



2016

**STATEMENT OF FINANCIAL
INFORMATION**

City of Colwood

Statement of Financial Information

FISCAL YEAR ENDED DECEMBER 31, 2016
FINANCIAL INFORMATION ACT

CITY OF COLWOOD | www.colwood.ca

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City of Colwood
2016 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 26, 2017.

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*.



Andrea deBucy, CPA, CGA
Director of Finance
June 26, 2017



Carol Hamilton
Mayor
June 26, 2017

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,



Andrea deBucy, CPA, CGA
Director of Finance
June 26, 2017

Section 3

Financial Statements

For the year ended December 31, 2016

The 2016 consolidated financial statements were approved by Council on April 24, 2017 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, 2016**

Long Term Debt

Information on the long term debt of the City of Colwood is shown in Note 6 of the 2016 consolidated financial statements.

Debt covered by sinking funds or reserves

As shown in Note 6 of the 2016 consolidated financial statements, long term debt of \$11,900,560 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, 2016

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, 2016

ELECTED OFFICIAL	REMUNERATION AND ALLOWANCE FOR INCIDENTAL EXPENSES	EXPENSES INCURRED FOR MEETINGS, COURSES AND CONVENTIONS
CHONG, LILJA	\$ 13,297.68	\$ 808.81
DAY, CYNTHIA	13,297.68	1,575.59
HAMILTON, CAROL	26,595.50	1,893.19
LOGAN, GORDIE	13,297.68	-
MARTIN, ROBERT	13,297.68	728.81
NAULT, JASON	13,297.68	707.31
TRACE, TERRY	13,297.68	85.00
TOTAL	\$ 106,381.58	\$ 5,798.73

Section 7
Schedule of Employee Remuneration and Expenses
For the year ended December 31, 2016

EMPLOYEE NAME	POSITION	REMUNERATION*			EXPENSES **
		Gross Earnings	Taxable Benefits	TOTAL	
ABRAHAMSON, SCOTT	FIREFIGHTER	89,695.88	2,310.72	\$ 92,006.60	\$ 1,174.78
ANGELIUS, BOB	PW ROADS FOREMAN	80,105.96	445.72	80,551.68	325.00
ATKINSON, KEVIN	SR BYLAW OFFICER	81,557.00	1,913.41	83,470.41	1,568.21
BAXTER, MICHAEL	CITY ENGINEER	131,319.38	2,622.86	133,942.24	13.00
BEAUVILLIER, GORD	PW PARKS FOREMAN	76,841.35	1,780.93	78,622.28	1,631.64
BOURHILL, IAIN	DIRECTOR OF PLANNING	118,106.47	2,098.41	120,204.88	2,473.92
BOYLE, ROB	CHIEF ENGINEERING TECH	93,598.52	1,886.96	95,485.48	-
BROOKS, NORA	ADMIN SUPPORT COORDINATOR	74,685.97	1,733.39	76,419.36	2,620.27
CARLSEN, DENNIS	PLANNER	76,875.21		76,875.21	717.17
CASSIDY, JOHN	FIRE CHIEF	119,484.41	3,208.41	122,692.82	75.00
CHOW, GREG	ASSISTANT FIRE CHIEF	111,666.68	3,189.06	114,855.74	1,252.43
CLARK, KERRI	PLANNER	81,911.48	1,829.36	83,740.84	1,591.52
DEBUCY, ANDREA	DIRECTOR OF FINANCE	151,845.39	25,740.00	177,585.39	5,236.17
ERWIN, BRYAN	FIRE LIEUTENANT/INSPECTOR	104,229.87	2,406.56	106,636.43	1,421.28
GALE, FRANK	FIRE CAPTAIN/MECHANIC	94,499.15	1,988.47	96,487.62	532.85
HALL-JARDINE, KERRY	SENIOR ACCOUNTANT	78,741.10	1,165.09	79,906.19	2,290.74
HEPTING, JENNIFER	DEPUTY DIRECTOR OF FINANCE	87,407.36	2,218.30	89,625.66	2,819.85
HOWAT, IAN	CHIEF ADMINISTRATIVE OFFICER	163,106.17	3,760.35	166,866.52	3,056.79
LOCKHART, HELEN	ENGINEER	82,281.48	1,958.27	84,239.75	3,003.12
MARTIN, LINDA	RCMP WATCH CLERK	77,380.09	1,130.23	78,510.32	-
MCCUSKER, EMMET	DEPUTY DIRECTOR OF ENGINEERING	112,317.33	2,273.81	114,591.14	4,400.13
MYLES, ROSS	PW MANAGER	112,032.49	2,585.22	114,617.71	1,229.51
PIKULA, FLORIAN	CHIEF BUILDING INSPECTOR	105,135.68	1,346.32	106,482.00	1,802.73
RUSSELL, SANDRA	COMMUNICATIONS MANAGER	92,642.84	1,993.10	94,635.94	1,347.68
SKILLINGS, MIKE	FLEET SUPERVISOR/MECHANIC	98,472.26	1,856.54	100,328.80	1,807.76
SMITH, KERRY	FIRE CHIEF	131,472.76	3,040.41	134,513.17	3,787.28
SMITH, KYLE	FIREFIGHTER	77,135.50	1,485.86	78,621.36	491.13
SOPHONOW, ROB	PW CHARGEHAND	74,505.51	1,116.04	75,621.55	-
STAUFFER, KARI-ANN	RCMP WATCH CLERK	84,921.02	261.78	85,182.80	-
TWIDALE, CRAIG	FIRE LIEUTENANT	117,219.94	2,406.56	119,626.50	2,333.94
VANBUSKIRK, PAT	DIRECTOR OF ADMINISTRATION	130,823.78	3,712.41	134,536.19	1,098.30
VANDERKAMP, IVO	DEPUTY DIRECTOR OF PLANNING	87,220.74	1,993.10	89,213.84	2,990.82
TOTAL \$75,000 OR MORE				3,286,696.42	53,093.01
TOTAL UNDER \$75,000				3,195,573.62	49,382.60
GRAND TOTAL				\$ 6,482,270.04	\$ 102,475.60

* 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, 2016

There were two severance agreements made between the City of Colwood and its non-unionized employees during the fiscal year ended December 31, 2016.

