

City of Port Alberni British Columbia

2012 Comprehensive Annual Financial Report

For the year ended December 31, 2012



**THE CITY
OF PORT ALBERNI
BRITISH COLUMBIA, CANADA**

**COMPREHENSIVE
ANNUAL
FINANCIAL REPORT
2012**

FISCAL YEAR ENDED DECEMBER 31, 2012

This Document
Prepared by the Finance Department

Cover photo credit: Erica Watson

CITY OF PORT ALBERNI

INDEX TO COMPREHENSIVE ANNUAL FINANCIAL REPORT

DECEMBER 31, 2012

	PAGE
INTRODUCTORY SECTION	
Letter from the Director of Finance	2
GFOA Award	4
Directory of Officials	6
Municipal Council Assignments	8
Organization Chart.....	9
Map	10
Vision, Mission, Values	11
Economic Condition and Outlook	12
Significant Local Events	13
Municipal Infrastructure	15
Summary of Services & Regional Relationships	19
Budget Process and Timing	21
Source and Use of Capital Funding	22
 FINANCIAL SECTION	
Index to Financial Statements	27
Auditors' Report	28
Consolidated Statement of Financial Position (Statement A)	33
Consolidated Statement of Operations (Statement B).....	35
Consolidated Statement of Change in Net Financial Assets (Statement C)	36
Consolidated Statement of Cash Flows (Statement D)	37
Notes to Financial Statements	38
Tangible Capital Assets (Schedule 1)	55
Segmented Information (Schedule 2)	56
Debenture Debt (Schedule 3)	58
Tax Levies and Grants in Lieu of Taxes (Schedule 4)	59
General Government Expenses (Schedule 5)	60
Protective Services (Schedule 6)	61
Transportation Services (Schedule 7)	62
Recreation and Cultural Services (Schedule 8)	63
Sale of Services (Schedule 9)	64
Other Revenue from Own Sources (Schedule 10)	65
Sewer and Water Utilities (Schedule 11)	66
 STATISTICS SECTION	
Miscellaneous Statistics	68
Assessment/Taxation Comparative Statistics	69
General Comparative Statistics.....	70
Demographic Statistics	72
Major Property Taxpayers in Port Alberni 2012	74
Five Year Plan 2012 - 2016	75
Consolidated Revenue – Last Five Years	76
Consolidated Expenses – Last Five Years	77
Capital Assets Acquired – Last Five Years	78
Surplus and Net Financial Assets – Last Five Years	79
Debt Retirement Graph	80
Debt Per Capita Graph.....	81

INTRODUCTORY SECTION



CITY OF PORT ALBERNI

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Port Alberni, BC V9Y 1V8
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July 22, 2013
Mayor and Council
City of Port Alberni

In accordance with section 167 of the Community Charter, I herewith submit the Financial Report for the City of Port Alberni for the year ended December 31, 2012 as audited by Duncan Sabine Collyer Partners LLP.

The purpose of this Comprehensive Annual Financial Report is to present to the users and readers a clear insight of the financial results for the fiscal year that ended December 31, 2012. We strive to ensure that this report presents fairly the financial position of the City. The report is divided into three sections as follows:

- Introductory Section - Provides the reader with an overview of the political, economic and administrative context within which the City operates.
- Financial Section - Presents the consolidated financial statements, supporting statements and schedules and the independent external auditors' report. These statements and schedules contain comparative amounts for the current and prior years and the current year approved budgets.
- Statistics Section - Presents a variety of statistical and financial information on a five year comparative basis.

The preparation and presentation of the financial statements and related information in the annual report is the responsibility of the Management of the City of Port Alberni. These statements have been prepared in accordance with generally accepted accounting principles and are consistent with other information presented in the annual report. The preparation of financial information contained herein, necessarily involves the use of estimates and judgments which have been based on careful assessment of the data made available through the City's information systems. The City maintains a system of internal accounting controls designed to provide reasonable assurances for the safeguarding of assets and the reliability of financial records. Management recognizes the limits that are inherent in all systems of internal accounting control, however, management believes that the City has an effective and responsive system of internal accounting controls which is subject to regular review and revision.

Port Alberni City Council is responsible for ensuring that City Administration fulfills its responsibilities for financial reporting, internal control and risk management. To assist City Council with these responsibilities, Council appointed three Councillors to the Audit Committee. The committee meets with management on a quarterly basis to review financial reports and any concerns with the financial reporting process. Municipal governments are entrusted with providing services within approved budget amounts in an environment of transparency, accountability and responsibility. The Audit Committee provides a focal point for communication between Council, the external auditor and management, and facilitates an impartial, objective and independent review of management practices.

The audit firm of Duncan Sabine Collyer Partners LLP is appointed by the Council of the City of Port Alberni, and is responsible to report directly to you with their audit opinion.

The City of Port Alberni completed the 2012 fiscal year with an increase in the consolidated accumulated surplus of \$1,011,597.

A summary of the 2012 overall accumulated surplus increases (decreases) are as follows:

Operating Fund	\$ (5,132,333)
Capital Fund	2,838,111
Reserve Accounts	1,016,392
Reserve Fund Operations	<u>2,289,427</u>
	<u>\$ 1,011,597</u>

Financial management policies and procedures are in place to assist in the management of the City's financial affairs. The approved policies and procedures are designed to meet the requirements of legislated standards and generally accepted accounting principles. Significant financial management policies include:

- Investments - Funds that are not currently being used are invested in accordance with approved policies which meet the requirements of the various pieces of legislation that govern municipal investments. The City invests these funds in short term investment instruments to accommodate major capital project funding requirements.
- Utilities - The City's policy is to not use general taxation to fund the provision of water service, sewer service or solid waste collection services. These services are funded through user fees which are charged to only those who benefit from the services.

Investment earnings increased from \$243,196 in 2011 to \$254,999 in 2012. Total investment income was \$137,199 in 2010, \$163,702 in 2009, and \$615,181 in 2008.

The following table compares temporary borrowing requirements incurred during the first half of the year, prior to receiving our taxation revenue.

YEAR	MAXIMUM BORROWING	COST
2012	\$0	\$0
2011	\$0	\$0
2010	\$559,000	\$0
2009	\$0	\$0
2008	\$43,000	\$29

The City's 2012 long-term debt decreased from \$3,618,804 to \$3,376,316. The City's 2012 capital program of \$3,697,335 includes capital items funded \$1,413,429 from current operations revenue; \$1,302,102 from grants and donations; and \$981,804 from Reserves.

Consolidated revenues increased by \$1,079,281, from \$30,756,807 in 2011 to \$31,836,088 in 2012. This increase is attributed to: increase in grant funding of approximately \$186,000; developer contributions of \$600,000; and a gain on the sale of property of \$237,000. Consolidated expenses increased by \$498,854, from \$30,325,637 in 2011 to \$30,824,490 in 2012. This increase is attributed to Protective Services (RCMP and Fire Department).

The municipal statistics section of the report indicates that total current taxes collected as a percentage of current levy is 96.13% for 2012. The 2011 percentage of taxes collected was 97.06% of levy.

The following reports are included in the introductory section and should be read in conjunction with this report:

Economic Condition and Outlook
 Significant Local Events 2012
 Municipal Infrastructure
 Summary of Services and Regional Relationships
 Budget Process and Timing
 Source and Use of Capital Funding

Respectfully submitted,

Cathy Rothwell

Cathy Rothwell
 Director of Finance

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Canadian Award for Financial Reporting to the City of Port Alberni for our annual financial report for the fiscal year ended December 31, 2011. The Canadian Award for Financial Reporting program was established to encourage municipal governments throughout Canada to publish high quality financial reports and to provide peer recognition and technical guidance for officials preparing these reports.

In order to be awarded a Canadian Award for Financial Reporting, a government unit must publish an easily readable and efficiently organized annual financial report, whose contents conform to program standards. Such reports should go beyond the minimum requirements of generally accepted accounting principles and demonstrate an effort to clearly communicate the municipal government's financial picture, enhance an understanding of financial reporting by municipal governments, and address user needs.

A Canadian Award for Financial Reporting is valid for a period of one year only. We believe our current report continues to conform to the Canadian Award for Financial Reporting Program requirements, and we are submitting it to the GFOA.

2011 marks the nineteenth year the City has received the award.



Government Finance Officers Association

Canadian Award for Financial Reporting

Presented to

**City of Port Alberni
British Columbia**

For its Annual
Financial Report
for the Year Ended

December 31, 2011

Executive Director

Directory of Officials

Port Alberni

Mayor and City Council 2011 – 2013



Back row: Councillors R. Cole, J. McLeman, H. Chopra, C. Solda
Front row: Councillor W. Kerr, Mayor J. Douglas, Councillor D. Washington

Declaration and Identification of Disqualified Council Members:
In accordance with Section 98(2)(e) of the Community Charter, there were no declarations of disqualification made under Section 111 of the Community Charter in 2011

Appointed Officials

City Manager	K. Watson
City Clerk/Deputy City Manager	D. Hartwell
Director of Finance	C. Rothwell
City Engineer.....	G. Cicon
Director of Parks and Recreation.....	S. Kenny
Manager of Human Resources and Community Development.....	T. Kingston
Fire Chief.....	T. Pley
Building Inspector	D. Cappus
Manager of Information Services	J. Pelech
City Planner	S. Smith
Licence Inspector/Bylaw Enforcement Officer.....	T. Hautzinger
Area Assessor - B.C. Assessment	B. MacGougan
Solicitor	Young Anderson
RCMP Officer In Charge	M. Richards
Emergency Planning Coordinator	L. L'Heureux
Chair - V.I. Health Authority	D. Hubbard
Auditors	Duncan Sabine Collyer Partners LLP
Bankers	BMO Bank of Montreal

Directory of Officials (continued)

2012/13 Advisory Planning Commission

S. Chrest
C. Colclough
V. Barnett
W. Hewitt
S. Dhaliwal
L. Kelsall
B. Sayers
C. Stern
H. Chopra (Council Liaison)
M. Coady (RMCP Liaison)
R. Thoen (Fire Dept. Liaison)

2012/13 AV Heritage Commission

D. Tranfield	D. Coulson
M. McDowall	B. Simpson
S. Steven	J. Carlson
G. Stephen-Player	D. Washington
L. George	L. Ransom
P. Craig	M. Williamson
N. Malbon	G. Flostrand
P. Cote	



Photo credit: Erica Watson

CITY OF PORT ALBERNI

MUNICIPAL COUNCIL RESPONSIBILITIES FOR CITY SERVICES DECEMBER 31, 2012

Mayor John Douglas <ul style="list-style-type: none">- Director, Alberni Clayoquot Regional District- Board Member, Island Coastal Economic Trust- Director, Upnit Power Corporation- Chair, Personnel Committee- Emergency Planning Program- Liaison, Port Alberni International Twinning Society
Councillor Hira Chopra <ul style="list-style-type: none">- Liaison, Advisory Planning Commission- Liaison, Alberni Valley Chamber of Commerce- Chair, Audit Committee- Member, Personnel Committee- Court of Revision
Councillor Rob Cole <ul style="list-style-type: none">- Liaison, Advisory Traffic Committee- Liaison, SD 70/North Island College- Community Investment Program/Permissive Tax Exemption Committee
Councillor Wendy Kerr <ul style="list-style-type: none">- Vancouver Island Regional Library Board- Member, Personnel Committee- Liaison, Continuing Care Societies- Liaison, Community Stakeholders Initiative on Homelessness
Councillor Jack McLeman <ul style="list-style-type: none">- Member of Audit Committee- Liaison, AV Community Forest Corporation- Liaison, Centennial Committee- Member of West Island Woodlands Advisory Group
Councillor Cindy Solda <ul style="list-style-type: none">- Director, Alberni Clayoquot Regional District- Chair, Regional Hospital District- Director, AVICC- Member, RCMP Contract Management Committee (UBCM)- Court of Revision
Councillor Dan Washington <ul style="list-style-type: none">- Member, Audit Committee- Liaison, Alberni Valley Heritage Commission

