

City of Port Alberni British Columbia

2013 Comprehensive Annual Financial Report

For the year ended December 31, 2013



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

**COMPREHENSIVE
ANNUAL
FINANCIAL REPORT
2013**

FISCAL YEAR ENDED DECEMBER 31, 2013

This Document
Prepared by the Finance Department

Cover photo credit: Erica Watson

CITY OF PORT ALBERNI

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DECEMBER 31, 2013

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INTRODUCTORY SECTION

July 28, 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, 2013 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, 2013. 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 2013 fiscal year with an increase in the consolidated accumulated surplus of \$4,588,480.

A summary of the 2013 overall accumulated surplus increases (decreases) are as follows:

Operating Fund	\$ (2,367,403)
Capital Fund	5,110,759
Reserve Accounts	946,025
Reserve Fund Operations	<u>899,099</u>
	\$ 4,588,480

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 \$254,999 in 2012 to \$266,622 in 2013. Total investment income was \$254,999 in 2011, \$137,199 in 2010, and \$163,702 in 2009.

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
2013	\$0	\$0
2012	\$0	\$0
2011	\$0	\$0
2010	\$559,000	\$0
2009	\$0	\$0

The City's 2013 long-term debt decreased from \$3,376,316 to \$3,123,974. The City's 2013 capital program of \$9,274,146 includes capital items funded \$1,158,950 from current operations revenue; \$1,541,144 from grants and donations; \$3,608,051 from borrowing; and \$2,966,001 from Reserves.


Consolidated revenues increased by \$4,004,313, from \$31,836,088 in 2012 to \$35,840,401 in 2013. This increase is attributed mostly to: increase in grant funding of approximately \$2 million; utilities increase of \$400,000; sale of property and equipment of \$210,000; and a gain on the sale of property of \$410,000. Consolidated expenses increased by \$427,431, from \$30,824,490 in 2012 to \$31,251,921 in 2013. This increase is attributed to Transportation Services, General Government, and Environmental Health Services.

The municipal statistics section of the report indicates that total current taxes collected as a percentage of current levy is 96.94% for 2013 (96.13% in 2012).

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 2013
 Municipal Infrastructure
 Summary of Services and Regional Relationships
 Budget Process and Timing
 Source and Use of Capital Funding

Respectfully submitted,


 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, 2012. 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.

2012 marks the twentieth 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, 2012

Executive Director/CEO

Directory of Officials

Port Alberni

Mayor and City Council 2011 – 2014



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, Recreation and Heritage.	S. Kenny
Director of Corporate Services.....	T. Kingston
Fire Chief.....	T. Pley
Building Inspector	D. Cappus
Manager of Information Technology.....	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)

2013/14 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)

2013/14 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	



CITY OF PORT ALBERNI

MUNICIPAL COUNCIL RESPONSIBILITIES

FOR CITY SERVICES

DECEMBER 31, 2012

<p>Mayor John Douglas</p> <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
<p>Councillor Hira Chopra</p> <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
<p>Councillor Rob Cole</p> <ul style="list-style-type: none"> - Liaison, Advisory Traffic Committee - Liaison, SD 70/North Island College - Community Investment Program/Permissive Tax Exemption Committee
<p>Councillor Wendy Kerr</p> <ul style="list-style-type: none"> - Vancouver Island Regional Library Board - Member, Personnel Committee - Liaison, Continuing Care Societies - Liaison, Community Stakeholders Initiative on Homelessness
<p>Councillor Jack McLeman</p> <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
<p>Councillor Cindy Solda</p> <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
<p>Councillor Dan Washington</p> <ul style="list-style-type: none"> - Member, Audit Committee - Liaison, Alberni Valley Heritage Commission

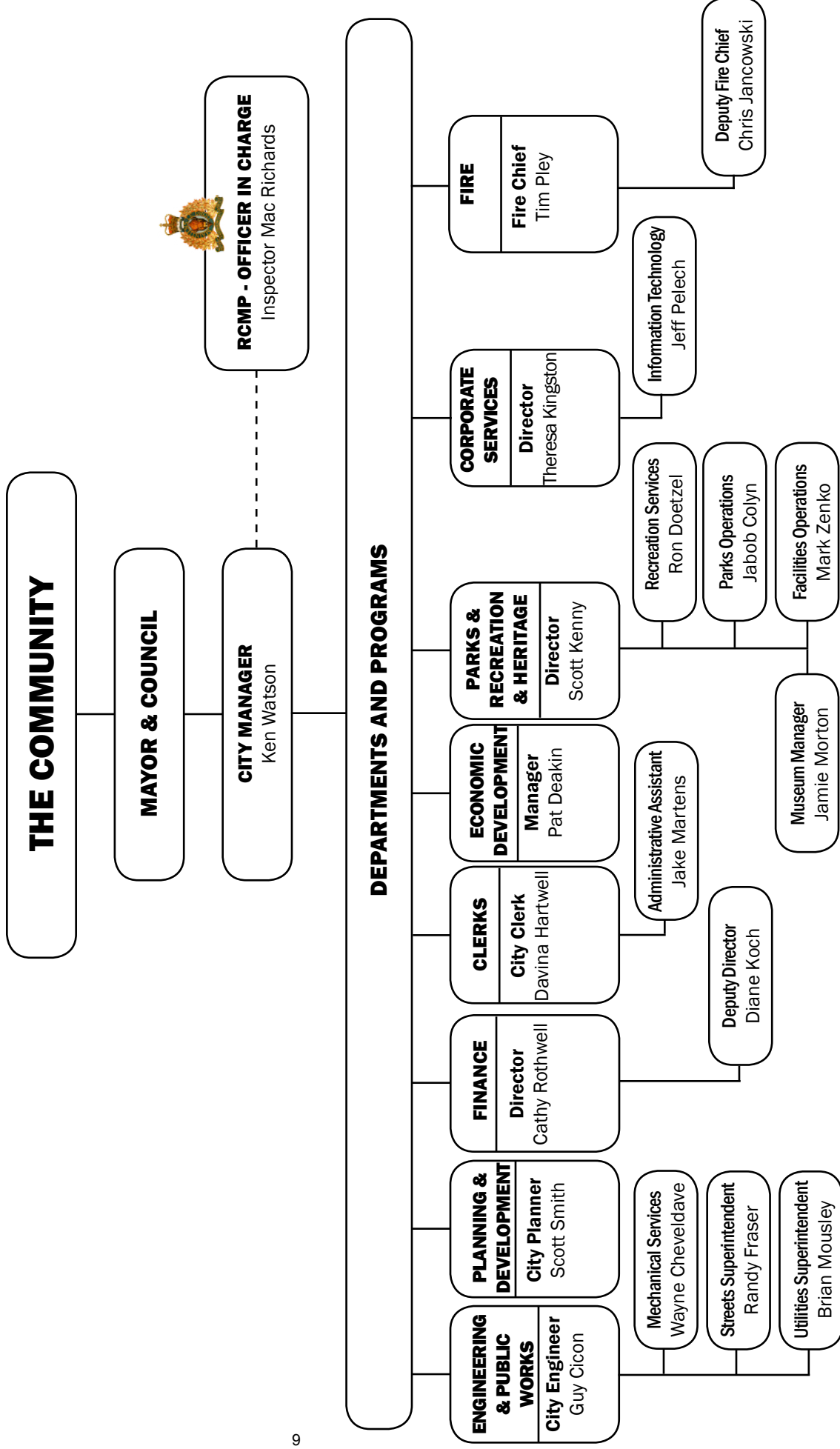


ORGANIZATIONAL CHART

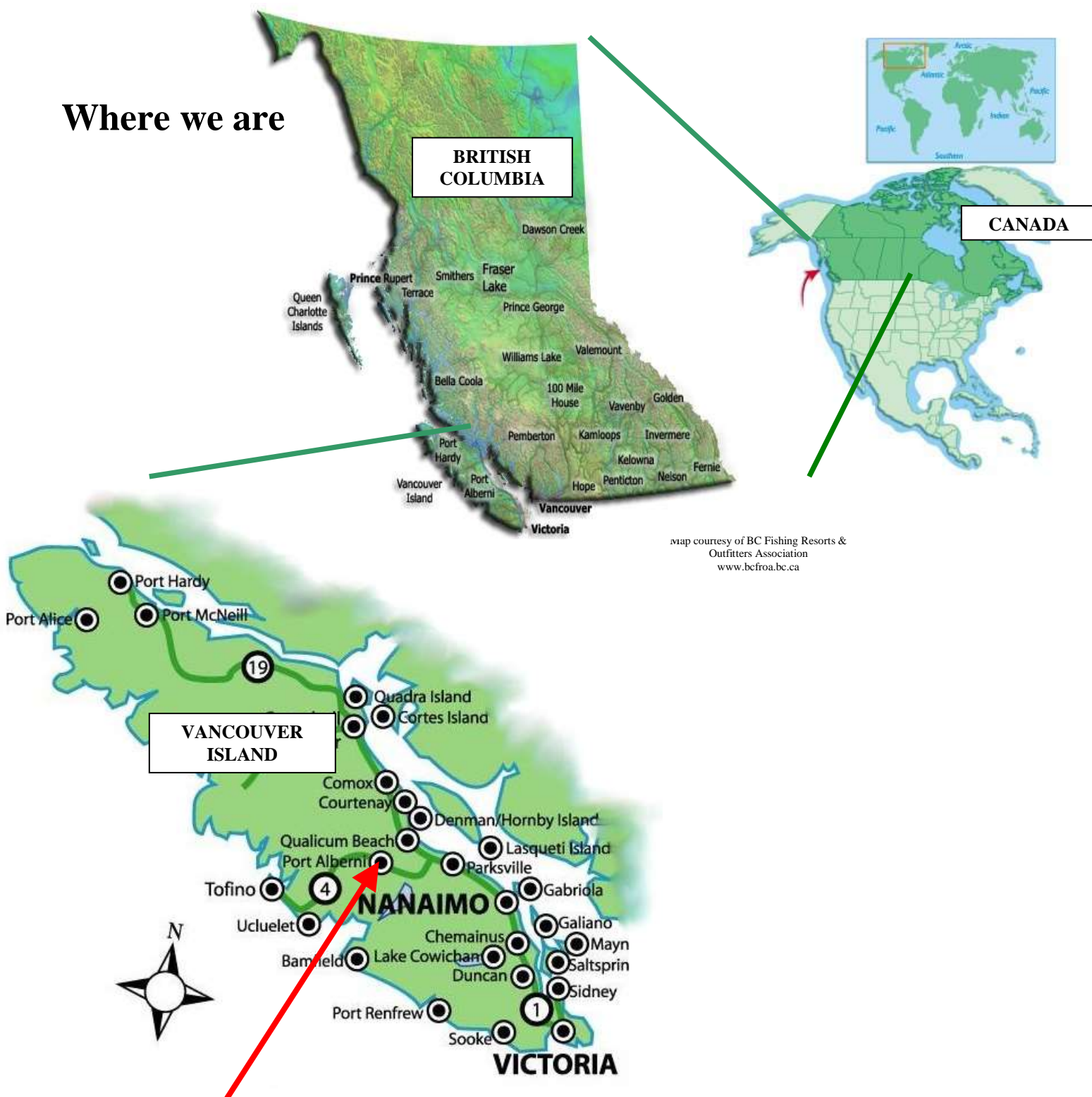
City Hall, 4850 Argyle Street, Port Alberni, BC V9Y 1V8 Phone: 250.723.2146 Website: www.portalberni.ca

Updated: July 2014

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.

