



SPECIAL COUNCIL MEETING AGENDA

FRIDAY, JULY 30, 2010 - 9:00 A.M.

A special meeting of Council will be held in the Civic and Technology Centre, 100 Jensen Avenue East, Parksville, BC, on Friday, July 30, 2010 at 9:00 a.m. to consider the following items of business:

1. REPORTS

- a) Contract Award for Civil Works for Fire Hall Expansion Project – PAGES 1 to 4

Recommendation: THAT The report from the Fire Chief dated July 26, 2010 entitled "Contract Award for Civil Works for the Fire Hall Expansion Project", be received;

AND THAT Council award the contract for the required Civil Works for the Fire Hall Expansion Project to Parksville Heavy Equipment in the pre-tax amount of \$97,150.00.

- b) Director of Finance - 2009 Statement of Financial Information

The municipality is required to prepare, by June 30, a Statement of Financial Information (SOFI) for the prior year under the Financial Information Act. The 2009 SOFI is required to include the following: Statement of Assets and Liabilities, Statement of Operations, Schedule of Debts, Schedule of Guarantee and Indemnity agreements, Schedules showing remuneration and expenses of Council and employees with remuneration greater than \$75,000.00, Statement of Severance Agreements, Schedule of payments made to suppliers of goods and services that exceeds \$25,000.00, and a Management Report signed by the Director of Finance. These statements and schedules have been prepared in accordance with the Financial Information Act and are attached to this report. The SOFI package must also be approved by Council.

Recommendation: THAT Council approve the Statement of Financial Information for the year ended December 31, 2009.

2. ADJOURNMENT

LUCKY BUTTERWORTH
A/Chief Administrative Officer

Tuesday, July 27, 2010
9:00 a.m.

ooOOoo

July 26, 2010



MEMO TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER
FROM: DOUG BANKS, FIRE CHIEF
SUBJECT: CONTRACT AWARD FOR CIVIL WORKS FOR FIRE HALL EXPANSION PROJECT

ISSUE

To award a contract to cover the required civil works for the fire hall expansion project.

EXECUTIVE SUMMARY

On July 23, 2010, Liberty Contract Management provided a recommendation for the award of the contract for the civil works required for the fire hall expansion. The recommendation was that either CG Excavating or Parksville Heavy Equipment would be qualified to conduct the required works.

REFERENCES:

City of Parksville Policy #6.14 – Purchasing Guidelines

BACKGROUND

Liberty Contract Management sent out Tender packages for the required Civil Works for the Fire Hall Expansion project taking place at 160, 186 & 192 Jensen Avenue and 211 Alberni Highway. A total of five (5) companies responded to the Tender Package. The responses were evaluated by Liberty Contract Management to ensure that the responses met the criteria for the project. As a result, three companies were short-listed for further review and consideration.

The companies that were short-listed were:

Parksville Heavy Equipment	\$97,150.00 + HST
CG Excavating	\$97,860.00 + HST
Palladian	\$111,342.67 +HST

Based on the City's purchasing policies, awards of contracts in cases where the cost value of the service is over \$100,000 must be done by Council. The purchasing policy generally prescribes use of the lowest bidder and where possible, also considers local businesses.

OPTIONS

1. **Award the Contract to Parksville Heavy Equipment** – Parksville Heavy Equipment is a local company that has extensive experience with this type of work and is familiar with the City of Parksville procedures. Liberty Contract Management also recommended this firm as one that is suitable for this project.
2. **Award the Contract to CG Excavating** – CG Contracting has worked on similar projects with Liberty Contract Management in the past and are familiar with this type of work. Liberty Contract Management recommended them as one of the firms suitable for the project.
3. **Not award the contract**

ANALYSIS

Staff understand that both firms have competent proposals and that a selection can be made from these two without moving into the next cost range which is up to \$14,342.00 more than the lowest bidder.