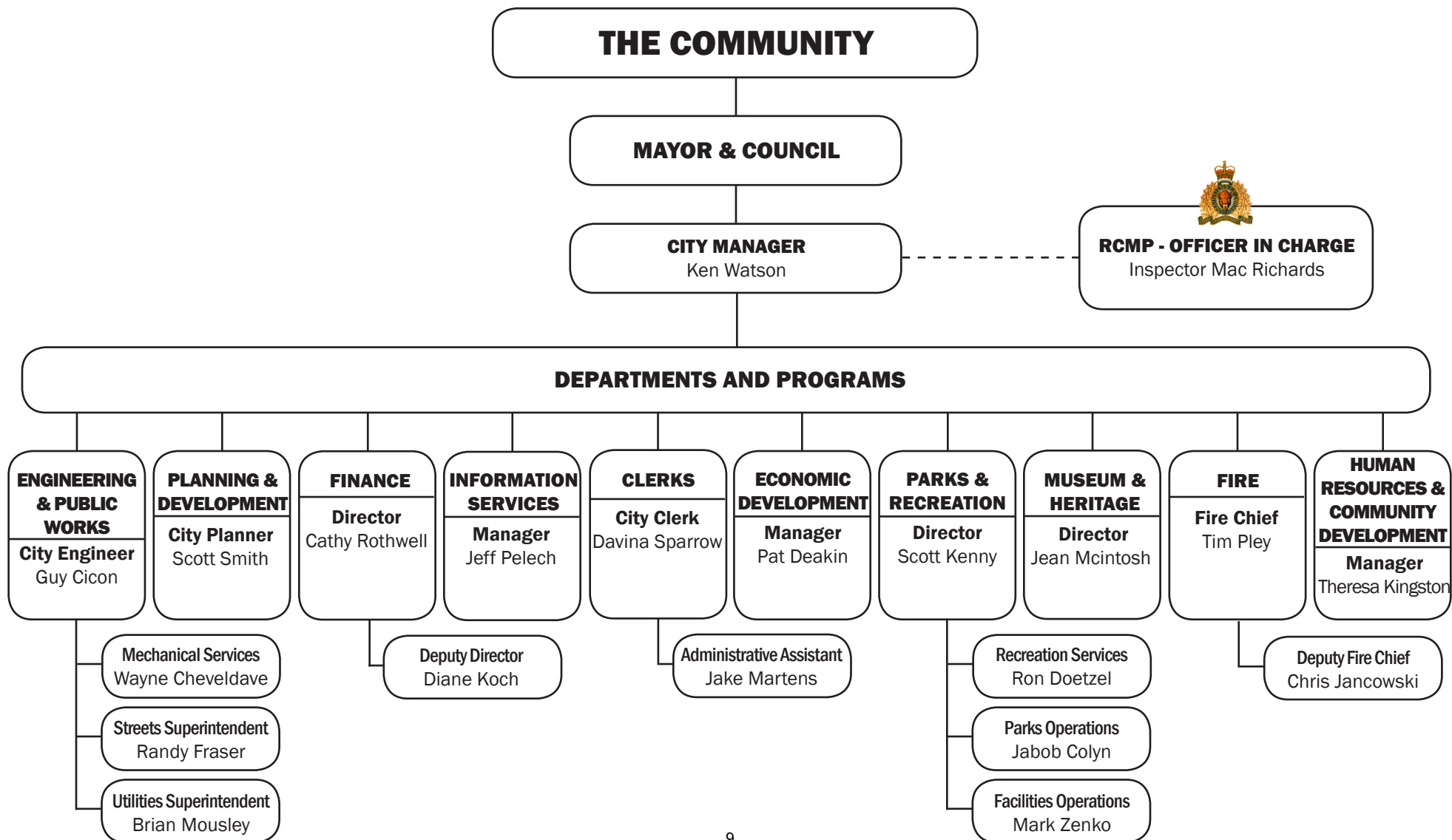


ORGANIZATIONAL CHART

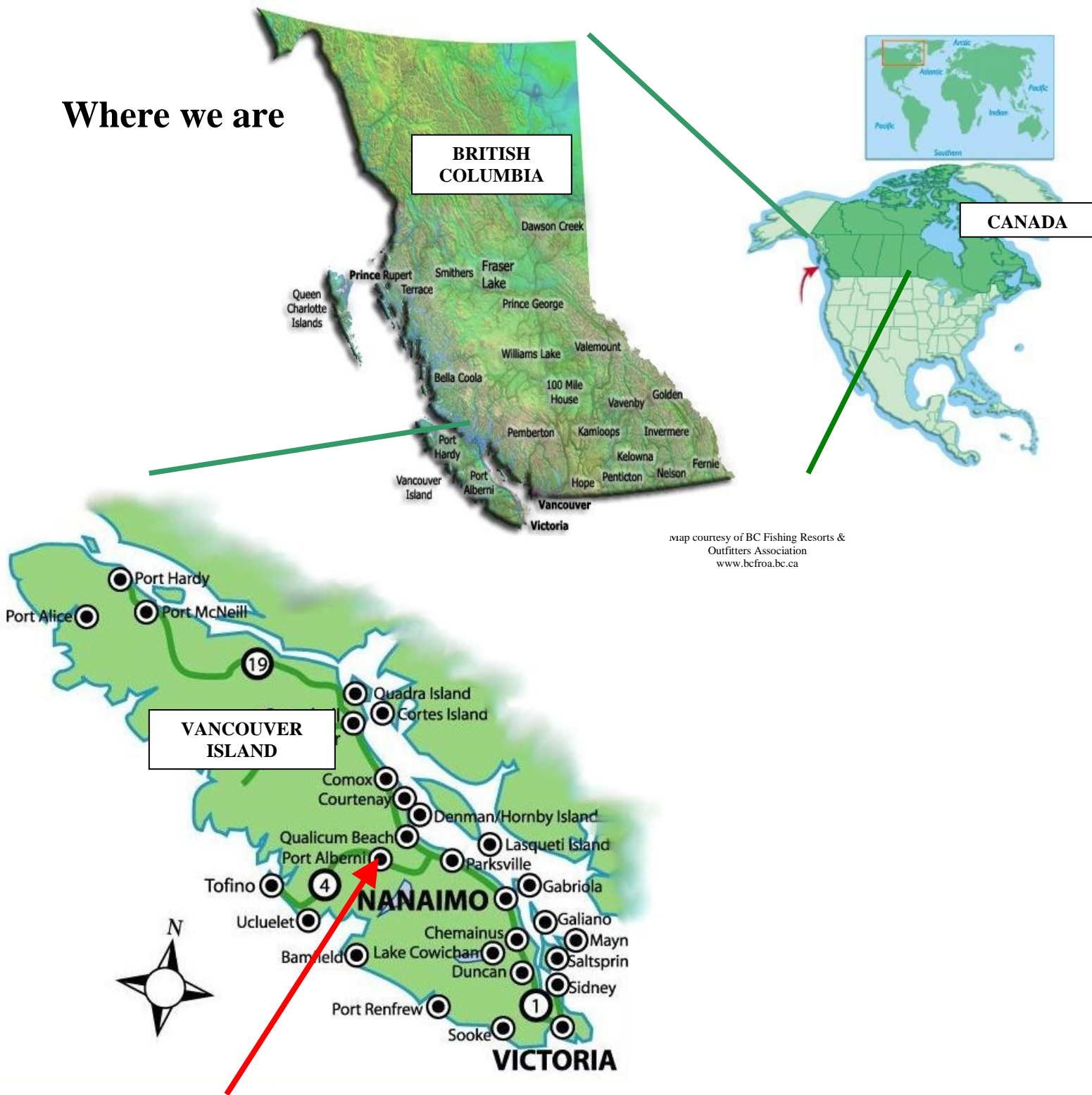
City Hall, 4850 Argyle Street, Port Alberni, BC V9Y 1V8 Phone: 250.723.2146 Website: www.portalberni.ca

Updated: October 2011

CITY OF PORT ALBERNI



Where we are



VISION

MISSION

VALUES

Vision

The City of Port Alberni is a vibrant waterfront community at the heart of the west coast that is:

- Sustainable and environmentally responsible;
- Safe, caring, and healthy;
- Economically robust and diverse;
- Welcoming, accessible, and attractive;
- Actively creating its future.

Mission

Our mission is to enhance the quality of life of residents and taxpayers by creating a vibrant, healthy, and united community through:

- Providing or facilitating the delivery of high quality core municipal services and programs;
- Fiscal responsibility;
- Planning and encouraging development to ensure a thriving economy and a strong tax base;
- Maintaining infrastructure to support public health, growth, and economic diversification;
- Providing leadership and building internal/external partnerships of benefit to the City.

Values

City Council, municipal staff and volunteers are committed to the following values:

- Service to others: providing high quality, reliable and friendly customer service;
- Respect: consideration for the beliefs and needs of others;
- Integrity: honesty in all dealings and the courage to act and live by these values;
- Innovation: open to change and learning in order to improve effectiveness and efficiency;
- Contribution: pride in one's work and the recognition and appreciation of skills and accomplishments.



Economic Condition and Outlook

Port Alberni is situated at the heart of the west coast of Vancouver Island in a broad valley at the end of a 48 kilometre ocean inlet. Three large lakes are within 20 minutes of the City's center. This location provides stunning views of majestic mountains, the inlet and a river estuary, many exciting outdoor recreational opportunities and abundant quantities of high quality fresh water.

Port Alberni has a deep sea port, a hospital, shopping malls, two post-secondary institutions, nine schools, many parks, a well-developed array of recreational facilities, significant tourism attractions, and a small airport.

While forestry and related manufacturing have long been the mainstays of the Port Alberni economy, diversification efforts are being directed into tourism, marine industry, deep sea port activities, the arts, and clean energy technologies.

In spite of considerable downsizing in the forest and fishing industries over the last few decades, the population in Port Alberni has remained relatively constant, at approximately 17,500. A significant increase in commercial and residential development in the City has been fueled by the fact that our community has exceptional quality of life and some of the lowest property costs in British Columbia. This is attracting retirees looking to maximize their savings and others who see the opportunity to get into their own housing.

In Port Alberni the lumber and paper industries remain the major employers and the primary individual taxpayers. These industries

have a tremendously positive local impact. However, the B.C. Coastal Forest Industry continues to face serious economic challenges.

This year City Council continued its commitment program of accelerated tax reductions for the Major Industry class totaling \$2.1 million over the five years (2008-2012). These reductions were being achieved through a combination of expenditure reductions, increases in service revenues and a shift of the tax burden toward the residential sector. The City continues to work with Catalyst Paper Corporation and Western Forest Products Ltd., the two largest industrial operators in our community, to try and find ways of keeping their operations sustainable under the current difficult economic conditions.

Port Alberni, like many Canadian local governments, faces significant financial challenges in funding necessary upgrades to aging infrastructure. In 2012, capital works projects totaling \$2.9 million were completed. Significant projects included the road upgrades on Pierce Road, Swanson Street, and 3rd Avenue; storm drain construction on Tomswood Road and Argyle Street; sewer construction on 3rd Avenue and Tomswood Road; and water construction on Pierce Road and Tomswood Road. Work continues on the next phases of water supply upgrades. Funding for these projects included \$600,000 in government grants; \$680,000 in developer contributions, and \$1.6 million in contributions from City reserves.

Capital construction plans over the next four years include necessary major projects for roads and water

supply and sewer treatment upgrades over the next four years. Funding estimates require that \$20.5 million be raised from borrowing.

Debt per capita in 2012 has reduced to \$190, a decrease of 7% from 2011.

Significant Local Events 2012

Planning

The Planning Department processed 114 building permits with an aggregate value of \$15 million in 2012. School District 70 completed construction of the new high school. Estimated construction costs are \$37 million for the LEED (Leadership in Energy and Environmental Design) Gold Standard building. Other completed construction projects include: a medical clinic building on Maple Way; Department of Fisheries and Oceans building; and a new teaching building for North Island College on Roger Street. Construction began on a major renovation of the Alberni Mall on Johnston Road, and a new warehouse building on Gertrude Street. Work began on a complete review and rewrite of the City's zoning bylaws; and the Waterfront North Study is under way, with Hupacasath First Nation, Tseshah First Nation, and the Port Authority.

Fire Department

During 2012, Port Alberni Fire Department responded to 1,162 calls for service (1,186 in 2011). The department conducted 1,033 fire inspections in 2012 (1,182 in 2011) throughout the year, and monitored a number of third party inspections during the same time period. Fire losses and investigations included the Southside Community Church, the Tidebrook Motel/Courtyard Restaurant building, and Alberni Pacific Division Western Forest Products. In 2012, Port Alberni continued to maintain 2011

levels of fire protection service and is rated by Fire Underwriters as a "1" on the Dwelling Protection Grade scale and a "4" on the Public Fire Protection Classification scale. The scale ratings are maintained in part by continuing to provide fire suppression minimum on duty staffing of 4, maintaining the City's fleet of rated fire apparatus, and continuing to commit one full time employee to fire prevention.

In 2012, the Fire Department completed Council's strategic initiative of developing a regional approach to the delivery of fire protection services. An Automatic Mutual Aid Agreement was reached with Sproat Lake and Beaver Creek Fire Departments. The City of Port Alberni and the Alberni Clayoquot Regional District collaborated on the development and funding of a Regional Fire Services Coordinator that will facilitate and guide participating fire departments toward providing fire protection services in a cooperative and sustainable manner.

Parks, Recreation & Heritage

Project highlights for 2012 include: Final touches to Weaver Park playground were completed. Funding for the project came from Tire Stewardship BC (\$14,200) and community donations (\$34,000). The decking on the Stirling Park pedestrian bridge was removed and replaced. An energy audit was completed for the Multiplex and the City Works facilities, energy upgrade projects were begun for Echo Centre and City Hall, and high efficiency boilers were installed at the RCMP detachment. Significant energy savings and reductions in greenhouse gas emis-

sions are expected. At Harbour Quay, the Friis Eagle and Abashiri totem were restored.

Disc golf arrived in 2011 and continues to be popular. The nine hole course in Echo Park was constructed with assistance by Sunshine Club volunteers who cleared the tall brush from the fairways located in the wooded area and constructed the tee boxes.

The aging pool at Echo Aquatic Centre was shut down for an extended period while leaks in the main pool and whirlpool were repaired.

Parks, Recreation & Heritage continues to work towards its mission by developing and maintaining efficient operations of parks and facilities; ensuring full and equitable access to a wide range of leisure opportunities; promoting an appreciation of the environment; facilitating partnerships with the volunteer, public and private sector; and providing leadership and personal development opportunities promoting positive community values.

Alberni Valley Museum

The Alberni Valley Museum mission is to conserve, strengthen and share the unique heritage of the Alberni Valley. The Museum partners with the community in acquiring, documenting and preserving artifacts and photographs, making collections accessible, developing exhibits and school and public programs, facilitating the work of volunteers and supporting economic diversification through heritage tourism.

Attendance in 2012: 19,930; and 2,821 children participated in the museum's educational programs. An additional 8,220 people were reached through Centennial programs.

The highlight of 2012 was the City's centennial commemoration. The Museum and the Centennial Committee led the very successful commemoration in a series of exhibits, publications, and community events throughout 2012 and into early 2013. The success is certainly due to the efforts of the Museum Director, Jean MacIntosh, and Museum staff, and the Centennial Committee. Also key to the success of the commemoration were the Western Vancouver Island Industrial Heritage Society and the Maritime Heritage Society.

During the year, storage and curatorial facilities were improved; and construction was completed on the new Museum entry and the gift shop.

Heritage Fair, a major museum educational initiative for grades 4 – 9 was supported financially by the Lions Club, the Val Hughes Memorial fund, Quality Foods, the Alberni Valley Times and the BC Heritage Fairs Society. The BC Arts Council awarded operating funds of \$59,640. Individual donations and sales of merchandise add to earned revenue.

2012 Works Program

Each year a number of capital projects are undertaken to maintain and improve the City's infrastructure. In 2012 street projects included Pierce Road, McIntyre Drive, David Street, Swanson

Street, Arrowsmith Road, and 3rd Avenue.

Construction of storm/sanitary sewers throughout the City included Tomswood Road, Argyle Street, and 3rd Avenue. The Pierce Road water main loop was completed, and Tomswood Road. Various improvements were made to our water distribution network, replacing mains and decreasing the number of dead end mains in the network.

The garbage carts project was fully completed in 2012, to work with the automated arm garbage trucks purchased in 2011. Recycling is actively promoted to reduce costs and encourage better stewardship of the environment.

A replacement tandem dump truck was purchased in 2012, funded by the Equipment Replacement Reserve Fund.

Work continues on the development of a Water Supply Strategy with the Alberni Clayoquot Regional District, in compliance with new Vancouver Island Health Authority regulations.

Policing

The City of Port Alberni and adjoining rural areas are policed by the Royal Canadian Mounted Police (RCMP) under contract from the Province of British Columbia and the Federal Government. The mandate of the RCMP is the enforcement of Federal, Provincial and Municipal law. The Port Alberni Detachment area encompasses some 1,528 square miles of west-central Vancouver Island. The Detachment area includes the tradi-

tional territories of the Hupacasath, Tseshah and Uchucklesaht First Nations, as well as the summer tourist destinations of Sproat Lake and Great Central Lake. The total area population served by Port Alberni Detachment is approximately 30,000 full-time residents, plus increases due to summer tourism. Port Alberni Detachment provides policing services along three business lines or contracts – Municipal, Provincial and Aboriginal Policing. The municipal policing service includes disciplines such as General Duty Investigations, Drug Enforcement, Major or Serious Crimes, Police Dog Service, Forensic Identification, Traffic Enforcement, Community Policing, School Resource Officer and Police based Victim Services. Our Community Policing Program engages volunteers who have donated more than 10,000 hours in support of policing initiatives.

In 2012, the detachment continued to focus on its Crime Reduction Strategy, which began in late 2006. The strategy has resulted in a reduction in crimes to property overall. Enhanced response to domestic violence situations resulted in a 34% decrease in spousal assaults. The efforts of the RCMP have been complemented through the integration of external partner agencies, such as Corrections, Court Services, VIHA and First Nations.

Some of the highlights for 2012 include: the implementation of the RCMP Youth Camp; Emergency Preparedness Day; Police Dog display during the Cops for Cancer Tour de Rock; a bald eagle rescue; several media campaigns, reinvigoration of Crime Stoppers; and the hosting of the Vancouver Island

Crime Prevention Police Practitioners Roundtable.

The RCMP managed public safety at our three popular annual events, the Salmon Festival, Thunder in the Valley, and the Fall Fair. Continuing in 2013, the detachment committed to higher visibility through periodic foot and bike patrols in the downtown core and on site at community special events.

The RCMP responded to a combined business line total of 11,799 calls for service in 2012, down 5% from 2011. There were 1,670 prisoners incarcerated in detachment cells in 2012, down 15% from 2011.

Looking forward to 2013, the RCMP is committed to: continued implementation and evolution of the Crime Reduction Strategy; strengthening external partnerships to better address violence in the community; focus on high risk youth through expansion of the School Resources Officer position and dedication to youth issues; road safety initiatives that concentrate on impaired and distracted drivers; and increased community engagement with programs such as Speed Watch, Citizens on Patrol, Crime Stoppers, and Block Watch.

Municipal Infrastructure

The City of Port Alberni provides a wide range of services to the public.

Roads & Transportation

The City's road network consists of approximately 175 km of paved roadways. From a service capacity perspective almost all roads are adequate to handle current traffic volumes. The majority of roads in Port Alberni are in excess of forty years old and in many areas reconstruction of original road surfaces is required. Road rehabilitation has been identified as a priority for Capital spending within the next five years.

The City has a pavement management system initiated in the mid 1980's which is used to prioritize maintenance strategies to extend the life of existing roads. In recent years the City has expanded the pavement maintenance strategies used to include crack sealing, sand sealing, and chip sealing as well as asphalt recycling.

There are a total of 9 bridges, in the City of varying age and type. Five are vehicular traffic bridges and four are pedestrian bridges. Most of the vehicular traffic bridges date from the 1950's. All bridges were structurally evaluated in 1986 and found to be generally in good condition. One bridge was re-decked in 1991 and another bridge was repainted in 1994. In 2011, anchor bolts were replaced on the Victoria Quay bridge over Roger Creek.

Waterworks

The City of Port Alberni obtains water from China Creek and Bainbridge Lake and has an intake on the Somass River for use during peak demands. In addition, the City has a storage dam located on

Lizard Lake, which feeds a tributary to China Creek.

The state of the waterworks infrastructure is good, and considerable investment has been made in the last 10 years to upgrade facilities. A major upgrade to the supply main trestles from the China Creek supply began in 2006. Phase 1 of this project was completed in 2008. Phase 2 began in 2009 and was completed in 2011. Future capital projects include water treatment for Bainbridge, and Sproat Lake sources. Still of concern is the need for additional mains linking the north side and south side distribution systems. The Pierce Road looping project was completed in 2012 to partially address this concern. Meters were installed in 2002. A reservoir and pump station were constructed in Northport in 1986 and all other reservoirs were lined and covered in the 1980's.

The condition of the City's 170 km of water mains is generally good, with some deterioration due to age. The condition of asbestos cement mains is being monitored for structural problems. Compliance with Vancouver Island Health Authority regulations requires that the City upgrade treatment methods. Growth of the City is limited by an inadequate volume in our China Creek and Bainbridge sources. The City and Regional District are jointly investigating development of new regional sources.

