



# CITY OF PORT ALBERNI

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## FINANCE DEPARTMENT REPORT

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TO: Ken Watson, City Manager  
FROM: Ann Hopkins, Director of Finance  
COPIES TO: Russell Dyson, City Clerk  
DATE: June 4, 2008

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**SUBJECT: Statement of Financial Information for the year ended December 31, 2007**

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**Issue:**

The Statement of Financial Information for the year ended December 31, 2007 has now been prepared. The City Council must receive and approve the statement prior to submission of the report to the Ministry of Community Services.

**Discussion:**

Pursuant to Section 2 of the *Financial Information Act*, Local Government must prepare a Statement of Financial Information. The format is prescribed by regulation pursuant to Section 3 of the Financial Information Regulation. The requirement that Council must approve the statement is prescribed by Section 9(2) of the Financial Information Regulations.

Attached is a copy of the Statement of Financial Information including all statements and schedules that are required to be submitted. The Annual Financial Report contains many of the statements and schedules included in the Statement and is included in the agenda packages as a separate document.

**Recommendation:**

The following resolution is proposed:

*That Council for the City of Port Alberni approve all the statements and schedules included in the Statement of Financial Information, produced under the Financial Information Act for the year 2007, as outlined in the Director of Finance's June 4, 2008 report.*

Respectfully submitted

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Ann Hopkins  
Director of Finance

## Financial Information Regulation, Schedule 1

### Checklist – Statement of Financial Information (SOFI)

#### For the Corporation:

Corporate Name: City of Port Alberni Contact Name: Ann Hopkins  
 Fiscal Year End: December 31, 2007 Phone Number: 250-720-2821  
 Date Submitted: June 10, 2008 E-mail: ann\_hopkins@portalberni.ca

#### For the Ministry:

Ministry Name: \_\_\_\_\_ Reviewer: \_\_\_\_\_  
 Date Received: \_\_\_\_\_ Deficiencies: 

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

  
 Date Reviewed: \_\_\_\_\_ Deficiencies Addressed: 

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

  
 Approved (SFO): \_\_\_\_\_ Further Action Taken: \_\_\_\_\_

Distribution: Legislative Library  Ministry Retention

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>General</b>					
1 (1) (a)	Statement of assets and liabilities	X			Page 31
1 (1) (b)	Operational statement	X			Page 33
1 (1) ©	Schedule of debts	X			Page 47
1 (1) (d)	Schedule of guarantee and indemnity agreements		X		None
1 (1) (e)	Schedule of employee remuneration and expenses	X			Pages 74-75
1 (1) (f)	Schedule of suppliers of goods and services	X			Pages 77-79
1 (3)	Statements prepared on a consolidated basis or for each fund, as appropriate	X			Pages 31-37
1 (4) 1 (5)	Notes to the financial statements for the statements and schedules listed above	X			Pages 38-44

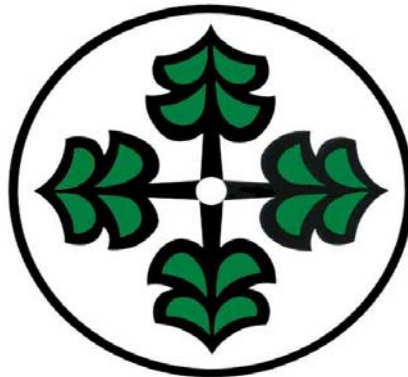
FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>Statement of Assets &amp; Liabilities</b>					
2	<ul style="list-style-type: none"> <li>• A balance sheet prepared in accordance with GAAP or stated accounting principles / policies, and</li> <li>• Show changes in equity and surplus or deficit due to operations</li> </ul>	X			Pages 31, 38-40
		X			Pages 33, 35-37, 43
<b>Operational Statement</b>					
3 (1)	Prepared in accordance with GAAP or stated accounting principles / policies and consists of: <ul style="list-style-type: none"> <li>• a Statement of Income or Statement of Revenue and Expenditures, and</li> <li>• a Statement of Changes in Financial Position</li> </ul>	X			Pages 33, 35-37
		X			Page 34
3 (2) 3 (3)	<ul style="list-style-type: none"> <li>• The Statement of Changes in Financial Position may be omitted if it provides no additional information</li> <li>• The omission must be explained in the notes</li> </ul>			X	Included
				X	included
3 (4)	Community colleges, school districts, and municipalities must prepare a Statement of Changes in Financial Position for the Capital Fund	X			Page 36
<b>Schedule of Debts</b>					
4 (1) (a) 4 (2)	List each long-term debt (secured by debentures, mortgages, bonds, etc.), stating the amount outstanding, the interest rate, and the maturity date	X			Page 47
4 (1) (b)	Identify debts covered by sinking funds or reserves and amounts in these accounts	X			Page 47
4 (3) 4 (4)	<ul style="list-style-type: none"> <li>• The schedule may be omitted if addressed under section 2 or 5 and it provides no additional information</li> <li>• The omission must be explained in a note to the schedule</li> </ul>			X	Included
				X	included