1. Award the contract to Parksville Heavy Equipment – Parksville Heavy Equipment is a local firm that has been pre-qualified in the past to perform capital work for the City. As a local firm, they are familiar with the City of Parksville requirements and have a presence in the community. Their bid is also the low bid. In reviewing the two proposals, it was felt that Parksville Heavy Equipment would be able to provide a higher level of service throughout the duration of the entire project as they would be in a position to supply equipment until the project is completed.
2. Award the contract to CG Excavating - CGT Excavating is a Richmond BC firm that has worked on similar projects in the past with Liberty Contract Management. They have the experience with this type of project and are capable of bringing some extra's to the table.
3. Not award the contract – To not award the contract at this time would only delay the project further and result in more cost increases in the future.

FINANCIAL IMPLICATIONS – The expected cost for this contract is within the budget allocation for this portion of the overall project

SUMMARY/CONCLUSIONS

Awarding the contract for the Civil Works will be the first step in the Fire Hall Expansion Project.

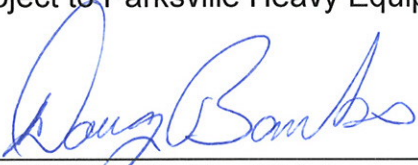
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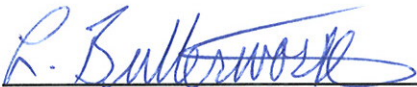
RECOMMENDATION

THAT The report from the Fire Chief dated July 26, 2010 entitled "Contract Award for Civil Works for the Fire Hall Expansion Project", be received;
AND THAT Council award the contract for the required Civil Works for the Fire Hall Expansion Project to Parksville Heavy Equipment in the pre-tax amount of \$97,150.00.



DOUG BANKS, Fire Chief

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:



LUCKY BUTTERWORTH
A/Chief Administrative Officer

July 27, 2010

MEMO TO: FRED C. MANSON, CHIEF ADMINISTRATIVE OFFICER

FROM: G. LUCKY BUTTERWORTH, DIRECTOR OF FINANCE

SUBJECT: 2009 STATEMENT OF FINANCIAL INFORMATION (SOFI)

ISSUE

2009 Financial Statements and Schedules required in accordance with the Financial Information Act and associated regulations.

EXECUTIVE SUMMARY

The municipality is required to prepare by June 30, a Statement of Financial Information (SOFI) for the prior year under the Financial Information Act. The 2009 SOFI is required to include the following statements and schedules:

Statement of Assets and Liabilities

Statement of Operations

Schedule of Debts

Schedule of Guarantee and Indemnity agreements

Schedules showing remuneration and expenses of Council and employees with remuneration greater than \$75,000

Statement of Severance Agreements

Schedule of payments made to suppliers of goods and services that exceeds \$25,000

A Management report signed by the Director of Finance

These statements and schedules have been prepared in accordance with the Financial Information Act and are attached to this report. The SOFI package must also be approved by Council.

REFERENCE

Financial Information Regulations (BC Reg. 371/93) under the Financial Information Act.

BACKGROUND

The Financial Information Act and associated regulations requires that the SOFI prepared by a municipality must be approved by Council and by the officer assigned responsibility for financial administration.

BACKGROUND CONT.

The Statement of Financial Information must include:

1. A statement of assets and liabilities.
2. An operational statement.
3. A schedule of debt.
4. A schedule of guarantee and indemnity agreements.
5. A schedule of remuneration and expenses paid to or on behalf of each employee and council member.
6. A schedule showing the payments for each supplier of goods or services.

The schedule of remuneration and expenses must:

- List by name and position the total amount of remuneration and the total amount of expenses paid to or on behalf of each elected official.
- List in alphabetical order for each employee, the name, the total amount of remuneration for each employee that exceeds \$75,000, and the total amount of expenses paid to or on behalf of that employee.
- The consolidated total of remuneration that was paid to employees earning \$75,000 or less.

The schedule of payments for each supplier of goods or services must:

- List in alphabetical order for each supplier, the name and the total amount paid by the municipality to the supplier where the amount exceeds \$25,000.
- The consolidated total paid to suppliers where the aggregate amount paid to each individual supplier was \$25,000 or less.

