



2024

STATEMENT OF FINANCIAL  
INFORMATION

# **City of Colwood**

## **Statement of Financial Information**

FISCAL YEAR ENDED DECEMBER 31, 2024  
FINANCIAL INFORMATION ACT

**City of Colwood**  
**2024 Statement of Financial Information**  
**Table of Contents**

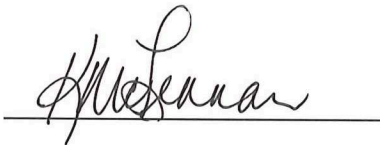
<b>Description</b>	<b>Section</b>
Statement of Financial Information Approval	1
Management Report	2
Consolidated Financial Statements	3
Schedule of Debts	4
Schedule of Guarantee and Indemnity Agreements	5
Schedule of Council Remuneration and Expenses	6
Schedule of Employee Remuneration and Expenses	7
Schedule of Severance Agreements	8
Schedule of Payments to Suppliers of Goods and Services	9
Schedule of Grants	10

## Section 1

# Statement of Financial Information Approval

Approved by Council for the City of Colwood at the regular meeting of June 23, 2025.

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*.



Kathy McLennan, CPA, CGA  
Director of Finance / Chief Financial Officer  
June 23, 2025



Doug Kobayashi  
Mayor  
June 23, 2025

## 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, KPMG 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, appearing to read 'J. Johnson', written over a horizontal line.

Jason Johnson  
Chief Administrative Officer  
June 23, 2025

A handwritten signature in black ink, appearing to read 'K. McLennan', written over a horizontal line.

Kathy McLennan, CPA, CGA  
Director of Finance / Chief Financial Officer  
June 23, 2025

## **Section 3**

# **Financial Statements**

## **For the year ended December 31, 2024**

The 2024 consolidated financial statements were approved by Council on May 12, 2025 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, 2024**

#### **Long Term Debt**

Information on the long-term debt of the City of Colwood is shown in Note 9 of the 2024 consolidated financial statements.

#### **Debt covered by sinking funds or reserves**

As shown in Note 9 of the 2024 consolidated financial statements, long term debt outstanding of \$10,810,313 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, 2024**

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, 2024

ELECTED OFFICIAL	POSITION	REMUNERATION AND ALLOWANCE FOR INCIDENTAL EXPENSES	EXPENSES INCURRED FOR MEETINGS, COURSES AND CONVENTIONS
DAY, CYNTHIA	COUNCILLOR	\$ 28,885	\$ 3,488
GROVE, DAVID	COUNCILLOR	28,885	2,319
JANTZEN, DEAN	COUNCILLOR	28,885	562
JORDISON, KIMBERLY	COUNCILLOR	28,885	2,252
KOBAYASHI, DOUG	MAYOR	57,770	145
OLSEN, MISTY	COUNCILLOR	28,885	4,606
WARD, IAN	COUNCILLOR	28,885	2,198
TOTAL		\$ 231,080	\$ 15,570

