



2017

**STATEMENT OF FINANCIAL
INFORMATION**

City of Colwood

Statement of Financial Information

FISCAL YEAR ENDED DECEMBER 31, 2017
FINANCIAL INFORMATION ACT

CITY OF COLWOOD | www.colwood.ca

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City of Colwood
2017 Statement of Financial Information
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Section 1

Statement of Financial Information Approval

Approved by Council for the City of Colwood at the regular meeting of June 25, 2018.

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



Christopher Paine, CPA, CGA
Director of Finance
June 25, 2018



Carol Hamilton
Mayor
June 25, 2018

Section 2

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 Canadian generally accepted accounting principles as prescribed by the Public Sector Accounting Board (“PSAB”) of the Canadian Institute of Chartered Accountants. The integrity and objectivity of these statements are management’s responsibility. Management is also responsible for all statements and schedules and for ensuring that this information is consistent with the information contained in the audited 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.

Mayor and Council are responsible for ensuring that management fulfils its responsibilities for financial reporting and internal controls. Mayor and Council meet with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The external auditors, MNP LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination includes a review and evaluation of the City’s systems of internal controls and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. Their examination does not relate to the other schedules and statements required by the Financial Information Act.

On behalf of The City of Colwood,

A handwritten signature in black ink that reads "Chris Paine". The signature is written in a cursive style with a horizontal line underneath the name.

Christopher Paine, CPA, CGA

Director of Finance

June 25, 2018

Section 3

Financial Statements

For the year ended December 31, 2017

The 2017 consolidated financial statements were approved by Council on April 23, 2018 and are available on the City's website or upon request. This information has not been included in this report.

Section 4

Schedule of Debts

For the year ended December 31, 2017

Long Term Debt

Information on the long term debt of the City of Colwood is shown in Note 8 of the 2017 consolidated financial statements.

Debt covered by sinking funds or reserves

As shown in Note 8 of the 2017 consolidated financial statements, long term debt of \$10,983,909 has been borrowed through the Municipal Finance Authority. The debentures are issued on a sinking fund basis.

Section 5

Schedule of Guarantee and Indemnity Agreements

For the year ended December 31, 2017

The City of Colwood has not given any guarantees or indemnities under the Guarantees and Indemnities regulation.

Section 6

Schedule of Council Remuneration and Expenses For the year ended December 31, 2017

ELECTED OFFICIAL	REMUNERATION AND ALLOWANCE FOR INCIDENTAL EXPENSES	EXPENSES INCURRED FOR MEETINGS, COURSES AND CONVENTIONS
CHONG, LILJA	\$ 13,511.50	\$ 2,878.03
DAY, CYNTHIA	13,511.50	3,741.51
HAMILTON, CAROL	27,023.13	3,832.07
LOGAN, GORDIE	13,511.50	3,008.44
MARTIN, ROBERT	13,511.50	2,941.87
NAULT, JASON	13,511.50	2,988.61
TRACE, TERRY	13,511.50	1,131.22
TOTAL	\$ 108,092.13	\$ 20,521.75

Section 7
Schedule of Employee Remuneration and Expenses
For the year ended December 31, 2017