The report was due June 30, but due to the conversion of our financial statements to the new Public Sector reporting requirements for reporting capital assets and amortization as well as a major reformat of the financial statement presentation and staff shortages in engineering to assist with the capital asset project, the financial statements were delayed and are only now available for distribution.

OPTIONS

Option 1: Approve the SOFI. Section 9 of BC Reg. 371/93 requires the Statement of Financial Information be approved by Council.

Option 2: Don't approve the SOFI. We will not be in compliance with the BC Financial Information regulations.

SUSTAINABILITY/ENVIRONMENTAL ANALYSIS

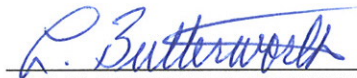
No issues.

FINANCIAL IMPLICATIONS

There are no significant costs to file the SOFI except for staff time to complete.


RECOMMENDATION

That Council approve the Statement of Financial Information for the Year Ended December 31, 2009.



G. LUCKY BUTTERWORTH, CGA
Director of Finance and Acting Chief Administrative Officer

CITY OF PARKSVILLE
STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2009


G. Lucky Butterworth, BBA, CGA
Director of Finance

**CITY OF PARKSVILLE
STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2009**

TABLE OF CONTENTS

Audited Financial Statements which provide:

- Statement of Assets and Liabilities
- Operational Statement
- Notes to the Financial Statements

Schedule of Debt

Schedule of Guarantee and Indemnity Agreements

Schedule of Elected Official Remuneration and Expenses

Schedule of Employee Remuneration and Expenses

Statement of Severance Agreements

Schedule of Payments for Goods and Services

Statement of Financial Information Approval

Council Minutes Approving Financial Information

Management Report

**City of Parksville
2009 Schedule of Debt**

Issue	LA/CB	SI	Purpose	Term	Interest Rate	Amount Borrowed	Principal Paid 2009	Interest Paid 2009	Actuarial Recognized	Balance O/S	Accrued Interest	Accrued Actuarial	Sinking Fund Credit
68	1263	1291	Water	20	4.65%	1,200,000	36,291.10	55,800.00	22,823.28	684,420.05	14,981.92	19,916.93	541,114.00
						1,200,000	36,291.10	55,800.00	22,823.28	684,420.05	14,981.92	19,916.93	541,114.00
69	1263	1295	Water	20	4.65%	1,970,000	59,577.90	91,605.00	37,468.22	1,123,589.43	24,595.32	11,362.77	857,773.32
						1,970,000	59,577.90	91,605.00	37,468.22	1,123,589.43	24,595.32	11,362.77	857,773.32
74	1263	1341	Water	20	5.93%	290,000	8,770.35	17,197.00	3,570.41	206,250.96	1,413.45	2,443.64	86,423.64
						290,000	8,770.35	17,197.00	3,570.41	206,250.96	1,413.45	2,443.64	86,423.64
75	1316	1346	Other	20	5.69%	1,050,000	31,754.72	59,745.00	12,927.36	746,770.72	4,910.55	1,246.15	304,475.40
						1,050,000	31,754.72	59,745.00	12,927.36	746,770.72	4,910.55	1,246.15	304,475.40
78	1316	1365	Other	20	5.37%	765,000	23,135.58	41,080.50	7,868.31	576,629.91	3,151.38	722.52	189,092.60
						765,000	23,135.58	41,080.50	7,868.31	576,629.91	3,151.38	722.52	189,092.60
93	1354	03212005	Other	20	5.10%	800,000	33,605.47	35,052.91	0.00	670,509.33	8,057.14	0.00	0.00
						800,000	33,605.47	35,052.91	0.00	670,509.33	8,057.14	0.00	0.00
						6,075,000	193,135.12	300,480.41	84,657.58	4,008,170.40	57,109.76	35,692.01	1,978,878.96

2009 Totals

General	\$	1,993,909.96	\$	16,119.07
Water		2,014,260.44		40,990.69
	\$	4,008,170.40	\$	57,109.76
Short term capital borrowing		120,000.00		-

