

2019 STATEMENT OF FINANCIAL INFORMATION

# MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the Financial Information Act (the "Act") have been prepared by management in accordance with Canadian public sector accounting standards, 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 contained in the financial statements.

Management is also responsible for implementation and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Regional Board of Directors is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal controls and exercises this responsibility through the Regional Services Committee of the Board.

The external auditors, BDO Canada LLP, conduct an independent examination, in accordance with Canadian 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 Regional District's system of internal control and 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 Corporate Services Committee of the Board.

On Behalf of Cowichan Valley Regional District

Natalie Wehner, CPA, CMA Corporate Financial Officer, Finance Division Cowichan Valley Regional District May 13, 2020

# STATEMENT OF FINANCIAL INFORMATION APPROVAL

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*.

Natalie Wehner CPA, CMA Corporate Financial Officer

May 28, 2020

Date

Aaron Stone Chairperson

May 29, 2020 Date

Prepared under the Financial Information Regulation, Schedule 1, Section 9

# SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

The Cowichan Valley Regional District has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

Prepared under the Financial Information Regulation, Schedule 1, Section 5(3) and 5(4)

### STATEMENT OF SEVERANCE AGREEMENT

There was one severance agreement under which payment commenced between the Cowichan Valley Regional District and its non-unionized employees during fiscal year 2019.

This agreement represents 9.68 months of compensation.

"Compensation" is defined as salary plus benefits.

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

### COWICHAN VALLEY REGIONAL DISTRICT DIRECTOR REMUNERATION AND EXPENSES YEAR ENDED DECEMBER 31, 2019

Director	Position	Remuneration	Expenses		
			Note 1		
Salmon, B.	Director - Area A	35,503.80	7,106.34		
Acton, S.	Director - Area B	33,342.20	10,573.46		
Wilson, M.	Director - Area C	33,172.62	8,218.37		
lannidinardo, L.	Director - Area D	34,242.20	11,958.61		
Nicholson, A.	Director - Area E	34,242.20	7,962.20		
Morrison, I.	Chair - Director - Area F **	61,747.99	19,105.43		
Smith, L.	Director - Area G	34,182.83	13,771.47		
Marcotte, M.	Director - Area H	33,172.62	3,128.58		
Kuhn, K.	Director - Area I	33,622.62	14,289.16		
Staples, M.	Director - Duncan	19,145.16	-		
Stone, A.	Chair - Director - Ladysmith	22,248.59	-		
McGonigle, T.	Director - Lake Cowichan	19,145.16	765.60		
Marsh, K.	Director - North Cowichan	20,380.36	472.03		
Siebring, A.	Director - North Cowichan	19,145.16	41.54		
Toporowski, D.	Director - North Cowichan	19,145.14	489.52		
Ryan, S.	Alternate - Area A	1,328.50	-		
Goddard, H.	Alternate - Area B	1,464.21	-		
Herriott, D.	Alternate - Area C	266.22	-		
MacNeil, J.	Alternate - Area E	1,190.19	-		
Taylor, G.	Alternate - Area G	1,064.88	220.40		
Haime, C.	Alternate - Area H	2,928.42	-		
Tatham, J.	Alternate - Area I	532.44	94.54		
Duncan, T.	Alternate - Duncan	399.33	-		
McKay, P.	Alternate - Ladysmith	133.11	-		
Sandhu, K.	Alternate - Lake Cowichan	1,597.32	278.40		
Justice, C.	Alternate - North Cowichan	3,186.84	41.54		
Manhas, T.	Alternate - North Cowichan	266.22	41.54		
		\$ 466,796.33 \$	98,558.73		

\*\* Chair term ended November 13, 2019

Note 1 Expenses include travel, conference, and mileage expenses.