EMPLOYEE NAME	POSITION	REMUNERATION*			EXPENSES **
		Gross Earnings	Taxable Benefits	TOTAL	
ABRAHAMSON, SCOTT	FIRE LIEUTENANT/INSPECTOR	102,881.72	2,324.88	\$ 105,206.60	\$ 4,656.99
ANGELIUS, BOB	PW ROADS FOREMAN	83,516.71	471.00	83,987.71	1,368.00
BEAUVILLIER, GORD	PW PARKS FOREMAN	77,820.77	1,147.14	78,967.91	2,436.29
BOURHILL, IAIN	DIRECTOR OF PLANNING	125,375.07	1,282.79	126,657.86	3,591.87
BOYLE, ROB	CHIEF ENGINEERING TECH	93,626.80	1,962.31	95,589.11	-
CARLSEN, DENNIS	PLANNER	79,505.32	4,251.10	83,756.42	1,557.86
CASSIDY, JOHN	FIRE CHIEF	134,782.18	3,082.79	137,864.97	4,909.19
CHOW, GREG	ASSISTANT FIRE CHIEF	116,821.00	3,082.79	119,903.79	2,709.34
CLARK, SHIREEN	<i>Union Leave</i>	84,303.90	1,170.38	85,474.28	-
DEBUCY, ANDREA	DIRECTOR OF FINANCE	94,631.26	13,646.66	108,277.92	2,176.33
ERWIN, BRYAN	FIREFIGHTER CAPTAIN	107,581.11	2,406.36	109,987.47	3,332.21
HALL-JARDINE, KERRY	SENIOR ACCOUNTANT	78,525.31	1,119.18	79,644.49	4,077.46
HEPTING, JENNIFER	DEPUTY DIRECTOR OF FINANCE	118,561.09	2,032.08	120,593.17	4,170.78
HOGLUND, NICHOLA	DIRECTOR OF ENGINEERING	100,952.01	2,275.19	103,227.20	278.13
HOWAT, IAN	CHIEF ADMINISTRATIVE OFFICER	170,483.88	3,082.69	173,566.57	5,394.30
HUSBAND, BRIAN	BUILDING INSPECTOR III	76,457.20	1,614.64	78,071.84	438.23
LOCKHART, HELEN	ENGINEER	82,306.40	1,905.66	84,212.06	2,632.65
MARTIN, LINDA	RCMP WATCH CLERK	77,702.42	1,088.16	78,790.58	-
MOLNAR, BRENT	MANGER OF DEVELOPMENT	90,008.10	2,275.19	92,283.29	1,581.39
MYLES, ROSS	PW MANAGER	112,066.45	2,998.44	115,064.89	122.00
PETTIGREW, JOSH	FIREFIGHTER MECHANIC	94,240.93	2,208.61	96,449.54	2,496.19
PIKULA, FLORIAN	BUILDING INSPECTOR III	120,867.23	1,560.80	122,428.03	2,111.63
RUSSELL, SANDRA	COMMUNICATIONS MANAGER	94,376.67	1,936.68	96,313.35	1,493.13
SKILLINGS, MIKE	FLEET SUPERVISOR/MECHANIC	100,071.68	1,934.94	102,006.62	1,621.42
SMITH, KYLE	FIREFIGHTER	85,745.90	1,466.51	87,212.41	615.36
TWIDALE, CRAIG	FIRE LIEUTENANT	108,752.72	2,346.59	111,099.31	1,931.70
VANBUSKIRK, PAT	DIRECTOR OF CORPORATE SERVICES	127,242.72	3,082.79	130,325.51	675.97
VANDERKAMP, IVO	DEPUTY DIRECTOR OF PLANNING	86,682.33	1,936.68	88,619.01	2,208.16
TOTAL \$75,000 OR MORE				\$ 2,895,581.91	\$ 58,586.57
TOTAL UNDER \$75,000				3,591,053.86	107,302.29
GRAND TOTAL				\$ 6,486,635.77	\$165,888.86

* Remuneration (a) includes any form of salary, wages, bonuses, gratuities, taxable benefits, payment into trust or any form of income deferral paid by the corporation to the employee or on behalf of the employee during the fiscal year being reported upon, whether or not such remuneration is reported under the Income Tax Act (Canada) and (b) does not include anything payable under a severance agreement. Non-taxable amounts such as the Employer's contributions to Municipal Superannuation are not included in employee remuneration.

** Expenses are defined as travel expenses, memberships, tuition, relocation, vehicle expenses, extraordinary hiring expenses, registration fees and similar amounts paid directly to an employee or to a third party on behalf of the employee, which has not been included in 'remuneration.'

Section 8

Schedule of Severance Agreements For the year ended December 31, 2017

There were no severance agreements made between the City of Colwood and its non-unionized employees during the fiscal year ended December 31, 2017.

Prepared under the Financial Information Regulation, Schedule 1, subsection 6 (7).

Section 9

Schedule of Payments to Suppliers of Goods and Services For the year ended December 31, 2017

SUPPLIER NAME	2017 Amount Paid
AON REED STENHOUSE INC	\$ 123,383.00
BC HYDRO & POWER AUTHORITY	292,317.52
BRANT TRACTOR LTD	122,650.94
C-1 CONTRACTOR	1,140,515.89
CAMPUS NISSAN	124,525.74
CAPITAL REGIONAL DISTRICT WATER	27,442.73
CAPITAL REGIONAL DISTRICT ANIMAL CONTROL	61,750.00
CHEVRON CANADA LIMITED	93,918.88
CITY OF LANGFORD (IT SUPPORT SERVICES)	116,951.78
CLL RENOVATIONS	27,119.12
COLWOOD VOLUNTEER FIREFIGHTERS ASSOCIATION	42,260.00
COMMERCIAL AQUATIC SUPPLIES	49,392.00
CO-OPERATORS	35,545.84
CREST (EMERGENCY SERVICES)	43,542.00
DIALOG BC INC	146,437.18
DIAMOND MUNICIPAL SOLUTIONS	35,568.23
DISTRICT OF SAANICH (FIRE DISPATCH)	53,857.25
DL'S BINS LTD	39,988.01
E.H. EMERY ELECTRIC LTD	50,517.65
GOLDER ASSOCIATES LTD	41,809.65
GRAPHIC OFFICE INTERIORS	38,941.56
GREATER VICTORIA LABOUR RELATIONS ASSOCIATION	136,697.54
GREATER VICTORIA PUBLIC LIBRARY	819,229.00
GREGG DISTRIBUTORS CO LTD	35,161.61
ISLAND ASPHALT COMPANY	48,329.92
ISLAND KEY COMPUTER LTD	36,742.64
JENNER CHEVROLET BUICK GMC	86,763.72

