect to capital remains unchanged from the year ended March 31, 2021.

### (b) Internally restricted:

From time to time, the Board of Directors approves the restriction of otherwise unrestricted funds for specific purposes. These amounts are recorded in the financial statements as internally restricted assets.

# CANADIAN BUREAU FOR INTERNATIONAL EDUCATION

Notes to Financial Statements (continued)

Year ended March 31, 2022

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## 9. Travel expenses:

	2022	2021
Staff	\$ 13,406	\$ 773
Board and committees	14,352	3,527
	<u>\$ 27,758</u>	<u>\$ 4,300</u>

## 10. Contingencies and guarantees:

(a) Project revenue:

The terms of contribution agreements allow the government or agencies to conduct audits to verify that project expenditures are in accordance with the terms and conditions of the funding agreement. Ineligible expenditures, if any, may result in the Bureau reimbursing a portion of the funding. Management believes that the Bureau has not incurred material ineligible expenditures, and therefore, has not recorded any liability for reimbursement. Adjustments to the financial statements as a result of these audits will be recorded in the period in which they become known.

(b) Guarantees:

In the normal course of business, the Bureau has entered into lease agreements for premises and equipment. It is common in such commercial lease transactions for the Bureau as the lessee, to agree to indemnify the lessor for liabilities that may arise from the use of the leased assets. The maximum amount potentially payable under the foregoing indemnities cannot be reasonably estimated. The Bureau has liability insurance that relates to the indemnifications described above.

(c) Letters of guarantee:

Funding organizations can require letters of credit to secure contractual advances for certain projects. As at March 31, 2022, the Bureau had provided letters of credit amounting to \$962,000 (2021 - \$1,562,000) to collateralize its obligations. Of this current amount, \$471,380 (2021 - \$765,380) is guaranteed by another partner.

# CANADIAN BUREAU FOR INTERNATIONAL EDUCATION

Notes to Financial Statements (continued)

Year ended March 31, 2022

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## 11. Commitments:

The Bureau has committed to make the following future minimum payments under premises and equipment leases:

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2023	\$ 145,003
2024	143,033
2025	138,566
2026	138,566
2027 and thereafter	397,212
	<hr/>
	\$ 962,380

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## 12. Financial instruments:

The Bureau is subject to the following risks due to its financial instruments:

(a) Currency risk:

The Bureau is exposed to financial risks as a result of exchange rate fluctuations and the volatility of these rates. In the normal course of business, the Bureau purchases goods and services denominated in U.S. dollars. The Bureau holds \$12,330,102 (2021 - \$13,126,134) in foreign currency. The Bureau does not currently enter into forward contracts to mitigate this risk.

(b) Liquidity risk:

Liquidity risk is the risk that the Bureau will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Bureau manages its liquidity risk by monitoring its operating requirements. The Bureau prepares budget and cash forecasts to ensure it has sufficient funds to fulfill its obligations.

(c) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The Bureau is exposed to credit risk with respect to the accounts receivable. The Bureau assesses, on a continuous basis, accounts receivable and provides for any amounts that are not collectible in the allowance for doubtful accounts. In 2022 an allowance for doubtful accounts was not considered necessary.

(d) Interest rate risk:

The Bureau is exposed to interest rate risk on its fixed income investments. Further details about the Bureau's investments are included in note 3.

# CANADIAN BUREAU FOR INTERNATIONAL EDUCATION

Notes to Financial Statements (continued)

Year ended March 31, 2022

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## 12. Financial instruments (continued):

### (e) Other price risk:

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The Bureau believes that it is not exposed to significant other price risk arising from its financial instruments.

## 13. Pension plan:

The Bureau is the administrator of the Canadian Bureau for International Education Defined Contribution Pension Plan, which is registered with the Financial Services Commission of Ontario.

The pension plan for employees of the Bureau is a defined contribution plan covering all employees of the Bureau who meet the eligibility requirements specified in the plan agreement. The Bureau contributes a percentage of gross earnings for all members of the pension plan. In the year, the Bureau contributed approximately \$262,172 (2021 - \$324,031) to the pension plan, which is included in salaries and benefits expense.

## 14. Comparative information:

Certain comparative information have been reclassified to conform to the presentation adopted for the current year.

## 15. Impact of COVID-19:

On March 11, 2020, the World Health Organization declared the Coronavirus COVID-19 (COVID-19) outbreak a pandemic. This has resulted in significant financial, market and societal impacts in Canada and around the world.

From the declaration of the pandemic to the date of approval of these financial statements, the Bureau has implemented the following actions in relation to the COVID-19 pandemic:

- the office has been closed until further notice and all employees are working from home;
- suspended all domestic and international travel and in-person meetings.

As a result of these actions, the Bureau is experiencing decreases in program revenues and related costs.

# CANADIAN BUREAU FOR INTERNATIONAL EDUCATION

Notes to Financial Statements (continued)

Year ended March 31, 2022

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## **15. Impact of COVID-19 (continued):**

(a) Subsequent events related to COVID-19:

Financial statements are required to be adjusted for events occurring between the date of the financial statements and the date of the auditor's report that provide additional evidence relating to conditions that existed as at year-end. Management has assessed the financial impacts and there are no additional adjustments required to the financial statements.

(b) Impact of COVID-19 on financial risks:

The ultimate duration and magnitude of the COVID-19 pandemic's impact on the Bureau's operations and financial position is not known at this time.



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