In 2012 the City completed its commitment program of accelerated tax reductions for the Major Industry class totaling \$2.1 million over the five years (2008-2012). For the years 2013 through 2017, the City has committed to no tax increase for the Major Industry class as per the sewage lagoon purchase agreement reached with Catalyst in 2013. 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 sometimes challenging economic conditions.

Port Alberni, like many Canadian local governments, faces significant financial challenges in funding necessary upgrades to aging infrastructure. In 2013, capital works projects totaling \$9.2 million were completed. Significant projects included the road upgrades on Beaver Creek Road, 7th Avenue, 10th Avenue, Gertrude Street; storm drain construction on 10th and 11th Avenues; sewer construction on 10th Avenue and the purchase of the sewage lagoon from Catalyst Paper; and water construction on 6th Avenue and North Crescent, and 10th Avenue. Work continues on the next phases of water supply upgrades. Funding for the completed projects included \$340,000 in government grants; \$3.6 million in borrowing, and \$584,000 in contributions from City reserves.

Capital construction plans over the next five years include necessary major projects for roads and water supply, aquatic facilities, and sewer treatment upgrades. Funding estimates require that \$29.7 million be raised from borrowing.

Long term debenture debt per capita in 2013 has reduced to \$176, a decrease of 7% from 2012.

Significant Local Events 2013

Planning

The Planning Department processed 91 building permits with an aggregate value of \$12 million in 2013. Construction continued on a major renovation of the Alberni Mall on Johnston Road, and a new warehouse building on Gertrude Street was completed, as well as a Tim Horton's on 10th Avenue. Construction began on a new Ford dealership on Beaver Creek Road, and a 6 bay car wash at Southgate and Gertrude Streets. Work continued on a complete review and rewrite of the City's zoning by-laws; and the Waterfront North Study is near completion, in cooperation with Hupacasath First Nation, Tseshah First Nation, and the Port Authority.

Fire Department

During 2013, Port Alberni Fire Department responded to 1,137 calls for service (1,162 in 2012). The department conducted 1,136 fire inspections in 2012 (1,033 in 2012) throughout the year, and monitored a number of third party inspections during the same time period. In 2013, Port Alberni continued to improve over 2012 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 with Sproat Lake and Beaver Creek Fire Departments was in operation in 2013, resulting in a high level of coordinated service on 2013 calls. Other highlights include replacement of equipment, and continued upgrades of the Tsunami Warning System.

Parks, Recreation & Heritage

Project highlights for 2013 include: Energy and roofing upgrades at City Hall and Echo Centre; resurfacing of the track at Bob Dailey Stadium; a waterfront park and beach were established on the former Plywoods land; the Walkway to Success pathway linking the new high school and North Island College; and significant energy upgrades at the Multiplex.

The aging pool at Echo Aquatic Centre underwent a major overhaul of its heat exchanger equipment.

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 2013: 16,607; and 1,784 children participated in the museum's educational programs. McLean Mill attendance reached 11,053 in 2013.

Highlights for the year include a very positive article appeared in *Pacific Yachting* magazine "Destination Port Alberni" that featured the author's visit to the AV Heritage Network. Exhibits and community events in 2013 were very successful and well received by visitors. The BC Arts Council awarded \$57,500 for funding of operations.

Improvements continue on the new gift shop.

Heritage Fair, a major museum educational initiative for grades 4 to 9, was supported financially by the Lions Club, Quality Foods, the Alberni Valley Times, the Alberni Valley Community Foundation, and the BC Heritage Fairs Society. Three students from Port Alberni and three from the Comox Valley were selected to attend the BC Provincial Heritage Fair in Victoria.

2013 Works Program

Each year a number of capital projects are undertaken to maintain and improve the City's infrastructure. In 2013 major street projects included Beaver Creek Road, 7th Avenue, 10th Avenue, and Gertrude Street.

Construction of storm/sanitary sewers throughout the City included 7th, 8th, and 11th Avenues, and Johnston Road. Replacement of mains and decreasing the number of dead end mains is ongoing.

Electric vehicle charging stations were installed at Victoria Quay and Harbour Quay, with funding from the Fraser Basin Council. Work is continuing on the Kitsukis Creek dam at the McLean Mill site. Substantial demolition work was undertaken on the old pier at the new beach.

An excavator was replaced with a smaller, more versatile machine, funded half from the trade-in value and half from the Equipment Replacement Reserve Fund (ERRF). A genset was replaced, funded from ERRF and operating reserves.

Acquisition of an industrial road right of way across Catalyst Paper property, adjacent lands, and a sewage lagoon were included in a major deal struck with Catalyst in 2013.

Policing

The City of Port Alberni and adjoining rural areas are policed by the RCMP under contract from the Province of British Columbia and the Federal Government. The Port Alberni Detachment area encom-

passes some 1,528 square miles of west-central Vancouver Island. The Detachment area includes the traditional territories of the Hupacasath, Tseshah and Uchucklesah First Nations, as well as 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 2013, the detachment continued to focus on its Crime Reduction Strategy, which began in late 2006. The strategy has resulted in a reduction in crimes against persons of 18%, however there was an increase in property crimes of 8%. Overall calls for service continue to decrease and have declined 19% from 2008. The efforts of the RCMP have been complemented through the integration of external partner agencies and organizations such as Corrections, Court Services, Citizens on Patrol, Block Watch, IHA and First Nations.

Some of the highlights for 2013 include: Emergency Preparedness Day; Police Dog display during the Cops for Cancer Tour de Rock;

several media campaigns; increased community engagement; and the assignment of a full time officer to address violence in relationship occurrences.

The RCMP managed public safety at our three popular annual events, the Salmon Festival, Thunder in the Valley, and the Fall Fair. Continuing in 2014, the detachment committed to higher visibility through periodic foot and bike patrols in the downtown core and on site at community special events.

There were 3,507 reports to the RCMP in 2013. The number of prisoners incarcerated in detachment cells in 2013 was 1,487, down 11% from 2012.

Looking forward to 2014, the RCMP is committed to: reducing the number of complaints associated to theft and build a safe community through offender management, police presence and intelligence led enforcement; focus on substance abuse by reducing its prevalence and harm in the community through education, enforcement and community involvement; increase community engagement through police visibility, bicycle, boat and traffic patrols, working with community groups and media; and decrease youth involvement in the Criminal Justice System both as offenders and victims.

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. 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 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 developments 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. Sew-

age 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.

In 2013, the City acquired the sewage lagoon from Catalyst Paper, one of the first steps to upgrades planned in 2013 through 2017. Sewage treatment plant upgrades will continue for 2014 through 2018, 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 Valley 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 were completed in 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. Besides public swimming and swim lesson programs, the Aquatic Centre is home to the Tsunami Swim Club. Renovations to the roof,

heating and lighting system were completed 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. Energy Audit Upgrades, funded through Gas Tax grants, began in 2013 and are expected to complete in 2014.

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. Energy Audit Upgrades, funded through Gas Tax grants, began in 2013 and are expected to complete in 2014.

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. The track was resurfaced in 2013 with funding from Land Sale Reserve.

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 gener-

ate 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 various "Show and Shines."

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 nearing completion at the end of 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

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CITY OF PORT ALBERNI

BUDGET PROCESS

BUDGET PROCESS FOR THE YEAR 2013

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 2013 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 2013. In the months following the discussion City Council reviewed the input received both during the discussion and subsequent submissions. In February and March 2013 Council received presentations from City staff on departmental budgets and reports on reserves and debt levels. Council then provided direction for the 2013-2017 five year plan. The five year plan 2013-2017 Bylaw #4812 was adopted April 8, 2013.

**CITY OF PORT ALBERNI
SOURCES AND USES OF CAPITAL FUNDING**

USES OF FUNDING

FIRE PROTECTION:

Self-Contained Breathing Apparatus		\$ 179,942
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PUBLIC WORKS:

Transportation:

Hitachi 145 Excavator	177,922	
Generator	<u>77,789</u>	255,711

Paving and road reconstruction:

Beaver Creek – River Rd to Compton	205,917	
Corner of 6 th & North Cr	61,054	
7 th Ave – Burde St to North Park Dr	240,475	
10 th Ave – Argyle St to China Creek Rd	156,232	
Gertrude St – Johnston Rd to Compton	<u>247,526</u>	911,204

Traffic upgrades:

10 th Ave & Wallace Traffic Controller upgrade		5,055
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Other

Total Station Survey equipment	36,783	
Truck hoist	38,715	
Pier demolition	99,782	
Electric vehicle charging stations	<u>28,864</u>	204,144

Storm Drain Construction:

10 th Ave – Argyle St to China Creek	102,354	
8 th Ave clay pipe replacement	38,118	
Small capital storm main replacements	59,394	
South side Johnston Rd – Margaret St to Victoria Quay	79,986	
11 th Ave – Dunbar St to Argyle to 10 th	<u>214,464</u>	494,316

PARKS AND RECREATION:

McLean Mill capital projects	10,000	
City Hall roof replacement & HVAC	497,373	
City Hall lights/boiler retrofit	76,000	
Echo Centre HVAC upgrades	<u>980,681</u>	

Echo Centre light retrofit	102,000	
Bob Dailey Track resurfacing	636,940	
Aquatic Centre roof	181,028	
Echo Park Walkway to Success	36,729	
Russell Park Fieldhouse roof	14,980	
2 pickup trucks replaced	52,292	
Bridge sections	37,450	
Pool, Museum & Library HVAC controls	<u>50,000</u>	2,675,473
ADMINISTRATION:		
Server equipment and hardware	60,000	
Municipal Application Software System	<u>254,594</u>	314,594
WATER SYSTEM:		
Treatment, storage, pumping and metering	6,762	
Distribution system	<u>277,997</u>	284,759
SEWER SYSTEM:		
Video equipment	29,790	
Renewals and relines	296,945	
Treatment and pumping – lagoon purchase	<u>3,608,051</u>	<u>3,934,786</u>
		<u>\$ 9,259,984</u>

SOURCES OF FUNDING

Revenue Funds	\$ 1,691,292
Equipment Replacement Reserve Fund	610,405
Land Sale Reserve Fund	1,533,254
Capital Reserves	200,000
Borrowing	3,608,051
Government Grants (Gas Tax)	1,526,982
Contributed by Others	<u>90,000</u>
	<u>\$ 9,259,984</u>

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FINANCIAL SECTION

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**CITY OF PORT ALBERNI
INDEX TO FINANCIAL STATEMENTS
DECEMBER 31, 2013**

AUDITORS' REPORT

Statements

Consolidated Statements

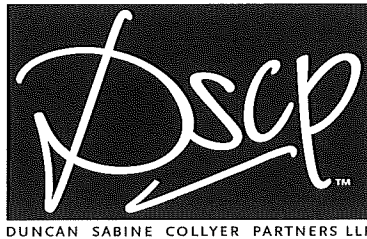
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INDEPENDENT AUDITOR'S REPORT

To the Mayor and Councillors of City of Port Alberni

We have audited the accompanying financial statements of City of Port Alberni, which comprise the statement of financial position as at December 31, 2013 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, 2013 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.