## Section 7

### Schedule of Employee Remuneration and Expenses For the year ended December 31, 2024

EMPLOYEE NAME	POSITION	REMUNERATION*			Expenses**
		Gross Earnings	Taxable Benefits	TOTAL	
ABRAHAMSON, LISA	EMERGENCY SUPPORT COORDINATOR	74,862	527	75,389	45
ABRAHAMSON, SCOTT	ASSISTANT FIRE CHIEF	147,046	1,221	148,267	3,578
ANDERSON, PETER	PARKS LEAD HAND	81,142	546	81,688	412
ANDREWS, JOSHUA	HEAD ENGINEER	115,440	636	116,075	824
ASHCROFT, REN	INFRASTRUCTURE ACCOUNTANT	96,114	641	96,755	1,035
BAKKER, VAUGHN	ENGINEERING TECHNICIAN	80,258	548	80,806	2,168
BAYLIS, JOSHUA	MANAGER OF ENGINEERING	163,000	1,221	164,221	2,473
BEAUVILLIER, GORDON	MANAGER OF PARKS	117,898	1,221	119,119	2,709
BINGHAM, DIEGO	INFORMATION TECHNOLOGY ANALYST	94,268	641	94,909	848
BLAKELY, MATTHEW	SENIOR PLANNER	108,465	614	109,079	2,235
BOSOMWORTH, MAIRI	SENIOR PLANNER	76,872	641	77,513	945
BOURHILL, IAIN	DIRECTOR OF COMMUNITY PLANNING	160,590	1,941	162,531	6,501
BOYLE, ROBERT	DIRECTOR OF PUBLIC WORKS	155,430	1,221	156,651	1,336
BRADLEY, SHAUN	OCCUPATIONAL HEALTH & SAFETY ADVISOR	82,906	536	83,442	1,754
BRYSON, DANIEL	ROADS SUPERVISOR	102,687	598	103,285	359
CARVETH, KARYNN	EXECUTIVE LIAISON	80,934	879	81,813	1,288
CASSIDY, RYAN	FIREFIGHTER	85,616	721	86,337	2,811
CHOW, GREG	ASSISTANT FIRE CHIEF	115,450	912	116,362	45
CLARK, SHIREEN	UNION LEAVE	138,178	625	138,803	-
CLARKE, STEVEN	FIREFIGHTER	106,310	907	107,217	2,503
COULTER, MEGAN	PAYROLL COORDINATOR	84,642	593	85,235	1,833
CYR, LORI	FACILITIES PROCUREMENT SPECIALIST	74,656	455	75,111	1,706
DEAN, STACY	RCMP WATCH CLERK	84,972	575	85,547	-
DOUGLAS, CATHERINE	HUMAN RESOURCES COORDINATOR	94,002	1,024	95,025	2,942
DOWNTON, MARK	MANAGER OF INFORMATION TECHNOLOGY	144,615	1,221	145,836	2,802
EARL, ROBERT	CHIEF ADMINISTRATIVE OFFICER	221,446	1,221	222,667	2,384
EDEN, DEANNA	INTERMEDIATE ENGINEERING TECHNOLOGIST	100,485	609	101,093	437
ERWIN, BRYAN	FIRE CHIEF	179,421	1,221	180,643	3,127
FAYKES, GARY	BUILDING OFFICIAL III	112,776	641	113,417	742
FIELDEN, KELSEA	DEVELOPMENT PLANNER I	84,612	593	85,205	1,753
FISHER, ROB	PARKS SUPERVISOR	93,824	641	94,465	602
GIVENS, DESIREE	DEVELOPMENT PLANNER II	94,132	607	94,739	1,593
GOBLE, BRIAN	MANAGER OF GIS DATA	128,603	1,221	129,824	462
GRANT, BYRON	MANAGER OF BUILDING & BYLAW	159,227	1,941	161,168	2,490
GREEN, TANYA	RCMP WATCH CLERK	95,269	575	95,844	-
HARRISON, TREVOR	IRRIGATION TECHNICIAN	77,794	523	78,317	1,117
HEPTING, JENN	DIRECTOR OF FINANCE	189,931	1,221	191,152	6,373
HERNANDEZ BANUELAS, YAZMIN	DIRECTOR OF DEVELOPMENT SERVICES	77,483	758	78,241	-
HILDEBRAND, VAUGHN	BUILDING OFFICIAL III	107,296	641	107,937	2,856
IRVING, AMANDA	COORDINATOR OF CORPORATE SERVICES	75,194	433	75,627	759
KAHL, BRANDON	FIREFIGHTER	77,785	700	78,485	1,110
KHYERALOVA, IRYNA	FINANCIAL ACCOUNTANT	103,128	641	103,770	1,920
KNUTSON, AARON	ENGINEERING TECHNOLOGIST	100,480	641	101,121	436
LALANDE, MARCY	MANAGER OF CORPORATE SERVICES	153,682	1,221	154,903	2,268



