

Statement of Financial Information

**TOWN OF SIDNEY**

Year ended December 31, 2013



**TOWN OF SIDNEY**

BRITISH COLUMBIA

Statement of Financial Information

TOWN OF SIDNEY

Year ended December 31, 2013



TOWN OF SIDNEY

BRITISH COLUMBIA

**TOWN OF SIDNEY**

**STATEMENT  
OF  
FINANCIAL  
INFORMATION**

**YEAR ENDED  
DECEMBER 31, 2013**

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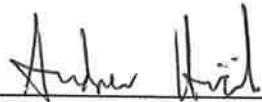
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**STATEMENT OF FINANCIAL INFORMATION APPROVAL**  
**YEAR ENDED DECEMBER 31, 2013**

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information for the year ended December 31, 2013, produced under the *Financial Information Act*.



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Andrew Hicik  
Financial Administrator

June 25, 2014



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Councillor Steve Price  
Council member on behalf of Council

June 25, 2014

# Town of Sidney

## MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in compliance with legislation, and in accordance with public sector accounting standards for local governments established by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants. The integrity and objectivity of these statements are management's responsibility. Management is also responsible for the additional statements and schedules presented in this document, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced. The corporation's Financial Administrator is responsible for assessing the management systems and practices of the corporation.

The Council is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control.

The independent external auditors, KPMG LLP, conduct an examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination includes a review and evaluation of the corporation's system of internal control, and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. Their examination does not relate to the other schedules and statements required by the *Financial Information Act*. The external auditors have full and free access to the Council and present their Audit Findings Report to the Audit and Finance Committee on an annual basis.

On behalf of the Town of Sidney



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Andrew Hicik  
Financial Administrator

June 24, 2014

**TOWN OF SIDNEY**  
**SCHEDULE OF DEBT**  
**FOR THE YEAR ENDED DECEMBER 31, 2013**

Debentures issued by Municipal Finance Authority:

| ISSUE                         | SIDNEY |        | ORIGINAL<br>LOAN<br>PROCEEDS | PRINCIPAL<br>BALANCE<br>DEC 31/12 | PRINCIPAL<br>PAID<br>2013 | INTEREST<br>PAID<br>2013 | ACTUARIAL<br>EARNINGS<br>2013 | PRINCIPAL<br>BALANCE<br>DEC 31/13 | INT<br>RATE | MATURITY<br>YEAR |
|-------------------------------|--------|--------|------------------------------|-----------------------------------|---------------------------|--------------------------|-------------------------------|-----------------------------------|-------------|------------------|
|                               | AUTH   | ISSUED |                              |                                   |                           |                          |                               |                                   |             |                  |
| MFA 69 RCMP Building          | 1308   | 1485   | 110,000                      | 8,752                             | 5,098                     | 4,675                    | 3,654                         | 0                                 | 4.25%       | 2013             |
| MFA 81 Mariner Mall S.A.      | 1733   | n/a    | 39,034                       | 8,372                             | 3,103                     | 1,897                    | 818                           | 4,451                             | 4.86%       | 2014             |
| MFA 99 Tulista Park           | 1864   | n/a    | 770,000                      | 512,891                           | 38,455                    | 34,111                   | 14,984                        | 459,452                           | 4.65%       | 2022             |
| MFA 101 Tulista Park          | 1864   | n/a    | 80,000                       | 57,734                            | 3,995                     | 3,616                    | 1,042                         | 52,697                            | 4.52%       | 2022             |
| MFA 110 Lochside/Iroquois     | 1958   | n/a    | 1,448,000                    | 1,374,995                         | 34,769                    | 65,160                   | 15,757                        | 1,324,468                         | 4.50%       | 2035             |
| MFA 117 Iroquois/Public Works | 1958   | n/a    | 1,073,000                    | 1,047,009                         | 25,765                    | 34,873                   | 8,448                         | 1,012,796                         | 3.25%       | 2036             |
| MFA 118 Public Works          | 1958   | n/a    | 479,000                      | 479,000                           | 11,502                    | 16,286                   | 3,614                         | 463,884                           | 3.40%       | 2037             |
| <b>Total Debenture Debt</b>   |        |        | <b>3,999,034</b>             | <b>3,488,754</b>                  | <b>122,687</b>            | <b>160,618</b>           | <b>48,319</b>                 | <b>3,317,748</b>                  |             |                  |

Prepared under the Financial Information Regulation, Schedule 1, Section 4.