Port Alberni, B.C.
July 18, 2014

Duncan Sabine Collier Business Ltd. P.

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, 2013
(with comparative figures for 2012)

	<u>2013</u> <u>Actual</u>	<u>2012</u> <u>Actual</u>
FINANCIAL ASSETS:		
Cash (Note 2)	\$ 24,949,087	\$ 24,572,184
Accounts receivable (Note 4)	3,685,577	3,298,222
Inventory for resale (Note 2)	21,172	22,744
Long Term Investments (Note 9)	<u>1,596,300</u>	<u>796,706</u>
	<u>30,252,136</u>	<u>28,689,856</u>
LIABILITIES:		
Interim capital financing	5,139,685	139,685
Accounts payable and accrued liabilities (Note 6)	5,530,341	5,283,448
Deferred revenue (Note 7)	2,263,614	3,044,773
Refundable deposits	331,151	353,036
Debenture debt (Note 8, Schedule 3)	<u>3,123,974</u>	<u>3,376,316</u>
	<u>16,388,765</u>	<u>12,197,258</u>
NET FINANCIAL ASSETS	<u>13,863,371</u>	<u>16,492,598</u>
NON-FINANCIAL ASSETS:		
Inventory of supplies (Note 2)	390,718	377,847
Prepaid expenses	1,393,568	93,741
Tangible Capital Assets (Notes 2 and 13, Schedule 1)	96,657,943	90,907,934
Intangible assets (Note 2)	<u>155,000</u>	<u>-</u>
	<u>98,597,229</u>	<u>91,379,522</u>
ACCUMULATED SURPLUS	<u>\$ 112,460,600</u>	<u>\$ 107,872,120</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, 2013
(with comparative figures for 2012)

	2013 <u>Budget</u>	2013 <u>Actual</u>	2012 <u>Actual</u>
REVENUES:			
Taxes (Schedule 4)	\$ 20,909,896	\$ 20,962,530	\$ 19,890,047
Sale of services (Schedule 9)	8,255,452	8,305,262	7,682,686
Other revenue from own sources (Schedule 10)	616,200	1,720,956	1,220,251
Investment income	145,000	266,622	254,999
Grants (Note 11)	1,126,664	3,851,394	1,909,839
Developer contributions	-	112,058	640,777
Sale of property and equipment	-	211,600	-
Gain (loss) on disposal of assets	-	409,979	237,489
	<u>31,053,212</u>	<u>35,840,401</u>	<u>31,836,088</u>
EXPENSES:			
General government (Schedule 5)	3,022,688	3,474,988	3,386,625
Protective services (Schedule 6)	9,621,082	9,077,118	9,300,589
Transportation services (Schedule 7)	4,040,311	5,711,745	5,494,076
Environmental health services	1,074,161	1,101,465	1,079,066
Environmental development	949,393	1,046,250	805,281
Recreation and cultural services (Schedule 8)	6,364,473	7,470,072	7,320,997
Interest	810,875	253,516	237,038
Debt reserve	40,475	3,153	1,897
Water utility (Schedule 11)	1,513,650	1,736,030	1,762,178
Sewer utility (Schedule 11)	1,089,240	1,371,351	1,403,343
Cost of sales and service	-	6,233	33,400
	<u>28,526,348</u>	<u>31,251,921</u>	<u>30,824,490</u>
ANNUAL SURPLUS	2,526,864	4,588,480	1,011,598
Accumulated surplus - beginning of year	<u>107,872,120</u>	<u>107,872,120</u>	<u>106,860,522</u>
ACCUMULATED SURPLUS - END OF YEAR	<u>\$110,398,984</u>	<u>\$112,460,600</u>	<u>\$107,872,120</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, 2013
(with comparative figures for 2012)

	2013 <u>Budget</u>	2013 <u>Actual</u>	2012 <u>Actual</u>
ANNUAL SURPLUS	\$ (175,500)	\$ 4,588,480	\$ 1,011,598
Acquisition of tangible capital assets	-	(15,044,051)	(4,681,582)
Amortization	-	4,040,821	3,775,049
(Gain) loss on disposal of assets	-	(409,979)	(237,489)
Proceeds from sale of assets	-	663,200	407,886
Proceeds from temporary borrowing	-	5,000,000	-
Acquisition of intangible asset	-	(155,000)	-
	<u>(175,500)</u>	<u>(1,316,529)</u>	<u>275,462</u>
Acquisition of supply inventory		(390,718)	(377,847)
Acquisition of prepaid expenses		(1,393,568)	(93,742)
Consumption of inventory of supplies		377,847	394,046
Use of prepaid expenses		<u>93,742</u>	<u>145,596</u>
		<u>(1,312,697)</u>	<u>68,053</u>
(DECREASE) INCREASE IN NET FINANCIAL ASSETS		(2,629,226)	343,515
NET FINANCIAL ASSETS - BEGINNING OF YEAR		<u>16,492,597</u>	<u>16,149,083</u>
NET FINANCIAL ASSETS - END OF YEAR		\$ <u>13,863,371</u>	\$ <u>16,492,598</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, 2013
(with comparative figures for 2012)

	<u>2013</u> <u>Actual</u>	<u>2012</u> <u>Actual</u>
OPERATING ACTIVITIES:		
Annual surplus for the year	\$ 4,588,480	\$ 1,011,598
Non-cash items		
Add: amortization of tangible capital assets	4,040,821	3,775,049
Deduct: gain on disposal of tangible capital assets	(409,979)	(237,489)
Decrease inventory of supplies	(12,870)	16,199
(Increase) prepaid expenses	(1,299,827)	51,855
Deduct: developer contributions	(112,058)	-
Changes in working capital balances		
Accounts receivable	(387,355)	245,428
Inventory for resale	1,572	(10,645)
Accounts payable and accrued liabilities	246,893	347,158
Deferred revenue	(781,158)	308,421
Refundable deposits	<u>(21,887)</u>	<u>(199,750)</u>
	<u>5,852,632</u>	<u>5,307,824</u>
FINANCING ACTIVITIES:		
Repayment interim capital financing	-	(139,683)
Proceeds from temporary borrowing	5,000,000	-
Debenture debt repayment	<u>(252,342)</u>	<u>(242,488)</u>
	<u>4,747,658</u>	<u>(382,171)</u>
INVESTING ACTIVITIES:		
Acquisition of tangible capital assets	(10,442,494)	(3,649,531)
Acquisition of investment	(799,594)	(298,661)
(Increase) decrease in work-in-progress	355,501	(1,030,248)
Proceeds from sale of assets	<u>663,200</u>	<u>406,080</u>
	<u>(10,223,387)</u>	<u>(4,572,360)</u>
INCREASE IN CASH FLOW	376,903	353,293
Cash and short term investments - beginning of year	<u>24,572,184</u>	<u>24,218,891</u>
CASH AND SHORT TERM INVESTMENTS - END OF YEAR	<u>\$ 24,949,087</u>	<u>\$ 24,572,184</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, 2013**

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, 2013**

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, Development Cost Charges Fund, and Carbon Trust 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 – Revenues and expenses are recorded on the accrual basis, except for cash flow information, in accordance with International Financial Reporting Standards (IFRS), replacing Generally Accepted Accounting Principles (Canadian GAAP). Revenues and expenses are recorded in the period that the events or transactions giving rise to the revenues and expenses occur.

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, 2013**

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, 2013 were comprised as follows:

	<u>2013</u>	<u>2012</u>
Cash	\$ 4,508,873	\$ 3,608,891
Municipal Finance Authority, Money Market Funds	<u>20,440,214</u>	<u>20,963,293</u>
	<u>\$ 24,949,087</u>	<u>\$ 24,572,184</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, 2013**

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.

Intangible Assets - Intangible assets consist of the fair value of a permanent lease acquired for access to properties on which sewage infrastructure is situated. Amortization will be recorded over the remaining term of the lease plus one renewal term. No amortization has been recorded in 2013 as the infrastructure was not in use as of the date of these financial statements.

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 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:

	2012				2013
	Balance	Interest	Receipts	Expenditures	Balance
Cemetery Trust	\$ <u>161,059</u>	\$ <u>2,250</u>	\$ <u>2,635</u>	\$ <u>-</u>	\$ <u>165,944</u>

CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2013

4. Accounts Receivable

	<u>2013</u>	<u>2012</u>
Property taxes	\$ 994,833	\$ 894,778
Provincial government	14,425	-
Federal government	(1,727)	28,369
General	<u>2,678,046</u>	<u>2,375,075</u>
	<u>\$ 3,685,577</u>	<u>\$ 3,298,222</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 Tuesday, December 31, 2013 the total investment of the Debt Reserve Fund was comprised of:

	<u>2013</u>	<u>2012</u>
General Revenue	\$ 136,927	\$ 134,725
Sewer Revenue	<u>94,139</u>	<u>93,189</u>
	<u>\$ 231,066</u>	<u>\$ 227,914</u>

6. Accounts Payable and Accrued Liabilities

	<u>2013</u>	<u>2012</u>
Due to senior governments	\$ (1,028)	\$ -
Other local governments	5,038	8,025
Trade accounts	3,301,051	2,643,439
Salaries and wages	477,647	738,222
Accrued debenture interest	46,978	46,978
Accrued employee benefits	<u>1,700,655</u>	<u>1,846,784</u>
	<u>\$ 5,530,341</u>	<u>\$ 5,283,448</u>

Employee future benefits:

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

**CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2013**

employees.

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>2013</u>	<u>2012</u>
Benefit liability - beginning of year	\$ 532,853	\$ 525,953
Add: current service costs	38,500	37,000
interest on accrued benefit obligation	25,300	25,300
amortization of actuarial loss	11,200	11,200
Less Benefits paid	<u>(60,100)</u>	<u>(66,600)</u>
Benefit liability - end of year	547,753	532,853
 Add ERIP reserve	 93,000	 93,000
Unamortized actuarial loss (gain)	<u>79,647</u>	<u>90,847</u>
 Accrued benefit obligation - end of year	 <u>\$ 720,400</u>	 <u>\$ 716,700</u>

The retirement liability requires no contribution from the employees.

	<u>2013</u>	<u>2012</u>
b) Accrued vacation liability as at Tuesday, December 31, 2013	\$ <u>850,255</u>	\$ <u>1,000,084</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 Tuesday, December 31, 2013 this liability is estimated at \$130,000 (2012 - \$130,000)

d) Employee benefit obligations:

	<u>2013</u>	<u>2012</u>
Retirement benefits payments	\$ 720,400	\$ 716,700
Accrued vacation pay	850,255	1,000,084
Accumulated sick leave	<u>130,000</u>	<u>130,000</u>
	<u>\$ 1,700,655</u>	<u>\$ 1,846,784</u>

CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2013

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>2013</u>	<u>2012</u>
Prepaid property taxes	\$ 814,157	\$ 748,211
Capital grants	60,530	7,947
Other	497,738	644,480
Federal Gas Tax Agreement	<u>891,189</u>	<u>1,644,135</u>
	<u>\$ 2,263,614</u>	<u>\$ 3,044,773</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 for the next five years as of Tuesday, December 31, 2013 are as follows:

	Principal	Interest	Total
2014	\$ 191,392	\$ 224,856	\$ 416,248
2015	191,392	206,710	398,102
2016	117,537	167,487	285,024
2017	81,042	157,278	238,320
2018	81,042	157,278	238,320

CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2013

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 28, 2013, 500 shares were redeemed at \$100 each, for a total of \$50,000.