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>Schedule of Guarantee and Indemnity Agreements</b>					
5 (1)	List financial agreements that required government approval prior to being given (see Guarantees and Indemnities Regulation in FIA Guidance Package)			X	none
5 (2)	State the entities involved, and the specific amount involved if known			X	none
5 (3) 5 (4)	<ul style="list-style-type: none"> <li>• The schedule may be omitted if addressed under section 2 or 4 and it provides no additional information</li> <li>• The omission must be explained in a note to the schedule</li> </ul>			X	None
				X	none
<b>Schedule of Remuneration and Expenses</b> (See Guidance Package for suggested format)					
6 (2) (a)	List separately, by name and position, the total remuneration and the total expenses for each elected official, member of the board of directors, and employee appointed by Cabinet	X			Page 74
6 (2) (b)	List alphabetically each employee whose total remuneration exceeds \$75,000 and the total expenses for each [excluding the persons listed under 6 (2) (a)]	X			Page 74
6 (2) (c)	Include a consolidated total for employees whose remuneration is \$75,000 or less [excluding the persons listed under 6 (2) (a)]	X			Page 74
6 (2) (d)	Reconcile or explain any difference between total remuneration in this schedule and related information in the operational statement	X			Page 75
6 (3)	Exclude personal information other than name, position, function or remuneration and expenses of employees	X			Page 74

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>Schedule of Remuneration and Expenses</b> (See Guidance Package for suggested format)					
6 (6)	Report the employer portion of EI and CPP as a supplier payment to the Receiver General for Canada rather than as employee remuneration	X			Page 78
6 (7) (a) 6 (7) (b)	Include a statement of severance agreements providing: <ul style="list-style-type: none"> <li>• the number of severance agreements under which payment commenced in the fiscal year being reported on for non-union employees, and</li> <li>• the range of equivalent months' compensation for them</li> </ul> (see Guidance Package for suggested format)	X		X	Page 76  none
6 (8)	Provide the reason for omitting a statement of severance agreements in a note to the schedule of remuneration and expenses			X	Included (page 76)
<b>Schedule of Suppliers of Goods or Services</b> (See Guidance Package for suggested format)					
7 (1) (a)	List in alphabetical order all suppliers of goods and services who received aggregate payments exceeding \$25,000	X			Pages 77-78
7 (1) (b)	Include a consolidated total of all payments to suppliers who received \$25,000 or less	X			Page 78
7 (1) (c)	Reconcile or explain any difference between the consolidated total and related figures in the operational statement	X			Page 79
7 (2) (b)	Include a statement of payments for the purposes of grants or contributions	X			Page 78

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
<b>Inactive Corporations</b>					
8 (1)	The ministry reports for the corporation if the corporation is not operating to the extent required to produce a SOFI			X	
8 (2) (a)	The ministry's report contains the statements and schedules required under section 1 (1), to the extent possible			X	
8 (2) (b)	The ministry's report contains a statement of the operational status of the corporation (see Guidance Package regarding what to include)			X	
<b>Approval of Financial Information</b>					
9 (1)	Corporations other than municipalities – the SOFI is signed as approved by the board of directors or the governing body (see Guidance Package for example)			X	
9 (2)	Municipalities – the SOFI is approved by its council and by the officer assigned responsibility for financial administration (see Guidance Package for example)	X			Page 80
9 (3)	A management report is included, signed by the head and chief financial officer, or by the municipal officer assigned responsibility for financial administration (see examples in annual report at <a href="http://www.gov.bc.ca/cas/popt/">http://www.gov.bc.ca/cas/popt/</a> )	X			Pages 2-3
9 (4)	The management report explains the roles and responsibilities of the board of directors or governing body, audit committee, management, and the auditors	X			Pages 2-3
9 (5)	Signature approvals required in section 9 are for each of the statements and schedules of financial information, not just the financial statements	X			Pages 73-80