The first severance agreement represented 4.25 months of compensation, and was based on a combined value of salary and health care benefits.

The second severance agreement represented 10.42 months of compensation, and was based on a combined value of salary and health care benefits.

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, 2016

SUPPLIER NAME	2016 Amount Paid
AON REED STENHOUSE INC	\$ 153,128.00
AQUA-TEX	58,077.36
ASSOCIATED ENGINEERING BC LTD	37,685.18
AUBREY'S ENTERPRISES LTD	25,102.53
BC HYDRO & POWER AUTHORITY	262,869.80
CAPITAL CITY PAVING	181,744.50
CAPITAL REGIONAL DISTRICT WATER DIVISION	32,180.01
CAPITAL REGIONAL DISTRICT ANIMAL CONTROL DIVISION	61,150.00
CHEVRON CANADA LIMITED	91,381.01
CITY OF LANGFORD (IT SUPPORT SERVICES)	136,492.33
COAST ENVIRONMENTAL LTD	75,533.44
COLWOOD VOLUNTEER FIREFIGHTERS ASSOCIATION	38,125.00
CO-OPERATORS	37,011.06
CREST (EMERGENCY SERVICES)	42,492.00
DIAMOND COMMUNICATIONS	52,909.24
DIAMOND SOFTWARE INC	32,074.74
DISTRICT OF SAANICH (FIRE DISPATCH)	87,781.71
DL'S BINS LTD	48,884.10
E.H. EMERY ELECTRIC LTD	34,041.69
FREUNDLICH, CLIVE CPA	54,789.54
GREATER VICTORIA LABOUR RELATIONS ASSOCIATION	126,529.32
GREATER VICTORIA PUBLIC LIBRARY	789,471.10
GREGG DISTRIBUTORS CO LTD	34,814.07
ISLAND ASPHALT COMPANY	34,540.64
ISLAND KEY COMPUTER LTD	34,550.88
JENNER CHEVROLET BUICK GMC	105,877.55
KERR WOOD LEIDAL CONSULTING ENGINEERS	25,544.50

SUPPLIER NAME	2016 Amount Paid
KRISTENSEN, PER	85,062.76
MINISTER FINANCE (MSP BENEFITS)	105,727.00
MNP LLP	29,657.25
MUNICIPAL FINANCE AUTHORITY (FINANCING COSTS)	589,109.76
PACIFIC BLUE CROSS	215,506.53
PACIFIC CENTRE FAMILY SERVICES ASSOCIATION	51,160.21
PAYNE ENGINEERING GEOLOGY	45,137.40
PROLINE ELECTRICAL SYSTEMS LTD	39,048.71
P & R TRUCK CENTRE LTD	223,075.71
RAYLEC POWER LTD	105,014.02
RECEIVER GENERAL FOR CANADA (RCMP CONTRACT)	2,647,998.98
ROCKY MOUNTAIN PHOENIX	131,224.19
SCHO'S LINE PAINTING LTD	25,102.70
TETRA TECH WEI INC	48,271.76
TOMAHAWK TREE SERVICE LTD	26,591.25
URBAN SYSTEMS	28,297.50
WEST SHORE PARKS & RECREATION SOCIETY	840,790.36
WESTBROOK CONSULTING LTD	29,697.15
YOUNG ANDERSON	168,533.24
TOTAL \$25,000 OR MORE	8,129,787.78
TOTAL UNDER \$25,000	1,576,023.65
GRAND TOTAL	\$ 9,705,811.43

Section 10

Schedule of Grants For the year ended December 31, 2016

GRANT IN AID RECIPIENT	AMOUNT
BIG BROTHERS BIG SISTERS OF VICTORIA	\$ 2,000
COMMUNICA DIALOGUE & DISPUTE RESOLUTION SERVICES SOCIETY	2,000
CRISIS INTERVENTION AND PUBLIC INFORMATION SOCIETY GR VICTORIA	1,000
GREATER VICTORIA BIKE TO WORK SOCIETY	1,500
GREATER VICTORIA VOLUNTEER SOCIETY (VOLUNTEER VICTORIA)	1,000
INTERMUNICIPAL ADVISORY COMMITTEE	1,200
JUAN DE FUCA PERFORMING ARTS CENTRE SOCIETY	2,400
RECEIVER GENERAL OF CANADA (FORT RODD HILL & FISGARD LIGHTHOUSE)	1,500
ROYAL CANADIAN LEGION (PRINCE EDWARD BRANCH #91)	2,000
SCHOOL DISTRICT #62 (ROYAL BAY SECONDARY SCHOOL, BELMONT SECONDARY SCHOOL)	2,000
SOCIETY FOR ARTS ON THE SOUTH ISLAND (COAST COLLECTIVE ART CENTRE)	4,000
VANCOUVER ISLAND SOUTH FILM COMMISSION	1,000
VICTORIA COMPOST EDUCATION CENTRE	1,500
WEST SHORE ARTS COUNCIL	3,000
GRAND TOTAL	\$ 26,100

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 2016 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.