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Encompassing the Coastal Communities of Ocean Falls, Bella Bella, Denny Island, Oweekeno and the Bella Coola Valley

June 09, 2017

Ministry of Community, Sport and Cultural Development
Local Government and Finance
PO Box 9838 Stn Prov Govt
Victoria, B.C.
V8W 9T1

Re: Filing Under the Financial Information Act – SOFI 2016

Attached please find the Statement of Financial Information, the SOFI Checklist, and the audited financial statements as required under the *Financial Information Act* for the year ended December 31, 2016.

The board of directors considered the package at their board meeting held on June 08, 2017 and the following resolution was carried:

THAT the Statement of Financial Information prepared by the Chief Financial Officer pursuant to the *Financial Information Act* for the year ended December 31, 2016 be approved and submitted to the Ministry of Community, Sport and Cultural Development.

Yours truly,
CENTRAL COAST REGIONAL DISTRICT

Donna Mikkelson
Acting Chief Administrative Officer/
Chief Financial Officer



CENTRAL COAST REGIONAL DISTRICT

DATE: June 01, 2017

TO: Board of Directors

FROM: Donna Mikkelson, Chief Financial Officer

SUBJECT: Filing Under the Financial Information Act – SOFI 2016

RECOMMENDATION:

THAT the Statement of Financial Information (SOFI) prepared by the Chief Financial Officer pursuant to *Financial Information Act (FIA)* for the year ended December 31, 2016 be approved and submitted to the Ministry of Community, Sport and Cultural Development.

Attached please find the 2016 Financial Reporting required under the *Financial Information Act* which requires the approval of the board of directors. Once approved, it will be attached to a cover letter for the Ministry and accompanied by the Financial Information Regulation (FIR), Schedule 1, Checklist and the 2016 audited financial statements. The report, statements and checklist comprise the complete package to be submitted to the Ministry.

Please note that the signatures of the CAO and the Board Chair are required.

Of significance to the readers of this report, are the criteria used in determining the specifics of what expenditures constitute remuneration and expenses reported. The Regulations for this reporting vary from what other authorities may deem to be remuneration or expenses. For clarity, the following table provides the specifics in this regard:

SCHEDULE OF REMUNERATION AND EXPENSES

Pursuant to the Financial Information Regulation, Schedule 1, Section 6

Remuneration	Salary, hourly wages (pool) including stat holiday and vacation pay, overtime
	Cell Phone allowance
	Directors per diem
	Directors meeting remuneration
	Cariboo Regional District portion of benefits which are taxable to employees (Life insurance)
	Medical Services Plan (MSP) premiums – taxable benefit
Expenses	Directors annual payment for printing supplies
	Directors monthly travel allowance
	Conventions & professional development conferences: accommodation, meals, airfares or other travel (per km), taxi fare, registration fees
NOT INCLUDED in above	Employers portion of Canada Pension Plan contributions (CPP) and Employment Insurance (EI) premiums
	Employers portion of Municipal Pension Plan (MPP) – taxable income in the future
	Cariboo Regional District benefits which are non taxable (extended health, dental , short and long term disability, health and AD&D)
	WorksafeBC premiums

Respectfully submitted,



Donna Mikkelson, CFO

CENTRAL COAST REGIONAL DISTRICT
2016 FINANCIAL REPORTING – Filing under the Financial Information ACT (FIA)

**SCHEDULE SHOWING THE REMUNERATION AND EXPENSES PAID TO OR ON
BEHALF OF EACH EMPLOYEE**

FIR Schedule 1, sections 6(2), (3), (4), (5) and (6)

**1. Elected Officials, Employees appointed by Cabinet and Members of the
Board of Directors**

Name	Position	Remuneration	Expenses
McCullagh, Catherine	Director, Area A	1,575	1,298
Coutts, Clinton	Alternate Director, Area A	1,200	-
Johnson, Frank	Director, Area A	1,425	350
Moody-Humchitt, Reg	Director, Area B	1,925	1,800
Sayers, Alison	Director, Area C	8,075	6,369
Krimmer, Alison	Alternate Director, Area C	300	-
Hall, Richard	Director, Area D	3,100	1,800
Hart, Randy	Alternate Director, Area D	300	-
Schooner, Sam	Director, Area E	2,400	1,800
Kirk, Courtney	Alternate Director, Area E	450	-
Total		\$20,750	\$13,417

