

# Statements of Financial Information for 2017 as per the Financial Information Act

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**Statements of Financial Information for 2017**  
**as per the Financial Information Act**

**CITY OF DUNCAN**  
**Schedule of Debts**  
**December 31, 2017**

Bylaw	Fund and Purpose	MFA Issue#	Year Maturing	Interest Rate	Balance Outstanding
2004	General Fund - Cowichan Aquatic Centre	117	2026	3.25%	\$ 969,675
1843	Sewer Fund - 1999 Lagoon Improvements	70	2019	3.15%	61,644
<b>Total</b>					\$ 1,031,319

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 2017**  
**as per the Financial Information Act**

**CITY OF DUNCAN**  
**Schedule of Guarantee & Indemnity Agreements**  
**Year Ended December 31, 2017**

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

**Statements of Financial Information for 2017**  
**as per the Financial Information Act**

**CITY OF DUNCAN**  
**Schedule of Remuneration & Expenses**  
**for Elected Officials & Employees**  
**Year Ended December 31, 2017**

**1 Elected Officials - \*See Notes on Page 4\***

<b>Name</b>	<b>Position</b>	<b>Benefits</b>	<b>Remuneration</b>	<b>Expenses</b>
Kent, Philip	Mayor	\$ 3,119.82	\$ 25,555.50	\$ 4,794.74
Bell, Michelle	Councillor	3,119.82	14,448.79	3,753.64
Bruce, Roger	Councillor	3,119.82	14,448.79	-
Duncan, Thomas	Councillor	1,261.14	14,448.79	5,326.12
Horgan, John	Councillor	3,119.82	14,405.16	-
Jackson, Sharon	Councillor	1,261.14	14,448.79	514.95
Staples, Michelle	Councillor	3,119.82	14,448.79	3,825.19
<b>Total - Elected Officials</b>		<b>\$ 18,121.38</b>	<b>\$ 112,204.61</b>	<b>\$ 18,214.64</b>

**2 Employees - \*See Notes on Page 4\***

<b>Name</b>	<b>Remuneration</b>	<b>Expenses</b>
de Verteuil, Peter	\$ 136,090.94	\$ 6,822.66
Desautels, Chris	79,328.18	638.52
Massingham, Kevin	83,429.74	659.00
McKinlay, Michael	86,687.14	4,403.62
Paitson, Marisa	76,352.67	2,448.73
Pitts, Lucas	116,222.15	1,489.66
Soldera, Talitha	109,872.64	1,924.45
Thew, Leonard	99,937.56	1,509.13
Subtotal	787,921.02	19,895.77
Consolidated total of employees with remuneration of \$75,000 or less	1,764,908.53	46,498.61
<b>Total - Employees</b>	<b>\$ 2,552,829.55</b>	<b>\$ 66,394.38</b>

**Statements of Financial Information for 2017**  
**as per the Financial Information Act**

**CITY OF DUNCAN**  
**Schedule of Remuneration & Expenses**  
**for Elected Officials & Employees**  
**Year Ended December 31, 2017**

**3 Reconciliation**

Total remuneration and benefits - elected officials	\$ 130,325.99
Total remuneration - employees	<u>2,552,829.55</u>
Subtotal	2,683,155.54
Total Wages & Benefits per Note 16 of the Consolidated Financial Statements	<u>3,168,186.00</u>
	<u><u>\$ 485,030.46</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 employee.

**Statements of Financial Information for 2017**  
**as per the Financial Information Act**

**CITY OF DUNCAN**  
**Statement of Severance Agreements**  
**Year Ended December 31, 2017**

There were no severance agreements made between the City of Duncan and its non-unionized employees during fiscal year 2017.

