

Statements of Financial Information for 2018 as per the Financial Information Act

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CITY OF DUNCAN
Schedule of Debts
December 31, 2018

Bylaw	Fund and Purpose	MFA Issue#	Year Maturing	Interest Rate	Balance Outstanding
2004	General Fund - Cowichan Aquatic Centre	117	2026	3.25%	\$ 878,048
1843	Sewer Fund - 1999 Lagoon Improvements	70	2019	2.10%	31,504
Total					<u>\$ 909,552</u>

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, 2018

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 & Employees
Year Ended December 31, 2018

1 Elected Officials - *See Notes on Page 4*

Name	Position	Benefits	Remuneration	Expenses
Kent, Philip	Mayor	\$ 3,108.71	\$ 24,091.52	\$ 3,071.18
Staples, Michelle	Councillor/Mayor	3,384.64	17,146.44	2,388.47
Duncan, Thomas	Councillor	1,080.98	14,794.52	2,806.47
Bell, Michelle	Councillor	2,433.21	12,303.92	3,166.23
Jackson, Sharon	Councillor	1,259.85	12,331.92	629.33
Horgan, John	Councillor	1,629.33	7,397.24	141.76
Bruce, Roger	Councillor	2,433.21	12,331.92	-
Brooke, Bob	Councillor	50.18	2,465.76	-
Bruce, Garry	Councillor	112.03	2,465.76	-
Capps, Jennifer	Councillor	112.03	2,465.76	-
Middlemiss, Stacy	Councillor	112.03	2,465.76	-
Newington, Carol	Councillor	112.03	2,465.76	-
Total - Elected Officials		\$ 15,828.23	\$ 112,726.28	\$ 12,203.44

2 Employees - *See Notes on Page 4*

Name	Remuneration	Expenses
de Verteuil, Peter	\$ 133,753.19	\$ 6,554.98
McCusker, Emmet	126,302.60	820.00
Thew, Leonard	105,718.80	1,816.48
Crossman, Bernice	91,174.82	2,931.61
Massingham, Kevin	84,498.73	140.00
Desautels, Chris	78,535.73	1,633.45
McKinlay, Michael	88,110.37	2,842.04
Subtotal	708,094.24	16,738.56
Consolidated total of employees with remuneration of \$75,000 or less	1,808,690.82	53,933.96
Total - Employees	\$ 2,516,785.06	\$ 70,672.52

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CITY OF DUNCAN
Schedule of Remuneration & Expenses
for Elected Officials & Employees
Year Ended December 31, 2018

3 Reconciliation

Total remuneration and benefits - elected officials	\$ 128,554.51
Total remuneration - employees	<u>2,516,785.06</u>
Subtotal	2,645,339.57
Total Wages & Benefits per Note 16 of the Consolidated Financial Statements	<u>3,107,214.00</u>
	<u><u>\$ 461,874.43</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.

The remuneration reported in Section 2 includes wages and taxable benefits at the employee's base rate. In addition, remuneration can also include overtime (for unionized employees), retirement allowances, banked time payouts and remuneration paid for the municipal elections. Other factors such as start dates of new employees and maternity leaves can also affect the remuneration levels of an employee from year to year.

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.

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CITY OF DUNCAN
Statement of Severance Agreements
Year Ended December 31, 2018

There was one severance agreement made between the City of Duncan and its non-unionized employees during fiscal year 2018.

This agreement represented a 1 week 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, 2018

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AON REED STENHOUSE INC	39,063.76
APTEAN COMPUTER MANAGEMENT GROUP	28,188.35
ASSOCIATED FIRE SAFETY EQUIPMENT	26,099.52
BC ASSESSMENT AUTHORITY	48,135.92
BC HYDRO & POWER AUTHORITY	377,693.43
BROTHERS JANITORIAL SERVICES	60,730.38
CDN. CORPS OF COMMISSIONAIRES	79,111.84
COPCAN CIVIL LTD.	660,489.05
CORIX WATER PRODUCTS LP	761,969.97
COWICHAN HISTORICAL SOCIETY	26,898.00
COWICHAN VALLEY REG. HOSPITAL DIST.	534,278.50
COWICHAN VALLEY REGIONAL DISTRICT	1,726,046.25
COWICHAN TRIBES	174,260.64
CUPE LOCAL 358	34,368.44
DUNCAN PAVING COMPANY	243,495.80
FINELINE ROAD MARKING LTD	49,281.86
FINNING (CANADA)	98,023.51
FORT GARRY FIRE TRUCKS	733,638.08
GRAYCON GROUP	71,605.78
KTI LIMITED	83,341.37
LANARC CONSULTANTS LTD	41,826.38
MCELHANNEY CONSULTING SERVICES LTD	152,267.29
METRO MOTORS LTD	160,220.48
MILESONE ENGINEERING	483,937.95
MINISTER OF FINANCE	979,181.10
MUNICIPAL INSURANCE ASSOC OF B. C.	44,143.73
MUNICIPAL PENSION PLAN	361,262.07
MUNRO THOMPSON COMMUNICATIONS INC	81,855.82
NORTH COWICHAN DISTRICT MUNICIPALITY	804,436.32
PACIFIC BLUE CROSS	158,883.13
PARKLAND REFINING (BC LTD)	60,384.99
RAYLEC POWER LTD	81,140.25

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CITY OF DUNCAN
Schedule Showing Total Paid to Each Supplier for Goods and Services
Year Ended December 31, 2018

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RECEIVER GENERAL FOR CANADA	723,502.57
VALLEY TRAFFIC SYSTEMS	39,805.78
VANCOUVER ISLAND REGIONAL LIBRARY	227,724.00
VISA - MISCELLANEOUS	39,113.42
WASTE CONNECTIONS	30,176.46
WESTCOAST GROUTING	25,721.85
WESTERN TRAFFIC LTD	30,065.79
WORKSAFE BC	<u>63,428.81</u>
Subtotal - Aggregate Payments Exceeding \$25,000	10,445,798.64
 Payments to Suppliers for Grants and Contributions Exceeding \$25,000	
DUNCAN BUSINESS IMPROVEMENT AREA SOCIETY	218,646.54
DUNCAN COWICHAN CHAMBER OF COMMERCE	30,141.75
Total Paid to Suppliers who received Aggregate Payments of \$25,000 or less	<u>1,680,719.91</u>
Total Paid to Suppliers	12,375,306.84
Less: Expenses Paid on Behalf of Elected Officials/Employees	-82,875.96
Total Expenses per Schedule 4 of Consolidated Financial Statements	<u>8,137,245.00</u>
Variance	<u>4,155,185.88</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.

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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*.

Bernice Crossman, CPA, CGA
Director of Finance
June 17, 2019

Michelle Staples
Mayor
June 17, 2019

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

Statements of Financial Information for 2018
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.

Bernice Crossman, CPA, CGA
Director of Finance
June 17, 2019