Total Debt 4,128,170.40 57,109.76

**CITY OF PARKSVILLE
STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2009**

Schedule of Guarantee and Indemnity Agreements

This organization has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

**CITY OF PARKSVILLE
STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2009**

Schedule of Elected Official Remuneration and Expenses

		<u>Remuneration</u>	<u>Expenses</u>
MAYNE EDGAR	Mayor	\$ 28,299.96	\$ 7,766.23
BURGER CHRISTIAN	Councillor	12,900.04	1,766.45
GREIR ALAN	Councillor	11,600.04	4,712.69
LEFEBVRE MARC	Councillor	11,600.04	2,892.74
PATTERSON TERESA	Councillor	13,160.04	2,619.26
POWELL SUSAN	Councillor	11,860.04	2,835.93
POWELL-DAVIDSON CARRIE	Councillor	11,600.04	5,012.67
		<u>\$ 101,020.20</u>	<u>\$ 27,605.97</u>

**CITY OF PARKSVILLE
STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2009**

Schedule of Employee Remuneration and Expenses

	<u>Remuneration (including taxable benefits)</u>	<u>Employee Expenses</u>	<u>Total</u>
EMPLOYEES OVER \$75,000			
BANKS W. DOUGLAS	\$ 93,683.09	\$ 3,050.27	\$ 96,733.36
BUTTERWORTH GORDON	100,558.58	3,829.32	104,387.90
JACKSON GAYLE	106,606.37	1,617.85	108,224.22
MANSON FREDERICK	132,419.13	5,250.68	137,669.81
METCALF ALAN	91,064.30	2,253.91	93,318.21
SQUIRE MIKE	85,561.10	540.15	86,101.25
TAYLOR LAURIE	101,274.16	-	101,274.16
	<u>\$ 711,166.73</u>	<u>\$ 16,542.18</u>	<u>\$ 727,708.91</u>
EMPLOYEES \$75,000 OR LESS			
Consolidated	<u>3,313,605.03</u>	<u>54,433.24</u>	<u>3,368,038.27</u>
Total	<u>\$ 4,024,771.76</u>	<u>\$ 70,975.42</u>	<u>\$ 4,095,747.18</u>

**CITY OF PARKSVILLE
STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2009**

Statement of Severance Agreements

There was one severance agreement between City of Parksville and one of its employees under which payment commenced during the fiscal year 2009. This agreement represents the equivalent of eight and one half months compensation.