	<u>2013</u>	<u>2012</u>
Alberni Valley Community Forest Corporation		
Original investment	\$ 150,000	\$ 200,000
Accumulated earnings to date	<u>1,446,300</u>	<u>596,706</u>
	<u>\$ 1,596,300</u>	<u>\$ 796,706</u>

10. Expenses by Object

	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
Salaries Wages and Benefits	\$ 14,196,562	\$ 13,996,077	\$ 14,011,368	\$ 12,433,090	\$ 13,518,963
Debt Servicing	266,266	248,810	248,658	247,738	249,433
RCMP Contract	4,342,728	4,483,615	3,978,661	3,597,767	3,836,207
Grants	89,137	141,376	97,956	93,982	123,125
Other Contracts	1,303,941	1,362,344	1,413,647	1,171,707	1,124,190
Goods and Services	7,012,244	6,817,219	6,880,855	7,132,888	7,096,231
Amortization	<u>4,040,821</u>	<u>3,775,049</u>	<u>3,694,491</u>	<u>3,655,293</u>	<u>3,496,152</u>
	<u>\$ 31,251,699</u>	<u>\$ 30,824,490</u>	<u>\$ 30,325,636</u>	<u>\$ 28,332,465</u>	<u>\$ 29,444,301</u>

CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2013

11. Grants and Transfers

	<u>2013</u>	<u>2012</u>
Operating Grants		
Federal		
Invest Canada Community Initiative	\$ 20,000	\$ -
Provincial		
Strategic Community & Revenue Sharing	\$ 489,164	\$ 649,894
Community Gaming	445,000	445,000
BC Arts Council - Museum	57,500	59,640
Brownfield Renewal Program	-	19,535
Age Friendly Community Projects & Planning	14,000	-
City Centennial	<u>17,233</u>	<u>57,767</u>
	<u>1,042,897</u>	<u>1,231,836</u>
Local - Alberni-Clayoquot Regional District		
Community Wildfire Protection	-	(15,000)
Economic Development	<u>27,000</u>	<u>27,000</u>
	<u>27,000</u>	<u>12,000</u>
Local - Port Alberni Port Authority		
Waterfront North Study	<u>25,000</u>	<u>-</u>
Capital		
Federal		
Federal Gas Tax Revenue	1,525,144	597,284
Dept. of Canadian Heritage	36,820	-
Federal/Provincial		
Municipal Rural Infrastructure Fund - China Creek Water Main	1,166,666	-
Provincial		
Fraser Basin Council - Community Charging Infrastructure Fund	<u>16,000</u>	<u>-</u>
	<u>2,744,630</u>	<u>597,284</u>
Total Government Grants and Transfers	3,839,527	1,841,120
Other Grants - Non-Government	<u>11,867</u>	<u>68,719</u>
Total Grants and Transfers	<u><u>3,851,394</u></u>	<u><u>1,909,839</u></u>

**CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2013**

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 based on a formula. The plan has about 179,000 active members and approximately 71,000 retired members. Active members include approximately 177 contributors from the City of Port Alberni.

The latest valuation as at December 31, 2012 indicated a \$1.37 billion funding deficit for basic pension benefits. The next valuation will be as at December 31, 2015 with results available in 2016. Employers participating in the Plan record their pension expenses as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The City of Port Alberni paid \$1,023,507 (\$990,183 for 2012) for employer contributions to the Plan in fiscal 2013, while employees contributed \$847,097 (\$818,850 for 2012) to the Plan in fiscal 2013.

CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2013

13. Tangible Capital Assets

Tangible Capital Assets are stated at net book value.

	2013	2012
Land	\$ 3,463,226	\$ 2,981,494
Land Improvements	4,452,888	4,028,042
Buildings	21,049,643	20,046,874
Machinery and Equipment	5,575,564	5,399,736
Engineering Structures	1,524,569	1,546,001
Storm Drains	12,897,046	12,798,049
Transportation	10,267,769	10,055,234
Water	17,038,277	17,102,670
Sewer	<u>18,858,551</u>	<u>15,063,923</u>
	95,127,533	89,022,023
Work-in-progress - assets under construction not being amortized	<u>1,530,410</u>	<u>1,885,911</u>
	<u>\$ 96,657,943</u>	<u>\$ 90,907,934</u>

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

There were no writedowns of tangible capital assets in 2013 (2012 - \$ nil). Contributed assets recognized in 2013 were \$112,058 (2012 - \$640,777) recorded at fair market value at the end of the warranty period. These include land, transportation, storm, sewer and water infrastructure. Interest capitalized in 2013 was \$14,763 (2012 - \$ nil). No amortization has been recorded in 2013 as the infrastructure was not in use as of the date of these financial statements.

**CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2013**

14. Subsequent Event

In early 2014, federal and provincial grant funding from Building Canada Fund - Communities Component Flood Protection Program was approved, in the amount of \$1,824,332 for the Dry Creek Improvements project. A condition of this grant funding is that the City of Port Alberni meet one-third of the cost of the project as the grant covers two-thirds. The City's portion of the project (\$912,000) is to be financed through the Municipal Finance Authority in July of 2014.

A further \$2,000,000 has been requested from the Municipal Finance Authority in June of 2014, in accordance with approved capital project plans for the Bainbridge Water Treatment Plant.

Both of these borrowings will be under Temporary Borrowing Bylaws and converted to long term debt at a later date.

The initial drawdown of the 2013 Temporary Borrowing Bylaw No. 4807 in the amount of \$5,000,000 is to be converted to long term debt in the Municipal Finance Authority's Fall 2014 debenture issue. The second draw of Bylaw No. 4807, in the amount \$750,000, will be made in September of 2014 in accordance with the City's sewage lagoon infrastructure purchase agreement with Catalyst Paper.

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 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.

**CITY OF PORT ALBERNI
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2013**

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 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, 2013**

17. Accumulated Surplus

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

	2013	2012
Operations		
General	\$ (4,887,281)	\$ (2,700,935)
Water	3,226,702	3,419,665
Sewer	(474,992)	(486,898)
	<u>(2,135,571)</u>	<u>231,832</u>
Capital		
General	4,797,269	1,613,592
Water	2,604,592	723,040
Sewer	859,819	501,470
	<u>8,261,680</u>	<u>2,838,102</u>
Equity in tangible capital assets		
General	59,466,177	60,003,462
Water	16,595,684	16,371,218
Sewer	14,207,920	14,207,920
	<u>90,269,781</u>	<u>90,582,600</u>
Reserves		
Reserve funds - statutory		
Parkland Acquisition	137,508	136,158
Capital Works	1,980,849	1,369,674
Equipment Replacement	4,388,324	4,451,592
Land Sale	2,481,687	2,356,761
Development Cost Charges	84,132	8,358
Carbon Fund	196,068	-
Reserve funds - unrestricted		
General Fund - projects and purchases	2,513,878	2,199,498
Loss on taxation	1,351,000	1,351,000
Museum purchases	55,141	39,020
RCMP - contract surplus	480,000	480,000
Parks and Recreation building	1,127,414	505,802
Water Fund - projects and purchases	1,208,709	1,215,509
Sewer Fund - projects and purchases	60,000	106,214
	<u>16,064,710</u>	<u>14,219,586</u>
	<u>\$ 112,460,600</u>	<u>\$ 107,872,120</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, 2013**

	ASSETS				ACCUMULATED AMORTIZATION				NET BOOK VALUE 2013	NET BOOK VALUE 2012
	Balance December 31, 2012	2013 Additions	2013 Disposals	Balance December 31, 2013	Balance December 31, 2012	2013 Additions	2013 Disposals	Balance December 31, 2013		
Land	\$ 2,981,495	\$ 532,002	\$ 50,271	\$ 3,463,226	\$ -	\$ -	\$ -	\$ -	\$ 3,463,226	\$ 3,441,502
Land Improvements	9,865,859	673,669	789,442	9,750,086	5,837,816	248,824	789,442	5,297,198	4,452,888	4,028,043
Buildings	32,697,610	1,959,487	252,472	34,404,625	12,650,738	900,942	196,698	13,354,982	21,049,643	20,046,872
Machinery & Equipment	12,311,755	991,049	723,303	12,579,501	6,912,017	667,451	575,531	7,003,937	5,575,564	5,399,738
Engineered Structures	2,765,491	-	-	2,765,491	1,219,490	21,432	-	1,240,922	1,524,569	1,085,994
Storm Drains	18,968,717	438,533	89,952	19,317,298	6,170,668	258,633	9,049	6,420,252	12,897,046	12,798,049
Transportation	39,746,787	1,177,906	579,812	40,344,881	29,691,557	944,437	558,882	30,077,112	10,267,769	10,055,230
Water	29,530,447	531,984	74,253	29,988,178	12,427,776	559,564	37,439	12,949,901	17,038,277	17,102,671
Sewer	22,490,589	4,409,072	198,673	26,700,988	7,426,665	439,538	23,766	7,842,437	18,858,551	15,063,924
Work in progress	1,885,911	1,530,410	1,885,911	1,530,410	-	-	-	-	1,530,410	1,885,911
	\$ 173,244,661	\$ 12,244,112	\$ 4,644,089	\$ 180,844,684	\$ 82,336,727	\$ 4,040,821	\$ 2,190,807	\$ 84,186,741	\$ 96,657,943	\$ 90,907,934

Financial Statements

CITY OF PORT ALBERNI SEGMENTED INFORMATION (SCHEDULE 2) FOR THE YEAR ENDED DECEMBER 31, 2013

	General Government	Protective Services	Transportation Services	Environmental Health Services	Environmental & Economic Development
Revenue					
Taxes	\$ 20,962,530	\$ -	\$ -	\$ -	\$ -
Sales of services	73,370	479,173	369,734	1,016,379	211,908
Other revenue from own sources	311,963	211,861	-	-	159,396
Investment income	182,548	-	-	-	-
Grants	973,164	1,494	-	-	47,000
Developer contributions	-	-	-	-	-
Gain/loss on disposal of assets	-	-	-	-	-
Other	-	-	-	-	-
Total revenue	22,503,575	692,528	369,734	1,016,379	418,304
Expenses					
Operating:					
Salaries, wages and benefits	2,231,407	3,697,700	2,466,324	405,082	409,364
Debt servicing	21,051	161,625	-	-	-
RCMP contract	-	4,328,960	-	-	-
Grants	18,904	-	-	-	84,000
Other contracts	163,965	122,186	982,855	-	179,162
Goods and services	1,065,934	607,063	675,877	692,864	182,499
	3,501,261	8,917,534	4,125,056	1,097,946	855,025
Amortization	158,391	321,209	1,586,689	3,520	60,857
Total expenses	3,659,652	9,238,743	5,711,745	1,101,466	915,882
Excess (deficiency) in revenue over expenses	\$ 18,843,923	\$ (8,546,215)	\$ (5,342,011)	\$ (85,087)	\$ (497,578)

