

Report

Date February 4, 2026

File:

Subject 4th Quarter of 2025 List of Supplier Payments

PURPOSE

To provide a listing of payments to suppliers totalling over \$10,000 in the fourth quarter of 2025.

BACKGROUND

At the April 22, 2022 Council meeting, it was resolved:

“THAT staff be directed to prepare, on a quarterly basis, a list of payments for goods and services expended in excess of \$10,000 during the previous quarter, to be included in the Consent Agenda”.

During the July 17, 2024 Council meeting, Council discussed the continued receipt of the supplier payments list. While no formal recommendation was made, it was generally agreed that the report is beneficial and should continue to be received quarterly.

DISCUSSION

The attached report lists, by supplier name, the total payments made to each supplier during the fourth quarter of 2025 (October to December) exceeding \$10,000.

In the fourth-quarter listing, some suppliers are described as “Property Tax Refunds.” These entries represent situations where both the mortgage company and the property owner have made property tax payments for the same property. When this occurs, the tax account ends up with an overpayment, and a refund is issued to the appropriate party.

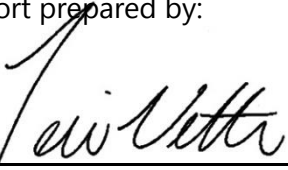
You will also see suppliers with the description “Supplementals.” These represent refunds issued when BC Assessment reduces a property’s assessed value after tax notices have already been sent. When an assessment is lowered, North Cowichan is required to refund the resulting difference in property taxes.

Staff receive weekly data uploads from BC Assessment that outline any assessment changes. These updates are reviewed and processed to ensure our systems and tax calculations remain accurate.

RECOMMENDATION

THAT Council receive the 4th Quarter of 2025 List of Supplier Payments report dated February 4, 2026, from the Director, Financial Services, for information.

Report prepared by:



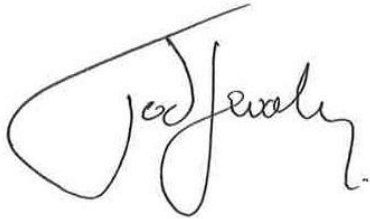
Teri Vetter CPA, CGA
Director, Financial Services

Report reviewed by:



Bill Corsan
General Manager, Corporate Services and
Community Relations

Approved to be forwarded to Council:



Ted Swabey
Chief Administrative Officer

Attachment:

(1) 4th Quarter 2025 Payment Listing