Sewerage and Drainage

The City's sanitary sewer utility provides service to approximately 98% of the residences and devel-

opments within the City. The collection system in the south portion of the City is mostly combined resulting in combined sewer overflows during rainfall events. The collection system in the northern part of the City is separate. Sewage from the whole City is pumped via 5 pump stations to an aeration lagoon located on the south side of the Somass River. The treatment facility produces effluent well within current permit parameters. Biosolids removal from the lagoon was undertaken in 2004. A major upgrade to the Argyle Street Pump station was completed in 2009.

Much of the collection system dates from before the 1950's and television inspection indicates that the general condition is fair. Some particular areas have serious pipe deterioration and root intrusion and infiltration problems which will be focused on in upcoming capital spending programs.

Continuing inspection will likely reveal more problem areas. Sewer twinning in combined areas is also focused upon with the objective of reducing combined sewer overflows. The City drainage system includes outlets into the Alberni Inlet and Somass River as well as into several creeks within the City boundaries.

Looking forward, sewage treatment plant upgrades are planned for 2013 through 2016, funded through borrowing and federal grants.

Solid Waste

The City operates a commercial dumpster type collection service as well as residential collection. Solid waste is taken to the Alberni Val-

ley Landfill operated by the Alberni-Clayoquot Regional District.

The City's recycling program is provided by the Alberni-Clayoquot Regional District. Curbside collection is provided throughout the city to residential properties. A central depot is located at 4th and Napier.

Cemetery

The City operates and maintains the Greenwood Cemetery. This is the largest of three cemeteries located in the Alberni Valley.

City Hall

The Port Alberni City Hall located at 4850 Argyle was constructed in 1958. Renovations to the roof, heating and lighting systems began in 2013 and are expected to complete in mid 2013.

City Hall houses the City Council Chambers and Committee Rooms, as well as the General Administrative Offices on the main floor. The Engineering Department administration and technical offices are located on the lower floor.

Fire Hall

Port Alberni has one fire hall constructed in 1967 located at 3699 10th Avenue. This building houses the City's Fire Department consisting of 23 fire fighters, four fire trucks and an emergency rescue vehicle. Seismic upgrading of the fire hall concluded in 2000.

Public Safety Building

The Public Safety Building located at 4444 Morton Street was completed in the fall of 2006. This new

facility provides a safe, efficient and modern building which will adequately house our RCMP detachment for many years to come. This \$6 million project was financed through City reserve funds and borrowing.

Works Yard Complex

The Works Yard Complex is located at 4150 - 6th Avenue and was constructed in 1966.

This complex houses the public works, parks operations, stores, purchasing and related offices. Approximately 54 employees are dispatched from the various shops including water, sewer, streets, parks, facilities, and mechanical. A fleet of about 100 vehicles and pieces of equipment is maintained in the works yard mechanical shop.

Echo '67 Centre

Opened in 1967 as a Canada Centennial project and a celebration of the amalgamation of the Cities of Alberni and Port Alberni, Echo '67 Centre is the hub of community activity in the Alberni Valley. A most versatile facility, Echo Centre contains six meeting and activity rooms ranging in capacity from 33 to 133 persons. Three of these areas can combine into a large banquet, social, or conference setting capable of hosting groups as large as 332 persons. Two well-equipped kitchens are adjacent.

The Centre also contains 2 craft studios, a branch of the Vancouver Island Regional Library, the Alberni Valley Museum and Echo Aquatic Centre. The Aquatic Centre itself is a major hub of activity, providing a 25 metre pool, a shallow pool, a tot's pool, a whirlpool, 2 saunas and a fitness studio. Be-

sides public swimming and swim lesson programs, the Aquatic Centre is home to the Tsunami Swim Club. Renovations to the roof, heating and lighting system began in 2012 and are expected to complete in 2013.

Community Arena

The Alberni Valley Multiplex facility was approved in a referendum held in November 1999. It was a \$6.5 million dollar project which saw Alberni Valley residents commit to pay \$5 Million through taxation, while the Arena Society covered the remaining \$1.5 Million through fund raising. As the project developed, the value of the facility increased to more than \$7.4 million due mainly to improvements supported by additional fund raising initiatives by the Arena Society. One of the most significant improvements was the purchase and installation of 1,500 stadium style seats in the Weyerhaeuser Arena. To date, the Arena Society has generated more than \$2.4 million in direct and in-kind contributions from 140 corporations, local businesses and community organizations.

The main features of the Alberni Valley Multiplex include:

- Two regulation size ice surfaces;
- Seating for 1,500 on the main ice arena – stadium style seats;
- Four dressing rooms for each ice surface plus one for females, and a Junior A hockey team room for the Alberni Valley Bulldogs;
- Fully accessible facility – including all change rooms, upper and lower lounge areas and main arena viewing. An elevator gives access to upper level viewing for wheelchair spectators;

- Heated viewing and food services lounge that overlooks both ice surfaces;
- A sizeable sun deck in the upper lounge which gives a spectacular view of the Alberni Valley and some of the adjacent playfields.

The facility is equipped with a good sound system with acoustic panels in the ceiling of both ice rinks and over ice flooring panels.

Glenwood Sports Centre

This is a major multi-purpose facility adjacent to both the Fall Fair Grounds and Bob Dailey Stadium field and athletic track. With its very large floor space, Glenwood Centre accommodates regular public roller blade sessions, a batting practice cage, indoor tennis practice courts, and a multitude of dances, socials, and annual community special events. Those events range from exhibitions and dog shows, to Fall Fair exhibits.

Gyro Youth Centre

The Centre houses a large activity area for teens, seniors, and other groups as well as rooms for pool tables and a carpentry workshop. A Teen Health Clinic operates in the lower level of the Centre.

Bob Dailey Stadium

Opened for the City of Port Alberni's hosting of the 1992 B.C. Summer Games, this stadium is the "jewel" of our outdoor recreation facilities. This 400 metre synthetic surface track is complemented by an infield suitably sized for sports such as soccer, football, field hockey, etc. Areas for high jump, javelin, shot put, and pole vault events

are part of this stadium facility. To top it all off, a magnificently designed wooden grandstand with a seating capacity of 650 overlooks the track and the field, with Mount Arrowsmith providing a grandiose backdrop to the setting. Looking forward, resurfacing the track is planned for 2013.

Echo Park and Fieldhouse

Echo Park is our major community outdoor recreation complex. It contains three junior baseball fields, six softball diamonds which accommodate soccer fields as well in the fall and winter season, two slow-pitch fields and a skateboard park. Central to these playing fields is the Echo Park Fieldhouse. This facility consists of a lounge/meeting area for up to 60 people, a kitchen/concession area beside the lounge, an outdoor patio/terrace area off the lounge, public washrooms, storage rooms as well as change rooms and an officials' room.

Klitsa Park Baseball Fields

Klitsa Park Baseball Fields were completed in 2010. It features two excellent junior baseball fields and a playground area.

Alberni Harbour Quay

The "Quay" is Port Alberni's park-marketplace by the sea. This facility is now managed by the Parks, Recreation & Heritage Department. The area includes shops, charter services, seasonal booths and retail marketplace, which together generate revenues, strategically set in a park made up of a picnic area, lawn, Shipwreck Playground, spray pool and the Clock Tower. The

centrepiece of the site is the Babe Gunn “Life Cycle of the Pacific Salmon” stone sculpture in a central fountain.

The Harbour Quay Spirit Square project was completed in 2010, as well as improvements to the Farmers’ Market. The project included an extension of the wharf and a boardwalk, providing much more space for waterfront viewing. The improvements to the former “Market Square” included a covered area that will accommodate additional vendors, street lighting, and an entrance canopy.

The “Quay” annually plays host to a number of community events such as the *Our Town Finale*, the *Farmer’s Market*, the *Austin Healey Rendezvous*, and the *Centennial Concert series*.

Municipal Computer System

The municipality operates with various municipal software for finance, planning, utilities, elections, Parks and Recreation program registration, and data management. Implementation of new financial software was begun in 2012 and is expected to be completed in mid 2013.

CITY OF PORT ALBERNI

SUMMARY OF SERVICES AND REGIONAL RELATIONSHIPS

The City is responsible for the provision of a wide variety of local government services. These include:

- Transportation network (roads, bridges, street cleaning, sidewalks, street lighting, etc. - except the Alberni Highway (#4) which is under Provincial Government jurisdiction.
- Drainage
- Sanitary Sewer Collection System
- Solid Waste Collection
- Waterworks Distribution and Collection System
- Parks
- Recreation and Cultural Facilities Programs
- Library Facilities
- Land Use Planning
- Police and Fire Protection
- Building Permits
- Business Licensing
- Domestic Animal Control
- Bylaw Establishment and Enforcement
- Emergency Preparedness
- Public Transit
- Heritage

Government services that are not the responsibility of the City of Port Alberni include:

- School System (Provincial Government and Local School Board)
- Social and Health Programs (Provincial Government)
- Hospital Care Systems (Provincial Government)
- Real Property Assessments (Provincial Government)
- Landfill (Alberni-Clayoquot Regional District)
- Municipal Pension Plan (Provincial Plan)
- Debt Marketing (Municipal Finance Authority)
- Flood Control (Provincial Government)
- Library System (Vancouver Island Regional Library)

The City of Port Alberni is represented on the following Regional Boards which provide a variety of services for the residents of Port Alberni:

Alberni-Clayoquot Regional District

Provides landfill operations, recycling services, and debt placement on behalf of the City of Port Alberni through the Municipal Finance Authority

Vancouver Island Health Authority

Provides Regional Hospital Planning input to the Provincial Government on the Hospital system and raises local capital construction contributions.

Vancouver Island Regional Library

A regionalized library collection and distribution system that provides all of the operational aspects of a library system. The members provide the local facilities.

City of Port Alberni obtains services from the following organizations:

Municipal Finance Authority

A Provincial organization that provides for marketing, placement and administration of all municipal debt requirements (except the City of Vancouver). This Authority also operates an investment pool on behalf of municipalities.

Royal Canadian Mounted Police (R.C.M.P.)

Contract with the Federal Government to provide police services (police officers); the City provides the clerical support services, custodial guards, and facilities.

B.C. Society for the Prevention of Cruelty to Animals (B.C.S.P.C.A.)

Contract to provide domestic animal pound and shelter services and to operate a large animal pound as required.

Alberni Valley Chamber of Commerce

Contract to provide tourism information to the general public.

Alberni Valley Tourism

A destination tourism marketing organization to promote the Alberni Valley's attractions and events to potential visitors.

The City of Port Alberni issues property tax notices and acts as a collection agent for all property taxes.

- (A) The following organizations' property tax levies are listed on the City's Property Tax Notice; however the City Council does not have control or responsibility over their levy rates, expenditure or operation:

B.C. Assessment

Municipal Finance Authority

Provincial Government School System (Residential and Non-Residential)

- (B) The following organizations' levies are listed on the City's Property Tax Notice, however the City Council does not have control or responsibility over their levy, expenditure or operation, except as a voting member:

Alberni-Clayoquot Regional District

Alberni-Clayoquot Regional Hospital District

CITY OF PORT ALBERNI

BUDGET PROCESS

BUDGET PROCESS FOR THE YEAR 2012

Bill 88, passed in the fall of 2000, requires municipalities to prepare a Five Year Financial Plan bylaw which is adopted annually before May 15. The Plan may be amended at any time by bylaw. Each year, the Financial Plan from the previous year remains in place until the Plan for the current year is adopted. As part of the Plan process, Council must undertake a process of public consultation regarding the Financial Plan before it is adopted. The Community Charter does not specify the format of the public consultation process and it may be varied at Council's discretion to suit the local community.

The year 2012 budget activities began with a public consultation process on the 5 year plan in the form of a public discussion held at the Capitol Theatre in early 2012. In the months following the discussion City Council reviewed the input received both during the discussion and subsequent submissions. In February and March 2012 Council received presentations from City staff on departmental budgets and reports on reserves and debt levels. Council then provided direction for the 2012-2016 five year plan. The five year plan 2012-2016 Bylaw #4798 was adopted April 23, 2012.

**CITY OF PORT ALBERNI
SOURCE AND USE OF CAPITAL FUNDING**

USE OF FUNDING

FIRE PROTECTION:

Radio repeater tower	\$ 7,800	
High volume hose Engine No. 5	14,244	
Firehall building renovations	<u>46,462</u>	\$ 68,506

PUBLIC WORKS:

Transportation:

Volvo tandem dump truck	141,580	
Medium duty 4X4 truck with service body	55,436	
Currotto Can garbage pickup accessory	<u>30,525</u>	227,541

Paving and road reconstruction:

Pierce Rd	195,419	
McIntyre Dr – Wood Ave to Morton St	89,646	
David St – Lathom to Arrowsmith	80,815	
Swanson St – Arrowsmith to Lathom	119,879	
Arrowsmith – May St to Helen St	32,718	
3 rd Ave – Bute St to N of Redford	<u>164,162</u>	682,639

Traffic upgrades:

10 th Ave & Roger St modifications		32,396
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Other

Plotter	9,010	
Bus shelters	34,058	
Sidewalk – Roger St – 10 th to 11 th Ave	39,041	
Residential garbage carts	<u>484,331</u>	566,440

Storm Drain Construction:

Tomswood Rd	250,283	
5 th Ave – Montrose to Melrose	4,390	
5 th Ave – Montrose to Mar	2,579	
Carriere Rd – drainage to Gagne Rd	33,278	
R/W W of Kingsway – Athol to Argyle St	120,908	
Montrose St – 5 th to 6 th Ave	16,461	
14 th Ave	12,197	
Lane E of Anderson – Montrose St to China Creek Rd	<u>30,180</u>	470,276

PARKS AND RECREATION:

Weaver Park playground resurfacing	46,553	
Whirlpool UV filter	18,381	
North Island College roof replacement	62,973	
Echo Minor walkways	28,599	
Parking lot – Roger St at Echo Minor	64,934	
Pool lockers	<u>42,270</u>	263,710

ADMINISTRATION:

Server room equipment and hardware		138,758
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WATER SYSTEM:

Treatment, storage, pumping and metering	249,837	
Distribution system	<u>478,295</u>	728,132

SEWER SYSTEM:

Renewals and relines	431,530	
Treatment and pumping – SCADA Phase 1	<u>39,603</u>	<u>471,133</u>

\$ 3,649,531

SOURCE OF FUNDING

Revenue Funds	\$ 1,425,626
Equipment Replacement Reserve Fund	332,889
Capital Reserves	588,915
Government Grants	597,284
Contributed by Others	<u>704,817</u>
	<u>\$ 3,649,531</u>

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FINANCIAL SECTION

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**CITY OF PORT ALBERNI
INDEX TO FINANCIAL STATEMENTS
DECEMBER 31, 2012**

AUDITORS' REPORT

Statements

Consolidated Statements

Consolidated Statement of Financial Position.....	A
Consolidated Statement of Operations.....	B
Consolidated Statement of Change in Net Financial Assets.....	C
Consolidated Statement of Cash Flows.....	D

Notes to Financial Statements

Schedules

Supporting Schedules

Tangible Capital Assets.....	1
Segmented Information.....	2
Debenture Debt.....	3
Tax Levies and Grants in Lieu of Taxes.....	4
General Government Expenditures.....	5
Protective Services.....	6
Transportation Services.....	7
Recreation and Cultural Services.....	8
Sale of Services.....	9
Other Revenue from Own Sources.....	10
Sewer and Water Utilities.....	11



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INDEPENDENT AUDITOR'S REPORT

To the Mayor and Councillors of City of Port Alberni

We have audited the accompanying consolidated financial statements of City of Port Alberni, which comprise the consolidated statement of financial position as at December 31, 2012 and the consolidated statements of operations, change in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Independent Auditor's Report to the Mayor and Councillors of City of Port Alberni *(continued)*

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of City of Port Alberni as at December 31, 2012 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Our audit was made for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The current year's supplementary information included in Schedules 1 through 11 is presented for purposes of additional analysis. Such supplementary information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the consolidated financial statements taken as a whole.