**CITY OF PORT ALBERNI
SEGMENTED INFORMATION (SCHEDULE 2)
FOR THE YEAR ENDED DECEMBER 31, 2013**

Recreation and Cultural Services	Water Utility	Sewer Utility	Other Funds	Consolidated 2013	Budget 2013	Consolidated 2012
\$ -	\$ -	\$ -	\$ -	\$ 20,962,530	\$ 20,909,896	\$ 19,890,047
1,445,105	2,138,422	1,721,438	849,733	8,305,262	8,255,452	7,682,686
1,845	20,432	11,691	1,003,768	1,720,956	616,200	1,220,251
-	-	951	83,123	266,622	145,000	254,999
121,926	-	-	2,707,810	3,851,394	1,126,664	1,909,839
-	-	-	112,058	112,058	-	640,777
-	-	-	409,979	409,979	-	237,489
-	-	-	211,600	211,600	-	-
1,568,876	2,158,854	1,734,080	5,378,071	35,840,401	31,053,212	31,836,088
3,906,663	709,060	383,740	-	14,209,340	17,120,566	13,995,196
-	-	83,590	-	266,266	1,047,409	248,810
-	-	-	-	4,328,960	4,723,624	4,483,615
-	-	-	-	102,904	94,200	141,376
-	-	-	-	1,448,168	1,500,995	1,362,344
2,616,345	467,270	547,610	-	6,855,462	4,230,613	6,818,100
6,523,008	1,176,330	1,014,940	-	27,211,100	28,717,407	27,049,441
910,454	440,001	559,700	-	4,040,821	-	3,775,049
7,433,462	1,616,331	1,574,640	-	31,251,921	28,717,407	30,824,490
\$ (5,864,586)	\$ 542,523	\$ 159,440	\$ 5,378,071	\$ 4,588,480	\$ 2,335,805	\$ 1,011,598

**CITY OF PORT ALBERNI
DEBENTURE DEBT - SCHEDULE 3**

ALL FUNDS AT DECEMBER 31, 2013 - SHOWING REQUIREMENTS FOR PRINCIPAL AND INTEREST FOR 2014

Security Issuing Bylaw	Purpose	Original Issue	Amount Outstanding Dec. 31, 2013	Term in Years	Annual Interest Rate	Maturity Date	2014 Requirements Interest	2014 Requirements Principal	Sinking Fund Addition	Debt Reserve Cash Balance
4280	L.I. General	98,120	21,441	20	4.43%	25-Sep-16	4,347	2,967	3,510	2,369
4575		3,375,064	2,734,972	25	4.65%	19-Apr-31	157,278	81,042	21,502	45,005
		3,473,184	2,756,413				161,625	84,009	25,012	47,374
4280	L.I. Sewer	147,180	32,162	20	4.43%	25-Sep-16	6,520	4,451	5,265	3,554
4559		797,642	185,482	10	4.55%	6-Apr-15	36,293	66,436	20,989	11,064
4601		438,170	149,917	10	4.65%	19-Apr-16	20,419	36,496	9,683	5,843
		1,382,992	367,561				63,232	107,383	35,937	20,461
		4,856,176	3,123,974				224,857	191,392	60,949	67,835

CITY OF PORT ALBERNI
TAX LEVIES and GRANTS IN LIEU OF TAXES (SCHEDULE 4)
FOR THE YEAR ENDED DECEMBER 31, 2013
(with comparative figures for 2012)

	2013 <u>Budget</u>	2013 <u>Actual</u>	2012 <u>Actual</u>
MUNICIPAL PURPOSES:			
Tax Levies:			
General purpose	\$ 19,908,087	\$19,916,817	\$ 18,853,589
Local improvement - sewer	-	32,003	32,003
Off-street parking	4,600	4,072	4,218
Utility	135,000	131,488	134,715
Parcel Tax	<u>170,000</u>	<u>160,022</u>	<u>162,098</u>
	20,217,687	20,244,402	19,186,623
 Grants in lieu of taxes	 <u>692,209</u>	 <u>718,128</u>	 <u>703,424</u>
Total Municipal Taxes	<u>20,909,896</u>	<u>20,962,530</u>	<u>19,890,047</u>
 COLLECTIONS FOR OTHER GOVERNMENTS:			
Tax Levies:			
School	-	5,370,439	5,456,595
Alberni Clayoquot Regional Hospital District	-	759,170	783,222
Alberni Clayoquot Regional District	-	751,668	718,172
B.C. Assessment	-	176,849	176,325
Municipal Finance Authority	<u>-</u>	<u>451</u>	<u>455</u>
Total Collections For Other Governments	<u>-</u>	<u>7,058,577</u>	<u>7,134,769</u>
Total Taxes Collected	<u>\$ 20,909,896</u>	<u>\$ 28,021,107</u>	<u>\$ 27,024,816</u>

**CITY OF PORT ALBERNI
GENERAL GOVERNMENT EXPENSES (SCHEDULE 5)
FOR THE YEAR ENDED DECEMBER 31, 2013
(with comparative figures for 2012)**

	2013 <u>Budget</u>	2013 <u>Actual</u>	2012 <u>Actual</u>
Legislative	\$ 155,415	\$ 151,511	\$ 152,299
City manager's office	201,842	228,690	306,217
Municipal clerk's office	399,959	335,345	247,698
Legal and bylaw prosecution services	40,000	21,267	27,865
Financial management	657,538	710,002	674,564
Administration vehicle	11,256	14,654	15,375
External audit	18,625	44,495	28,795
Purchasing	172,316	214,996	198,133
Buildings	105,196	132,045	132,667
Information services	574,529	714,811	673,263
Appraisals	25,000	-	-
Personnel	285,613	289,273	257,107
Election expenses	500	255	245
Training and development	190,117	171,096	172,857
Damage claims	40,000	13,461	28,780
Grants and grant funded programs	10,200	20,811	38,006
Office equipment supplies and printing	250,182	278,034	343,094
Public liability insurance	156,400	301,889	94,906
Other general services	-	104,358	262,702
Administration recoveries	<u>(272,000)</u>	<u>(272,005)</u>	<u>(267,948)</u>
	<u>\$ 3,022,688</u>	<u>\$ 3,474,988</u>	<u>\$ 3,386,625</u>

CITY OF PORT ALBERNI
PROTECTIVE SERVICES (SCHEDULE 6)
FOR THE YEAR ENDED DECEMBER 31, 2013
(with comparative figures for 2012)

	2013 <u>Budget</u>	2013 <u>Actual</u>	2012 <u>Actual</u>
Police protection	\$ 6,233,627	\$ 6,025,874	\$ 6,167,280
Fire protection	3,147,730	2,821,624	2,904,773
Emergency measures	693	6,042	9,079
Building and plumbing inspections	106,130	98,277	101,882
Animal pound operations	<u>132,902</u>	<u>125,301</u>	<u>117,575</u>
	\$ <u>9,621,082</u>	\$ <u>9,077,118</u>	\$ <u>9,300,589</u>

CITY OF PORT ALBERNI
TRANSPORTATION SERVICES (SCHEDULE 7)
FOR THE YEAR ENDED DECEMBER 31, 2013
(with comparative figures for 2012)

	2013 <u>Budget</u>	2013 <u>Actual</u>	2012 <u>Actual</u>
COMMON SERVICES:			
Engineering administration	\$ 507,666	\$ 567,127	\$ 554,488
Engineering consulting services	161,920	194,305	124,275
Public works supervision	347,000	351,683	326,878
Equipment and supplies	41,180	120,586	106,527
Building and yard maintenance	183,000	209,769	182,787
Equipment maintenance	<u>797,650</u>	<u>1,163,164</u>	<u>1,115,171</u>
	<u>2,038,416</u>	<u>2,606,634</u>	<u>2,410,126</u>
ROADS AND STREET MAINTENANCE:			
Roadway surfaces maintenance	901,600	1,805,880	1,811,675
Snow and ice removal	213,600	106,084	172,904
Parking	6,400	16,177	16,693
Gravel	125,000	154,788	147,272
Ditch and dyke maintenance	148,500	114,544	166,960
Storm sewers	<u>265,300</u>	<u>431,473</u>	<u>410,505</u>
	<u>1,660,400</u>	<u>2,628,946</u>	<u>2,726,009</u>
Bridges and retaining walls	70,000	69,976	12,611
Street lighting	244,689	336,499	325,367
Traffic control	238,940	240,664	306,132
Public transit	1,072,866	982,855	989,351
Other	140,000	175,591	63,568
Recoveries	<u>(1,425,000)</u>	<u>(1,329,420)</u>	<u>(1,339,088)</u>
	<u>\$ 4,040,311</u>	<u>\$ 5,711,745</u>	<u>\$ 5,494,076</u>

CITY OF PORT ALBERNI
RECREATION AND CULTURAL SERVICES (SCHEDULE 8)
FOR THE YEAR ENDED DECEMBER 31, 2013
(with comparative figures for 2012)

	2013 Budget <u>Revenue</u>	2013 Actual Revenue	2013 Budget <u>Expense</u>	2013 Actual Expense	2013 Budget Operating <u>Deficit</u>	2013 Actual Operating Deficit	2012 Actual Operating <u>Deficit</u>
RECREATION SERVICES:							
Administration	\$ -	\$ -	\$ 479,486	\$ 464,273	\$ (479,486)	\$ (464,273)	\$ (464,618)
Leisure Centre	243,175	225,434	434,120	474,509	(190,945)	(249,075)	(224,864)
Swimming pool	312,000	284,106	481,457	529,919	(169,457)	(245,813)	(261,872)
Arena	650,300	586,256	930,441	1,441,894	(280,141)	(855,638)	(834,296)
Parks, playgrounds and other	32,000	28,354	1,342,463	1,554,466	(1,310,463)	(1,526,112)	(1,351,119)
Programs	<u>325,278</u>	<u>306,426</u>	<u>1,322,937</u>	<u>1,518,807</u>	<u>(997,659)</u>	<u>(1,212,381)</u>	<u>(1,142,757)</u>
	<u>1,562,753</u>	<u>1,430,576</u>	<u>4,990,904</u>	<u>5,983,868</u>	<u>(3,428,151)</u>	<u>(4,553,292)</u>	<u>(4,279,526)</u>
CULTURAL SERVICES:							
Museum services	22,000	14,395	523,841	600,882	(501,841)	(586,488)	(583,991)
McLean Mill	-	134	249,000	284,594	(249,000)	(284,461)	(318,978)
Regional library	-	-	600,728	600,728	(600,728)	(600,728)	(571,496)
	<u>22,000</u>	<u>14,529</u>	<u>1,373,569</u>	<u>1,486,204</u>	<u>(1,351,569)</u>	<u>(1,471,677)</u>	<u>(1,474,465)</u>
	<u>\$ 1,584,753</u>	<u>\$ 1,445,105</u>	<u>\$ 6,364,473</u>	<u>\$ 7,470,072</u>	<u>\$ (4,779,720)</u>	<u>\$ (6,024,969)</u>	<u>\$ (5,753,991)</u>

