

Statements of Financial Information for 2015 as per the Financial Information Act

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CITY OF DUNCAN
Schedule of Debts
December 31, 2015

Bylaw	Fund and Purpose	MFA Issue#	Year Maturing	Interest Rate	Balance Outstanding
2004	General Fund - Cowichan Aquatic Centre	117	2026	3.25%	\$ 1,142,494
1843	Sewer Fund - 1999 Lagoon Improvements	70	2019	3.15%	118,066
Total					\$ 1,260,560

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

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CITY OF DUNCAN
Schedule of Guarantee & Indemnity Agreements
Year Ended December 31, 2015

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

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CITY OF DUNCAN
Schedule of Remuneration & Expenses
for Elected Officials & Other Employees
Year Ended December 31, 2015

1 Elected Officials - *See Notes on Page 4*

Name	Position	Benefits	Remuneration	Expenses
Kent, Philip	Mayor	\$ 2,607.72	\$ 22,548.67	\$ 5,956.20
Bell, Michelle	Councillor	2,607.72	12,524.35	3,249.71
Bruce, Roger	Councillor	2,607.72	12,524.35	141.90
Duncan, Thomas	Councillor	2,607.72	12,524.35	1,344.30
Horgan, John	Councillor	2,477.53	12,480.72	2,943.89
Jackson, Sharon	Councillor	1,047.93	12,524.35	524.00
Staples, Michelle	Councillor	2,607.72	12,524.35	3,381.56
Total - Elected Officials		\$ 16,564.06	\$ 97,651.14	\$ 17,541.56

2 Other Employees - *See Notes on Page 4*

Name	Remuneration	Expenses
de Verteuil, Peter	\$ 131,387.04	\$ 8,068.59
Desautels, Chris	77,716.74	171.43
Farahbakhsh, Abbas	78,423.13	335.00
Geneau, Michelle	85,908.29	2,463.55
Hewetson, David	86,309.56	1,684.01
Massingham, Kevin	78,963.46	2,663.19
McKinlay, Michael	86,033.15	5,652.91
Paitson, Marisa	81,877.61	1,916.49
Rand, Jamie	75,841.58	171.43
Robertson, Karen	107,897.86	1,558.65
Soldera, Talitha	107,974.14	2,289.74
Thew, Leonard	102,094.95	134.09
Subtotal	1,100,427.51	27,109.08
Consolidated total of other employees with remuneration of \$75,000 or less	1,327,276.93	48,754.79
Total - Other Employees	\$ 2,427,704.44	\$ 75,863.87

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CITY OF DUNCAN
Schedule of Remuneration & Expenses
for Elected Officials & Other Employees
Year Ended December 31, 2015

3 Reconciliation

Total remuneration and benefits - elected officials	\$ 114,215.20
Total remuneration - other employees	<u>2,427,704.44</u>
Subtotal	2,541,919.64
Total Wages & Benefits per Note 17 of the Consolidated Financial Statements	<u>3,006,732.00</u>
	<u><u>\$ 464,812.36</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.

2015 included 27 bi-weekly pay periods for City of Duncan employees. This occurs every 11 years, due to the fact that there are either 365 or 366 days in a calendar year, whereas 26 pay periods account for 364 days (26 x 14 = 364). As a result, the amount of remuneration recorded for each employee appears higher than the actual amount earned in 2015.

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.

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CITY OF DUNCAN
Statement of Severance Agreements
Year Ended December 31, 2015

There was one severance agreement under which payment commenced between the City of Duncan and its non-unionized employees during fiscal year 2015.

This agreement represented eight months of compensation based on salary.