**2. Other Employees (excluding those listed in Part 1 above)
(List all employees, alphabetically, with remuneration and expenses
exceeding \$75,000, excluding those listed in Section 1 above)**

Name	Position	Remuneration	Expenses
Blake, Darla	Chief Administrative Officer	122,580	10,530
McIlwain, Ken	Public Works Manager	86,418	4,589
Consolidated total of other employees with remuneration and expenses of \$75,000 or less	All	268,440	21,274
Total Other Employees		\$477,438	\$36,393

3. Reconciliation

Total remuneration – elected officials, employees appointed by Cabinet and members of the Board of Directors	34,167
Total remuneration – other employees	513,831
Sub Total	547,998
Reconciling Items – Charter air travel to bring directors to board meetings	11,638
- Employer share of Municipal Pension Plan, CPP, EI and WorksafeBC premiums and employee benefits not included in above, but included in financial statements	50,446
Total per Statement of Revenue and Expenditure (Dir Expense & Wages)	\$610,082

CENTRAL COAST REGIONAL DISTRICT
2016 FINANCIAL REPORTING

SCHEDULE SHOWING PAYMENTS MADE FOR THE PROVISION OF GOODS OR SERVICES

1. Alphabetical list of suppliers who received aggregate payments exceeding \$25,000

Supplier Name	Aggregate amount paid to supplier
Carey McIver & Associates	36,647
CU Mastercard	56,401
Diesel Cowboy Transport	25,048
Don Nygaard & Son Ltd	229,864
Leftside Partners Inc	41,427
Mikk's Admin Services	79,582
Municipal Finance Authority	28,007
Municipal Insurance Association	25,659
Municipal Pension Plan – Company portion	40,433
Peters Bros. Construction Ltd	46,179
Receiver General – Co. portion of EI, CPP	25,275
Span Master	341,596
Tetra Tech EBA Inc.	52,395
Vancouver Island Regional Library	51,256
Wilmax Electric	42,153
Total Aggregate amount paid to suppliers (A)	\$1,121,922

2. Consolidated total paid to suppliers who received aggregate payments of \$25,000 or less

(B)	\$379,183
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3. Total of payments to suppliers for grants and contributions exceeding \$25,000

Consolidated total of grants exceeding \$25,000	0
Consolidated total of contributions exceeding \$25,000	0
Consolidated total of all grants and contributions exceeding \$25,000 (C)	\$ 0

4. Reconciliation

Total of aggregate payments exceeding \$25,000 paid to suppliers (A)	1,121,922
Consolidated total of payments of \$25,000 or less paid to suppliers (B)	379,183
Consolidated total of all grants and contributions exceeding \$25,000 (C)	0
Reconciling Items - (Wages and Related Costs)	610,082
- Transfer to Asset Replacement Fund	30,254
- Transfer to Landfill post closure fund	30,000
- Amortization	120,620
Total per Statement of Operations (Consolidated + B, F, H, K)	\$2,292,061

CENTRAL COAST REGIONAL DISTRICT
2016 Financial Reporting

STATEMENT OF SEVERANCE AGREEMENTS

Fir, schedule 1, subsection 6(7)

There were no severance agreements made between the Central Coast Regional District and its non-unionized employees for the year ended December 31, 2016.

Prepared under the Financial Information Regulation, Schedule 1, subsection 6(8)

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

FIR, Schedule 1, section 5

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

CENTRAL COAST REGIONAL DISTRICT
FINANCIAL REPORTING FOR THE YEAR ENDED DECEMBER 31, 2016

STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned represents the Board of Directors of the Central Coast Regional District and approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.



Chair Alison Sayers
June 08, 2017

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*.



Donna Mikkelson
Officer Assigned Responsibility for
Financial Administration under the
Local Government Act.

CENTRAL COAST REGIONAL DISTRICT
2016 FINANCIAL REPORTING

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 contained 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.

The Board of Directors is responsible to ensuring that management fulfills its responsibilities for financial reporting and internal control and exercises this responsibility through meetings with management and with the auditors.

The external auditors, PMT Chartered Accountants, 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 regional district's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The auditors have full and free access to the Board of Directors and meet annually.

On behalf of the CENTRAL COAST REGIONAL DISTRICT



Donna Mikkelson, CFO
Officer Assigned Responsibility for
Financial Administration



Donna Mikkelson, Acting CAO
Officer Assigned Responsibility for
Corporate Administration