**Statements of Financial Information for 2017**  
**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, 2017**

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ACCESS DATA GROUP INC	26,372.88
AON REED STENHOUSE INC	39,063.76
APTEAN COMPUTER MANAGEMENT GROUP	28,310.73
BC ASSESSMENT AUTHORITY	45,632.40
BC HYDRO & POWER AUTHORITY	370,712.67
BOWMEL CHRYSLER LTD.	58,831.23
BROTHERS JANITORIAL SERVICES	61,412.88
CDN. CORPS OF COMMISSIONAIRES	81,756.11
CHEVRON CANADA R & M ULC	42,097.83
CITY OF NANAIMO	30,801.28
COPCAN CIVIL LTD.	451,335.16
CORIX UTILITIES INC	610,779.65
CORIX WATER PRODUCTS LP	124,186.71
COWICHAN HISTORICAL SOCIETY	26,550.00
COWICHAN SPORTSPLEX	26,925.00
COWICHAN VALLEY REG. HOSPITAL DIST.	487,851.92
COWICHAN VALLEY REGIONAL DISTRICT	1,661,536.36
CUPE LOCAL 358	32,344.66
DOMINION GOVLAW LLP	30,784.05
DUNCAN PAVING COMPANY	652,235.30
DUNCAN VOLUNTEER FIRE DEPT.	31,112.50
FINELINE ROAD MARKING LTD	44,318.56
HUNT JR TOM	48,000.00
ISLAND IRRIGATION & LANDSCAPING	46,272.75
MAINROAD MAINTENANCE PRODUCTS	32,877.32
MASS LBP INC	68,340.70
MCCUAIG & ASSOCIATES ENGINEERING LTD	30,110.06
MCELHANNEY CONSULTING SERVICES LTD	112,894.82
METRO MOTORS LTD	35,644.00
MINISTER OF FINANCE	988,335.51
MUNICIPAL INSURANCE ASSOC OF B. C.	46,226.89
MUNICIPAL PENSION PLAN	374,631.65
NORTH COWICHAN DISTRICT MUNICIPALITY	1,906,360.87
PACIFIC BLUE CROSS	154,884.87
PROLINE ELECTRICAL SYSTEMS LTD	26,092.46
RALMAX CONTRACTING	107,124.37
RBS MANAGED IT SERVICES INC	50,716.68

**Statements of Financial Information for 2017**  
**as per the Financial Information Act**

**CITY OF DUNCAN**  
**Schedule Showing Total Paid to Each Supplier for Goods and Services**  
**Year Ended December 31, 2017**

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RECEIVER GENERAL FOR CANADA	704,752.50
REVENUE SERVICES OF BC	45,600.00
SPATIAL TECHNOLOGIES PARTNERSHIP GROUP	32,900.87
STANTEC CONSULTING LTD.	53,312.50
STONE PACIFIC CONTRACTING LTD.	223,310.09
TELUS COMMUNICATIONS INC.	112,630.85
URBAN SYSTEMS LTD	65,378.04
VANCOUVER ISLAND REGIONAL LIBRARY	217,172.00
VISA - MISCELLANEOUS	43,591.17
WEDLER ENGINEERING	35,044.29
WORKSAFE BC	<u>72,156.87</u>
<b>Subtotal - Aggregate Payments Exceeding \$25,000</b>	<b>10,599,313.77</b>
<b>Payments to Suppliers for Grants and Contributions Exceeding \$25,000</b>	
DUNCAN BUSINESS IMPROVEMENT AREA SOCIETY	209,795.42
DUNCAN COWICHAN CHAMBER OF COMMERCE	30,000.00
<b>Total Paid to Suppliers who received Aggregate Payments of \$25,000 or less</b>	<u><b>1,354,616.62</b></u>
<b>Total Paid to Suppliers</b>	<b>12,193,725.81</b>
<b>Less: Expenses Paid on Behalf of Elected Officials/Employees</b>	<b>-84,609.02</b>
<b>Total Expenses per Schedule 4 of Consolidated Financial Statements</b>	<u><b>8,733,791.00</b></u>
<b>Variance</b>	<u><b>3,375,325.79</b></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 2017**  
**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*.



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Talitha Soldera, CPA, CGA  
Director of Finance  
June 4, 2018



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Phil Kent  
Mayor  
June 4, 2018

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

**Statements of Financial Information for 2017**  
**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.



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Talitha Soldara, CPA, CGA  
Director of Finance  
June 4, 2018