**TOWN OF SIDNEY**

**SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

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Gaurantee and indemnity agreements requiring government approval prior to be given under the  
Gaurantees and Indemnities Regulation

NIL

**TOWN OF SIDNEY**

**SCHEDULE SHOWING THE REMUNERATION AND EXPENSES  
PAID TO OR ON BEHALF OF EACH EMPLOYEE  
FOR THE YEAR ENDED DECEMBER 31, 2013**

**Elected Officials**

| <b>NAME</b>                    | <b>POSITION</b> | <b>REMUNERATION</b> | <b>EXPENSES</b>  |
|--------------------------------|-----------------|---------------------|------------------|
| Cross, Larry                   | Mayor           | \$ 22,098           | \$ 6,988         |
| Chad, Tim                      | Councillor      | 8,826               | -                |
| Hailey, Melissa                | Councillor      | 8,826               | 4,504            |
| Lougher-Goodey, Mervyn         | Councillor      | 8,826               | 3,856            |
| Loveless, Marilyn              | Councillor      | 8,826               | -                |
| Podmore, Kenny                 | Councillor      | 8,826               | 1,474            |
| Price, Steven                  | Councillor      | 8,826               | 6,024            |
| <b>Total Elected Officials</b> |                 | <b>\$ 75,054</b>    | <b>\$ 22,846</b> |

**Employees**

| <b>NAME</b>  | <b>POSITION</b>                     | <b>REMUNERATION</b> | <b>EXPENSES</b>  |
|--|-------------------------------------|---------------------|------------------|
| Humble, Randy  | Chief Administrative Officer        | \$ 168,748          | \$ 2,579         |
| Hall, Rob  | Director of Engineering & Works     | 124,778             | 150              |
| Hicik, Andrew  | Director of Corporate Services      | 122,019             | 3,311            |
| Elliott, Marlaina  | Director of Development Services    | 118,497             | 3,504            |
| Michno, Hank   | Assistant Fire Chief - Training     | 107,480             | 2,403            |
| Tweedhope, Jim   | Fire Chief                          | 107,360             | 2,465            |
| VanDerLinden, Mike   | Manager Eng./Environmental Services | 106,832             | 338              |
| Restell, Troy  | Manager of Finance                  | 103,806             | 4,388            |
| Coward, Brian  | Superintendent of Parks             | 101,288             | 1,260            |
| Mikkelsen, Brett   | Assistant Fire Chief                | 100,799             | 8,815            |
| Dunic, Sandi   | Deputy Clerk                        | 96,656              | 2,747            |
| Egrisits, Leah   | RCMP Office Manager                 | 86,326              | 1,994            |
| Marshall, James  | Senior Building Inspector           | 85,467              | 3,483            |
| Thomas, Bradley  | Foreman, Underground Utilities      | 84,191              | 425              |
| Sumberac, Adriano  | Foreman, Surface Infrastructure     | 82,803              | 1,151            |
| Maxwell, Will  | Senior Technical Support Analyst    | 81,621              | 2,000            |
| Harrison, Peter  | Manager of Operations               | 77,536              | 1,395            |
|  |                                     | <b>\$ 1,756,208</b> | <b>\$ 42,984</b> |
| Consolidated total of other employees with remuneration of \$75,000 or less: |                                     | 3,949,407           | n/a              |
| <b>Total Employees</b>   |                                     | <b>\$ 5,705,615</b> | <b>\$ 42,984</b> |



**Insurance Policies:**

2013 Accident Insurance for loss resulting from injury while performing duties associated with the position SSQ Insurance Inc. Policy #9221059.

Principal Sum - \$100,000 Weekly Accident Indemnity - \$500 Accident Reimbursement - \$5,000

**Disclosure of contracts with Council members:**

There were no contracts with Council members relevant to the requirements of the Community Charter.

**Employer Portion of Employment Insurance and Canada Pension Plan:**

\$ 298,274

**Reconciliation:**

|   |                     |
|---|---------------------|
| Total remuneration - Elected Officials              | \$ 75,054           |
| Total remuneration - Other Employees                | <u>5,705,615</u>    |
| Subtotal  | <u>5,780,669</u>    |
| Total per Consolidated Financial Statements Note 14 | <u>6,648,240</u>    |
| Variance *  | <u>\$ (867,571)</u> |

\*Note 14 to the Consolidated Financial Statements provides a listing of expenses by function. The amount of \$6,648,240 is for salaries, wages, employee benefits and payroll taxes, whereas the amount of \$5,780,669 shown above for the Schedule of Remuneration and Expenses represents only salaries, wages and taxable benefits. Furthermore, the Consolidated Financial Statements are prepared in accordance with generally accepted accounting principles for local governments, and as such are prepared on an accrual basis and exclude wages paid on capitalized items. The Schedule of Remuneration and Expenses does not incorporate accrual accounting and represents amounts actually paid during 2013.

**Severance Agreements:**

There was 1 severance agreement equivalent to 9 months of compensation made between the Town of Sidney and its non-unionized employees during fiscal year 2013.

Prepared in accordance with Section 107 & 168 of the Community Charter.  
Prepared under the Financial Information Regulation, Schedule 1, Section 6.