#### COWICHAN VALLEY REGIONAL DISTRICT EMPLOYEE REMUNERATION AND EXPENSES YEAR ENDED DECEMBER 31, 2019 EARNINGS GREATER THAN \$75,000

Employee	Position	Remuneration Note 1	Expenses Note 2
Adair, J.	Solid Waste Operations Superintendent	\$ 109,526.44	\$ 1,918.62
Aikenhead, A.	Human Resources Advisor	78,560.48	3,995.28
Anderson, G.	Building/Plumbing Inspector/Bylaw Enforcement Officer	77,170.65	660.83
Annis, E.	Procurement Officer	78,801.87	7,141.22
Askham, T.	Manager, Island Savings Centre (ISC)	118,161.78	4,956.12
Batstone, K.	Planner III	97,582.74	1,922.24
Blatchford, L.	Manager, Cowichan Lake Recreation	122,348.63	4,430.25
			-
Bowen, T.	Assistant Finance Manager, Operations South Cowichan Administration & Facility Booking Coordinator	93,812.72 95,512.73	3,335.97 3,327.94
Boyles, S. Boyles, T.	Utilities - Underground Services	83,408.96	48.98
Breen, C.	Senior Planner	157,437.00	6,396.35
Bryski, S.	Building/Plumbing Inspector	79,732.21	1,460.82
Carruthers, B.	Chief Administrative Officer	225,657.75	8,743.48
Chester, W.	Recycling Leader	77,066.36	14.96
Coleman, B.	North/Central Cowichan Facility Coordinator	107,282.83	22.27
Coles, W.	Systems Technician III	79,445.73	522.69
Daugenet, L.	Engineering Technologist III	80,445.89	832.00
De Jong, J.	Fire Rescue Services Coordinator	93,555.43	7,731.00
Dennison, B.	Manager, Water Management	131,323.09	2,819.39
Dhami, R.	Senior Utilities Operator	105,144.72	2,470.51
Dias, R.	Parks Superintendent	107,361.18	1,663.07
Douglas, C.	Operations Attendant Lead Hand	75,893.35	-
Elder, B.	Utilities Operator II	81,321.75	713.42
Elzinga, J.	General Manager, Community Services	170,806.67	4,510.62
Etherington, T.	Utilities Operations Superintendent	118,780.48	2,430.63
Fairfield, H.	Operations Supervisor	81,156.48	477.42
Farquhar, B.	Manager, Parks & Trails	127,270.60	550.85
Faughnan, W.	Utilities Operator II	96,166.78	1,372.01
Frost, R.	West Cowichan Facility Coordinator	107,147.17	1,053.36
Gervais, Keir	Manager, Public Safety	110,318.84	13,896.89
Gidden, G	Parks & Trails Planner	81,592.39	2,281.49
Grant, R. Crieder, M	GIS Supervisor	89,006.52 86,884.46	3,233.29
Grieder, M. Harrison, K.	Emergnecy Telecommunications Coodinator Deputy Corporate Secretary Legislative Services	108,416.56	1,004.23 802.50
Hatami, H.	General Manager, Engineering Services	164,978.07	690.97
Heppner, S.	Manager, Information Technology	118,967.24	679.88
Herrera, S.	Planner II	80,188.81	3,035.01
Horner, S.	Payroll Coordinator	93,086.06	2,031.66
Hovey, C.	Senior Planner	81,414.01	47.75
Hughes, J.	Secretary IV	81,948.78	18.56
Hulti, M.	Human Resources Consultant	113,416.85	2,657.77
Johnson, M.	Buidling Maintenance/Ice Maker II	86,174.58	-
Kaul, T.	Programmer 2	75,086.46	1,977.74
Knodel, N.	Senior Building/Plumbing Inspector/Bylaw Enforcement Officer	80,189.89	1,635.78
Knodel-Joy, L.	Senior Engineering Technologist	87,635.73	290.72
Kueber, M.	General Manager, Corporate Services	173,713.15	5,244.40
Lawrence, K.	Senior Environmental Analyst	87,326.60	1,628.37
Layseca, J.	Programs & Marketing Coordinator	85,113.77	1,079.04
Lendrum, R.	Operations Attendant Lead Hand	79,565.16	133.26
Lesergent, T.	Operations Lead Hand	97,059.82	-
Liddle, A.	South Cowichan Facility Coordinator	106,636.13	815.37
Liddle, K.	Manager, South Cowichan Recreation	117,458.00	3,493.91
Litchfield, N.	Utilities Operator II	81,495.23	611.43
MacDonald, I.	Senior Building/Plumbing Inspector/Bylaw Enforcement Officer	118,487.51	823.74