**CITY OF PORT ALBERNI  
STATEMENT OF FINANCIAL INFORMATION  
FOR THE YEAR ENDED DECEMBER 31, 2007**



**SCHEDULES:**

**COUNCIL MEMBERS' REMUNERATION**

**EMPLOYEES' WAGES OVER \$75,000 AND RELATED EXPENSES**  
(including consolidated totals for all others)

**LISTING OF SEVERANCE AGREEMENTS COMMENCED DURING THE YEAR**

**AMOUNTS PAID TO SUPPLIERS IN EXCESS OF \$25,000**  
(including consolidated totals for all other amounts paid)

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

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

<b>Name</b>	<b>Position</b>	<b>Remuneration</b>	<b>Expenses</b>
CHOPRA, HIRA	Elected Official	\$ 11,919.96	\$ 1,851.20
MCLEMAN, JACK	Elected Official	\$ 11,919.96	\$ 3,909.22
MCRAE, KEN	Elected Official	\$ 29,842.02	\$ 4,504.00
MEALEY, CHARLES	Elected Official	\$ 11,919.96	\$ 240.57
PATTERSON, ARMAND	Elected Official	\$ 11,919.96	\$ 240.57
SOLDA, CINDY	Elected Official	\$ 11,919.96	\$ 3,234.78
WHITEMAN, KENNETH	Elected Official	\$ 11,919.96	\$ 2,565.30
<b>Total: elected officials, employees appointed by Cabinet and members of the Board of Directors ( A )</b>		<b>\$ 101,361.78</b>	<b>\$ 16,545.64</b>

**2. Other employees (excluding those listed in Part 1 above)**

<b>Name</b>	<b>Remuneration</b>	<b>Expenses</b>	
ASPINALL, PETER	\$ 89,745.71	\$ -	
BJORNSON, WILLIAM	\$ 82,403.39	\$ 1,950.05	
BURROWS, SCOTT	\$ 77,797.44	\$ -	
CHEVELDAVE, WAYNE	\$ 83,092.40	\$ -	
CICON, GUY	\$ 102,273.97	\$ 4,299.47	
COLYN, JACOB	\$ 75,424.73	\$ 2,460.40	
DOETZEL, RONALD	\$ 76,756.02	\$ 41.00	
DYSON, RUSSELL	\$ 96,667.72	\$ 645.00	
FINES, DERRIN	\$ 77,023.36	\$ 992.55	
FRANCOEUR, EDGAR	\$ 75,484.00	\$ 696.90	
FRASER, RANDALL	\$ 82,910.89	\$ 1,701.66	
GOORTS, BRENDA	\$ 75,661.24	\$ 720.20	
HALL, GORDON	\$ 77,871.27	\$ -	
HALYCHUK, BENJAMIN	\$ 75,279.02	\$ 992.55	
HAMILTON, JANIS	\$ 84,879.66	\$ -	
HOPKINS, ANN	\$ 96,523.72	\$ 3,392.68	
JOHNS, PHILIP	\$ 82,119.88	\$ 2,178.53	
KENNY, R. SCOTT	\$ 102,039.97	\$ 2,225.96	
KINGSTON, THERESA	\$ 89,808.38	\$ 2,297.70	
MCGIFFORD, LAWRENCE	\$ 102,781.00	\$ 2,059.46	
MCINTOSH, JEAN	\$ 76,265.16	\$ 1,063.13	
MCVIE, DUNCAN	\$ 89,612.44	\$ -	
MEUNIER, NORMAN	\$ 82,912.97	\$ 2,114.08	
NADIG, HERBERT	\$ 77,332.64	\$ -	
NORDEN, LESLIE	\$ 87,258.00	\$ -	
PLEY, TIMOTHY	\$ 89,787.82	\$ 2,628.36	
SMITH, SCOTT	\$ 85,230.75	\$ 1,894.93	
THOEN, RANDOLPH	\$ 75,549.49	\$ -	
TRENHOLM, J. BRUCE	\$ 81,963.30	\$ -	
VANDERMOLEN, PETER	\$ 91,284.19	\$ -	
WATSON, KENNETH	\$ 114,894.09	\$ 4,601.34	
<b>Consolidated total of other employees with remuneration and expenses of \$75,000 or less</b>		<b>\$ 7,704,641.14</b>	<b>\$ 37,238.33</b>
<b>Total: Other Employees ( B )</b>		<b>\$ 10,363,275.76</b>	<b>\$ 76,194.28</b>



