



2008

ANNUAL REPORT

TOWN OF GIBSONS

474 South Fletcher, Gibsons, BC
www.gibsons.ca

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Mayor and Council

Mayor Barry Janyk

Chair, Council Meetings

Councillor Bob Curry

Chair, Planning Committee

Councillor Lee Ann Johnson

Chair, Community Services Committee

Councillor Chris Koopmans

Chair, Parks & Infrastructure Services Committee

Councillor Gerry Tretick

Chair, Corporate Services Committee



Pictured above: B. Curry, J. Tretick, B. Janyk, C. Koopmans, L. Johnson

Town Council is the governing body of the Town of Gibsons, provides leadership and establishes bylaws, policies and all governing matters delegated to local government as delegated by the Community Charter/Local Government Act. Council reviews and establishes budget levels for operating and capital expenditures for the purposes of governing matters.

Town Council is made up of one Mayor and four Councillors. All members of Council hold office for three-year terms, the next election is 2011. The Mayor chairs meetings of Council and is also an ex-officio member of all Council Committees and all bodies to which Council has the right to appoint members.

Town Council holds two regular meetings each month. Meetings are open to the public and agendas are available at Town Hall on the Town's website at www.gibsons.ca.



Message from the Mayor

2008 was a most unusual year for the Town of Gibsons. What started out as one of the busiest on record and ended with a significant slump in almost every aspect of Town development activity. Although relatively spared, our Town was not immune to the global calamity that hammered every municipality in the country.

Fortunately the previous Council - working together with our staff - had prepared a realistic budget and a reasoned work plan, and as the crunch descended in the last quarter, we were able to easily adjust the direction for 2009.



To that end Council has resolved to continue to find new and innovative ways to offset traditional residential and business taxation. As an example, the development of a publicly owned, municipal energy utility in Gibsons has begun. Creating this geothermal system concurrently with the development of the new upper Gibsons neighbourhood will lower costs for area residents and increase benefits for all Town citizens.

In 2008 the community underwent an election, returning three of the four Councillors and the Mayor. The voters also approved a referendum that will see wise conservation of our limited and precious water supply through a full meter system, a program that will allow the town to address the efficiency of our aging distribution system. Staff and Council will continue to offer its open and transparent leadership and as we initiate plans to study how our cherished harbour area will develop. 2008 saw continuation of the work to bring closure on the potential for the Gospel Rock neighbourhood.

Council has rewritten our community economic development blueprint and the economic development office has engaged a coordinator who will provide vision and produce tangible and measurable results.

Council continued to design a new dynamic centre of retail shops on the commercial properties west of Gibsons - one that will be designed to benefit all our area residents.

I worked hard with staff to successfully achieve new multi-government and agency funded infrastructure programs that will prepare our community for its next growth spurt.

It has been fortuitous that Council has placed sustainability as a primary goal for the past decade as we have now been mandated by the province to reduce our green house gas emissions by 50% by 2012, a challenge we will readily meet. Decisions affecting our community will continue to be weighed on the merits of their economic benefits, social worth and environmental implications. Dealing with the implications of climate change has begun to be addressed in 2008 and will continue long in the future.

I hope you find our Annual Report worthwhile and informative. It's a snapshot, intended to report back on how we have met the objectives of our great community in 2008.