#### COWICHAN VALLEY REGIONAL DISTRICT EMPLOYEE REMUNERATION AND EXPENSES YEAR ENDED DECEMBER 31, 2019 EARNINGS GREATER THAN \$75,000

	EARNINGS GREATER THAN \$75,000			
Malones, M.	Utilities Operator II		84,109.40	2,399.12
Miller, C.	Manager, Environmental Services		116,590.42	3,590.84
Miller, M.	Parks Capital Projects Specialist		80,400.00	1,486.75
Mohan, B.	Manager, Human Resources		126,691.58	882.52
Molyneaux, J.	Utilties - Electrical and Instrumentation		104,114.20	400.71
Moore, J.	Environmental Analyst/Technician		88,769.13	2,675.42
Munn, J.	Planner II		80,067.57	2,563.23
Nelson, A.	Executive Assistant		78,560.48	-
Parker, D.	Engineering Technologist III		82,105.64	626.35
Raimondo, S.	Systems Project Tech		84,095.22	3,421.06
Rigby, J.	Programs & Events Coordinator		97,907.17	22.27
Rondeau, R.	Planner II		80,522.61	4,317.04
Rose, A.	Utilities Operator II		83,335.17	1,921.83
Sanderson, S.	Emergency Program Coordinator		108,207.09	411.55
Schrader, K.	Manager, Arts & Culture		117,433.36	5,436.37
Schumacher, K.	Manager, Communications and Engagement		99,845.27	3,966.31
Shewchuk, G.	Building/Plumbing Inspector		77,571.53	2,399.75
Smith, C.	Utilities Operator II		82,223.46	715.68
Soldera, T.	Assistant Finance Manager, Planning		107,019.99	3,684.08
Soroka, T.	Parks & Trails Planner		81,763.46	205.84
Spalding, A.	ISC Administration & Facility Booking Coordinator		97,501.64	
Thomson, V.	Assistant Project Engineer		88,342.82	2,132.80
Tippett, M.	Manager, Community & Regional Planning		141,429.75	2,204.06
Tokarek, A.	Asset Coordinator		99,245.28	2,668.38
Vetter, T.	Senior Accounting Analyst		76,557.04	3,245.61
Vezerian, K.	Human Resources Consultant		89,125.78	3,445.84
Wakeham, J.	Manager, Facilities & Transit		123,149.97	5,500.12
Waraich, T.	Manager, Recycling & Waste Management		118,473.29	7,304.37
Wehner, N.	Manager, Finance		124,048.04	5,473.05
Wilson, B.	Parks Field Operations Supervisor		80,181.24	407.84
Subtotal			8,443,430.69	197,144.85
Consolidated total	of employees earning less than \$75,000		10,602,203.39	57,959.69
Total Remunerati	on and Expenses for Employees	\$	19,045,634.08	\$ 255,104.54
	muneration for Elected Officials muneration for Employees			\$ 466,796.33 19,045,634.08
Subtotal:				19,512,430.41
Variance		Note	3	 4,320,099.59
Total Personnel C	osts as per consolidated financial statements			\$ 23,832,530.00

Note 1

Remuneration includes the sum of gross salary plus the value of taxable benefits.

Note 2

Expenses includes costs such as mileage to meetings, conference, professional accreditation, and membership fees. These expenses "... are not limited to expenses that are generally perceived as prerequisites or bestowing personal benefit, and may include expenditures required for employees to perform their job functions".

Note 3

The schedule of remuneration are based on actual payments made during 2019. This figure differs significantly from the expenses recorded in the financial statements which are reported on an accrual basis and included all wages and benefits accruing to staff.