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

**3. Reconciliation**

Total remuneration - elected officials, employees appointed by cabinet and members of the Board of Directors ( A )	\$	101,361.78
Total remuneration - other employees ( B )	\$	10,363,275.76
<b>Subtotal</b>	<b>\$</b>	<b>10,464,637.54</b>
Reconciling Items		
<b>Total per Statement of Revenue and Expenditure</b>	<b>\$</b>	<b>12,741,147.00</b>
<b>Variance</b>	<b>Note 1</b>	<b>\$ (2,276,509.46)</b>

**NOTE 1**

A formal reconciliation of the figures cannot be presented due to the functional reporting of expenditures.

The variance is due in large part to the following reasons:

- the payroll is based on a 26 pay period reporting whereas the financial statement is based on an accrual method of reporting;
- the financial statement reports benefits as a percentage of salaries and wages whereas remuneration is the amount paid directly to the employee as defined in the Financial Information Regulation, Schedule 1, subsection 6(1).

**CITY OF PORT ALBERNI**  
**STATEMENT OF SEVERANCE AGREEMENTS**

There were no severance agreements under which payment commenced between the City of Port Alberni and its non-unionized employees during fiscal year 2007.

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

<b>Supplier Name</b>	<b>Aggregate Amount Paid To Supplier</b>
609188 BC LTD	\$71,933.92
ACE FLAGGING	\$59,537.55
ACKLANDS - GRAINGER INC	\$68,979.92
ADDY POWER LTD	\$25,458.86
ALBERNI CHRYSLER LTD.	\$49,557.69
ALBERNI CLAYOQUOT REGIONAL HOSPITAL DIST.	\$959,703.76
ALBERNI COMMUNICATIONS & ELECTRONICS	\$33,009.25
ALBERNI FOUNDRY LTD	\$41,437.77
ALBERNI VALLEY TREE SERVICE - DAVE POTTER	\$31,865.46
ANDREW SHERET LIMITED	\$136,387.29
AURORA ROOFING LTD	\$80,180.84
B C ASSESSMENT AUTHORITY	\$172,317.73
B C HYDRO & POWER AUTHORITY	\$694,578.81
B C TRANSIT	\$557,282.00
BAILEY ELECTRIC CO LTD	\$224,053.22
BEAVER CREEK HOME CENTRE	\$27,645.38
BERK'S INTERTRUCK LTD	\$172,129.31
BETA CONSTRUCTION (1998) LTD	\$70,840.36
BRANDT TRACTOR LTD.	\$105,881.41
BRENNTAG CANADA INC.	\$34,131.71
CANADIAN CORPS OF COMMISSIONAIRES	\$38,878.57
CANADIAN UNION OF PUBLIC EMPLOYEES	\$135,587.57
CANSCOTT MANAGEMENT SERVICES LTD	\$33,682.83
CMF CONSTRUCTION LTD	\$1,234,146.64
COAST HYDROVAC	\$45,419.47
CO-OPERATORS, THE	\$185,772.09
CORIX WATER PRODUCTS INC.	\$66,747.50
D R CLOUGH CONSULTING	\$80,515.23
DOLANS CONCRETE LTD	\$159,896.94
DRH FORESTRY CONSULTING	\$55,142.80
DUNCAN SABINE COLLYER PARTNERS LLP	\$27,888.60
FOURNIER EXCAVATING LTD	\$810,621.63
FRIESEN EQUIPMENT LTD	\$107,532.70
GRAND & TOY	\$53,382.10
IMPERIAL OIL	\$269,024.71
INDUSTRIAL HERITAGE SOCIETY (THE STATION)	\$238,925.10
JACK'S TIRE SALES & SERVICES LTD	\$26,418.69
JARDINE LLOYD THOMPSON CANADA INC	\$301,842.00
JOE & SONS CONSTRUCTION LTD	\$31,800.00
JOHNSON CONTROLS L.P.	\$40,302.23
KING LUMINAIRE COMPANY INC	\$48,961.40
KNAPPETT INDUSTRIES LTD.	\$103,288.52
KOERS & ASSOCIATES ENGINEERING LTD	\$111,418.69
LINDSAY SIMMONDS DESIGN	\$65,767.59
MACDERMOTTS INSURANCE AGENCY LTD	\$68,768.00
MASS PRODUCTIONS	\$34,553.87
MCTAR PETROLEUM	\$63,475.05
MEDICAL SERVICE PLAN OF BC	\$136,728.00
MIDAN INDUSTRIES	\$56,302.25
MINISTER OF FINANCE	\$31,056.84
MINISTER OF FINANCE	\$26,500.00