Duncan Jobine Collyer Partners LLP

Port Alberni, B.C.
July 15, 2013

CERTIFIED GENERAL ACCOUNTANTS

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CONSOLIDATED FINANCIAL STATEMENTS

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CITY OF PORT ALBERNI
CONSOLIDATED STATEMENT OF FINANCIAL POSITION (STATEMENT A)
FOR THE YEAR ENDED DECEMBER 31, 2012
(with comparative figures for 2011)

	<u>2012</u> <u>Actual</u>	<u>2011</u> <u>Actual</u>
FINANCIAL ASSETS:		
Cash (Note 2)	\$ 24,572,184	\$ 24,218,891
Accounts receivable (Note 4)	3,298,222	3,543,650
Inventory for resale (Note 2)	22,744	12,099
Long Term Investments (Note 9)	<u>796,706</u>	<u>498,045</u>
	<u>28,689,856</u>	<u>28,272,685</u>
LIABILITIES:		
Interim capital financing	139,685	279,368
Accounts payable and accrued liabilities (Note 6)	5,283,448	4,936,290
Deferred revenue (Note 7)	3,044,773	2,736,352
Refundable deposits	353,036	552,787
Debenture debt (Note 8, Schedule 3)	<u>3,376,316</u>	<u>3,618,804</u>
	<u>12,197,258</u>	<u>12,123,601</u>
NET FINANCIAL ASSETS	<u>16,492,598</u>	<u>16,149,084</u>
NON-FINANCIAL ASSETS:		
Inventory of supplies (Note 2)	377,847	394,046
Prepaid expenses	93,743	145,596
Tangible Capital Assets (Notes 2 and 13, Schedule 1)	<u>90,907,934</u>	<u>90,171,799</u>
	<u>91,379,524</u>	<u>90,711,441</u>
ACCUMULATED SURPLUS	<u>\$ 107,872,122</u>	<u>\$ 106,860,525</u>



Cathy Rothwell
Director of Finance

The notes to the financial statements are an integral part of this statement.

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CITY OF PORT ALBERNI
CONSOLIDATED STATEMENT OF OPERATIONS (STATEMENT B)
FOR THE YEAR ENDED DECEMBER 31, 2012
(with comparative figures for 2011)

	2012 <u>Budget</u>	2012 <u>Actual</u>	2011 <u>Actual</u>
REVENUES:			
Taxes (Schedule 4)	\$ 19,888,283	\$ 19,890,047	\$ 19,773,973
Sale of services (Schedule 9)	7,124,145	7,682,686	7,769,572
Other revenue from own sources (Schedule 10)	666,356	1,220,251	1,186,258
Investment income	71,500	254,999	243,196
Grants (Note 11)	16,721,665	1,909,839	1,724,128
Developer contributions	-	640,777	33,628
Parkland dedication deposits	-	-	22,450
Gain (loss) on disposal of assets	-	237,489	3,602
	<u>44,471,949</u>	<u>31,836,088</u>	<u>30,756,807</u>
EXPENSES:			
General government (Schedule 5)	3,328,582	3,386,625	3,460,247
Protective services (Schedule 6)	9,026,721	9,300,589	8,920,744
Transportation services (Schedule 7)	6,060,082	5,494,076	5,411,991
Environmental health services	1,047,550	1,079,066	1,138,853
Environmental development	1,058,389	805,281	708,188
Recreation and cultural services (Schedule 8)	8,445,488	7,320,997	7,232,444
Interest	341,349	237,038	239,007
Debt reserve	34,475	1,897	2,070
Water utility (Schedule 11)	6,945,900	1,762,178	1,825,531
Sewer utility (Schedule 11)	15,673,009	1,403,343	1,383,249
Cost of sales and service	-	33,400	3,313
	<u>51,961,545</u>	<u>30,824,490</u>	<u>30,325,637</u>
ANNUAL SURPLUS	(7,489,596)	1,011,598	431,170
Accumulated surplus - beginning of year	106,860,524	106,860,524	106,429,354
ACCUMULATED SURPLUS - END OF YEAR	<u>\$ 99,370,928</u>	<u>\$107,872,122</u>	<u>\$106,860,524</u>

The notes to the financial statements are an integral part of this statement.

CITY OF PORT ALBERNI
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS (STATEMENT C)
FOR THE YEAR ENDED DECEMBER 31, 2012
(with comparative figures for 2011)

	2012 <u>Budget</u>	2012 <u>Actual</u>	2011 <u>Actual</u>
ANNUAL SURPLUS	\$ (597,948)	\$ 1,011,598	\$ 431,170
Acquisition of tangible capital assets	-	(4,681,581)	(4,390,811)
Amortization	-	3,775,049	3,694,491
(Gain) loss on disposal of assets	-	(237,489)	(3,602)
Proceeds from sale of assets	<u>-</u>	<u>407,885</u>	<u>72,400</u>
	<u>(597,948)</u>	<u>275,462</u>	<u>(196,352)</u>
Acquisition of supply inventory		(377,847)	(394,046)
Acquisition of prepaid expenses		(93,742)	(145,596)
Consumption of inventory of supplies		394,046	400,660
Use of prepaid expenses		<u>145,596</u>	<u>91,729</u>
		<u>68,053</u>	<u>(47,253)</u>
(DECREASE) INCREASE IN NET FINANCIAL ASSETS		343,515	(243,605)
NET FINANCIAL ASSETS - BEGINNING OF YEAR		<u>16,149,083</u>	<u>16,392,689</u>
NET FINANCIAL ASSETS - END OF YEAR		<u>\$ 16,492,598</u>	<u>\$ 16,149,084</u>

The notes to the financial statements are an integral part of this statement.

CITY OF PORT ALBERNI
CONSOLIDATED STATEMENT OF CASH FLOWS (STATEMENT D)
FOR THE YEAR ENDED DECEMBER 31, 2012
(with comparative figures for 2011)

	<u>2012</u> <u>Actual</u>	<u>2011</u> <u>Actual</u>
CASH PROVIDED BY (USED FOR) OPERATIONS:		
Annual surplus for the year	\$ 1,011,598	\$ 431,170
Non-cash items		
Add: amortization of tangible capital assets	3,775,049	3,694,491
Deduct: gain on disposal of tangible capital assets	(237,489)	(3,602)
Decrease inventory of supplies	16,199	6,614
(Increase) prepaid expenses	51,855	(53,867)
Changes in working capital balances		
Accounts receivable	245,428	92,945
Inventory for resale	(10,645)	37,920
Accounts payable and accrued liabilities	347,158	551,561
Deferred revenue	308,421	704,442
Refundable deposits	<u>(199,750)</u>	<u>85,900</u>
	<u>5,307,824</u>	<u>5,547,574</u>
CASH PROVIDED BY (USED FOR) FINANCING:		
Repayment interim capital financing	(139,683)	(139,683)
Debenture debt repayment	<u>(242,488)</u>	<u>(233,020)</u>
	<u>(382,171)</u>	<u>(372,703)</u>
CASH PROVIDED BY (USED FOR) CAPITAL TRANSACTIONS:		
Acquisition of tangible capital assets	(3,649,531)	(4,982,184)
Acquisition of investment	(298,661)	(373,045)
(Increase) decrease in work-in-progress	(1,030,248)	591,370
Proceeds from sale of assets	<u>406,082</u>	<u>72,400</u>
	<u>(4,572,358)</u>	<u>(4,691,459)</u>
INCREASE IN CASH AND SHORT TERM INVESTMENTS	353,295	483,412
Cash and short term investments - beginning of year	<u>24,218,889</u>	<u>23,735,477</u>
CASH AND SHORT TERM INVESTMENTS - END OF YEAR	<u>\$ 24,572,184</u>	<u>\$ 24,218,889</u>

The notes to the financial statements are an integral part of this statement.

**CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2012**

1. General

The City of Port Alberni (the "City") is a municipality in the Province of British Columbia and operates under the provisions of the Community Charter. The activities of the corporation are carried out through the following funds: General Revenue Fund, General Capital Fund, Reserve Funds, Water Revenue Fund, Water Capital Fund, Sewer Revenue Fund, and Sewer Capital Fund.

In December, 2009 the City of Port Alberni incorporated a company known as Alberni Valley Community Forest Corporation. During 2011 the City purchased an additional 1,250 common shares for \$125,000 and retains full ownership of the company. Alberni Valley Community Forest Corporation general operations include forestry and business activities associated with forestry including harvesting and selling timber and non-timber forest products.

2. Summary of Significant Accounting Policies

The accounting policies of the City conform to generally accepted accounting principles as applicable to British Columbia municipalities. The financial statements have been prepared using guidelines issued by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants (CICA).

Basis of Presentation

The City practises fund accounting. Funds are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. Funds currently in use are:

- 1) **General Revenue Funds** – to account for all financial resources except those required to be accounted for in another fund. The General Revenue Fund is the City's operating fund including collection of taxation, administering operations, roads, policing, fire protection etc.
- 2) **Capital Funds** – to account for all capital assets and unfunded work-in-progress of the City and offset by long-term debt and investment in capital assets.
- 3) **Reserve Funds** – to account for activities within designated funds established for specific purposes with the approval of the Ministry of Community Development. The funds are governed by bylaws defining their purpose, and are funded primarily by budgetary contributions from the General Revenue Fund plus interest earned on the fund balances.
- 4) **Water and Sewer Funds** – to account for operations that are financed and operated in a manner similar to private business operations, where the intent is that costs of providing the services on a continuing basis be financed through user charges.

**CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2012**

Consolidated Financial Statements – the General Revenue Fund, Water Revenue Fund, Sewer Revenue Fund, General Capital Fund, Water Capital Fund, Sewer Capital Fund, Parkland Acquisition Reserve Fund, Equipment Replacement Reserve Fund, Capital Works Reserve Fund, Land Sale Reserve Fund, and Development Cost Charges Fund belong to one economic entity under control of City Council.

The consolidated financial statements reflect the removal of internal transactions and balances. The Cemetery Trust Fund administered by the City is specifically excluded from the consolidated financial statement.

Basis of Accounting – effective in 1996 all revenues and expenses are recorded on a full accrual basis per guidelines issued by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants. Revenues and expenses are recorded in the period they are incurred.

Tangible Capital Assets – effective 2008 the City adopted the provisions of PSAB Accounting Handbook Section 3150 that required that tangible capital assets be recorded at cost and amortized over their useful lives.

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition, construction, or interest from financing of the tangible capital asset. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset. Assets under construction are not amortized. Contributed tangible capital assets are recorded as revenue at fair value at the time of contribution.

Estimated useful lives of tangible capital assets are as follows:

Land improvements	10 to 20 years
Buildings (including building components)	25 to 40 years
Machinery and equipment	5 to 30 years
Engineering structures	30 to 75 years
Storm systems	45 to 75 years
Transportation systems	15 to 60 years
Water systems	8 to 75 years
Sewer systems	8 to 75 years

Tangible capital assets do not include works of art or historical treasures. Costs related to the acquisition of such items are expensed in the year in which they are acquired.

**CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2012**

Revenue and Expense Recognition

- 1) **Taxation** – taxes are recognized as revenue in the year they are levied. Taxes may be adjusted by the Province by way of supplementary roll adjustments through the BC Assessment appeal process. Levies imposed by other taxing authorities are not included as taxes for municipal purposes.
- 2) **Sales of services** – charges for water and sewer usage, solid waste collection and recreation programs and admissions are recorded as sales of services.
- 3) **Other revenue** – includes permit and licence fees, fines, and penalty charges.
- 4) **Investment income** – the City invests in pooled funds of the Municipal Finance Authority of BC. The Municipal Finance Authority distributes earnings of these funds to its investors from time to time based on the market value of the pool. The City recognizes only its share of the realized earnings of the pool. This revenue is recorded as investment income and the amount is added to the cost of the units held. To the extent that financial instruments have no stated rate of return investment income is recognized as it is received.
- 5) **Grants** – are recognized as revenues in the period that the events giving rise to the transfer occur.
- 6) **Expenses** - are recorded on an accrual basis and are recognized in the period in which the goods and services are acquired and a liability is incurred or transfers are due.

Cash and Short Term Investments – cash consists of funds situate in till floats, ATMs, and bank accounts. Short term investments are considered cash equivalents when there is a maturity date of less than 90 days. All short term investments held by the City consist of money market funds, and are readily available. Short term investments are recorded at cost. Cash and short term investments as at December 31, 2012 were comprised as follows:

	<u>2012</u>	<u>2011</u>
Cash	\$ 3,608,891	\$ 3,526,140
Municipal Finance Authority, Money Market Funds	<u>20,963,293</u>	<u>20,692,751</u>
	<u><u>\$ 24,572,184</u></u>	<u><u>\$ 24,218,891</u></u>

Inventories – inventories of materials and supplies are valued at cost with an allowance made for damaged or obsolete goods. Inventories for resale are classified as Financial Assets. Inventories of supplies for internal use are classified as Non-Financial Assets and are expensed in the year of acquisition.

**CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2012**

Contributed Tangible Capital Assets – land developers are required to provide subdivision infrastructure such as streets, lighting, sidewalks and drainage, etc. At the end of the warranty period, they are turned over to the City for no consideration. The City is not involved in the construction and does not budget for either the contribution from the developer or the capital expenditure in its annual bylaw.

Reserve Accounts – reserves for future expenditures are non-statutory reserves, which represent an allocation of revenue for specific purposes.

Employee Future Benefits - The City and its employees participate in a Municipal Pension Plan. The Plan is a multi-employer contributory defined benefit pension plan. Payments in the year are expensed. Sick leave benefits and retirement severance benefits are also available to the the City's employees. The costs of these benefits are actuarially determined based on service and estimates of retirement ages and expected future salary and wage increases. The obligation under these benefit plans is accrued based on projected benefit costs as employees earn the future benefits.

Use of Estimates/Measurement Uncertainty – the preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the reporting period. Significant areas requiring use of management estimates relate to the useful lives of tangible capital assets for calculation of amortization, determination of employee future benefits, collectability of accounts receivable, and provisions for contingencies.

Financial Instruments – the City's financial instruments consist of cash and temporary investments, portfolio investments, accounts receivable, other assets, accounts payable and accrued liabilities, refundable deposits and long term debt. Unless otherwise indicated, it is management's opinion that the City is not exposed to any significant interest, credit, or currency risks arising from these financial instruments.

3. Trust Funds

The City holds trust funds under British Columbia law for the purposes of maintaining a public cemetery. This fund is excluded from the consolidated statement of financial position and is comprised of the following:

	2011 Balance	Interest	Receipts	Expenditures	2012 Balance
Cemetery Trust	\$ <u>155,300</u>	\$ <u>2,169</u>	\$ <u>3,590</u>	\$ <u>-</u>	\$ <u>161,059</u>

CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2012

4. Accounts Receivable

	<u>2012</u>	<u>2011</u>
Property taxes	\$ 894,778	\$ 854,386
Federal government	28,369	58,233
General	<u>2,375,075</u>	<u>2,631,031</u>
	<u>\$ 3,298,222</u>	<u>\$ 3,543,650</u>

5. Municipal Finance Authority Debt Reserve Fund

The Municipal Finance Authority of British Columbia provides capital financing for regional districts and their member municipalities. The Authority is required to establish a Debt Reserve Fund. Each regional district through its member municipalities who share in the proceeds of a debt issue is required to pay into the Debt Reserve Fund certain amounts set out in the debt agreements. The Authority pays into the Debt Reserve Fund these monies from which interest earned thereon less administrative expenses becomes an obligation to the regional districts. It must then use this fund, if at any time there are insufficient funds, to meet payments on its obligations. When this occurs the regional districts may be called upon to restore the fund.

Upon the maturity of a debt issue the unused portion of the Debt Reserve Fund established for that issue will be discharged to the City. The proceeds from these discharges will be credited to income in the year they are received. As at Monday, December 31, 2012 the total investment of the Debt Reserve Fund was comprised of:

	<u>2012</u>	<u>2011</u>
General Revenue	\$ 134,725	\$ 133,400
Sewer Revenue	<u>93,189</u>	<u>92,617</u>
	<u>\$ 227,914</u>	<u>\$ 226,017</u>

6. Accounts Payable and Accrued Liabilities

	<u>2012</u>	<u>2011</u>
Due to senior governments	\$ -	\$ 360
Other local governments	8,025	10,002
Trade accounts	2,643,439	2,635,564
Salaries and wages	738,222	433,687
Accrued debenture interest	46,978	46,978
Accrued employee benefits	<u>1,846,784</u>	<u>1,809,700</u>
	<u>\$ 5,283,448</u>	<u>\$ 4,936,291</u>

Employee future benefits:

The City provides benefits for sick leave, vacation pay and certain retirement benefit arrangements to its employees.

**CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2012**

a) Retirement benefit payments

The City provides retirement benefits to qualifying employees who cease employment with the City after a specified length of service. Retirement benefits are estimated for individual employees as per the appropriate collective agreement, based on estimated salary costs at the time of anticipated retirements, and discounting expected pay-outs over estimated years of service.

