

Statements of Financial Information for 2016 as per the Financial Information Act

Table of Contents

Schedule of Debts	1
Schedule of Guarantee and Indemnity Agreements	2
Schedule of Remuneration & Expenses for Elected Officials & Other Employees	3-4
Schedule of Severance Agreements	5
Schedule of Total Paid to Each Supplier for Goods & Services Exceeding \$25,000	6-7
Statement of Financial Information Approval	8
Management Report	9

Statements of Financial Information for 2016
as per the Financial Information Act

CITY OF DUNCAN
Schedule of Debts
December 31, 2016

Bylaw	Fund and Purpose	MFA Issue#	Year Maturing	Interest Rate	Balance Outstanding
2004	General Fund - Cowichan Aquatic Centre	117	2026	3.25%	\$ 1,057,779
1843	Sewer Fund - 1999 Lagoon Improvements	70	2019	3.15%	90,479
Total					\$ 1,148,258

Note: All debts are through the Municipal Finance Authority
All sinking funds are held and managed by the Municipal Finance Authority

Statements of Financial Information for 2016
as per the Financial Information Act

CITY OF DUNCAN
Schedule of Guarantee & Indemnity Agreements
Year Ended December 31, 2016

This organization has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

Statements of Financial Information for 2016
as per the Financial Information Act

CITY OF DUNCAN
Schedule of Remuneration & Expenses
for Elected Officials & Other Employees
Year Ended December 31, 2016

1 Elected Officials - *See Notes on Page 4*

Name	Position	Benefits	Remuneration	Expenses
Kent, Philip	Mayor	\$ 2,768.30	\$ 23,891.49	\$ 5,836.23
Bell, Michelle	Councillor	2,768.30	13,385.85	999.96
Bruce, Roger	Councillor	2,768.30	13,385.85	20.00
Duncan, Thomas	Councillor	2,051.22	13,385.85	2,190.59
Horgan, John	Councillor	2,768.30	13,385.85	2,856.58
Jackson, Sharon	Councillor	1,117.23	13,385.85	229.00
Staples, Michelle	Councillor	2,768.30	13,385.85	2,737.33
Total - Elected Officials		\$ 17,009.95	\$ 104,206.59	\$ 14,869.69

2 Other Employees - *See Notes on Page 4*

Name	Remuneration	Expenses
Boxem, Ron	\$ 93,477.04	\$ 1,374.71
de Verteuil, Peter	126,612.42	7,295.88
Desautels, Chris	75,416.45	-
Hewetson, David	83,215.57	1,649.52
Massingham, Kevin	83,425.05	193.50
McKinlay, Michael	86,118.22	2,966.94
Paitson, Marisa	81,859.68	1,314.43
Rand, Jamie	75,353.21	-
Robertson, Karen	106,203.96	2,202.11
Soldera, Talitha	106,506.36	2,584.43
Thew, Leonard	102,790.20	1,130.00
Subtotal	1,020,978.16	20,711.52
Consolidated total of other employees with remuneration of \$75,000 or less	1,416,854.17	51,111.62
Total - Other Employees	\$ 2,437,832.33	\$ 71,823.14

Statements of Financial Information for 2016
as per the Financial Information Act

CITY OF DUNCAN
Schedule of Remuneration & Expenses
for Elected Officials & Other Employees
Year Ended December 31, 2016

3 Reconciliation

Total remuneration and benefits - elected officials	\$ 121,216.54
Total remuneration - other employees	<u>2,437,832.33</u>
Subtotal	2,559,048.87
Total Wages & Benefits per Note 16 of the Consolidated Financial Statements	<u>3,088,697.00</u>
	<u><u>\$ 529,648.13</u></u>

The variance between the remuneration schedules and the wages and benefits reported in the consolidated financial statements of the City are attributable to a number of factors, including that the remuneration schedule is based on actual payments made during the year, while the financial statements are prepared on an accrual basis.

In addition, wages and benefits disclosed in Note 16 of the consolidated financial statements include only those relating to operating expenses, not capital items. Finally, wages and benefits in the financial statements include the employer cost of benefits not considered taxable to employees.

Remuneration includes taxable benefits which are recorded at full cost in the financial statements. It can also include overtime (for unionized employees), retirement allowances, banked time payouts and remuneration paid for the municipal elections.

Expenses include travel expenses, memberships, tuition, vehicle reimbursements and registration fees paid directly to an employee or a third party on behalf of an elected official or other employee.

Statements of Financial Information for 2016
as per the Financial Information Act

CITY OF DUNCAN
Statement of Severance Agreements
Year Ended December 31, 2016

There were no severance agreements made between the City of Duncan and its non-unionized employees during fiscal year 2016.