**CITY OF PORT ALBERNI
SALE OF SERVICES (SCHEDULE 9)
FOR THE YEAR ENDED DECEMBER 31, 2013
(with comparative figures for 2012)**

	2013 <u>Budget</u>	2013 <u>Actual</u>	2012 <u>Actual</u>
GENERAL REVENUE:			
General Services	\$ 2,346,538	\$ 1,983,267	\$ 1,971,121
Arena	650,300	586,256	600,942
Leisure Centre	243,175	225,434	233,543
Parks, playgrounds and other	32,000	28,354	161,520
Pool	312,000	284,106	289,061
Programs	325,278	306,426	221,409
Museum	22,000	14,395	50,109
McLean Mill	-	134	10,423
	<u>3,931,291</u>	<u>3,428,372</u>	<u>3,538,128</u>
MISCELLANEOUS REVENUE:			
Miscellaneous receipts/sales	-	849,733	624,766
SERVICES PROVIDED TO OTHER GOVERNMENTS:			
Services provided to other governments	160,000	167,297	160,421
SEWER REVENUE:			
Connections and sundry charges	51,187	136,228	109,106
Sale of sewer service	<u>1,846,354</u>	<u>1,585,210</u>	<u>1,203,123</u>
	<u>1,897,541</u>	<u>1,721,438</u>	<u>1,312,229</u>
WATER REVENUE:			
Sale of water	2,225,654	2,093,159	2,012,123
Connections and sundry charges	<u>40,966</u>	<u>45,263</u>	<u>35,019</u>
	<u>2,266,620</u>	<u>2,138,422</u>	<u>2,047,142</u>
	<u>\$ 8,255,452</u>	<u>\$ 8,305,262</u>	<u>\$ 7,682,686</u>

CITY OF PORT ALBERNI
OTHER REVENUE FROM OWN SOURCES (SCHEDULE 10)
FOR THE YEAR ENDED DECEMBER 31, 2013
(with comparative figures for 2012)

	2013 <u>Budget</u>	2013 <u>Actual</u>	2012 <u>Actual</u>
Licences and permits	\$ 241,300	\$ 203,611	\$ 218,365
Fines and costs	8,000	8,251	9,340
Land and building rentals	130,000	159,396	136,888
Penalties and interest	131,900	215,205	210,140
Miscellaneous revenue	105,000	130,725	208,325
Other revenue from own sources - capital fund	<u>-</u>	<u>1,003,768</u>	<u>437,193</u>
	<u>\$ 616,200</u>	<u>\$ 1,720,956</u>	<u>\$ 1,220,251</u>

**CITY OF PORT ALBERNI
SEWER AND WATER UTILITIES (SCHEDULE 11)
FOR THE YEAR ENDED DECEMBER 31, 2013
(with comparative figures for 2012)**

	2013 <u>Budget</u>	2013 <u>Actual</u>	2012 <u>Actual</u>
SEWER UTILITY:			
Administration	\$ 312,500	\$ 266,391	\$ 306,127
Sewage treatment and disposal	195,000	411,319	299,119
Sewage collection system	329,240	461,009	485,842
Sewage pump stations	250,000	230,189	309,077
Other operating costs	<u>2,500</u>	<u>2,443</u>	<u>3,178</u>
	<u>\$ 1,089,240</u>	<u>\$ 1,371,351</u>	<u>\$ 1,403,343</u>
WATER UTILITY:			
Administration	\$ 484,800	\$ 288,176	\$ 344,307
Service of supply	178,800	254,933	248,544
Pumping	238,500	229,260	267,106
Transmission and distribution	604,050	963,460	896,721
Other operating costs	7,500	201	408
Water utility - capital fund	<u>-</u>	<u>-</u>	<u>5,092</u>
	<u>\$ 1,513,650</u>	<u>\$ 1,736,030</u>	<u>\$ 1,762,178</u>

STATISTICS SECTION

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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	1,137
Number of inspections conducted	1,136
Police Protection:	
Number of stations	1
Number of police personnel and officers	33
Number of law violations:	
Incarcerations	1,487
Total offences reported	3,507
Sewerage System:	
Kilometers of sanitary sewers and storm sewer	258
Number of treatment plants	1
Number of service connections	6,632
Daily average treatment of cubic meters	18,800
Water System:	
Kilometers of water mains	163
Number of service connections	6,856
Number of fire hydrants	729
Daily average consumption in cubic meters	8,086
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

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CITY OF PORT ALBERNI
ASSESSMENT/TAXATION COMPARATIVE STATISTICS
AT DECEMBER 31, 2013

	2013	2012	2011	2010	2009
Population (based on last census) ⁽¹⁾	17,743	17,743	17,743	17,548	17,548
Assessed valuations for General Purposes⁽²⁾					
Land					
Residential	\$ 473,029,400	\$ 517,212,200	\$ 533,863,900	\$ 480,657,900	\$ 520,949,600
Commercial	\$ 72,295,032	\$ 71,236,667	\$ 69,831,231	\$ 69,928,611	\$ 63,215,257
Industrial	\$ 10,196,500	\$ 10,367,200	\$ 10,614,800	\$ 10,606,700	\$ 8,761,100
Other	\$ 2,043,802	\$ 2,281,287	\$ 2,037,087	\$ 2,198,827	\$ 3,392,567
	\$ 557,564,734	\$ 601,097,354	\$ 616,347,018	\$ 563,392,038	\$ 596,318,524
Improvements					
Residential	\$ 859,408,301	\$ 851,604,700	\$ 862,491,700	\$ 849,283,500	\$ 849,583,900
Commercial	\$ 136,721,642	\$ 128,740,419	\$ 125,348,361	\$ 124,069,131	\$ 117,084,143
Industrial	\$ 88,702,400	\$ 90,300,800	\$ 92,260,300	\$ 97,986,500	\$ 98,575,800
Other	\$ 2,161,300	\$ 2,277,600	\$ 3,247,500	\$ 2,935,700	\$ 6,346,200
	\$ 1,086,993,643	\$ 1,072,923,519	\$ 1,083,347,861	\$ 1,074,274,831	\$ 1,071,590,043
Total	\$ 1,644,558,377	\$ 1,674,020,873	\$ 1,699,694,879	\$ 1,637,666,869	\$ 1,667,908,567
General & Debt Tax Rates					
Residential	\$ 8.7996	\$ 7.8638	\$ 7.4227	\$ 7.6185	\$ 5.9440
Utilities	\$ 38.8888	\$ 39.5794	\$ 40.3643	\$ 40.0860	\$ 43.0587
Major Industrial	\$ 50.6778	\$ 49.8032	\$ 53.1288	\$ 55.0405	\$ 57.1291
Light Industrial	\$ 36.5106	\$ 35.5130	\$ 33.7527	\$ 33.3172	\$ 33.5555
Business & Other	\$ 15.8269	\$ 16.0400	\$ 16.1459	\$ 16.0346	\$ 17.2235
Seasonal Recreational	\$ 8.7996	\$ 7.8638	\$ 7.4227	\$ 7.6185	\$ 5.9440
Farm	\$ 8.7996	\$ 7.8638	\$ 7.4227	\$ 7.6185	\$ 5.9440
School Tax Rates					
Residential	\$ 2.6425	\$ 2.5672	\$ 2.4926	\$ 2.5671	\$ 2.5078
Utilities	\$ 14.0000	\$ 14.2000	\$ 14.1000	\$ 14.4000	\$ 14.5000
Major Industrial	\$ 6.2000	\$ 6.4000	\$ 6.6000	\$ 6.8000	\$ 7.0000
Light Industrial	\$ 10.8000	\$ 6.4000	\$ 6.6000	\$ 6.8000	\$ 7.0000
Business & Other	\$ 6.2000	\$ 6.4000	\$ 6.6000	\$ 6.8000	\$ 7.0000
Seasonal Recreational	\$ 3.4000	\$ 3.4000	\$ 3.4000	\$ 3.5000	\$ 3.7000
Farm	\$ 6.9000	\$ 6.9000	\$ 6.6000	\$ 6.8000	\$ 6.9000
Tax Rates for Residential Class					
General	\$ 8.6919	\$ 7.7623	\$ 7.3269	\$ 7.5211	\$ 5.8613
Debt	\$ 0.1077	\$ 0.1015	\$ 0.0958	\$ 0.0974	\$ 0.0827
School District-Residential	\$ 2.6425	\$ 2.5672	\$ 2.4926	\$ 2.5671	\$ 2.5078
Regional Hospital District	\$ 0.3400	\$ 0.3479	\$ 0.3865	\$ 0.3678	\$ 0.4063
Municipal Finance Authority	\$ 0.0002	\$ 0.0002	\$ 0.0002	\$ 0.0002	\$ 0.0002
Regional District	\$ 0.2650	\$ 0.2470	\$ 0.2408	\$ 0.2621	\$ 0.3137
B.C. Assessment	\$ 0.0610	\$ 0.0599	\$ 0.0621	\$ 0.0664	\$ 0.0641
Total Residential Rate	\$ 12.1083	\$ 11.0860	\$ 10.6049	\$ 10.8821	\$ 9.2361