	<u>2012</u>	<u>2011</u>
Benefit liability - beginning of year	\$ 525,953	\$ 488,853
Add: current service costs	37,000	29,900
interest on accrued benefit obligation	25,300	29,200
amortization of actuarial loss	11,200	3,200
Less Benefits paid	<u>(66,600)</u>	<u>(25,200)</u>
Benefit liability - end of year	532,853	525,953
 Add ERIP reserve	 93,000	 93,000
Unamortized actuarial loss (gain)	<u>90,847</u>	<u>102,047</u>
 Accrued benefit obligation - end of year	 <u>\$ 716,700</u>	 <u>\$ 721,000</u>

The retirement liability requires no contribution from the employees.

	<u>2012</u>	<u>2011</u>
b) Accrued vacation liability as at Monday, December 31, 2012	\$ <u>1,000,084</u>	\$ <u>958,700</u>

c) Accumulated sick leave liability

The City provides benefits for sick leave to all its employees. Employees in the classification of CUPE and Firefighter accumulate sick leave on a monthly basis and can only use this entitlement for paid time off under certain circumstances. Sick leave is accumulated to a maximum as determined by the appropriate collective agreement. Sick leave for management employees does not accumulate. At Monday, December 31, 2012 this liability is estimated at \$130,000 (2011 - \$130,000)

d) Employee benefit obligations:

	<u>2012</u>	<u>2011</u>
Retirement benefits payments	\$ 716,700	\$ 721,000
Accrued vacation pay	1,000,084	958,700
Accumulated sick leave	<u>130,000</u>	<u>130,000</u>
	<u>\$ 1,846,784</u>	<u>\$ 1,809,700</u>

CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2012

The Employee Benefit Obligations liability was determined by actuarial valuation, with the exception of accrued vacation pay, which is recorded at actual. The actuarial valuation was performed by AON Hewitt in accordance with sections PS3250 and PS3255 of the Canadian Institute of Chartered Accountants Public Sector Accounting handbook. Actuarial valuations for accounting purposes are performed triennially using the projected accrued benefit cost method. The most recent valuation was completed December 31, 2011. The significant actuarial assumptions adopted in estimating the City's accrued benefit obligation are as follows:

Discount rates	4.00% per annum
Expected future inflation rates	2.25% per annum
Expected wage and salary increases	2.50% per annum

7. Deferred Revenue

Capital grants are restricted to spending on capital project expenses. Other deferred revenue is not restricted. Federal Gas Tax Agreement funding has broad guidelines for use for projects that result in cleaner air, cleaner water, or decreased greenhouse gas emissions.

	<u>2012</u>	<u>2011</u>
Prepaid property taxes	\$ 748,211	\$ 752,707
Capital grants	7,947	23,637
Other	644,480	485,705
Federal Gas Tax Agreement	<u>1,644,135</u>	<u>1,474,302</u>
	<u>\$ 3,044,773</u>	<u>\$ 2,736,351</u>

8. Debenture Debt

All debenture debt is owed to the Municipal Finance Authority of British Columbia, and is reported at gross amount. The City has no debt assumed by others on its behalf, and has assumed no debt for others.

The annual principal and interest requirements to maturity as of Monday, December 31, 2012 are as follows:

	Principal	Interest	Total
2013	\$ 191,392	\$ 224,856	\$ 416,248
2014	191,392	224,856	416,248
2015	191,392	206,710	398,102
2016	124,956	178,354	303,310

CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2012

9. Long Term Investments

The City of Port Alberni owns 100% of the issued and outstanding shares of Alberni Valley Community Forest Corporation. The original investment is recorded at cost, and accumulated earnings to date are recorded on the equity basis. On October 17, 2012, 500 shares were redeemed at \$100 each, for a total of \$50,000.

	<u>2012</u>	<u>2011</u>
Alberni Valley Community Forest Corporation		
Original investment	\$ 200,000	\$ 250,000
Accumulated earnings to date	<u>596,706</u>	<u>248,045</u>
	<u>\$ 796,706</u>	<u>\$ 498,045</u>

10. Expenses by Object

	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>
Salaries Wages and Benefits	\$ 13,995,197	\$ 14,011,368	\$ 12,433,090	\$ 13,518,963	\$ 13,199,639
Debt Servicing	248,810	248,658	247,738	249,433	250,221
RCMP Contract	4,483,615	3,978,661	3,597,767	3,836,207	3,647,928
Grants	141,376	97,956	93,982	123,125	146,790
Other Contracts	1,362,344	1,413,647	1,171,707	1,124,190	880,705
Goods and Services	6,818,099	6,880,855	7,132,888	7,096,231	7,206,659
Amortization	<u>3,775,049</u>	<u>3,694,491</u>	<u>3,655,293</u>	<u>3,496,152</u>	<u>3,394,773</u>
	<u>\$ 30,824,490</u>	<u>\$ 30,325,636</u>	<u>\$ 28,332,465</u>	<u>\$ 29,444,301</u>	<u>\$ 28,726,715</u>

**CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2012**

11. Grants and Transfers

	<u>2012</u>	<u>2011</u>
Operating Grants		
Provincial		
Strategic Community & Revenue Sharing	\$ 649,894	\$ 590,578
Community Gaming	445,000	425,000
BC Arts Council - Museum	59,640	54,500
Brownfield Renewal Program	19,535	145,515
Infrastructure Planning Grant Program	-	10,000
City Centennial	<u>57,767</u>	<u>-</u>
	<u>1,231,836</u>	<u>1,225,593</u>
Local - Alberni-Clayoquot Regional District		
McLean Mill Grant In Aid	-	29,900
Community Wildfire Protection	(15,000)	15,000
Economic Development	<u>27,000</u>	<u>28,500</u>
	<u>12,000</u>	<u>73,400</u>
Local - Port Alberni Port Authority		
Economic Development	<u>-</u>	<u>18,000</u>
Capital		
Federal		
Federal Gas Tax Revenue	<u>597,284</u>	<u>353,817</u>
Provincial		
Joint Emergency Preparedness Program	-	40,000
Heritage Legacy Fund	<u>-</u>	<u>12,500</u>
	<u>-</u>	<u>52,500</u>
Total Government Grants and Transfers	1,841,120	1,723,310
Other Grants - Non-Government	<u>68,719</u>	<u>817</u>
Total Grants and Transfers	<u>1,909,839</u>	<u>1,724,127</u>

**CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2012**

12. Contingent Liabilities

Regional District Debt

Debt issued by the Regional District of Alberni Clayoquot is a direct joint and several liability of the District and each member municipality including the City.

Claim for Damages

In the normal course of a year, the City is faced with lawsuits and other claims for damages of diverse nature. At year end, the City's estimated exposure for such liabilities is not considered to be significant. The City carries general liability insurance with a private insurance carrier in the amount of \$5 million, plus an umbrella liability policy in the amount of \$45 million. When claims are paid the expense is charged to the General Government expense category.

Pension Liability

The municipality and its employees contribute to the Municipal Pension Plan (the Plan), a jointly-trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The plan has about 173,000 active members and approximately 63,000 retired members. Active members include approximately 35,000 contributors from local governments.

The latest valuation as at December 31, 2009 indicated an unfunded liability of \$1.024 billion for basic pension benefits. The next valuation will be as at December 31, 2012 with results available in 2013. Results were not yet available at the time of the preparation of these financial statements. Defined contribution plan accounting is applied to the Plan as the Plan exposes the participating entities to actuarial risks associated with the current and former employees of other entities, with the result that there is no consistent and reliable basis for allocating the obligation, Plan assets and cost to individual entities participating in the Plan.

The City of Port Alberni paid \$990,183 (\$937,398 for 2011) for employer contributions to the Plan in fiscal 2012, while employees contributed \$818,850 (\$771,354 for 2011) to the Plan in fiscal 2012.

**CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2012**

13. Tangible Capital Assets

Tangible Capital Assets are stated at net book value.

	2012	2011
Land	\$ 3,441,500	\$ 3,441,502
Land Improvements	4,028,042	4,085,182
Buildings	20,046,874	20,764,890
Machinery and Equipment	5,399,736	5,223,459
Engineering Structures	1,085,994	1,070,707
Storm Drains	12,798,049	12,581,244
Transportation	10,055,234	10,266,827
Water	17,102,670	16,924,922
Sewer	<u>15,063,924</u>	<u>14,957,401</u>
	89,022,023	89,316,134
Work-in-progress - assets under construction not being amortized	<u>1,885,911</u>	<u>855,663</u>
	<u>\$ 90,907,934</u>	<u>\$ 90,171,797</u>

For more information on additions, disposals, and amortization, refer to Schedule 1 (Schedule of Tangible Assets)

There were no writedowns or retirements of tangible capital assets in 2012 (2011 - \$ nil). Contributed assets recognized in 2012 were \$640,777 (2011 - \$56,078) recorded at fair market value at the end of the warranty period. These include land, transportation, storm, sewer and water infrastructure. Interest capitalized in 2012 was \$ nil (2011 - \$ nil).

14. Subsequent Event

In July of 2013, the City of Port Alberni plans to finalize the acquisition of a sewage lagoon and additional infrastructure for a cost of \$5.75 million, financed through the Municipal Finance Authority of British Columbia. This acquisition is part of a significant capital project "Wastewater Treatment Systems Improvement" that is funded by the aforementioned debt, and federal infrastructure grant funding of approximately \$11 million.

15. Segmented Information

The City of Port Alberni provides a wide range of services to its citizens including police, fire, recreation, roads, sewer and water. For reporting purposes the City's operations and activities are organized and reported by Fund as described in Note 1. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations.

City services are provided by departments and their activities are reported in these funds. Certain departments that have been separately disclosed in the segmented information, along with the services

**CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2012**

they provide are as follows:

General government services

General government provides internal support services to Council and other departments who provide direct services to its citizens. General government consists of governance, corporate management and program support. Internal departments include Legislative (Council), City Manager's Office, City Clerk's Department, Financial Services, Information Services and Human Resources.

Protective services - Police, Fire, and Building Inspection

The Royal Canadian Mounted Police is Canada's national police service. They are committed to preserving the peace, upholding the law and providing quality service in partnership with Canadian communities and for all Canadian citizens. The mandate of the Port Alberni Fire Department is to provide fire suppression services; fire prevention programs; training and education related to prevention, detection or extinguishment of fires. It is the mandate of the Building Inspection Department to provide building inspection services as set out in the building bylaw for residents and builders. Building inspection services are provided in order to assist residents and builders in constructing projects which meet minimum construction standards.

Transportation services

The Public Works Department is responsible for the delivery of municipal public works services related to the planning, development and maintenance of roadway systems, traffic control and street lighting.

Environmental health services

The function of environmental health services is to provide for the collection and disposal of solid waste as well as providing cemetery services to the citizens of Port Alberni.

Environmental and economic development

Environmental development provides services relating to planning, economic development and tourism. The Planning Department develops and administers land use regulations to ensure an orderly and well planned community. Economic Development includes responsibilities for diversification of the economy through business retention, business attraction and marketing key properties owned by the City.

Recreation and cultural services

The mission of the Parks and Recreation Department is to enrich the quality of life of residents and visitors. The parks, facilities, programs and services are designed and delivered to provide the greatest benefit to the community as a whole. The Museum Department works with the community to collect, document, preserve and present all aspects of the cultural heritage of the Alberni Valley and West Coast of Vancouver Island. Cultural services also contribute towards the information needs of citizens through the provision of library services in partnership with the Vancouver Island Regional Library.

Water utility

The Water Department provides for the supply and treatment of safe drinking water to the citizens of Port Alberni.

Sewer utility

The Sewer Department provides for the collection and treatment of wastewater.

The accounting policies used in these segments are consistent with those followed in preparation of the

**CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2012**

consolidated financial statements as disclosed in Note 2. For additional information see Segmented Information (Schedule 2).

16. Comparative Figures

Certain of the comparative figures have been reclassified to conform with the current presentation.

**CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2012**

17. Accumulated Surplus

Accumulated surplus consists of individual fund surplus, surplus invested in tangible capital assets and reserve fund and accounts as follows:

	2012	2011
Operations		
General	\$ (2,700,935)	\$ 952,113
Water	3,419,665	4,448,097
Sewer	<u>(486,898)</u>	<u>(36,045)</u>
	<u>231,832</u>	<u>5,364,165</u>
Capital		
General	1,613,592	2,483,786
Water	723,040	399,999
Sewer	<u>501,470</u>	<u>390,534</u>
	<u>2,838,102</u>	<u>3,274,319</u>
Equity in tangible capital assets		
General	60,003,462	57,519,676
Water	16,371,218	15,971,220
Sewer	<u>14,207,920</u>	<u>13,817,376</u>
	<u>90,582,600</u>	<u>87,308,272</u>
Reserves		
Reserve funds - statutory		
Parkland Acquisition	136,158	134,834
Capital Works	1,369,674	1,398,671
Equipment Replacement	4,451,592	4,409,978
Land Sale	2,356,761	1,362,667
Development Cost Charges	8,358	-
Reserve funds - unrestricted		
General Fund - projects and purchases	2,199,498	1,043,839
Loss on taxation	1,351,000	1,351,000
Museum purchases	39,020	33,235
RCMP - contract surplus	480,000	300,000
Parks and Recreation building	505,802	352,644
Water Fund - projects and purchases	1,215,509	438,080
Sewer Fund - projects and purchases	<u>106,216</u>	<u>88,819</u>
	<u>14,219,588</u>	<u>10,913,767</u>
	<u>\$ 107,872,122</u>	<u>\$ 106,860,523</u>

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SUPPORTING SCHEDULES

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CITY OF PORT ALBERNI
SCHEDULE OF TANGIBLE CAPITAL ASSETS (SCHEDULE 1)
AT DECEMBER 31, 2012

	ASSETS				ACCUMULATED AMORTIZATION				NET BOOK VALUE 2012	NET BOOK VALUE 2011
	Balance December 31, 2011	2012 Additions	2012 Disposals	Balance December 31, 2012	Balance December 31, 2011	2012 Additions	2012 Disposals	Balance December 31, 2012		
Land	\$ 3,441,502	\$ -	\$ -	\$ 3,441,502	\$ -	\$ -	\$ -	\$ -	\$ 3,441,502	\$ 3,441,502
Land Improvements	9,715,971	172,479	22,591	9,865,859	5,630,788	229,620	22,592	5,837,816	4,028,043	4,085,183
Buildings	33,016,733	109,435	428,558	32,697,610	12,251,842	827,453	428,557	12,650,738	20,046,872	20,764,891
Machinery & Equipment	11,960,138	942,336	590,719	12,311,755	6,736,678	618,303	442,964	6,912,017	5,399,738	5,223,460
Engineered Structures	2,271,426	34,058	-	2,305,484	1,200,719	18,771	-	1,219,490	1,085,994	1,070,707
Storm Drains	18,498,439	470,278	-	18,968,717	5,917,195	253,473	-	6,170,668	12,798,049	12,581,244
Transportation	39,173,747	721,680	148,640	39,746,787	28,906,922	912,436	127,801	29,691,557	10,055,230	10,266,825
Water	28,810,078	728,132	7,763	29,530,447	11,885,155	550,384	7,763	12,427,776	17,102,671	16,924,923
Sewer	22,019,456	471,133	-	22,490,589	7,062,055	364,610	-	7,426,665	15,063,924	14,957,401
Work in progress	855,663	1,885,911	855,663	1,885,911	-	-	-	-	1,885,911	855,663
	\$ 169,763,153	\$ 5,535,442	\$ 2,053,934	\$ 173,244,661	\$ 79,591,354	\$ 3,775,050	\$ 1,029,677	\$ 82,336,727	\$ 90,907,934	\$ 90,171,799

Financial Statements

CITY OF PORT ALBERNI SEGMENTED INFORMATION (SCHEDULE 2) FOR THE YEAR ENDED DECEMBER 31, 2012

	General Government	Protective Services	Transportation Services	Environmental Health Services	Environmental & Economic Development
Revenue					
Taxes	\$ 19,890,048	\$ -	\$ -	\$ -	\$ -
Sales of services	74,264	472,409	408,519	1,033,101	143,249
Other revenue from own sources	353,676	227,705	-	9,857	136,888
Investment income	173,104	-	-	-	-
Grants	1,079,894	-	-	-	46,535
Developer contributions	-	-	-	-	-
Gain/loss on disposal of assets	-	-	-	-	-
Other	-	-	-	-	-
Total revenue	21,570,986	700,114	408,519	1,042,958	326,672
Expenses					
Operating:					
Salaries, wages and benefits	2,337,332	3,692,959	2,412,319	391,364	365,028
Debt servicing	18,594	161,625	-	-	-
RCMP contract	-	4,483,615	-	-	-
Grants	28,616	-	-	-	84,000
Other contracts	188,035	114,016	989,351	-	60,949
Goods and services	848,721	699,827	528,439	684,182	130,695
	3,421,298	9,152,042	3,930,109	1,075,546	640,672
Amortization	84,537	310,172	1,563,967	3,521	64,172
Total expenses	3,505,835	9,462,214	5,494,076	1,079,067	704,844
Excess (deficiency) in revenue over expenses	\$ 18,065,151	\$ (8,762,100)	\$ (5,085,557)	\$ (36,109)	\$ (378,172)