Statements of Financial Information for 2016
as per the Financial Information Act

CITY OF DUNCAN
Schedule Showing Total Paid to Each Supplier for Goods and Services
Exceeding \$25,000
Year Ended December 31, 2016

(Page 1 of 2)

1003602 BC LTD	64,729.00
AON REED STENHOUSE INC	39,032.80
BC ASSESSMENT AUTHORITY	50,466.59
BC HYDRO & POWER AUTHORITY	618,185.98
BROTHERS JANITORIAL SERVICES	49,310.12
BRUNNELL CONSTRUCTION LTD	176,003.34
CANADIAN CORPS OF COMMISSIONAIRES	92,745.22
CHEVRON CANADA LIMITED	57,182.71
CORIX UTILITIES INC	733,611.40
CORIX WATER PRODUCTS LP	256,088.22
COWICHAN VALLEY REGIONAL HOSPITAL DISTRICT	473,852.60
COWICHAN VALLEY REGIONAL DISTRICT	1,596,548.90
CUPE LOCAL 358	32,275.04
DUNCAN ELKS' ASSOCIATION	250,000.00
DUNCAN PAVING COMPANY	211,591.75
DUNCAN VOLUNTEER FIRE DEPARTMENT	29,803.00
FINELINE ROAD MARKING LTD	34,108.20
JACKSON HOLDINGS INC	48,825.27
MERCURY REFRIGERATION PRODUCTS & SERVICES LTD	37,230.33
METRO MOTORS LTD	91,184.80
MINISTER OF FINANCE	1,028,250.84
MUNICIPAL INSURANCE ASSOCIATION OF BC	45,524.41
MUNICIPAL PENSION PLAN	359,525.66
NORTH COWICHAN DISTRICT MUNICIPALITY OF	591,873.18
PACIFIC BLUE CROSS	148,345.46
PROGRESSIVE WASTE SOLUTIONS CANADA INC	25,592.98
RADIOWORKS	54,884.12
RBS MANAGED IT SERVICES INC	43,363.26
RECEIVER GENERAL FOR CANADA	687,490.27
REVENUE SERVICES OF BC	46,116.00
STANTEC CONSULTING LTD	30,786.21
STONE PACIFIC CONTRACTING LTD	342,191.62
THORNLEY CREATIVE COMMUNICATIONS	27,615.00
VADIM SOFTWARE	30,813.60
VANCOUVER ISLAND REGIONAL LIBRARY	212,784.00
WINDLEY CONTRACTING (2010) LTD	28,570.70
WORKSAFE BC	72,489.97
Subtotal - Aggregate Payments Exceeding \$25,000	8,718,992.55

Statements of Financial Information for 2016
as per the Financial Information Act

CITY OF DUNCAN
Schedule Showing Total Paid to Each Supplier for Goods and Services
Exceeding \$25,000
Year Ended December 31, 2016

(Page 2 of 2)

Balance Forward - Aggregate Payments Exceeding \$25,000	\$ 8,718,992.55
Payments to Suppliers for Grants and Contributions Exceeding \$25,000	
DUNCAN BUSINESS IMPROVEMENT AREA SOCIETY	190,000.00
DUNCAN COWICHAN CHAMBER OF COMMERCE	30,000.00
Total Paid to Suppliers who received	
Aggregate Payments of \$25,000 or less	<u>1,612,373.49</u>
Total Paid to Suppliers	10,551,366.04
Less: Expenses Paid on Behalf of Elected Officials/Employees	(86,692.83)
Total Expenses per Schedule 4 of Consolidated Financial Statements	<u>8,375,873.00</u>
Variance	<u>\$ 2,088,800.21</u>

The City prepares this schedule of payments based on actual disbursements processed through its Accounts Payable system. This provides assurance on completeness as the reported amounts are reconciled to the financial system cheque register and electronic funds transfer records.

The schedule of payments is a "cash basis" listing. This figure will differ significantly from the expenses in the consolidated financial statements which are reported on an accrual basis, resulting in timing differences. Furthermore, there are disbursements on the above listing which are not considered expenditures, including payments made to other taxing authorities, employee payroll deductions, debt principal repayments and payments for the acquisition of tangible capital assets. Conversely, there are expenses which do not involve an actual disbursement. These include amortization expense and expense accruals. It is not practical to reconcile these sets of data.

Statements of Financial Information for 2016
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CITY OF DUNCAN
Statement of Financial Information Approval

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approve all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.



Talitha Soldera, CPA, CGA
Director of Finance
June 19, 2017



Phil Kent
Mayor
June 19, 2017

Prepared pursuant to the Financial Information Regulation, Schedule 1, Section 9

Statements of Financial Information for 2016
as per the Financial Information Act

CITY OF DUNCAN

Management Report

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

City Council is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control and exercises this responsibility through the Finance Committee. The Finance Committee meets with management and the external auditors once a year.

The corporation's Director of Finance has the responsibility for assessing the management systems and practices of the corporation.

The external auditors conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation's systems of internal controls and includes appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Finance Committee (Committee of the Whole) of the Council.



Talitha Soldera, CPA, CGA
Director of Finance
June 19, 2017