Supplier	Total
ACME SUPPLIES LTD	65,827.93
AERZEN CANADA	70,697.23
AGAT LABORATORIES LTD	57,111.33
ARCHIE JOHNSTONE PLUMBING & HEATING LTD	554,495.33
AUTOMATIONDIRECT.COM	48,711.35
BC AQUIFER	47,503.52
BC HYDRO	971,432.52
BC TRANSIT	2,818,914.78
BDO CANADA LLP	37,847.25
BGC ENGINEERING INC	52,470.61
BLACK PRESS GROUP LTD	98,348.80
C & V SALES LTD dba C & V TRAILER SALES	104,048.00
CANADIAN CORPS OF COMMISSIONAIRES	133,505.58
CAPITAL REGIONAL DISTRICT	77,617.65
CDW CANADA	93,169.28
CENTRALSQUARE CANDA SOFTWARE INC	39,233.43
CHARTER TELECOM INC	177,170.14
CIMCO REFRIGERATION	175,456.89
CITY OF DUNCAN	215,587.41
CITY OF NANAIMO	576,993.30
CLARO ENVIRONMENTAL TECHNOLOGIES	150,873.03
CLEARTECH INDUSTRIES INC	37,807.65
COAST ENVIRONMENTAL LTD	410,592.61
COASTAL ANIMAL CONTROL SERVICES OF BC	99,225.00
COPCAN	691,198.82
COPPERTOP HOLDINGS LTD	46,304.88
CORPORATE EXPRESS INC. DBA STAPLES BUSINESS	124,639.57
COWICHAN ENGINEERING SERVICES	66,892.62
COWICHAN HOUSING ASSOCIATION	250,000.00
COWICHAN SYMPHONY SOCIETY	46,571.77
COWICHAN VALLEY HOSPICE SOCIETY	55,682.26
COWICHAN VALLEY SPORTS INC	108,398.80
COWICHAN WATERSHED SOCIETY	50,200.00
COWICHAN WOODWORK LTD	29,772.22
CROCKER EQUIPMENT CO LTD	190,935.29
CUPE LOCAL 358	184,906.09
CUTTING EDGE ENTERPRISES LTD	1,066,979.62
DAVID STALKER EXCAVATING LTD	506,664.92
DG TREE	46,516.24
DILLON CONSULTING LIMITED	31,319.87
DISTRICT MUNICIPALITY OF NORTH COWICHAN	365,598.62
DRILLWELL ENTERPRISES (1982) LTD	86,633.93
DUNCAN ELECTRIC MOTOR LTD	76,460.12
DUNCAN PAVING COMPANY	36,291.80
DUNCAN PRINTCRAFT	28,675.62
EASY LIVING LANDSCAPING (606550 BC LTD)	664,730.23
EB HORSMAN & SON	70,659.67
ECONICS INNOVATIONS INC	54,026.61
ECORA ENGINEERING & RESOURCE GROUP LTD	125,712.30