**CITY OF PORT ALBERNI
SEGMENTED INFORMATION (SCHEDULE 2)
FOR THE YEAR ENDED DECEMBER 31, 2012**

Recreation and Cultural Services	Water Utility	Sewer Utility	Other Funds	Consolidated 2012	Budget 2012	Consolidated 2011
\$ -	\$ -	\$ -	\$ -	\$ 19,890,048	\$ 19,888,283	\$ 19,773,973
1,567,007	2,047,142	1,312,229	624,766	7,682,686	7,124,145	7,769,572
-	33,441	21,491	437,193	1,220,251	666,356	1,186,258
-	-	572	81,323	254,999	71,500	243,196
117,407	-	-	666,003	1,909,839	16,721,665	1,724,128
-	-	-	640,777	640,777	-	33,628
-	-	-	237,489	237,489	-	3,602
-	-	-	-	-	-	22,450
1,684,414	2,080,583	1,334,292	2,687,551	31,836,089	44,471,949	30,756,807
3,719,941	657,468	418,786	-	13,995,197	24,040,567	14,011,367
-	-	68,591	-	248,810	466,833	248,658
-	-	-	-	4,483,615	4,406,261	3,978,661
28,760	-	-	-	141,376	105,000	97,956
9,993	-	-	-	1,362,344	1,490,602	1,413,646
2,720,077	549,235	619,948	36,976	6,818,100	21,065,891	6,880,856
6,478,771	1,206,703	1,107,325	36,976	27,049,442	51,575,154	26,631,144
833,686	550,384	364,610	-	3,775,049	-	3,694,491
7,312,457	1,757,087	1,471,935	36,976	30,824,491	51,575,154	30,325,635
\$ (5,628,043)	\$ 323,496	\$ (137,643)	\$ 2,650,575	\$ 1,011,598	\$ (7,103,205)	\$ 431,172

CITY OF PORT ALBERNI
DEBENTURE DEBT - SCHEDULE 3

ALL FUNDS AT DECEMBER 31, 2012 - SHOWING REQUIREMENTS FOR PRINCIPAL AND INTEREST FOR 2013

Security Issuing Bylaw	Purpose	Original Issue	Amount Outstanding Dec. 31, 2012	Term in Years	Annual Interest Rate	Maturity Date	2013 Requirements Interest	2013 Requirements Principal	Sinking Fund Addition	Debt Reserve Cash Balance
4280	L.I. General	98,120	27,919	20	4.43%	25-Sep-16	4,347	2,967	3,510	2,259
4575		3,375,064	2,837,515	25	4.65%	19-Apr-31	157,278	81,042	21,502	42,913
		3,473,184	2,865,434				161,625	84,009	25,012	45,172
4280	L.I. Sewer	147,180	41,878	20	4.43%	25-Sep-16	6,520	4,451	5,265	3,389
4559		797,642	272,908	10	4.55%	6-Apr-15	36,293	66,436	20,989	10,550
4601		438,170	196,096	10	4.65%	19-Apr-16	20,419	36,496	9,683	5,571
		1,382,992	510,882				63,232	107,383	35,937	19,510
		4,856,176	3,376,316				224,857	191,392	60,949	64,682

CITY OF PORT ALBERNI
TAX LEVIES and GRANTS IN LIEU OF TAXES (SCHEDULE 4)
FOR THE YEAR ENDED DECEMBER 31, 2012
(with comparative figures for 2011)

	2012 <u>Budget</u>	2012 <u>Actual</u>	2011 <u>Actual</u>
MUNICIPAL PURPOSES:			
Tax Levies:			
General purpose	\$ 19,024,128	\$18,853,588	\$ 18,864,937
Local improvement - streets and drains	186	-	186
Local improvement - sewer	-	32,003	33,965
Off-street parking	4,600	4,218	4,583
Utility	134,715	134,715	140,998
Parcel Tax	<u>170,000</u>	<u>162,098</u>	<u>161,522</u>
	19,333,629	19,186,622	19,206,191
 Grants in lieu of taxes	 <u>554,654</u>	 <u>703,425</u>	 <u>567,782</u>
Total Municipal Taxes	<u>19,888,283</u>	<u>19,890,047</u>	<u>19,773,973</u>
 COLLECTIONS FOR OTHER GOVERNMENTS:			
Tax Levies:			
School	5,480,000	5,456,595	5,453,970
Alberni Clayoquot Regional Hospital District	880,000	783,222	879,720
Alberni Clayoquot Regional District	550,000	718,172	709,622
B.C. Assessment	183,000	176,325	182,763
Municipal Finance Authority	<u>500</u>	<u>455</u>	<u>459</u>
Total Collections For Other Governments	<u>7,093,500</u>	<u>7,134,769</u>	<u>7,226,534</u>
Total Taxes Collected	<u>\$ 26,981,783</u>	<u>\$ 27,024,816</u>	<u>\$ 27,000,507</u>

**CITY OF PORT ALBERNI
GENERAL GOVERNMENT EXPENSES (SCHEDULE 5)
FOR THE YEAR ENDED DECEMBER 31, 2012
(with comparative figures for 2011)**

	2012 <u>Budget</u>	2012 <u>Actual</u>	2011 <u>Actual</u>
Legislative	\$ 151,868	\$ 152,299	\$ 132,575
City manager's office	188,200	306,216	193,577
Municipal clerk's office	390,843	247,698	340,205
Legal and bylaw prosecution services	40,000	27,865	36,914
Financial management	684,600	674,564	658,741
Administration vehicle	10,993	15,375	12,993
External audit	18,350	28,795	24,322
Purchasing	212,500	198,133	218,309
Buildings	101,414	132,667	185,688
Information services	499,334	673,263	624,587
Appraisals	25,000	-	-
Personnel	269,672	257,107	242,854
Election expenses	500	245	28,008
Training and development	158,568	172,857	144,518
Damage claims	40,000	28,780	18,678
Grants and grant funded programs	21,000	38,006	133,302
Office equipment supplies and printing	236,140	343,094	289,969
Public liability insurance	136,000	94,906	89,977
Other general services	-	262,702	351,462
General government - capital assets	410,000	(1,515)	-
Administration recoveries	<u>(266,400)</u>	<u>(266,432)</u>	<u>(266,432)</u>
	<u>\$ 3,328,582</u>	<u>\$ 3,386,625</u>	<u>\$ 3,460,247</u>

CITY OF PORT ALBERNI
PROTECTIVE SERVICES (SCHEDULE 6)
FOR THE YEAR ENDED DECEMBER 31, 2012
(with comparative figures for 2011)

	2012 <u>Budget</u>	2012 <u>Actual</u>	2011 <u>Actual</u>
Police protection	\$ 5,813,337	\$ 6,167,280	\$ 5,548,861
Fire protection	2,919,202	2,904,773	3,132,933
Emergency measures	4,232	9,079	12,431
Building and plumbing inspections	110,048	101,882	99,026
Animal pound operations	130,902	117,575	127,494
Protective services - capital assets	<u>49,000</u>	<u>-</u>	<u>-</u>
	\$ <u>9,026,721</u>	\$ <u>9,300,589</u>	\$ <u>8,920,745</u>

**CITY OF PORT ALBERNI
TRANSPORTATION SERVICES (SCHEDULE 7)
FOR THE YEAR ENDED DECEMBER 31, 2012
(with comparative figures for 2011)**

	2012 <u>Budget</u>	2012 <u>Actual</u>	2011 <u>Actual</u>
COMMON SERVICES:			
Engineering administration	\$ 487,066	\$ 554,487	\$ 616,021
Engineering consulting services	228,920	124,275	173,212
Public works supervision	347,000	326,878	335,529
Equipment and supplies	36,027	106,527	90,488
Building and yard maintenance	186,000	182,787	207,487
Equipment maintenance	<u>796,050</u>	<u>1,115,171</u>	<u>1,030,409</u>
	<u>2,081,063</u>	<u>2,410,125</u>	<u>2,453,146</u>
ROADS AND STREET MAINTENANCE:			
Roadway surfaces maintenance	859,160	1,811,675	1,702,807
Snow and ice removal	213,600	172,904	202,093
Parking	6,400	16,693	1,767
Gravel	125,000	147,272	93,605
Ditch and dyke maintenance	143,500	166,960	102,666
Storm sewers	<u>279,300</u>	<u>410,505</u>	<u>438,990</u>
	<u>1,626,960</u>	<u>2,726,009</u>	<u>2,541,928</u>
Bridges and retaining walls	70,000	12,611	93,204
Street lighting	236,588	325,367	294,239
Traffic control	224,940	306,132	243,184
Public transit	997,607	989,351	928,632
Other	134,212	63,568	152,334
Transportation services - capital assets	2,260,246	-	-
Recoveries	<u>(1,571,534)</u>	<u>(1,339,087)</u>	<u>(1,294,676)</u>
	<u>\$ 6,060,082</u>	<u>\$ 5,494,076</u>	<u>\$ 5,411,991</u>

CITY OF PORT ALBERNI
RECREATION AND CULTURAL SERVICES (SCHEDULE 8)
FOR THE YEAR ENDED DECEMBER 31, 2012
(with comparative figures for 2011)

	2012 Budget <u>Revenue</u>	2012 Actual Revenue	2012 Budget <u>Expense</u>	2012 Actual Expense	2012 Budget Operating <u>Deficit</u>	2012 Actual Operating Deficit	2011 Actual Operating <u>Deficit</u>
RECREATION SERVICES:							
Administration	\$ -	\$ -	\$ 474,524	\$ 464,618	\$ (474,524)	\$ (464,618)	\$ (494,050)
Leisure Centre	241,400	233,543	393,668	458,406	(152,268)	(224,864)	(167,902)
Swimming pool	329,500	289,061	414,407	550,932	(84,907)	(261,872)	(98,665)
Arena	635,800	600,944	916,172	1,435,240	(280,372)	(834,296)	(776,927)
Parks, playgrounds and other	132,000	161,520	1,282,249	1,512,639	(1,150,249)	(1,351,119)	(1,362,562)
Programs	228,700	221,409	1,286,893	1,364,166	(1,058,193)	(1,142,757)	(868,499)
Capital assets	-	-	2,003,000	-	(2,003,000)	-	-
	<u>1,567,400</u>	<u>1,506,477</u>	<u>6,770,913</u>	<u>5,786,001</u>	<u>(5,203,513)</u>	<u>(4,279,526)</u>	<u>(3,768,605)</u>
CULTURAL SERVICES:							
Museum services	19,925	50,109	548,181	634,100	(528,256)	(583,991)	(526,098)
McLean Mill	-	10,423	225,000	329,400	(225,000)	(318,978)	(457,458)
Regional library	-	-	571,494	571,496	(571,494)	(571,496)	(543,704)
Capital assets	-	-	329,900	-	(329,900)	-	-
	<u>19,925</u>	<u>60,532</u>	<u>1,674,575</u>	<u>1,534,996</u>	<u>(1,654,650)</u>	<u>(1,474,465)</u>	<u>(1,527,260)</u>
	<u>\$ 1,587,325</u>	<u>\$ 1,567,009</u>	<u>\$ 8,445,488</u>	<u>\$ 7,320,997</u>	<u>\$ (6,858,163)</u>	<u>\$ (5,753,991)</u>	<u>\$ (5,295,865)</u>

**CITY OF PORT ALBERNI
SALE OF SERVICES (SCHEDULE 9)
FOR THE YEAR ENDED DECEMBER 31, 2012
(with comparative figures for 2011)**

	2012 <u>Budget</u>	2012 <u>Actual</u>	2011 <u>Actual</u>
GENERAL REVENUE:			
General Services	\$ 2,032,885	\$ 1,971,121	\$ 1,810,933
Arena	635,800	600,942	581,208
Leisure Centre	241,400	233,543	218,987
Parks, playgrounds and other	132,000	161,520	127,745
Pool	329,500	289,061	302,553
Programs	228,700	221,409	435,827
Museum	19,925	50,109	26,222
McLean Mill	-	10,423	244,038
	<u>3,620,210</u>	<u>3,538,128</u>	<u>3,747,513</u>
MISCELLANEOUS REVENUE:			
Miscellaneous receipts/sales	-	624,766	558,805
SERVICES PROVIDED TO OTHER GOVERNMENTS:			
Services provided to other governments	160,000	160,421	169,646
SEWER REVENUE:			
Connections and sundry charges	50,213	109,106	70,617
Sale of sewer service	<u>1,230,300</u>	<u>1,203,123</u>	<u>1,182,125</u>
	<u>1,280,513</u>	<u>1,312,229</u>	<u>1,252,742</u>
WATER REVENUE:			
Sale of water	2,023,322	2,012,123	1,966,186
Connections and sundry charges	<u>40,100</u>	<u>35,019</u>	<u>74,680</u>
	<u>2,063,422</u>	<u>2,047,142</u>	<u>2,040,866</u>
	<u>\$ 7,124,145</u>	<u>\$ 7,682,686</u>	<u>\$ 7,769,572</u>

CITY OF PORT ALBERNI
OTHER REVENUE FROM OWN SOURCES (SCHEDULE 10)
FOR THE YEAR ENDED DECEMBER 31, 2012
(with comparative figures for 2011)

	2012 <u>Budget</u>	2012 <u>Actual</u>	2011 <u>Actual</u>
Licences and permits	\$ 239,300	\$ 218,365	\$ 304,602
Fines and costs	5,000	9,340	3,915
Land and building rentals	166,656	136,888	116,519
Penalties and interest	141,400	210,140	209,670
Miscellaneous revenue	114,000	208,325	159,636
Other revenue from own sources - capital fund	<u>-</u>	<u>437,193</u>	<u>391,916</u>
	<u>\$ 666,356</u>	<u>\$ 1,220,251</u>	<u>\$ 1,186,258</u>

**CITY OF PORT ALBERNI
SEWER AND WATER UTILITIES (SCHEDULE 11)
FOR THE YEAR ENDED DECEMBER 31, 2012
(with comparative figures for 2011)**

	2012 <u>Budget</u>	2012 <u>Actual</u>	2011 <u>Actual</u>
SEWER UTILITY:			
Administration	\$ 307,500	\$ 306,127	\$ 369,121
Sewage treatment and disposal	195,000	299,119	468,887
Sewage collection system	338,240	485,842	288,987
Sewage pump stations	188,500	309,077	253,469
Other operating costs	2,550	3,178	2,785
Sewer utility - capital	<u>14,641,219</u>	<u>-</u>	<u>-</u>
	<u>\$ 15,673,009</u>	<u>\$ 1,403,343</u>	<u>\$ 1,383,249</u>
WATER UTILITY:			
Administration	\$ 363,000	\$ 344,307	\$ 332,446
Service of supply	178,800	248,544	279,386
Pumping	238,500	267,106	287,491
Transmission and distribution	563,550	896,721	913,219
Other operating costs	7,650	408	12,989
Water utility - capital fund	<u>5,594,400</u>	<u>5,092</u>	<u>-</u>
	<u>\$ 6,945,900</u>	<u>\$ 1,762,178</u>	<u>\$ 1,825,531</u>

STATISTICS SECTION

Statistics

CITY OF PORT ALBERNI MISCELLANEOUS STATISTICS

Date of Incorporation	1912
Form of Government	City/Council/Manager
Number of employees (excluding police and fire)	
Bargaining Unit (Full Time)	95
Exempt	20
Area in Hectares	2,151
City of Port Alberni Facilities and Services:	
Kilometers of streets	175
Number of street lights	672
Culture and Recreation:	
Community centers	6
Parks	46
Park in hectares	271
Swimming pools	1
Tennis courts	5
Fire Protection:	
Number of stations	1
Number of fire personnel and officers	23
Number of calls received - Fire/Rescue/First Responder	1,162
Number of inspections conducted	1,231
Police Protection:	
Number of stations	1
Number of police personnel and officers	33
Number of law violations:	
Incarcerations	1,670
Reported incidents	3,380
Sewerage System:	
Kilometers of sanitary sewers and storm sewer	258
Number of treatment plants	1
Number of service connections	6,519
Daily average treatment of cubic meters	18,791
Water System:	
Kilometers of water mains	163
Number of service connections	6,810
Number of fire hydrants	729
Daily average consumption in cubic meters	10,315
Maximum daily capacity of plant in cubic meters	48,000
Facilities and services not included in the reporting entity:	
Education:	
Number of elementary schools	6
Number of middle schools	2
Number of secondary schools	1
Number of community colleges	2
Hospitals:	
Number of hospitals	1
Number of patient beds	53