MUNICIPAL FINANCE AUTHORITY	\$70,330.24
OAK CREEK GOLF & TURF INC.	\$34,576.45
PACIFIC BLUE CROSS	\$307,397.42
PACIFIC SITE CONCRETE	\$61,464.10
PARKSVILLE HEAVY EQUIPMENT	\$53,428.24
PATTISON SIGN GROUP	\$52,104.80
PENSION CORPORATION	\$1,535,748.00
PORT ALBERNI FIRE FIGHTERS ASSOC	\$36,475.00
PORT ALBERNI SCHOOL TAX	\$6,179,653.67
PORT ALBERNI TIMES GROUP INC.	\$64,496.09
PORT MACHINE WORKS LTD	\$41,929.46
QUALITY FOODS	\$27,069.00
RAYNER & BRACHT LTD.	\$28,103.74
RAYNER BRACHT CONSTRUCTION INC	\$948,717.61
RAZOR CONSTRUCTION LTD	\$189,277.86
RECEIVER GENERAL FOR CANADA - COMMISSIONER RCMP	\$3,677,012.84
RECEIVER GENERAL FOR CANADA - REVENUE CANADA &	\$2,856,395.56
REGIONAL DISTRICT OF ALBERNI CLAYOQUOT	\$1,329,288.91
REGIONAL DISTRICT OF ALBERNI CLAYOQUOT - LANDFILL	\$452,894.98
S P C A	\$116,410.00
SOLDA'S PROMOTIONS	\$44,011.00
SPIFFY IN A JIFFY JANITORIAL	\$31,747.00
SUNBIRD DISPOSAL & RECYCLING	\$44,454.07
SUPERIOR PROPANE	\$29,435.60
TELUS	\$166,547.11
TELUS MOBILITY MIKE	\$27,765.05
TERASEN GAS	\$261,683.85
UNISOURCE CANADA INC	\$39,696.01
VANCOUVER ISLAND REGIONAL LIBRARY	\$497,428.35
WESCOM COMPUTER SERVICES LTD	\$51,656.81
WEST COAST FLOOR LTD	\$36,463.14
WOODWARD WALKER	\$27,023.84
<b>Total aggregate amount paid to suppliers ( A )</b>	<b>\$ 27,627,945.65</b>

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

<b>( B )</b>	<b>\$2,979,402.94</b>
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**3. Total of payments to suppliers for grants and contributions exceeding \$25,000**

ALBERNI VALLEY CHAMBER OF COMMERCE	\$	114,932.00
Consolidated total of grants exceeding \$25,000.00	\$	114,932.00
Consolidated total of contributions exceeding \$25,000.00	\$	-
<b>Consolidated total of all grants and contributions exceeding \$25,000 ( C )</b>	<b>\$</b>	<b>114,932.00</b>

#### 4. Reconciliation

Total of aggregate payments exceeding \$25,000 paid to suppliers	( A )	\$	<u>27,627,945.65</u>
Consolidated total of payments of \$25,000 or less paid to suppliers	( B )	\$	<u>2,979,402.94</u>
Consolidated total of all grants and contributions exceeding \$25,000	( C )	\$	<u>114,932.00</u>
Reconciling items			
Total per Statement of Revenue and Expenditure		\$	<u>18,163,544.00</u>
Variance	Note 2	\$	<u><b>12,558,736.59</b></u>

#### NOTE 2

A formal reconciliation cannot be presented due to the functional reporting of expenditures.

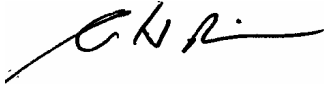
The variance is due in large part to the following reasons:

- collections for others;
- payments made to suppliers for payroll purposes eg. Receiver General, Pension Corporation etc.;
- GST is included in the payments to suppliers but is not included in the financial statement total.

**CITY OF PORT ALBERNI**

**STATEMENT OF FINANCIAL INFORMATION APPROVAL**

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information , produced under the *Financial Information Act*.



\_\_\_\_\_  
Ann Hopkins  
Director of Finance  
June 02, 2008

\_\_\_\_\_  
Council Member on behalf of Council  
June 10, 2008