Statistics

CITY OF PORT ALBERNI GENERAL COMPARATIVE STATISTICS AT DECEMBER 31, 2013

	2013	2012	2011	2010	2009
Current Tax Levy					
General	\$ 19,671,143	\$ 18,770,602	\$ 18,781,245	\$ 18,955,730	\$ 17,379,109
Debt	\$ 245,674	\$ 245,477	\$ 245,488	\$ 245,448	\$ 245,273
School District-Residential	\$ 3,143,905	\$ 3,110,259	\$ 3,074,561	\$ 3,415,457	\$ 2,446,295
School District-Non-Residential	\$ 2,324,319	\$ 2,346,336	\$ 2,379,409	\$ 2,449,940	\$ 3,042,924
Other Levies-Special Assessments	\$ 314,170	\$ 451,924	\$ 466,054	\$ 752,989	\$ 1,124,781
Regional Hospital District	\$ 759,170	\$ 783,222	\$ 879,720	\$ 818,594	\$ 911,531
Municipal Finance Authority	\$ 451	\$ 455	\$ 459	\$ 449	\$ 453
Regional District	\$ 751,668	\$ 718,172	\$ 709,622	\$ 583,443	\$ 703,834
Assessment Authority	\$ 176,849	\$ 176,325	\$ 182,763	\$ 187,269	\$ 185,357
Total Levy	\$ 27,387,349	\$ 26,602,772	\$ 26,719,321	\$ 27,409,319	\$ 26,039,557
Per Capita Levy	\$ 1,543.56	\$ 1,499.34	\$ 1,505.91	\$ 1,561.96	\$ 1,483.90
Tax Collection					
Current Taxes Payments	\$ 21,907,832	\$ 20,932,925	\$ 21,302,153	\$ 22,417,886	\$ 17,460,865
Provincial Home Owner Grants	\$ 4,640,835	\$ 4,640,757	\$ 4,632,235	\$ 3,558,659	\$ 3,547,141
Total Current Taxes Collected	\$ 26,548,667	\$ 25,573,682	\$ 25,934,388	\$ 25,976,545	\$ 21,008,006
Percentage of Current Levy	96.94%	96.13%	97.06%	94.77%	80.68%
Arrears and Delinquent Collected	\$ 1,045,556	\$ 992,503	\$ 1,008,092	\$ 4,765,142	\$ 718,572
Percentage of Current Levy	3.82%	3.73%	3.77%	17.39%	2.76%
Total Taxes Collected	\$ 27,594,223	\$ 26,566,185	\$ 26,942,480	\$ 30,741,687	\$ 21,726,578
Percentage of Current Levy	100.76%	99.86%	100.84%	112.16%	83.44%
Unpaid Taxes					
Current	\$ 707,706	\$ 611,354	\$ 602,282	\$ 639,389	\$ 4,278,431
Arrears	\$ 287,127	\$ 280,632	\$ 258,774	\$ 232,383	\$ 218,860
Total Unpaid Taxes	\$ 994,833	\$ 891,986	\$ 861,056	\$ 871,772	\$ 4,497,291
Per Capita	\$ 56.07	\$ 50.27	\$ 48.53	\$ 49.68	\$ 256.29
Summary of Surplus and Reserves					
Funded Reserves	\$ 16,064,710	\$ 14,219,588	\$ 10,913,767	\$ 10,701,790	\$ 15,042,046
Capital Fund	\$ 8,261,680	\$ 2,838,102	\$ -	\$ -	\$ -
Equity in Capital Assets	\$ 90,269,781	\$ 90,582,600	\$ 87,308,272	\$ 80,412,612	\$ 80,412,611
Operating Surplus (Deficit)	\$ (2,135,571)	\$ 231,832	\$ 5,364,165	\$ 8,419,293	\$ 5,663,283

CITY OF PORT ALBERNI
GENERAL COMPARATIVE STATISTICS
AT DECEMBER 31, 2013

	2013	2012	2011	2010	2009
Debenture Debt					
Water	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer	\$ 367,561	\$ 510,882	\$ 648,601	\$ 780,939	\$ 908,105
General	\$ 2,756,413	\$ 2,865,434	\$ 2,970,203	\$ 3,070,885	\$ 3,167,642
Gross Debenture Debt	\$ 3,123,974	\$ 3,376,316	\$ 3,618,804	\$ 3,851,824	\$ 4,075,747
Per Capita	\$ 176.07	\$ 190.29	\$ 203.96	\$ 219.50	\$ 232.26
Less: Sewer and Water Utilities Debt	\$ 367,561	\$ 510,882	\$ 648,601	\$ 780,939	\$ 908,105
Net Debt Excluding Utilities	\$ 2,756,413	\$ 2,865,434	\$ 2,970,203	\$ 3,070,885	\$ 3,167,642
Per Capita	\$ 155.35	\$ 161.50	\$ 167.40	\$ 175.00	\$ 180.51
Liability Servicing Limit					
Liability Servicing Limit	\$ 7,257,798	\$ 7,158,364	\$ 6,926,394	\$ 7,065,220	\$ 6,609,054
Less Actual Debt Servicing Cost	\$ 568,113	\$ 579,733	\$ 568,078	\$ 600,610	\$ 416,248
Less Estimated Cost - Unissued Debt	\$ -	\$ -	\$ -	\$ -	\$ -
Liability Servicing Capacity Available	\$ 6,689,685	\$ 6,578,631	\$ 6,358,316	\$ 6,464,610	\$ 6,192,806
Debt Payment as a percentage of non-capital expenditures					
Debt payments - gross	1.1%	1.1%	1.1%	1.3%	1.2%
General Revenue Fund Statistics					
Budget	\$ 34,349,157	\$ 33,454,891	\$ 33,604,329	\$ 34,073,052	\$ 32,047,370
Actual Revenues	\$ 35,840,401	\$ 31,836,088	\$ 30,756,807	\$ 33,643,880	\$ 33,034,309
Actual Expenditures	\$ 31,251,921	\$ 30,824,491	\$ 30,325,637	\$ 28,332,467	\$ 35,116,363
Surplus	\$ 4,588,480	\$ 1,011,597	\$ 431,170	\$ 5,311,413	\$ (2,082,054)
Expenditure per Capita	\$ 1,761.37	\$ 1,737.28	\$ 1,709.16	\$ 1,614.57	\$ 2,001.16
Capital Expenditures					
Financed from General Revenue	\$ 656,887	\$ 794,796	\$ 779,186	\$ 579,129	\$ 1,094,779
Other Sources of Revenue					
Provincial Unconditional Grants	\$ 1,042,897	\$ 1,094,894	\$ 1,015,578	\$ 1,090,399	\$ 1,090,398
B.C. Hydro Grant	\$ 600,056	\$ 584,535	\$ 442,982	\$ 412,505	\$ 397,579
Building Permits					
Number Issued	91	114	125	125	130
Construction Values	\$ 12,404,980	\$ 14,945,710	\$ 53,041,064	\$ 28,584,551	\$ 21,298,710

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

2013 TAXATION YEAR

	Registered Owner	Primary Property	Taxes Levied
1	Catalyst Paper Corporation	Paper Mill	\$ 4,193,316
2	Western Forest Products Inc.	Sawmills	\$ 1,270,702
3	Wal-Mart Canada Corp.	Building	\$ 506,965
4	SRF3 Pacific Rim Shopping Centre	Pacific Rim Shopping Centre	\$ 376,286
5	Port Alberni Retail Development	Alberni Mall	\$ 272,638
6	Loblaw Properties West Inc.	No Frills	\$ 243,854
7	BC Hydro & Power Authority	Building	\$ 200,493
8	Canada Safeway Limited	Building	\$ 148,762
9	Marlow-Yeoman Limited	10th Avenue Plaza	\$ 147,436
10	Telus	Poles, Lines, Building	\$ 124,101
11	Kelland Foods Ltd.	Building	\$ 118,004
12	Terasen Gas (Vancouver Island) Inc.	Gas Utility	\$ 113,124
13	Alberni Valley Gaming Association	Chances Rim Rock	\$ 91,521
14	GDP Investments Ltd.	Building	\$ 83,970
15	Marco Investments Ltd.	Building	\$ 80,316
16	PCBG Land Corporation	Automobile Dealership	\$ 69,106
17	Northport Plaza Limited	Johnston Road Plaza	\$ 65,529
18	PA Hospitality Inns Ltd.	Hospitality Inn	\$ 52,360
19	CLCSC Holdings Inc.	Building	\$ 49,969
20	522521 BC Ltd.	Creek's Edge Development	\$ 42,467

**CITY OF PORT ALBERNI
FIVE YEAR PLAN
2013-2017**

REVENUES	2013	2014	2015	2016
Taxes				
Property Taxes	\$ 20,077,901	\$ 21,577,596	\$ 23,042,825	\$ 23,959,878
Parcel Taxes	170,000	170,000	170,000	170,000
Other Taxes	173,751	173,751	173,751	173,751
Grants in Lieu of Taxes	692,209	692,209	692,209	692,209
Fees and Charges				
Sales of Service	4,033,297	4,064,985	4,126,395	4,196,948
Sales of Service/Utilities	4,164,161	4,573,211	5,022,994	5,517,682
Service to other Government	160,000	160,000	160,000	160,000
User Fees/Fines	249,300	249,300	249,300	249,300
Other Revenue				
Rentals	130,000	130,000	130,000	130,000
Interest/Penalties	377,900	377,900	377,900	377,900
Grants/Other Governments	12,094,164	6,301,868	4,465,000	445,000
Other	5,106,000	50,000	-	-
	<u>\$ 47,428,683</u>	<u>\$ 38,520,820</u>	<u>\$ 38,610,374</u>	<u>\$ 36,072,668</u>

EXPENSES

Debt Interest	558,957	666,029	773,329	852,499
Capital Expenses	33,432,094	14,345,400	11,009,900	7,014,000
Other Municipal Purposes				
General Municipal	3,108,888	3,199,805	3,186,367	3,286,848
Police Services	6,233,627	6,379,573	6,786,261	6,856,124
Fire Services	3,147,730	3,261,767	3,295,218	3,370,448
Other Protective Services	239,725	242,588	245,457	248,431
Transportation Services	4,009,717	4,104,025	4,274,417	4,453,633
Environmental Health and Development	1,937,354	1,935,034	1,957,159	1,989,953
Parks and Recreation	4,990,904	4,938,191	5,046,435	5,157,580
Cultural	1,373,569	1,423,887	1,495,142	1,558,197
Water	1,513,650	1,389,987	1,415,455	1,447,376
Sewer	1,089,240	1,066,670	1,088,603	1,115,606
Contingency	200,000	700,000	200,000	200,000
	<u>\$ 61,835,455</u>	<u>\$ 43,652,956</u>	<u>\$ 40,773,743</u>	<u>\$ 37,550,695</u>

OTHER

Borrowing Proceeds	10,000,000	3,916,667	3,700,000	2,730,000
Debt Principal	(448,453)	(684,030)	(808,283)	(899,961)
Transfer to Other Governments - Repayment	(170,000)	(170,000)	(170,000)	(170,000)
Transfer from Equipment Replacement Reserve	639,650	827,400	431,900	841,000
Transfer from other reserves	3,241,950	242,099	(990,248)	(1,023,012)
Transfer from Land Sale Reserve	1,095,625	500,000	-	-
Transfer from (to) Surplus	48,000	500,000	-	-
	<u>\$ 14,406,772</u>	<u>\$ 5,132,136</u>	<u>\$ 2,163,369</u>	<u>\$ 1,478,027</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**

	2013	2012	2011	2010	2009
Taxes					
Property Taxes	\$ 19,916,817	\$ 18,853,588	\$ 18,864,937	\$ 19,038,712	\$ 17,392,102
Parcel Taxes	160,022	162,098	161,522	154,538	231,534
Other Taxes	167,563	170,936	179,732	178,388	172,332
Grants in Lieu of Taxes	718,128	703,425	567,782	537,859	520,251
Fees and Charges					
Sales of Service	3,428,372	3,538,128	3,747,513	3,884,834	4,122,554
Sales of Service/Utilities	3,859,860	3,359,371	3,293,608	3,374,958	3,270,025
Service to other Government	167,297	160,421	169,646	166,825	190,750
User Fees/Fines	211,862	227,705	308,517	274,172	231,627
Other Revenue					
Rentals	159,396	136,888	116,519	116,516	66,779
Investment Earnings	266,622	254,999	243,196	137,799	163,667
Grants/Other Governments	3,851,394	1,909,839	1,724,127	4,005,560	2,906,331
Developer Contributions	112,058	640,777	33,628	152,405	933,863
Gain/loss on Disposal of Assets	409,979	237,489	3,602	686,901	1,563,441
Parkland dedication deposits	-	-	22,450	12,093	21,550
Sale of property and equipment	211,600	-	-	-	207,500
Other	2,199,431	1,480,424	1,320,028	922,320	1,054,680
	<u>\$ 35,840,401</u>	<u>31,836,088</u>	<u>30,756,807</u>	<u>\$ 33,643,880</u>	<u>\$ 33,048,986</u>