CITY OF PORT ALBERNI
ASSESSMENT/TAXATION COMPARATIVE STATISTICS
AT DECEMBER 31, 2012

	2012	2011	2010	2009	2008
Population (based on last census) ⁽¹⁾	17,743	17,743	17,548	17,548	17,548
Assessed valuations for General Purposes⁽²⁾					
Land					
Residential	\$ 517,212,200	\$ 533,863,900	\$ 480,657,900	\$ 520,949,600	\$ 512,031,400
Commercial	\$ 71,236,667	\$ 69,831,231	\$ 69,928,611	\$ 63,215,257	\$ 63,623,894
Industrial	\$ 10,367,200	\$ 10,614,800	\$ 10,606,700	\$ 8,761,100	\$ 8,873,100
Other	\$ 2,281,287	\$ 2,037,087	\$ 2,198,827	\$ 3,392,567	\$ 3,476,407
	\$ 601,097,354	\$ 616,347,018	\$ 563,392,038	\$ 596,318,524	\$ 588,004,801
Improvements					
Residential	\$ 851,604,700	\$ 862,491,700	\$ 849,283,500	\$ 849,583,900	\$ 840,294,400
Commercial	\$ 128,740,419	\$ 125,348,361	\$ 124,069,131	\$ 117,084,143	\$ 117,162,056
Industrial	\$ 90,300,800	\$ 92,260,300	\$ 97,986,500	\$ 98,575,800	\$ 102,301,800
Other	\$ 2,277,600	\$ 3,247,500	\$ 2,935,700	\$ 6,346,200	\$ 6,231,200
	\$ 1,072,923,519	\$ 1,083,347,861	\$ 1,074,274,831	\$ 1,071,590,043	\$ 1,065,989,456
Total	\$ 1,674,020,873	\$ 1,699,694,879	\$ 1,637,666,869	\$ 1,667,908,567	\$ 1,653,994,257
General & Debt Tax Rates					
Residential	\$ 7.8638	\$ 7.4227	\$ 7.6185	\$ 5.9440	\$ 5.5436
Utilities	\$ 39.5794	\$ 40.3643	\$ 40.0860	\$ 43.0587	\$ 42.4666
Major Industrial	\$ 49.8032	\$ 53.1288	\$ 55.0405	\$ 57.1291	\$ 58.9797
Light Industrial	\$ 35.5130	\$ 33.7527	\$ 33.3172	\$ 33.5555	\$ 34.6043
Business & Other	\$ 16.0400	\$ 16.1459	\$ 16.0346	\$ 17.2235	\$ 16.9867
Seasonal Recreational	\$ 7.8638	\$ 7.4227	\$ 7.6185	\$ 5.9440	\$ 5.5436
Farm	\$ 7.8638	\$ 7.4227	\$ 7.6185	\$ 5.9440	\$ 5.5436
School Tax Rates					
Residential	\$ 2.5672	\$ 2.4926	\$ 2.5671	\$ 2.5078	\$ 2.4797
Utilities	\$ 14.2000	\$ 14.1000	\$ 14.4000	\$ 14.5000	\$ 14.2000
Major Industrial	\$ 6.4000	\$ 6.6000	\$ 6.8000	\$ 7.0000	\$ 9.3000
Light Industrial	\$ 6.4000	\$ 6.6000	\$ 6.8000	\$ 7.0000	\$ 6.8000
Business & Other	\$ 6.4000	\$ 6.6000	\$ 6.8000	\$ 7.0000	\$ 6.8000
Seasonal Recreational	\$ 3.4000	\$ 3.4000	\$ 3.5000	\$ 3.7000	\$ 3.6000
Farm	\$ 6.9000	\$ 6.6000	\$ 6.8000	\$ 6.9000	\$ 6.8000
Tax Rates for Residential Class					
General	\$ 7.7623	\$ 7.3269	\$ 7.5211	\$ 5.8613	\$ 5.4653
Debt	\$ 0.1015	\$ 0.0958	\$ 0.0974	\$ 0.0827	\$ 0.0783
School District-Residential	\$ 2.5672	\$ 2.4926	\$ 2.5671	\$ 2.5078	\$ 2.4797
Regional Hospital District	\$ 0.3479	\$ 0.3865	\$ 0.3678	\$ 0.4063	\$ 0.4181
Municipal Finance Authority	\$ 0.0002	\$ 0.0002	\$ 0.0002	\$ 0.0002	\$ 0.0002
Regional District	\$ 0.2470	\$ 0.2408	\$ 0.2621	\$ 0.3137	\$ 0.3178
B.C. Assessment	\$ 0.0599	\$ 0.0621	\$ 0.0664	\$ 0.0641	\$ 0.0615
Total Residential Rate	\$ 11.0860	\$ 10.6049	\$ 10.8821	\$ 9.2361	\$ 8.8209

Statistics

CITY OF PORT ALBERNI GENERAL COMPARATIVE STATISTICS AT DECEMBER 31, 2012

	2012	2011	2010	2009	2008
Current Tax Levy					
General	\$ 18,770,602	\$ 18,781,245	\$ 18,955,730	\$ 17,379,109	\$ 17,112,830
Debt	\$ 245,477	\$ 245,488	\$ 245,448	\$ 245,273	\$ 245,194
School District-Residential	\$ 3,110,259	\$ 3,074,561	\$ 3,415,457	\$ 2,446,295	\$ 2,681,653
School District-Non-Residential	\$ 2,346,336	\$ 2,379,409	\$ 2,449,940	\$ 3,042,924	\$ 3,352,789
Other Levies-Special Assessments	\$ 451,924	\$ 466,054	\$ 752,989	\$ 1,124,781	\$ 1,050,118
Regional Hospital District	\$ 783,222	\$ 879,720	\$ 818,594	\$ 911,531	\$ 935,653
Municipal Finance Authority	\$ 455	\$ 459	\$ 449	\$ 453	\$ 354
Regional District	\$ 718,172	\$ 709,622	\$ 583,443	\$ 703,834	\$ 711,212
Assessment Authority	\$ 176,325	\$ 182,763	\$ 187,269	\$ 185,357	\$ 178,969
Total Levy	\$ 26,602,772	\$ 26,719,321	\$ 27,409,319	\$ 26,039,557	\$ 26,268,772
Per Capita Levy	\$ 1,499.34	\$ 1,505.91	\$ 1,561.96	\$ 1,483.90	\$ 1,496.97
Tax Collection					
Current Taxes Payments	\$ 20,932,925	\$ 21,302,153	\$ 22,417,886	\$ 17,460,865	\$ 21,579,407
Provincial Home Owner Grants	\$ 4,640,757	\$ 4,632,235	\$ 3,558,659	\$ 3,547,141	\$ 3,534,047
Total Current Taxes Collected	\$ 25,573,682	\$ 25,934,388	\$ 25,976,545	\$ 21,008,006	\$ 25,113,454
Percentage of Current Levy	96.13%	97.06%	94.77%	80.68%	95.60%
Arrears and Delinquent Collected	\$ 992,503	\$ 1,008,092	\$ 4,765,142	\$ 718,572	\$ 608,765
Percentage of Current Levy	3.73%	3.77%	17.39%	2.76%	2.32%
Total Taxes Collected	\$ 26,566,185	\$ 26,942,480	\$ 30,741,687	\$ 21,726,578	\$ 25,722,219
Percentage of Current Levy	99.86%	100.84%	112.16%	83.44%	97.92%
Unpaid Taxes					
Current	\$ 611,354	\$ 602,282	\$ 639,389	\$ 4,278,431	\$ 486,610
Arrears	\$ 280,632	\$ 258,774	\$ 232,383	\$ 218,860	\$ 176,563
Total Unpaid Taxes	\$ 891,986	\$ 861,056	\$ 871,772	\$ 4,497,291	\$ 663,173
Per Capita	\$ 50.27	\$ 48.53	\$ 49.68	\$ 256.29	\$ 37.79
Summary of Surplus and Reserves					
Funded Reserves	\$ 14,219,588	\$ 10,913,767	\$ 10,701,790	\$ 15,042,046	\$ 11,793,008
Capital Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Equity in Capital Assets	\$ 90,582,600	\$ 87,308,272	\$ 80,412,612	\$ 80,412,611	\$ 81,703,135
Operating Surplus	\$ 231,832	\$ 5,364,165	\$ 8,419,293	\$ 5,663,283	\$ 4,001,720

CITY OF PORT ALBERNI
GENERAL COMPARATIVE STATISTICS
AT DECEMBER 31, 2012

	2012	2011	2010	2009	2008
Debenture Debt					
Water	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer	\$ 510,882	\$ 648,601	\$ 780,939	\$ 908,105	\$ 1,030,304
General	\$ 2,865,434	\$ 2,970,203	\$ 3,070,885	\$ 3,167,642	\$ 3,260,626
Gross Debenture Debt	\$ 3,376,316	\$ 3,618,804	\$ 3,851,824	\$ 4,075,747	\$ 4,290,930
Per Capita	\$ 190.29	\$ 203.96	\$ 219.50	\$ 232.26	\$ 244.53
Less: Sewer and Water Utilities Debt	\$ 510,882	\$ 648,601	\$ 780,939	\$ 908,105	\$ 1,030,304
Net Debt Excluding Utilities	\$ 2,865,434	\$ 2,970,203	\$ 3,070,885	\$ 3,167,642	\$ 3,260,626
Per Capita	\$ 161.50	\$ 167.40	\$ 175.00	\$ 180.51	\$ 185.81
Liability Servicing Limit					
Liability Servicing Limit	\$ 7,158,364	\$ 6,926,394	\$ 7,065,220	\$ 6,609,054	\$ 6,547,605
Less Actual Debt Servicing Cost	\$ 579,733	\$ 568,078	\$ 600,610	\$ 416,248	\$ 416,247
Less Estimated Cost - Unissued Debt	\$ -	\$ -	\$ -	\$ -	\$ -
Liability Servicing Capacity Available	\$ 6,578,631	\$ 6,358,316	\$ 6,464,610	\$ 6,192,806	\$ 6,131,358
Debt Payment as a percentage of non-capital expenditures					
Debt payments - gross	1.1%	1.1%	1.3%	1.2%	0.8%
General Revenue Fund Statistics					
Budget	\$ 33,454,891	\$ 33,604,329	\$ 34,073,052	\$ 32,047,370	\$ 31,811,844
Actual Revenues	\$ 31,836,088	\$ 30,756,807	\$ 33,643,880	\$ 33,034,309	\$ 32,509,207
Actual Expenditures	\$ 30,824,491	\$ 30,325,637	\$ 28,332,467	\$ 35,116,363	\$ 32,987,326
Surplus	\$ 1,011,597	\$ 431,170	\$ 5,311,413	\$ (2,082,054)	\$ (478,119)
Expenditure per Capita	\$ 1,737.28	\$ 1,709.16	\$ 1,614.57	\$ 2,001.16	\$ 1,879.83
Capital Expenditures					
Financed from General Revenue	\$ 794,796	\$ 779,186	\$ 579,129	\$ 1,094,779	\$ 1,308,743
Other Sources of Revenue					
Provincial Unconditional Grants	\$ 1,094,894	\$ 1,015,578	\$ 1,090,399	\$ 1,090,398	\$ 904,385
B.C. Hydro Grant	\$ 584,535	\$ 442,982	\$ 412,505	\$ 397,579	\$ 428,287
Building Permits					
Number Issued	114	125	125	130	152
Construction Values	\$ 14,945,710	\$ 53,041,064	\$ 28,584,551	\$ 21,298,710	\$ 18,798,533

SOURCES:

¹ Statistics Canada. 2012. Port Alberni, British Columbia (Code 5923008) and Alberni-Clayoquot, WE. Ottawa. Released October 24, 2012. <http://www12.statcan.gc.ca/census-recensement/2011/dp-pd/prof/index.cfm?Lang=E> (accessed July 11, 2013).

² BC Assessment Authority

**CITY OF PORT ALBERNI
DEMOGRAPHIC STATISTICS¹**

Population Composition

<u>Age</u>	<u>2011</u>			<u>2006</u>		
	<u>Male</u>	<u>Female</u>	<u>Total</u>	<u>Male</u>	<u>Female</u>	<u>Total</u>
0 - 4 years	465	475	940	470	400	870
5 - 9 years	465	435	900	475	480	955
10 - 14 years	515	495	1010	590	535	1,125
15 - 19 years	570	535	1105	585	545	1,130
20 - 29 years	795	845	1640	860	860	1,720
30 - 39 years	915	980	1895	875	950	1,825
40 - 49 years	1105	1180	2285	1280	1325	2,605
50 - 59 years	1450	1508	2958	1470	1415	2,885
60 - 64 years	685	670	1355	615	575	1,190
65 - 69 years	580	545	1125	455	475	930
70 - 74 years	410	445	855	390	405	795
75 + years	750	925	1675	650	885	1,535
Total	<u>8,705</u>	<u>9,038</u>	<u>17,743</u>	<u>8,715</u>	<u>8,850</u>	<u>17,565</u>

Legal Married Status

	<u>2011</u>		
	<u>Male</u>	<u>Female</u>	<u>Total</u>
Population 15 years and over	7270	7625	14895
Married or living with a common law partner	4145	4165	8310
Married	3395	3415	6810
Living common law	755	750	1505
Not married and not living with a common law partner	3120	3460	6580
Single	2010	1565	3575
Separated	225	275	500
Divorced	605	715	1320
Widowed	275	905	1180

¹ Statistics Canada. 2012. Port Alberni, British Columbia (Code 5923008) and Alberni-Clayoquot, WE. Ottawa. Released October 24, 2012. <http://www12.statcan.gc.ca/census-recensement/2011/dp-pd/prof/index.cfm?Lang=E> (accessed July 11, 2013).

**CITY OF PORT ALBERNI
DEMOGRAPHIC STATISTICS¹**

Top Occupations and Industries for the Employed Labour Force

	2011 Port Alberni		2011 British Columbia	
	<u>Number</u>	<u>Rank</u>	<u>Number</u>	<u>Rank</u>
<u>Top Occupations</u>				
Industrial, electrical and construction trades	655	1	117,675	1
Service support and other service occupations	600	2	115,570	2
Sales representatives (wholesale and retail)	520	3	110,490	4
<u>Top Industries</u>				
Health care and social assistance	1,450	1	240,275	2
Retail trade	1,390	2	250,140	1
Manufacturing	870	3	139,695	7

Labour Force Indicators

	2011 Port Alberni	2011 British Columbia
Participation rate	51.4%	64.6%
Employment rate	46.0%	59.5%
Unemployment rate	10.4%	7.8%

¹ Statistics Canada. 2012. Port Alberni, British Columbia (Code 5923008) and Alberni-Clayoquot, WE. Ottawa. Released October 24, 2012. <http://www12.statcan.gc.ca/census-recensement/2011/dp-pd/prof/index.cfm?Lang=E> (accessed July 11, 2013).