SUPPLIER NAME	2017 Amount Paid
KERR WOOD LEIDAL CONSULTING ENGINEERS	33,678.27
KRISTENSEN, PER	58,807.62
MAINROAD MAINTENANCE PRODUCTS	61,507.28
METRO MOTORS LTD	48,392.96
MINISTER FINANCE (MSP PREMIUMS)	104,700.00
MNP LLP	27,838.13
MUNICIPAL FINANCE AUTHORITY (FINANCING COSTS)	1,459,229.20
MUNICIPAL PENSION PLAN	1,118,080.00
PACIFIC BLUE CROSS	234,046.01
PACIFIC CENTRE FAMILY SERVICES ASSOCIATION	49,855.35
PRAIRIE COAST EQUIPMENT	59,584.00
PROLINE ELECTRICAL SYSTEMS LTD	40,561.72
RAYLEC POWER LTD	118,292.33
RECEIVER GENERAL FOR CANADA (RCMP CONTRACT)	2,329,154.75
ROCKY MOUNTAIN PHOENIX	83,337.89
SCANSA CONSTRUCTION	487,203.52
SCHO'S LINE PAINTING LTD	27,773.96
SCOTTISH LINE PAINTING LTD	29,302.53
SOUTH ISLAND PROSPERITY PROJECT	31,318.00
TETRA TECH CANADA INC	109,058.26
WEST SHORE PARKS & RECREATION SOCIETY	1,110,077.00
WESTCOAST MACHINERY	63,923.28
WESTERRA EQUIPMENT LP	31,730.51
YOUNG ANDERSON	218,174.57
TOTAL \$25,000 OR MORE	11,806,986.54
TOTAL UNDER \$25,000	1,559,288.05
GRAND TOTAL	\$ 13,366,274.59

Section 10

Schedule of Grants For the year ended December 31, 2017

GRANT IN AID RECIPIENT	AMOUNT
Colwood Garden Society	\$ 5,000.00
Colwood Volunteer FireFighter Association	125
Communica: Dialogue and Resolution Services Society	2,000
Creatively United for the Planet Society	1,000
Crisis Intervention and Public Information Society of Greater Victoria (Need2)	1,000
Disabled Sailing Association of British Columbia	1,000
Greater Victoria Bike to Work Society	1,500
Green Teams of Canada (Greater Victoria Green Team)	4,800
Habitat Acquisition Trust	2,500
Stigma-Free Society (formerly Bipolar Disorder Society of BC)	1,250
West Shore Arts Council	5,000
Youth for Christ Victoria	1,000
Big Brothers Big Sisters of Victoria Capital Region	2,000
Fort Rodd Hill & Fisgard Lighthouse National Historic Sites	1,500
Greater Victoria Volunteer Society (Volunteer Victoria)	1,000
Island Sexual Health Society	1,000
School District #62 (Royal Bay Secondary School Dry Grad)	1,000
School District #62 (Wishart Elementary School Art Mural)	3,500
Royal Canadian Legion (Prince Edward #91)	3,375
Vancouver Island Film & Media Commission	1,000
IACDI (Intermunicipal Advisory Committee on Disability Issues)	1,300
GRAND TOTAL	\$ 41,850

The total amounts paid to employees (Section 7), to suppliers (Section 9) and to grant recipients (Section 10) per the SOFI varies from the total expenses per the 2017 consolidated statement of operations (Section 3) for a number of reasons. The SOFI includes supplier payments for capital expenditures, and capital expenditures are not reflected on the consolidated statement of operations. The SOFI reflects activity of the City of Colwood only, where the consolidated financial statements include the activity of both the City of Colwood and West Shore Parks and Recreation Society. Further, the SOFI is prepared on a cash basis, where the consolidated financial statements are prepared on an accrual basis.