## Section 7

# Schedule of Employee Remuneration and Expenses continued

For the year ended December 31, 2024

EMPLOYEE NAME	POSITION	REMUNERATION*			Expenses**
		Gross Earnings	Taxable Benefits	TOTAL	
LEATHAM, WILLIAM	RCMP WATCH CLERK	81,508	575	82,084	-
LE CORRE, KATE	RCMP COURT LIAISON/EXHIBITS CLERK	78,704	553	79,257	-
MANI, VIRGINIA	RCMP WATCH CLERK	85,112	575	85,687	-
MARTIN, NATHAN	UTILITIES LEAD HAND	77,835	546	78,380	1,443
MASON, RACHEL	INFORMATION TECHNOLOGY TECHNICIAN	84,552	593	85,145	3,046
MCINNES, CAMERON	UTILITIES SUPERVISOR	93,389	641	94,031	2,683
MCKELLAR, STEVEN	BYLAW COMPLIANCE OFFICER	85,545	543	86,088	2,852
MCKAY, JARED	REVENUE ACCOUNTANT	105,798	641	106,439	4,991
MCLENNAN, KATHRYN	MANAGER OF FINANCE	161,650	1,221	162,872	8,969
MCPHEE, GRAYDON	PARKS SUPERVISOR	88,076	625	88,701	722
MONROE, JENNIFER	RCMP WATCH CLERK	82,044	575	82,620	-
MURPHY, SEAN	PARKS LEAD HAND	80,348	546	80,894	257
NORTHROP, TANNER	MANAGER OF ROADS & UTILITIES	120,459	1,221	121,680	3,551
OLSTEAD, QUENTON	UTILITIES LEAD HAND	79,091	546	79,636	2,790
PERKINS, CANDACE	MANAGER OF HUMAN RESOURCES	167,504	1,221	168,725	5,340
PETTIGREW, JOSH	ASSISTANT FIRE CHIEF	145,343	1,006	146,350	2,848
PETTEPIECE, TYLER	ENGINEERING LEAD - CAPITAL PROJECTS	104,718	641	105,359	3,136
POOLE, MICHAEL	FIREFIGHTER	107,760	907	108,667	214
ROSENBERG, JOHN	DIRECTOR OF ENGINEERING	186,181	1,221	187,402	2,249
ROWE, BRITTANY	BUILDING OFFICIAL III	102,090	621	102,711	4,667
ROY, JEFFREY	FIREFIGHTER	100,633	811	101,444	4,783
ROY, RICHARD	SENIOR PLANNER	107,382	641	108,024	1,380
RUSSELL, SANDRA	MANAGER OF COMMUNICATIONS	149,528	1,221	150,749	1,184
RUSSELL, JOHN	DEPUTY DIRECTOR OF PUBLIC WORKS	110,345	641	110,987	764
SCHWAB, RHONDA	GIS LAND RECORDS TECHNICIAN	93,508	625	94,133	2,190
SEEGER, CHER	RCMP WATCH CLERK	82,352	559	82,912	-
SMITH, KYLE	FIREFIGHTER	132,781	1,006	133,787	1,120
SMITH, RICHARD	SENIOR BYLAW OFFICER	91,204	639	91,843	2,452
SMITH, AVRIL	RCMP COURT LIAISON/EXHIBITS CLERK	82,922	553	83,475	-
SMITH, JENNIFER	ENGINEERING COORDINATOR	74,682	527	75,209	2,699
SUZUKI, KAITLYN	PLANNING TECHNICIAN	81,204	548	81,752	295
THOMSEN, PETE	PARKS IRRIGATION LEAD HAND	77,840	546	78,385	129
TWIDALE, CRAIG	FIREFIGHTER	120,676	1,003	121,678	929
VANDERFORD, JASON	HEAVY DUTY MECHANIC	103,884	641	104,525	1,251
WHITE, JAMES	UTILITIES CHARGEHAND	82,571	555	83,125	1,920
WHITTAKER, ADAM	FIREFIGHTER	119,854	988	120,842	5,032
<b>TOTAL \$75,000 OR MORE</b>		<b>8,627,992</b>	<b>63,242</b>	<b>8,691,235</b>	<b>149,469</b>
<b>TOTAL UNDER \$75,000</b>				<b>2,502,770</b>	<b>28,932</b>
<b>GRAND TOTAL</b>				<b>11,194,005</b>	<b>178,401</b>

\* 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, 2024**

There were no severance agreements made between the City of Colwood and its employees during the fiscal year ended December 31, 2024.