Sincerely yours,

Mayor Barry J. Janyk

Chief Administrative Officer

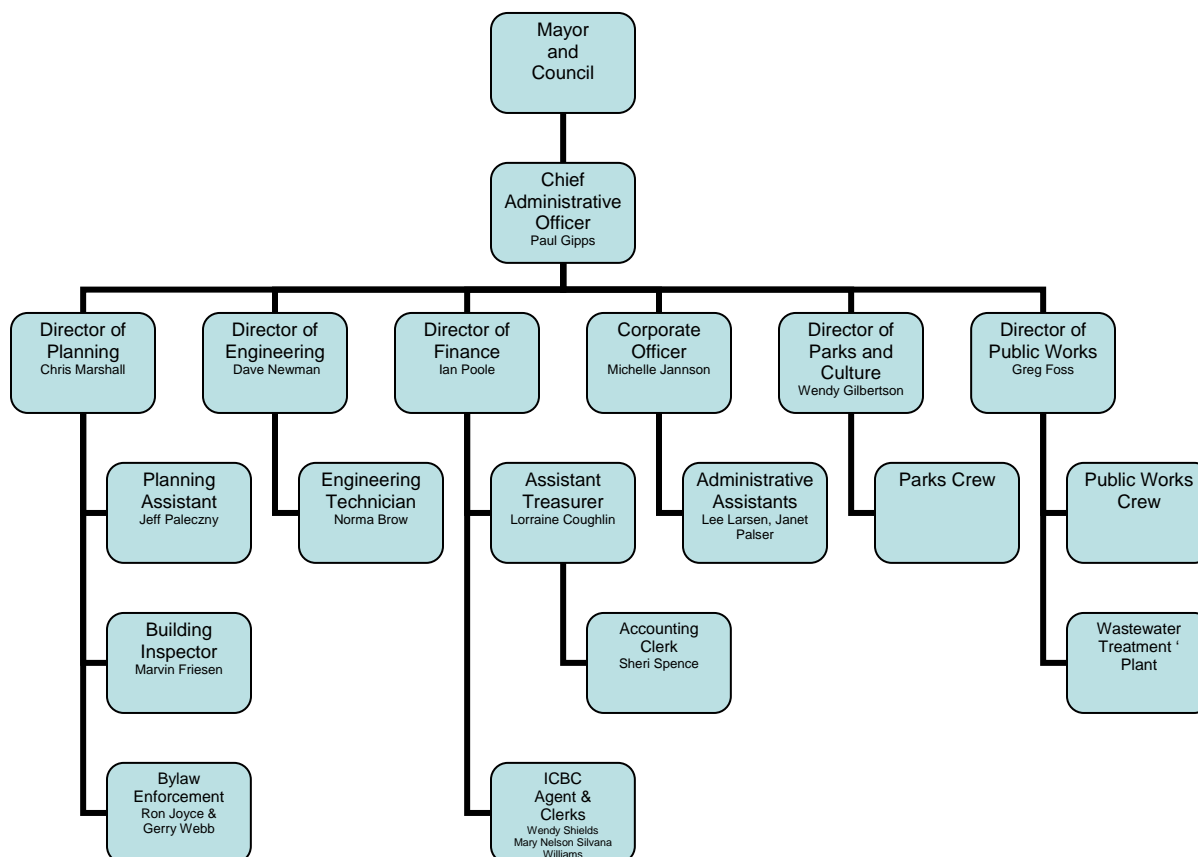
Paul Gipps

It is with a great deal of pride that I present the Town's 2008 Annual Report and I do so on behalf of the hardworking women and men and of the Gibsons municipal organization.

The Role of the Chief Administrative Officer is to undertake the overall management and administration of the Town of Gibsons. The CAO reports directly to Council and to the Mayor who is also the Chief Executive Officer.



The following is an organization chart for the Town of Gibsons that shows the allocation of positions within each of the five operational departments: Administration, Parks & Culture, Public Works, Engineering, Planning, and Finance.



Administration

Paul Gipps, Chief Administrative Officer

Administration takes the lead in all major projects and programs. The Chief Administrative Officer (CAO) is responsible to oversee and direct the day-to-day activities of the other managers and through them to ensure that decisions, directions and policies of Council are carried out. The activities, accomplishments, and goals of the directors and their departments are thoroughly described in subsequent parts of this Annual Report.

Staffing Activities

The Director of Administrative Services accepted a position with the District of North Vancouver.

An organizational audit was completed and as a result Bylaw Enforcement was moved to the Planning Department and ICBC Driver Services was moved to the Finance Department at year-end.

Subsequent to advertising and interviews in December 2008, a Corporate Officer was hired to Manage the Corporate Services Division.

Professional Development

The CAO attended:

The 2008 LGMA Annual Conference in Prince George.

The George Cuff orientation for the newly elected Council in Gibsons.

Participated in HR Resource Training Group with the LGMA.

Participated in Geothermal Energy Workshops and webinars on effects of global warming and storm surge management.