**TOWN OF SIDNEY**

**SCHEDULE SHOWING PAYMENTS MADE  
FOR THE PROVISION OF GOODS OR SERVICES  
FOR THE YEAR ENDED DECEMBER 31, 2013**

| <b>Supplier Name</b>  | <b>Aggregate amount paid to supplier</b> |
|---|--|
| <b>Alphabetical list of suppliers who received aggregate payments exceeding \$25,000:</b> |  |
| Alpine Disposal & Recycling   | 228,846                                  |
| BC Hydro  | 259,138                                  |
| Butler Brothers Supplies Ltd.   | 45,209                                   |
| Capital City Paving Ltd.  | 88,061                                   |
| Capital Region Emergency Services Telecommunication Inc.                                  | 30,697                                   |
| Capital Regional District - Tipping Fees  | 154,049                                  |
| Capital Regional District - Treatment Plan Operations                                     | 1,243,716                                |
| Capital Regional District - Water & Sewer Debt  | 202,957                                  |
| Capital Regional District - Water Consumption   | 1,168,555                                |
| Capital Regional District - Animal Control  | 50,502                                   |
| Chevron Canada Limited  | 132,219                                  |
| Commissionaires, The  | 39,048                                   |
| Corporation of the District of Saanich  | 85,081                                   |
| Diamond Municipal Solutions   | 29,842                                   |
| Emco Corporation  | 89,369                                   |
| Esri Canada   | 56,413                                   |
| Fastrac Printing Ltd  | 28,078                                   |
| FortisBC-Natural Gas  | 28,205                                   |
| Houle Electric Limited  | 43,831                                   |
| ICBC  | 49,832                                   |
| Island Asphalt Company  | 654,651                                  |
| Island Tractor & Supply Ltd.  | 30,772                                   |
| Janox Fluid Power Ltd.  | 35,633                                   |
| Justice Institute of BC   | 27,428                                   |
| KPMG  | 27,064                                   |
| Lennon Electric   | 29,216                                   |
| Minister of Finance-Agriculture & Lands   | 88,198                                   |
| Municipal Insurance Association of British Columbia                                       | 60,046                                   |
| Peninsula Rock Products Ltd.  | 103,293                                  |
| Peninsula Signs Ltd.  | 44,782                                   |
| Proline Electrical Systems Ltd.   | 56,125                                   |
| Ramsay Machine Works Ltd.   | 48,020                                   |
| Raylec Power Ltd.   | 33,208                                   |
| Receiver General for Canada-Police Agreement  | 1,449,183                                |
| Receiver General for Canada-Prisoner Expenses   | 60,004                                   |
| Saanich Peninsula Chamber of Commerce   | 60,835                                   |
| Scho's Line Painting Ltd.   | 41,332                                   |
| Seafirst Insurance Brokers Ltd.   | 73,518                                   |
| Sidney Volunteer Firemen's Association  | 36,847                                   |
| Slegg Construction Materials Ltd.   | 33,951                                   |
| Society of Saanich Peninsula Museums  | 78,000                                   |

|   |         |
|---|---------|
| Softchoice Corporation                  | 41,851  |
| Strata Corporation # VIS 5564           | 124,077 |
| Strata Corporation #4994                | 25,202  |
| Suburban Motors                         | 80,482  |
| Sutton-Advantage Property Management    | 176,179 |
| Sweeping Success Janitorial             | 31,575  |
| Telus Mobility                          | 45,201  |
| Tempest Development Group               | 43,752  |
| Thurber Engineering Ltd.                | 26,961  |
| TLD Computers Inc                       | 144,930 |
| Urban Systems Ltd.                      | 31,011  |
| Vancouver Island Regional Library       | 597,328 |
| Victoria Nissan Ltd                     | 72,304  |
| W.A. Jones & Sons Trucking Ltd.         | 286,203 |
| Young, Anderson Barristers & Solicitors | 47,875  |

\$8,900,685

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

\$1,562,208

**Consolidated total of all grants and contributions exceeding \$25,000**

\$233,732

**Reconciliation:**

|   |                           |
|---|---------------------------|
| Total of aggregate payments exceeding \$25,000 paid to suppliers;     | \$8,900,685               |
| Consolidated total of payments of \$25,000 or less paid to suppliers  | 1,562,208                 |
| Consolidated total of all grants and contributions exceeding \$25,000 | 233,732                   |
|   | <u>10,696,625</u>         |
| Total per Consolidated Statement of Operations                        | 8,557,799                 |
| Add: Expenditures for capital purposes *                              | <u>2,347,763</u>          |
| Variance **   | <u><u>(\$208,937)</u></u> |

\*Pursuant to public sector accounting standards, capital expenditures are not considered expenses. However, as this report is prepared on a cash basis, and cash outlays occurred in 2013 for capital purchases, the amount of these purchases is included in this reconciliation.

\*\*The Consolidated Financial Statements are prepared in accordance with generally accepted accounting principles for local governments, and as such are prepared on an accrual basis. The Schedule of Payments Made for the Provision of Goods or Services does not incorporate accrual accounting and represents amounts actually paid during 2013. The amounts shown on the Schedule of Payments Made for the Provision of Goods or Services include the GST paid to suppliers, where applicable, whereas the Financial Statements do not.