Supplier	Total
ESRI CANADA LIMITED	64,253.00
FILTERPRO SERVICES CANADA	47,066.88
FINNING CANADA	27,968.29
FISHER ROAD RECYCLING	765,700.91
FORTISBC - NATURAL GAS	72,826.00
FRONTIER POWER PRODUCTS LTD	25,758.88
GEE DAN PRODUCTIONS	54,331.55
GFL ENVIRONMENTAL INC	43,472.88
GFS BRITISH COLUMBIA	53,222.53
GM MASONRY INC	55,125.00
GRAPHIC OFFICE INTERIORS LTD	115,410.21
GREAT WEST EQUIPMENT	322,169.49
GREER DAVID	51,450.00
GT EXCAVATING	99,050.49
HEMMERA ENVIROCHEM INC	101,154.95
HOLLAND PLANNING INNOVATIONS INC	26,715.52
HOME DEPOT CREDIT SERVICES	45,323.85
ICBC	106,569.45
ICONIX WATERWORKS LIMITED PARTNERSHIP	645,676.30
IHR ADVISORY SERVICES	25,000.47
INTER-KRAFT CONTRACTING LTD	36,331.58
ISLAND CHEVROLET.BUICK.GMC	46,946.30
ISLAND INTEGRATED SYSTEMS LTD	177,622.95
ISLAND IRRIGATION & LANDSCAPING	89,874.63
ISLAND TRACTOR & SUPPLY LTD	47,381.34
JOHNSTON DAVIDSON ARCHITECTURE & PLANNING	39,847.23
JORNIC MARINE CONSTRUCTION	26,238.45
JWC ENVIRONMENTAL CANADA ULC	64,882.56
KAL TIRE	42,807.45
KEPSCO BC	43,396.50
KINETIC CONSTRUCTION LTD	280,199.82
KTI LIMITED	27,940.22
L.B. ENTERPRISES	93,247.69
LAIRD WHEATON PONTIAC BUICK CADILLAC GMC	48,277.57
LEON SIGNS LTD	44,201.61
LIESCH INTERIORS LTD	25,194.75
MAINROAD MAINTENANCE PRODUCTS	54,626.95
MANULIFE FINANCIAL	1,453,140.18
MARPOLE TRANSPORT LTD	1,101,840.28
MAZZEI ELECTRIC	86,398.60
MCELHANNEY CONSULTING SERVICES LTD	422,010.11
MEDICAL SERVICES PLAN	152,275.50
MERCURY REFRIGERATION PRODUCTS & SERVICES LTD	36,182.21
METTLER-TOLEDO INC	62,138.83
MICROSOFT CORPORATION	55,504.51
MILL BAY FIRE PROTECTION DISTRICT	50,000.00
MINISTER OF FINANCE	280,882.78
MODUS	105,609.72
MUNICIPAL INSURANCE ASSOCIATION OF BC (MIABC)	592,313.46
MUNICIPAL FINANCE AUTHORITY	7,727,781.21
MUNICIPAL PENSION PLAN	2,881,167.84
MVH URBAN PLANNING & DESIGN INC.	71,417.60
NEW LINE SKATEPARKS INC	168,923.32
NORTH GLASS & ALUMINUM LTD	46,830.00
NORTHWEST HYDRAULIC CONSULTANTS	212,405.31

Supplier	Total
OAKSTEAD TREE & PROPERTY CARE INC	25,395.39
P & R TRUCK CENTRE LTD	160,874.33
PACIFIC AUDIO WORKS	65,006.12
PALMER ENVIRONMENTAL CONSULTING GROUP INC.	60,176.82
PARHAR HOLDINGS LTD	32,473.75
PARKLAND REFINING	51,607.29
PAYNE ENGINEERING GEOLOGY LTD	77,001.87
PENINSULA CO-OP	77,392.47
PERFECTMIND INC	48,880.18
PITNEY WORKS	28,130.00
PLANET CLEAN (DUNCAN)	39,691.03
PONTIOUS CONTRACTING LTD	139,467.90
POWERHOUSE SHEET ROCK LTD	54,178.38
PRICE'S ALARMS SYSTEMS LTD	33,684.71
RADIOWORKS	180,330.94
RAMTECH ENVIRONMENTAL PRODUCTS	96,681.48
RC STRATEGIES INC	27,910.38
RECEIVER GENERAL	5,081,935.71
REGIONAL DISPOSAL COMPANY	1,825,239.78
RG PORTFOLIO SERVICES INC	32,280.91
RICOH CANADA INC	40,439.72
ROLLINS MACHINERY LIMITED	63,257.56
RONA INC	42,601.37
SAVE-ON-SEPTIC SERVICES INC	198,318.84
SHANTERO PRODUCTIONS INC	33,210.53
SHAW CABLESYSTEMS G.P.	56,778.21
SHAWNIGAN COBBLE HILL FARMERS INSTITUTE	31,451.25
SHUR-POWER ELECTRIC LTD SOFTCHOICE LP	30,209.32
SOUTHERN RAILWAY OF VANCOUVER ISLAND LTD	42,095.24
STEWART MCDANNOLD STUART	58,818.20 154,301.70
STONE PACIFIC CONTRACTING LTD	1,017,227.27
SUDDEN TECHNOLOGIES	40,290.01
SUNCOR ENERGY PRODUCTS PARTNERSHIP	138,378.75
SUPERIOR EXCAVATING LTD	136,013.42
SUPERIOR PROPANE	58,373.27
SYSCO VICTORIA	42,059.13
TAIJI COMMUNICATIONS CORP	54,582.95
TELUS	118,709.97
TELUS MOBILITY	89,188.89
TELUS SERVICES INC	45,418.17
TERRAM EXCAVATING LTD	37,337.67
THETIS ISLAND RESIDENTS AND RATEPAYERS	30,700.00
TOURISM COWICHAN SOCIETY	496,722.91
TOWN OF LADYSMITH	105,045.86
TOWN OF LAKE COWICHAN	321,805.73
TRIAD SIGN LTD	61,936.02
UNITED STEELWORKERS 1-1937	55,349.49
URBAN FOREST ENTERPRISES LTD (dba HIGH PERFORMANCE	41,337.10
URBAN SYSTEMS	36,883.09
V.I. ABATEMENT SERVICES LTD	25,068.75
VALLEY CARPET ONE	83,039.20
VANCOUVER ISLAND REGIONAL LIBRARY	4,132,876.00
VAN-ISLE TRUCK TECH LTD	29,874.01
VICTORIA FORD ALLIANCE LTD	43,365.92