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, 2024

SUPPLIER NAME	2024 Amount Paid
AARDVARK PAVEMENT MARKING SERVICES	\$ 64,990
ACERA INSURANCE SERVICES LTD	64,320
ACKLANDS - GRAINGER INC.	33,305
ALLTERRA CONSTRUCTION LTD	252,449
ANGUS REID GROUP INC	27,720
ASSOCIATED ENGINEERING (B.C.)LTD	188,435
ASSOCIATED FIRE SAFETY	95,921
AUBREY'S ENTERPRISES LTD.	67,371
BARTLETT TREE EXPERTS	31,750
BC HYDRO & POWER AUTHORITY	329,328
BC LIFE	56,921
BEAVER ELECTRICAL MACHINERY	161,746
BLACK PRESS GROUP LTD	39,513
B-LINE TIRE & AUTO SUPPLY LTD	82,670
CANADIAN LINEN	29,712
CAPITAL CITY PAVING LTD	406,715
CAPITAL REGIONAL DISTRICT	28,447
CAPITAL REGIONAL DISTRICT ANIMAL CONTROL DIVISION	65,021
CAPITAL REGIONAL DISTRICT - WATER	99,292
CDW CANADA CORP	55,280
CENTRALSQUARE CANADA SOFTWARE INC	95,558
CITY OF LANGFORD - RCMP	239,698
CITY OF SURREY - FIRE DISPATCH	78,944
CLL RENOVATIONS	71,904
COLLIERS PROJECT LEADERS INC	47,997
COLUMBIA FUELS	114,231
COMMUNITY SOCIAL PLANNING COUNCIL	133,940
COMPUGEN INC	109,064
CO-OPERATORS	80,923
CREST (EMERGENCY SERVICES)	65,305
CUSTOM FALLING TREE SERVICE LTD	26,061
DAECO INSTALLATIONS LTD	244,498
DL'S BINS LTD	143,030
DON MANN EXCAVATING LTD	37,961
E.H. EMERY ELECTRIC LTD	117,351



## Schedule of Payments to Suppliers of Goods and Services continued

For the year ended December 31, 2024

SUPPLIER NAME	2024 Amount Paid
ENERGY NETWORK SERVICES	38,718
ESRI CANADA LIMITED	42,012
FLYNN CANADA LTD	231,841
FOCUS FLEET AND FUEL MANAGEMENT	75,390
GFL ENVIRONMENTAL INC	59,495
GGI ROAD & TRAFFIC	91,844
GREATER VICTORIA LABOUR RELATIONS ASSOCIATION	129,942
GREATER VICTORIA PUBLIC LIBRARY	1,104,625
GREEN TEAMS OF CANADA	33,750
GREGG DISTRIBUTORS CO. LTD.	71,612
H2X CONTRACTING LTD	60,698
INTROBA CANADA LLP	71,560
ISLAND ASPHALT COMPANY	28,353
KGS GROUP INC	57,592
KINETIC DESIGN-BUILD LTD	101,441
KPMG LLP	39,008
LATORIA SOUTH DEVELOPMENT LP	674,857
LICKER GEOSPATIAL CONSULTING CO	69,835
MAINROAD MAINTENANCE PRODUCTS	48,785
MCELHANNEY LTD	351,118
METRO MOTORS LTD	180,610
MF CONSTRUCTION CONTRACTING INC	50,927
MINISTER OF FINANCE - REVENUE DIVISION, INCOME TAXATION BRANCH	219,833
MODUS	75,545
MUNICIPAL INSURANCE ASSOCIATION of BC	290,552
MUNICIPAL PENSION PLAN	1,028,914
NORS CONSTRUCTION EQUIPMENT CANADA GW LTD	187,802
NORTHBRIDGE EXCAVATING LTD	2,749,324
OLYMPIC VIEW GOLF CLUB	40,197
OPEN TEXT CORPORATION	35,929
PACIFIC BLUE CROSS	399,233
PACIFIC CENTRE FAMILY SERVICES ASSOCIATION	191,400
RAYLEC POWER LP	105,463
RECEIVER GENERAL (CPP, EI PREMIUMS)	617,044
RECEIVER GENERAL FOR CANADA (RCMP)	3,631,562