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CITY OF DUNCAN
Schedule Showing Total Paid to Each Supplier for Goods and Services
Exceeding \$25,000
Year Ended December 31, 2015

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AON REED STENHOUSE INC	38,342.80
BC ASSESSMENT AUTHORITY	53,129.59
BC HYDRO & POWER AUTHORITY	312,588.70
BROTHERS JANITORIAL SERVICES	40,941.60
BRUNNELL CONSTRUCTION LTD	682,784.30
CANADIAN CORPS OF COMMISSIONAIRES	97,767.75
CHEVRON CANADA LIMITED	60,619.99
CORIX UTILITIES INC	156,284.36
CORIX WATER PRODUCTS LP	195,847.91
COWICHAN HISTORICAL SOCIETY	28,660.38
COWICHAN VALLEY REGIONAL HOSPITAL DISTRICT	439,212.50
COWICHAN VALLEY REGIONAL DISTRICT	1,859,536.40
CUPE LOCAL 358	31,812.60
D.K.I. SERVICES LTD	25,007.69
DUNCAN PAVING COMPANY	512,302.37
DUNCAN VOLUNTEER FIRE DEPARTMENT	28,569.50
DYNAMIC HR SOLUTIONS INC	26,772.39
FINELINE ROAD MARKING LTD	73,885.31
FREEMAN CONSTRUCTION LTD	67,544.49
GM MASONRY INC	40,512.15
HEROLD ENGINEERING LTD	133,876.50
HOUSE CALLS	35,484.75
LANSON'S DRYWALL SYSTEMS LTD	38,455.38
LIDSTONE & COMPANY	41,400.03
MERCURY REFRIGERATION PRODUCTS & SERVICES LTD	35,550.23
METRO MOTORS LTD	144,901.12
MILNER GROUP.CA	442,031.11
MINISTER OF FINANCE	1,082,034.76
MONK OFFICE	29,803.56
MUNICIPAL INSURANCE ASSOCIATION OF BC	43,915.39
MUNICIPAL PENSION PLAN	353,834.83
NORTH COWICHAN DISTRICT MUNICIPALITY OF	545,498.07
NUCOR ENVIRONMENTAL SOLUTIONS LTD	68,504.10
OPUS DAYTONKNIGHT CONSULTANTS LTD	76,446.37
PACIFIC BLUE CROSS	182,718.56
PACIFIC PLUMBING & HEATING A DIV. OF 572927 BC LTD	46,448.61
PARKER JOHNSON INDUSTRIES LTD	87,913.35
PROLINE ELECTRICAL SYSTEMS LTD	37,223.06
RBS MANAGED IT SERVICES INC	35,487.03
Subtotal	8,233,649.59

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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, 2015

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	BALANCE FORWARD \$	8,233,649.59
RECEIVER GENERAL FOR CANADA		687,705.78
REVENUE SERVICES OF BC		44,379.00
SHUR-POWER ELECTRIC LTD.		70,607.11
STONE PACIFIC CONTRACTING LTD		25,449.14
TECTONICA MANAGEMENT INC		318,495.25
VANCOUVER ISLAND REGIONAL LIBRARY		203,204.00
WEST COAST EXTERIOR CONTRACTING		65,995.02
WESTERN TRAFFIC LTD		37,362.14
WINDLEY CONTRACTING (2010) LTD		1,579,112.61
WORKSAFE BC		67,347.48
		11,333,307.12
 Subtotal - Aggregate Payments Exceeding \$25,000		
 Payments to Suppliers for Grants and Contributions Exceeding \$25,000		
DUNCAN BUSINESS IMPROVEMENT AREA SOCIETY		203,698.22
DUNCAN COWICHAN CHAMBER OF COMMERCE		30,000.00
Total Paid to Suppliers who received		
Aggregate Payments of \$25,000 or less		1,665,924.69
Total Paid to Suppliers		13,232,930.03
Less: Expenses Paid on Behalf of Elected Officials/Employees		(93,405.43)
Total Expenses per Schedule 4 of Consolidated Financial Statements		7,699,670.00
Variance		\$ 5,439,854.60

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 2015
as per the Financial Information Act

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 20, 2016

Phil Kent
Mayor
June 20, 2016

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

Statements of Financial Information for 2015
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 20, 2016