HIGHLIGHTS

2008 was a very busy year for administration, as Council and the community identified many priorities and issues, including:

- Organizational Review of the Town of Gibsons Operations
- Community to Community Forum
- Communication Strategy Review
- Waste Water Treatment Plant Odor Management Upgrades
- District Energy Business Plan & Study
- Ocean Energy Application
- Monthly open dialogue sessions

ADMINISTRATION OBJECTIVES

2008

Although administrative activities account for a major portion of workload for this position, the CAO is also involved in a variety of special projects that are assigned by Council. These are primarily related to issues management, long term planning and the review or development of council policies. In 2008 the following special projects were implemented or continued by the CAO:

- 1) An organizational review of the Town was undertaken to address efficiencies and effectiveness of the Town's operation. The outcome is hoped to increase the service levels to the public, improve accountability and increase transparency.
 - ✓ One of the key changes was the addition of a deputy treasurer that will compliment the current staff and allow a more in depth review of Town services.
- 2) On February 22, 2008 the Town of Gibsons and the Squamish First Nation's leaders came together to connect and discuss common goals and opportunities. The forum was well attended by representatives from both communities and a commitment to work together on common issues was made.
 - ✓ The culmination of this historic meeting was the official signing of a protocol agreement between Chief Gibby Jacob and Mayor Barry Janyk.
- 3) As part of the Town of Gibsons commitment to engage the community in the business of governing a review of its communication strategies and methods was undertaken. The review identified a number of areas and opportunities to improve and expand the current practice of communication and priorities were set.
 - ✓ The first priority was print media and a new format was adopted and implemented. The next priority is the upgrade of the Town's website and this will begin in 2009 after the budgeting process.
- 4) 2008 was a difficult year for the waste water treatment plant. In only its 2nd full year of operation a number of operational challenges and equipment malfunctions saw the odor management program falter.
 - ✓ Despite concentrated efforts and dedicated resources Town staff was unable to get the plant performing to its full capabilities until well into the fall. The plant's operation has returned to normal and the odor management challenges have all but disappeared.

- 5) The need to address the Town's carbon footprint and diversify its long term revenue reliance was the impetus to look into developing a Municipal District Energy Utility.
 - ✓ A study and business plan was undertaken in late summer of 2008 with the help of a provincial planning grant. The results of this study and business plan were sufficient to allow the Town to apply for a number of grants to initiate the very first Geo Thermal Municipal District Energy Utility in Canada.
- 6) Continuing with a goal to reduce the Town's carbon footprint and synergize with capital infrastructure works, the Town applied for a grant to develop an Ocean Geo Exchange system. A successful grant application will allow business, government and residents to utilize a new energy source for heating and cooling at a costs savings and while contributing to the Town's financial resources.
- 7) The ongoing community dialogue sessions hosted by the CAO continued through out 2008. While there was a drop in attendance at the monthly sessions the dialogue was appreciated by those that attended.

ADMINISTRATION OBJECTIVES

2009

1. Strategic Planning – work with council and staff to develop a new Strategic Plan that reflects the priorities of Council (January – June).
2. Continue with the business plan and potential construction of a Municipal District Energy Utility.
3. Improve communications with the community with the upgrading of the Town's website.
4. Expand economic development opportunities through commercial corridor expansion.
5. Work with the RCMP and the Province to improve Police presence in the community.
6. Complete a lease agreement for the newly opened Gibsons and Area Recreation Centre and finalize a lease agreement for the Gibsons Pool.
7. Continue to look for efficiencies and effectiveness opportunities in the Town's operations.
8. Continue to pursue alternative revenue sources and reduce reliance on property taxation.

9. Gibsons Community Dialogue: The Chief Administrative Officer will continue to host dialogue sessions in Council Chambers and will encourage community interest and participation.

Corporate Administration Department



Michelle Jansson,
Corporate Officer
(January 2009 to Present)

James A. Gordon,
Director of Corporate Administration
(to December 2008)

The Corporate Administration Department within the Town of Gibsons includes the statutory function of Officer Responsible for Corporate Administration pursuant to the Community Charter and three functional areas: Administration, Bylaw Enforcement, and ICBC Driver Services.

The department is led by the Director of Corporate Administration who is responsible for the fulfillment of the statutory obligations of the Officer Responsible for Corporate Administration and the effective, efficient, and professional delivery of service in each of the three sections.

The department staff consists of seven full-time positions and three permanent part-time positions. In addition to the Director, this breakdown sees two Administrative Assistant positions in the Administration Section, one Bylaw Enforcement Officer and one on-call/vacation relief Bylaw Enforcement Officer in the Bylaw Enforcement Section, and one full-time agent, two full-time clerks, and one part-time clerk in the ICBC Driver Services Section.