City of Parksville
Public Bodies Report

Payments Made for the Provision of Goods or Services for the Year 2009

Vendor #	Name	Amount
59194	ALLIANCE WEST SPORTS & ENTERTAINMENT	\$ 25,101.50
01420	AON REED STENHOUSE INC.	36,175.00
59319	ASSOCIATED ENGINEERING (BC) LTD.	58,594.40
03100	BC HYDRO	318,632.88
03242	BC SPCA	37,937.79
03731	BOULEVARD TRANSPORTATION GROUP	117,294.60
03184	BRITISH COLUMBIA LIFE & CASUALTY COMPANY	103,923.05
05400	CANADIAN UNION OF PUBLIC EMPLOYEES	51,998.71
05458	CAREL PROPERTIES LTD.	27,825.00
09025	EAST ISLE POWER LTD.	42,847.26
09113	EMCO CORPORATION	34,378.19
11390	FOOTPRINTS SECURITY PATROL LTD.	71,322.17
11470	FOUR STAR WATERWORKS LTD.	55,139.59
11700	FYFE WELL & WATER SERVICES	41,497.05
15140	HAYLOCK BROS. PAVING LTD.	461,271.77
15168	HEROLD ENGINEERING LIMITED	109,654.62
15865	HUSKY OIL MARKETING COMPANY	118,908.96
17360	INSURANCE CORPORATION OF B.C.	41,262.80
17436	IRITEX PUMPS AND IRRIGATION	34,603.12
17468	ISLAND CLEANING SUPPLIES	29,471.81
19092	JARDINE LLOYD THOMPSON CANADA	45,347.00
19180	JOE CUNNINGHAM FORD LTD.	129,382.62
19340	JORDAIR COMPRESSORS INC.	32,583.95
21340	KNAPPETT INDUSTRIES LTD.	812,702.02
21400	KOERS & ASSOCIATES ENGINEERING LTD.	177,832.24
25323	MAINROAD MAINTENANCE PRODUCTS	45,472.93
25020	MCGORMAN MACLEAN	33,390.00
25580	MEDICAL SERVICES PLAN	64,638.00
25779	MINISTER OF FINANCE	20,714.06
25980	MUNICIPAL INSURANCE ASSOCIATION OF BC	138,103.82
26004	MUNICIPAL PENSION PLAN	537,725.92
27129	NASH EXCAVATING LTD.	56,123.38
27181	NATURE SWEEP ENTERPRISES LTD.	30,349.72
29026	OCEANSIDE TOURISM ASSOCIATION	76,766.23
33117	PACIFIC BLUE CROSS	134,895.97
31020	PARKSVILLE & DISTRICT CHAMBER OF	92,762.11
31124	PARKSVILLE COMMUNITY AND CONFERENCE	177,533.83
31139	PARKSVILLE DOWNTOWN BUSINESS ASSOCIATION	143,500.00
33455	PIPE-EYE VIDEO INSPECTIONS & SERVICES LTD	29,160.92
37212	RAYLEC POWER LTD.	41,024.32
37230	RECEIVER GENERAL FOR CANADA	2,793,059.12
37301	REGIONAL DISTRICT OF NANAIMO	1,296,761.32
39170	SEAL TEC INDUSTRIES INC.	26,715.11
39761	STAPLES MCDANNOLD STEWART	56,129.52
39870	SUPERB CONSTRUCTION LTD.	347,984.81
41080	TD VISA	30,034.22
41082	TELUS COMMUNICATIONS (B.C.) INC.	66,121.97
41087	TEMPLE CONSULTING GROUP LTD.	29,800.58
41344	THOMAS & COMPANY, "IN TRUST"	677,550.03
04134	THREE POINT MOTORS (NANAIMO)	26,327.70
45140	VANCOUVER ISLAND REGIONAL LIBRARY	419,196.00

City of Parksville
Public Bodies Report

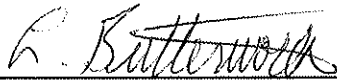
Payments Made for the Provision of Goods or Services for the Year 2009

<u>Vendor #</u>	<u>Name</u>	<u>Amount</u>
47031	WASTE SERVICES (CA) INC.	44,075.59
47152	WESTCOAST DIVING CONTRACTORS LTD.	34,125.00
48015	WL SOLUTIONS LTD.	114,697.25
48060	WORKERS' COMPENSATION BOARD OF B.C.	<u>60,856.39</u>
		10,661,283.92
	Miscellaneous Payments (\$25,000 and Under)	<u>2,104,131.86</u>
	Total Payments made for Goods and Services	<u><u>\$ 12,765,415.78</u></u>

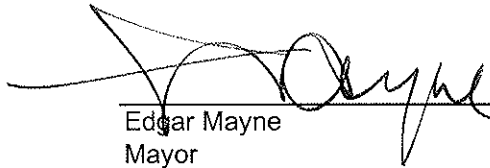
**CITY OF PARKSVILLE
STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2009**

Statement of Financial Information Approval

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



G. Lucky Butterworth, BBA, CGA
Director of Finance
July 27, 2010



Edgar Mayne
Mayor
July 27, 2010

**CITY OF PARKSVILLE
MANAGEMENT REPORT
YEAR ENDED DECEMBER 31, 2009**

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, 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.

Council is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through the Audit Committee of Council. The Audit Committee meets with the external auditors two times per year.

The external auditors, McGorman MacLean, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. 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. The external auditors have full and free access to the Audit Committee of Council.

On behalf of City of Parksville



G. Lucky Butterworth, BBA, CGA

Director of Finance

July 27, 2010