Statistics

CITY OF PORT ALBERNI CONSOLIDATED EXPENSES LAST FIVE YEARS COMPARISON

	2013	2012	2011	2010	2009
<u>Analysis by function</u>					
General government	\$ 3,474,988	\$ 3,386,625	\$ 3,460,247	\$ 3,459,571	\$ 3,921,697
Protective services	9,077,118	9,300,588	8,920,744	7,811,747	8,014,147
Transportation services	5,711,745	5,494,076	5,411,991	5,000,243	5,191,429
Environmental health services	1,101,465	1,079,067	1,138,853	1,099,001	1,273,897
Environmental development	1,046,250	805,281	708,188	653,542	560,092
Recreation and cultural services	7,472,072	7,320,997	7,232,444	6,812,494	7,187,559
Interest	253,516	237,038	239,007	235,091	230,689
Debt reserve	3,153	1,897	2,070	1,910	1,629
Water utility	1,736,030	1,762,178	1,825,531	1,747,477	1,742,082
Sewer utility	1,371,351	1,403,343	1,383,249	1,301,910	1,371,953
Cost of sales and services	6,233	33,400	3,313	209,480	(50,873)
	<u>\$ 31,253,921</u>	<u>\$ 30,824,490</u>	<u>\$ 30,325,637</u>	<u>\$ 28,332,466</u>	<u>\$ 29,444,301</u>

Analysis by object

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

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

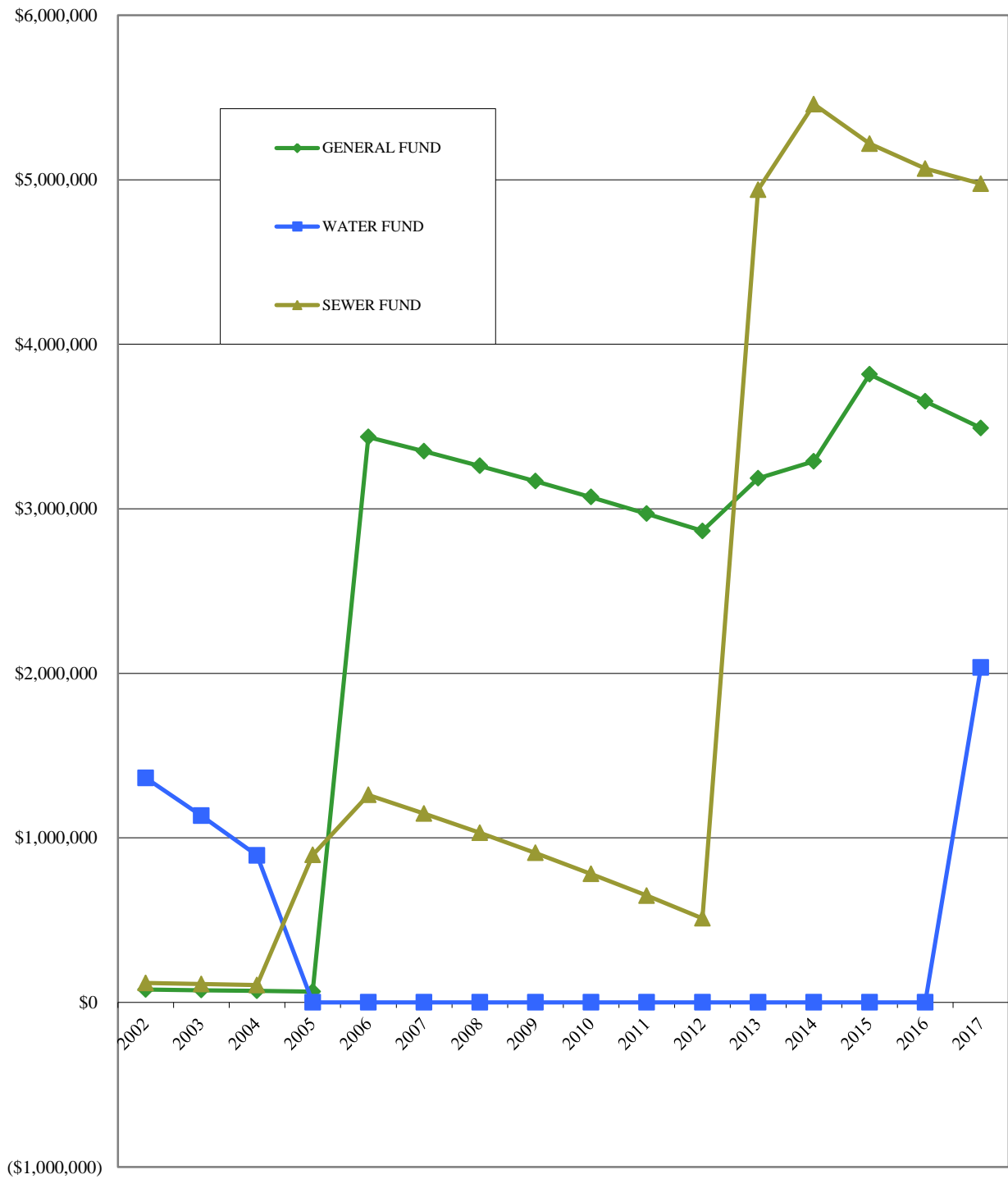
CAPITAL ACQUISITIONS	2013	2012	2011	2010	2009
General government	\$ 314,594	\$ 198,757	\$ 49,308	\$ -	\$ 72,593
Protective services	179,942	68,506	187,533	875,683	-
Transportation services	1,870,430	1,967,095	2,243,477	1,254,682	1,595,159
Recreation and cultural	2,675,473	263,711	109,387	4,116,693	274,296
Water	284,759	728,132	2,149,989	192,102	136,544
Sewer	3,934,786	471,133	348,376	-	1,524,482
	<u>\$ 9,259,984</u>	<u>\$ 3,697,334</u>	<u>\$ 5,088,070</u>	<u>\$ 6,439,160</u>	<u>\$ 3,603,074</u>

SOURCE OF FINANCING	2013	2012	2011	2010	2009
Revenue Funds	\$ 1,691,292	\$ 1,413,429	\$ 1,265,384	\$ 771,231	\$ 1,072,918
Reserve Funds	2,343,659	981,804	2,009,938	4,335,539	1,019,739
Short Term Borrowing	3,608,051	-	-	-	698,417
Long Term Borrowing	-	-	-	-	-
Grants	1,526,982	607,284	1,750,000	1,302,113	530,000
Other	90,000	694,817	62,748	30,277	282,000
	<u>\$ 9,259,984</u>	<u>\$ 3,697,334</u>	<u>\$ 5,088,070</u>	<u>\$ 6,439,160</u>	<u>\$ 3,603,074</u>

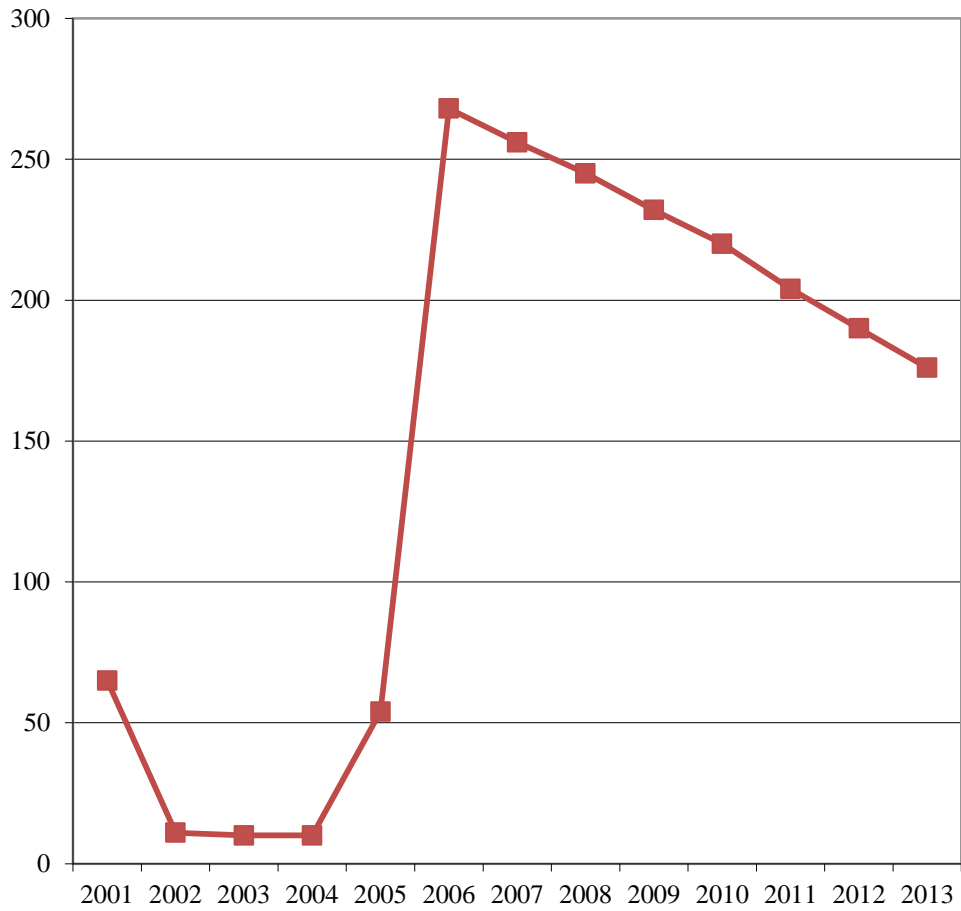
CITY OF PORT ALBERNI
SURPLUS AND NET FINANCIAL ASSETS
LAST FIVE YEARS COMPARISON

SURPLUS	2013	2012	2011	2010	2009
Annual surplus	\$ 4,588,480	\$ 1,011,598	\$ 431,170	\$ 5,311,413	\$ 3,604,685
Accumulated surplus, beginning of year	107,872,120	106,860,522	106,429,352	101,117,939	97,513,254
Accumulated surplus, end of year	<u>\$ 112,460,600</u>	<u>\$ 107,872,120</u>	<u>\$ 106,860,522</u>	<u>\$ 106,429,352</u>	<u>\$ 101,117,939</u>
NET FINANCIAL ASSETS	2013	2012	2011	2010	2009
Increase (decrease) in financial assets	\$ (2,629,226)	\$ 343,515	\$ (243,605)	\$ 3,741,480	\$ 74,237
Net financial assets, beginning of year	16,492,597	16,149,082	16,392,687	12,651,207	12,576,970
Net financial assets, end of year	<u>\$ 13,863,371</u>	<u>\$ 16,492,597</u>	<u>\$ 16,149,082</u>	<u>\$ 16,392,687</u>	<u>\$ 12,651,207</u>

CITY OF PORT ALBERNI-DEBT RETIREMENT



CITY OF PORT ALBERNI - DEBT PER CAPITA



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