CITY OF PORT ALBERNI

MAJOR PROPERTY TAXPAYERS IN PORT ALBERNI

2012 TAXATION YEAR

	Registered Owner	Primary Property	Taxes Levied
1	Catalyst Paper Corporation	Paper Mill	\$ 4,214,654
2	Western Forest Products Inc.	Sawmills	\$ 1,254,765
3	Wal-Mart Canada Corp.	Building	\$ 437,698
4	Sun Life Assurance Company of Canada	Pacific Rim Shopping Centre	\$ 365,957
5	Loblaw Properties West Inc.	Extra Foods	\$ 255,299
6	BC Hydro & Power Authority	Building	\$ 206,669
7	Port Alberni Retail Development	Alberni Mall	\$ 181,728
8	Canada Safeway Limited	Building	\$ 147,173
9	Marlow-Yeoman Limited	10th Avenue Plaza	\$ 145,536
10	Telus	Poles, Lines, Building	\$ 127,726
11	Kelland Foods Ltd.	Building	\$ 119,424
12	517535 BC Ltd.	Zellers Port Alberni	\$ 115,363
13	Terasen Gas (Vancouver Island) Inc. (Fortis BC)	Gas Utility	\$ 113,566
16	Alberni Valley Gaming Association	Chances Rim Rock	\$ 93,033
14	GDP Investments Ltd.	Building	\$ 86,464
15	Marco Investments Ltd.	Building	\$ 81,642
17	Northport Plaza Limited	Johnston Road Plaza	\$ 63,529
18	PA Hospitality Inns Ltd.	Hospitality Inn	\$ 53,562
19	Dennis Jonsson Motor Products Ltd.	Automobile Dealership	\$ 50,524
20	CLCSC Holdings Inc.	Building	\$ 50,392

**CITY OF PORT ALBERNI
FIVE YEAR PLAN
2012-2016**

REVENUES	2012	2013	2014	2015
Taxes				
Property Taxes	\$ 19,024,128	\$ 20,358,946	\$ 21,500,625	\$ 22,232,068
Parcel Taxes	170,000	170,000	170,000	170,000
Other Taxes	173,466	179,751	179,751	179,751
Grants in Lieu of Taxes	554,654	554,654	554,654	554,654
Fees and Charges				
Sales of Service	3,708,310	4,436,086	4,497,481	4,557,016
Sales of Service/Utilities	3,343,935	4,295,421	4,755,067	5,204,750
Service to other Government	160,000	160,000	160,000	160,000
User Fees/Fines	244,300	244,300	244,300	244,300
Other Revenue				
Rentals	166,656	169,989	173,389	176,857
Interest/Penalties	322,900	325,400	325,400	325,400
Grants/Other Governments	16,588,765	17,586,897	933,563	444,500
Other	44,900	10,069,900	29,900	29,900
	<u>\$ 44,502,014</u>	<u>\$ 58,551,344</u>	<u>\$ 33,524,130</u>	<u>\$ 34,279,196</u>

EXPENSES

Debt Interest	341,349	928,438	1,009,115	1,086,518
Capital Expenses	25,287,765	51,397,110	4,506,572	5,919,600
Other Municipal Purposes				
General Municipal	2,998,582	3,023,172	3,113,226	3,155,574
Police Services	5,813,337	5,998,126	6,225,491	6,413,488
Fire Services	2,919,202	3,172,567	3,270,593	3,332,581
Other Protective Services	245,183	248,145	251,165	254,244
Transportation Services	3,799,836	3,814,879	3,898,399	3,969,540
Environmental Health and Development	2,025,939	1,929,237	1,962,178	1,995,794
Parks and Recreation	4,767,913	4,931,090	5,029,713	5,130,308
Cultural	1,344,674	1,366,792	1,389,628	1,412,921
Water	1,351,500	1,378,530	1,406,101	1,434,222
Sewer	1,031,790	1,052,425	1,076,203	1,097,727
Contingency	150,000	150,000	650,000	150,000
	<u>\$ 52,077,070</u>	<u>\$ 79,390,511</u>	<u>\$ 33,788,384</u>	<u>\$ 35,352,517</u>

OTHER

Borrowing Proceeds	3,000,000	20,916,667	1,700,000	2,730,000
Debt Principal	(431,820)	(1,124,173)	(1,066,763)	(1,158,441)
Transfer to Other Governments - Repayment	(170,000)	(170,000)	(170,000)	(170,000)
Transfer from Equipment Replacement Reserve	519,700	765,100	217,700	431,900
Transfer from other reserves	3,649,228	301,574	(416,683)	(760,138)
Transfer from Land Sale Reserve	610,000	-	-	-
Transfer from (to) Surplus	397,948	149,999	-	-
	<u>\$ 7,575,056</u>	<u>\$ 20,839,167</u>	<u>\$ 264,254</u>	<u>\$ 1,073,321</u>

BALANCED BUDGET

<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>
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Statistics

**CITY OF PORT ALBERNI
CONSOLIDATED REVENUE
LAST FIVE YEARS COMPARISON**

	2012	2011	2010	2009	2008
Taxes					
Property Taxes	\$ 18,853,588	\$ 18,864,937	\$ 19,038,712	\$ 17,392,102	\$ 17,124,791
Parcel Taxes	162,098	161,522	154,538	231,534	231,135
Other Taxes	170,936	179,732	178,388	172,332	164,457
Grants in Lieu of Taxes	703,425	567,782	537,859	520,251	546,737
Fees and Charges					
Sales of Service	3,538,128	3,747,513	3,884,834	4,122,554	4,062,166
Sales of Service/Utilities	3,359,371	3,293,608	3,374,958	3,270,025	3,111,440
Service to other Government	160,421	169,646	166,825	190,750	95,520
User Fees/Fines	227,705	308,517	274,172	231,627	247,836
Other Revenue					
Rentals	136,888	116,519	116,516	66,779	105,121
Investment Earnings	254,999	243,196	137,799	163,667	615,181
Grants/Other Governments	1,909,839	1,724,127	4,005,560	2,906,331	2,908,328
Developer Contributions	640,777	33,628	152,405	933,863	-
Gain/loss on Disposal of Assets	237,489	3,602	686,901	1,563,441	-
Parkland dedication deposits	-	22,450	12,093	21,550	15,500
Sale of property and equipment	-	-	-	207,500	1,162,042
Other	1,480,424	1,320,028	922,320	1,054,680	1,172,409
	<u>\$ 31,836,088</u>	<u>\$ 30,756,807</u>	<u>\$ 33,643,880</u>	<u>\$ 33,048,986</u>	<u>\$ 31,562,663</u>

Statistics**CITY OF PORT ALBERNI
CONSOLIDATED EXPENSES
LAST FIVE YEARS COMPARISON**

	2012	2011	2010	2009	2008
<u>Analysis by function</u>					
General government	\$ 3,386,625	\$ 3,460,247	\$ 3,459,571	\$ 3,921,697	\$ 3,729,650
Protective services	9,300,588	8,920,744	7,811,747	8,014,147	7,830,511
Transportation services	5,494,076	5,411,991	5,000,243	5,191,429	4,964,644
Environmental health services	1,079,067	1,138,853	1,099,001	1,273,897	1,340,214
Environmental development	805,281	708,188	653,542	560,092	528,649
Recreation and cultural services	7,320,997	7,232,444	6,812,494	7,187,559	7,095,435
Interest	237,038	239,007	235,091	230,689	238,727
Debt reserve	1,897	2,070	1,910	1,629	2,304
Water utility	1,762,178	1,825,531	1,747,477	1,742,082	1,611,383
Sewer utility	1,403,343	1,383,249	1,301,910	1,371,953	1,250,606
Cost of sales and services	33,400	3,313	209,480	(50,873)	134,592
	<u>\$ 30,824,490</u>	<u>30,325,637</u>	<u>\$ 28,332,466</u>	<u>\$ 29,444,301</u>	<u>\$ 28,726,715</u>

Analysis by object

Salaries and benefits	\$ 13,995,197	14,011,369	\$ 12,389,259	\$ 13,518,963	\$ 13,199,639
Debt Servicing	248,810	248,658	237,003	249,433	250,220
RCMP contract	4,483,615	3,978,661	3,597,767	3,836,207	3,647,928
Grants	141,376	97,956	93,982	123,125	146,790
Other contracts	1,362,343	1,413,647	1,056,025	1,124,190	880,705
Goods and services	6,818,100	6,880,855	7,303,137	7,096,231	7,206,660
Amortization	3,775,049	3,694,491	3,655,293	3,496,152	3,394,773
	<u>\$ 30,824,490</u>	<u>30,325,637</u>	<u>\$ 28,332,466</u>	<u>\$ 29,444,301</u>	<u>\$ 28,726,715</u>

**CITY OF PORT ALBERNI
CAPITAL ASSETS ACQUIRED
LAST FIVE YEARS COMPARISON**

CAPITAL ACQUISITIONS	2012	2011	2010	2009	2008
General government	\$ 198,757	\$ 49,308	\$ -	\$ 72,593	\$ 52,700
Protective services	68,506	187,533	875,683	-	40,400
Transportation services	1,967,095	2,243,477	1,254,682	1,595,159	1,666,623
Recreation and cultural	263,711	109,387	4,116,693	274,296	280,948
Water	728,132	2,149,989	192,102	136,544	2,218,733
Sewer	471,133	348,376	-	1,524,482	271,455
	<u>\$ 3,697,334</u>	<u>\$ 5,088,070</u>	<u>\$ 6,439,160</u>	<u>\$ 3,603,074</u>	<u>\$ 4,530,859</u>

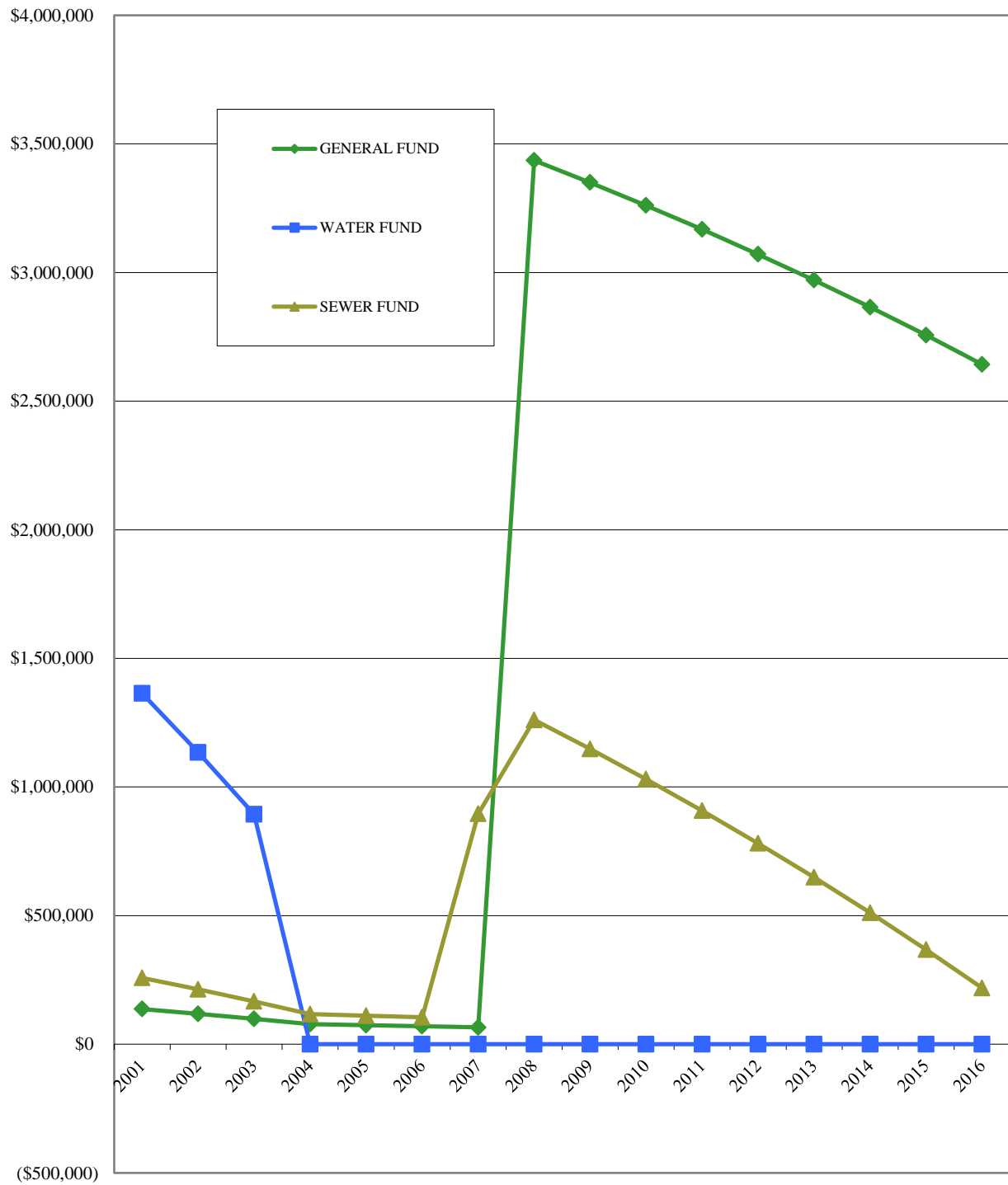
SOURCE OF FINANCING	2012	2011	2010	2009	2008
Revenue Funds	\$ 1,413,429	\$ 1,265,384	\$ 771,231	\$ 1,072,918	\$ 2,377,522
Reserve Funds	981,804	2,009,938	4,335,539	1,019,739	942,946
Short Term Borrowing	-	-	-	698,417	-
Long Term Borrowing	-	-	-	-	-
Grants	607,284	1,750,000	1,302,113	530,000	1,166,667
Other	694,817	62,748	30,277	282,000	43,724
	<u>\$ 3,697,334</u>	<u>\$ 5,088,070</u>	<u>\$ 6,439,160</u>	<u>\$ 3,603,074</u>	<u>\$ 4,530,859</u>

CITY OF PORT ALBERNI
SURPLUS AND NET FINANCIAL ASSETS
LAST FIVE YEARS COMPARISON

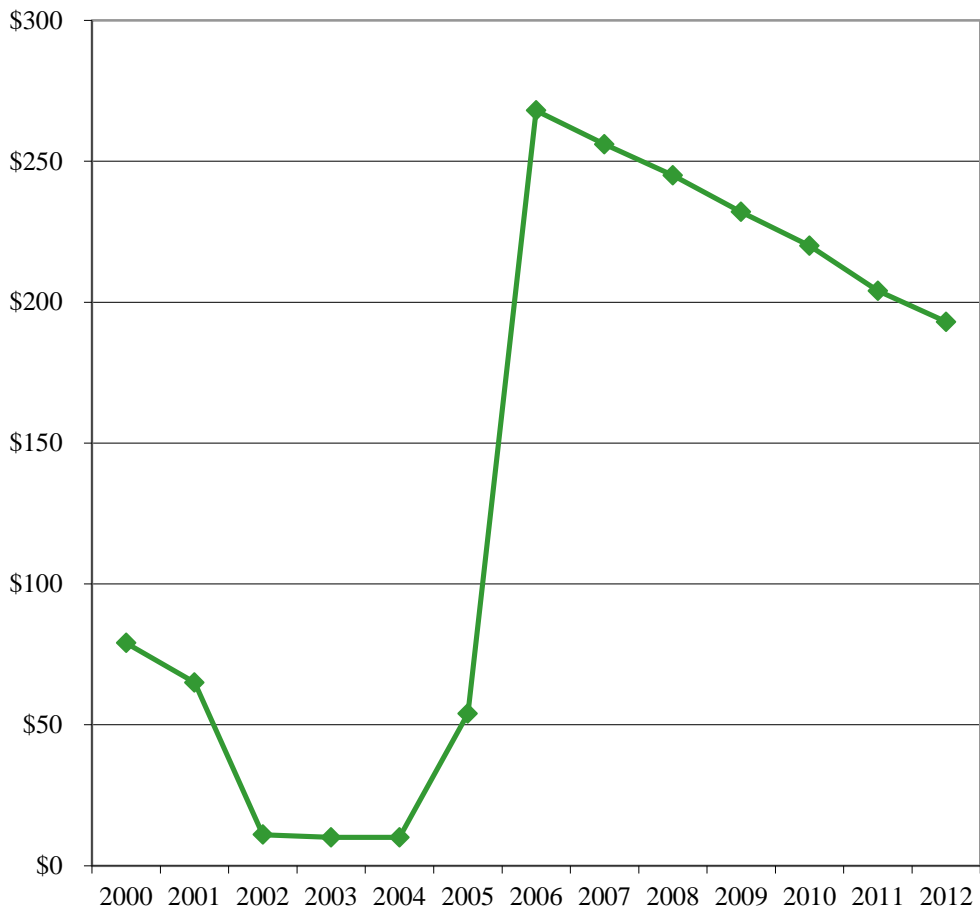
SURPLUS	2012	2011	2010	2009	2008
Annual surplus	\$ 1,011,598	\$ 431,170	\$ 5,311,413	\$ 3,604,685	\$ 2,835,949
Accumulated surplus, beginning of year	<u>106,860,524</u>	<u>106,429,354</u>	<u>101,117,941</u>	<u>97,513,255</u>	<u>94,677,307</u>
Accumulated surplus, end of year	<u><u>\$ 107,872,122</u></u>	<u><u>\$ 106,860,524</u></u>	<u><u>\$ 106,429,354</u></u>	<u><u>\$ 101,117,940</u></u>	<u><u>\$ 97,513,256</u></u>

NET FINANCIAL ASSETS	2012	2011	2010	2009	2008
Increase (decrease) in financial assets	\$ 343,515	\$ (243,605)	\$ 3,741,480	\$ 74,237	\$ 1,456,077
Net financial assets, beginning of year	16,149,083	16,392,688	12,651,211	12,576,973	11,120,889
Reallocation adjustment for PSAB reporting	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net financial assets, end of year	<u><u>\$ 16,492,598</u></u>	<u><u>\$ 16,149,083</u></u>	<u><u>\$ 16,392,691</u></u>	<u><u>\$ 12,651,210</u></u>	<u><u>\$ 12,576,966</u></u>

CITY OF PORT ALBERNI-DEBT RETIREMENT



CITY OF PORT ALBERNI - DEBT PER CAPITA



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