Supplier		Total		
VICTORIA FORD ALLIANCE LTD dba GLENOAK FORD		60,954.88		
WASTE CONNECTIONS OF CANADA INC.		45,177.81		
WASTE MANAGEMENT OF CANADA CORP		32,884.79		
WATERLINE RESOURCES INC		83,457.35		
WAYWEST MECHANICAL LTD		47,712.37		
WEST BAY MECHANICAL LTD		215,728.67		
WESTWOOD METALS LTD	109,157.62			
WFR WHOLESALE FIRE & RESCUE LTD		26,384.18		
WORKERS' COMPENSATION BOARD		388,659.46		
WSP CANADA GROUP LIMITED		222,995.23		
YENDOR LOGGING		46,250.66		
YOUNG ANDERSON BARRISTERS & SOLICITORS		52,078.76		
Total paid to suppliers who received aggregate payments of greater				
than \$25,000	\$	49,027,344.94		
Consolidated total paid to suppliers who received aggegate				
payments of \$25,000 or less		5,272,742.41		
TOTAL PAID TO SUPPLIERS	\$	54,300,087.35		
Consolidated total of grants exceeding \$25,000		842,963.00		
Consolidated total of contributions exceeding \$25,000		188,949.00		
Consolidated total of all grants and contributions exceeding				
\$25,000	\$	1,031,912.00		
Total Grants, Contributions and Suppler Payments	\$	55,331,999.35		

The schedule of payments is a "cash basis" listing and therefore the total will differ significantly from the expenditures in the consolidated financial statements which are reported for the most part on an accrual basis resulting in timing differences. Furthermore, there are disbursements on this report which are not considered expenditures for financial statement purposes including payments made to other taxing authorities, employee payroll deductions and debt principal repayments.

# COWICHAN VALLEY REGIONAL DISTRICT YEAR ENDED DECEMBER 31, 2019 PAYMENTS EXCEEDING \$25,000 FOR THE PURPOSES OF GRANTS OR CONTRIBUTIONS

Grants	
CHESTERFIELD SPORTS SOCIETY	75,000.00
COWICHAN AQUATICS	136,636.00
COWICHAN COMMUNITY POLICING ADVISORY SOCIETY	122,894.00
COWICHAN LAKE COMMUNITY SERVICES	54,336.00
COWICHAN SPORTSPLEX	57,177.00
COWICHAN WOMEN AGAINST VIOLENCE SOCIETY	27,034.00
COWICHAN VALLEY HOSPICE SOCIETY	60,000.00
FRANK JAMESON COMMUNITY CENTRE	39,216.00
LADYSMITH RECREATION	111,602.00
SOCIAL PLANNING COWICHAN	59,525.00
SOUTH COWICHAN COMMUNITY POLICING ADVISORY SOCIETY	68,843.00
THETIS ISLAND RESIDENTS AND RATEPAYERS ASSOCIATION	30,700.00
	842,963.00
Contributions	
COWICHAN STATION AREA ASSOCIATION	52,629.00
KAAZTA HISTORICAL SOCIETY	29,496.00
VICTIM SERVICES	106,824.00
	188,949.00
Total Grants and Contributions	\$ 1,031,912.00
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