# Schedule of Payments to Suppliers of Goods and Services

continued

For the year ended December 31, 2024

SUPPLIER NAME	2024 Amount Paid
RICOH CANADA INC.	26,384
ROCKY MOUNTAIN PHOENIX	82,225
SCANSA CONSTRUCTION LTD	1,968,185
SCHOOL DISTRICT #62	184,048
SHYLO VENTURES LTD	25,749
SOUTHERN BUTLER PRICE	91,689
STANTEC CONSULTING LTD	94,554
STEVE MARSHALL FORD	235,335
SURESPAN CONSTRUCTION LTD	630,137
TELUS MOBILITY (BC)	30,840
THE SHERWIN-WILLIAMS CO	28,839
THE SIGN PAD	36,771
THRIVE SOCIAL SERVICES SOCIETY INC. NO S0050101	28,252
TOMAHAWK TREE SERVICE LTD.	25,213
UNIVERUS SOFTWARE CANADA INC	80,220
UPANUP STUDIOS	87,577
URBAN SYSTEMS	254,687
VALLEY TRAFFIC SYSTEMS INC.	74,765
VICTORIA DRAIN SERVICES LTD	55,102
WEST SHORE PARKS & REC SOCIETY	1,688,749
WESTERRA EQUIPMENT LP	120,932
WORK TRUCK WEST A DIV OF WEST COAST MACHINERY INC	125,032
WORKSAFE BC	319,297
WSP CANADA INC	139,429
YOUNG ANDERSON	247,569
<b>TOTAL PAYMENTS TO SUPPLIERS-AGGREGATE PAYMENTS EXCEEDING \$25,000</b>	<b>23,655,759</b>
<b>TOTAL PAYMENTS TO SUPPLIERS-AGGREGATE PAYMENTS \$25,000 OR LESS</b>	<b>2,583,480</b>
<b>GRAND TOTAL PAYMENTS TO SUPPLIERS</b>	<b>\$ 26,239,239</b>



## Section 10

### Schedule of Grants and Contributions For the year ended December 31, 2024

RECIPIENT	AMOUNT
<b>Grant in Aid Program:</b>	
Access West Shore Society	\$ 600
BC/Yukon Command of The Royal Canadian Legion Foundation	2,000
Big Brothers Big Sisters of Victoria Capital Region	3,300
Capital Bike Society	1,800
Friends of Havenwood Park	400
Greater Victoria Volunteer Society	900
Juan De Fuca Performing Arts Centre Society	1,100
Need 2 Suicide Prevention Education And Support	2,000
Open Gate Church	1,500
Peninsula Streams Society	1,500
QCHAT Support Association	2,000
Reimagine West Shore Community Society	1,300
Rewired Recovery Foundation	1,400
Royal Canadian Legion (Prince Edward Branch #91)	4,500
Sarah Beckett Memorial Run	1,300
School District #62 - (Royal Bay Dry Grad)	900
Stigma-Free Society	1,400
Take A Hike Foundation	2,000
The Salvation Army Connection Point Church And Resource Centre	2,000
Vancouver Island South Film & Media Commission	2,500
Victoria Brain Injury Society	1,200
Victoria Screammers Boccia Club	500
Westshore Charity Quilt Society	1,000
<b>Grants:</b>	
Community Social Planning Council - Colwood Rent Bank (Annual Grant)	30,000
Colwood Volunteer Firefighters Association (Annual Grant)	49,600
Hulitan Family And Community Services Society (Grant)	20,342
Rechwan, Laura (Create Places Grant)	4,500
<b>GRAND TOTAL</b>	<b>\$ 141,542</b>

*The total amounts paid to employees (Section 7), to suppliers (Section 9) and to grant and contribution recipients (Section 10) per the SOFI varies from the total expenses per the 2024 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.*