Officer Responsible for Corporate Administration

The Director of Corporate Administration also carries the title of Officer Responsible for Corporate Administration as provided for in section 148 of the Community Charter. The Charter prescribes the following duties for the Officer:

- preparing accurate minutes of council and committee meetings;
- ensuring that minutes, bylaws and other corporate records are kept safe;
- ensuring public access to corporate records;
- certifying copies of bylaws and other records;
- administering oaths and taking affirmations, declarations and affidavits;
- accepting notices and other documents on behalf of the corporation; and,
- keeping the corporate seal.

As a result of these prescribed duties, the Director attends all meetings of the Town Council to ensure that minutes are properly recorded and made available for public inspection, executes bylaws to give effect to the direction of the Council, and attends to routine legal and administrative matters.

Arising from these statutory duties are the related responsibilities of facilitating the provision of Council, Committee and other related meetings, addressing inquiries and requests pursuant to the Freedom of Information and Protection of Privacy Act, and acting as a Commissioner for Taking Affidavits.

Administration Section

This section is the administrative hub of the Town providing some form of support or coordination to every department. Day-to-day fundamental activities involve frontline customer service through answering telephones, in-person inquiries or responding to email. This may involve providing general information, taking payments, selling various products, facilitating applications, and directing inquiries. In addition, a complete range of clerical and stenographic services is provided to the Mayor and Council, department heads, and other municipal officials.

This section also produces agendas for, and attends and records minutes of, council and committee meetings that occur both during and outside of regular business hours. It produces the minutes for all meetings of the Council and its committees and produces the bylaws for execution. Records management is additional significant function assigned to this section.

In addition to the administrative duties of the two Administrative Assistants, the Director also undertakes general administrative duties other than those statutory ones previously referred to. These include:

- the duties expected of a department head, such financial control and budget preparation, leadership and mentoring, and strategic planning;
- the close supervision and consultation with various staff members;
- execute covenants, rights-of-way, easements, contracts, agreements and other legal documents on behalf of the Town;
- consultation with the Mayor, Council, Chief Administrative Officer and other department heads on procedural and legal matters; and,
- the involvement in ad hoc projects.
- One of the constant tasks is the ongoing tracking of the decisions and assignments coming out of council meetings to ensure that they are executed.

HIGHLIGHTS

- Prepared agenda's and minutes for 100 Town Meetings.
- Hosted 3 Public Hearings
- Hosted 8 Public Open Houses
- Processed 22 new Bylaws
- Negotiated a 30-year recreation lease with the Province
- Held a Municipal Election





Bylaw Enforcement Section

The Bylaw Enforcement Officer (BEO) gives effect to various regulatory bylaws administered directly by the Administration Department or as a designate on behalf of other departments or municipal officials. The BEO maintains a liaison with other enforcement agencies and works closely with the SPCA, RCMP, Department of Fisheries and Oceans, and the Provincial Conservation Officer Service.

The service provided by this section spans the range from routine parking enforcement to complex investigations that involve extensive evidence gathering. The general operating philosophy, however, is one of education first and warning second before fines or charges are laid.

Budget and Revenues for the Bylaw Enforcement Department

The Bylaw Enforcement Department had an annual budget of \$53,000 and revenues of \$100,000 in 2008. The revenues generated were primarily for Business Licences but also included dog licenses and tickets.

2008 Year End Bylaw Enforcement Section

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year End
Traffic Control	MTI's Issued	91	59	3	4	2	3	2	0	0	0	0	0	164
	Vehicles Towed	0	0	0	0	0	2	1	0	0	0	0	0	3
	Municipal Decals	9	12	1	0	3	0	0	0	0	0	0	0	25
Animal Control	Licences Issued	290	36	13	4	5	9	4	6	8	4	1	0	380
Business Licences	New Licences	9	7	6	1	5	4	5	7	7	4	4	3	62
	Renewals	324	41	26	6	2	2	3	0	0	0	0	0	404
	Total Licences	333	48	32	7	7	6	8	7	7	4	4	3	466
Complaints	Highway	6	5	2	1	2	2	5	2	2	0	0	1	28
	Noise	1	0	0	1	1	2	1	1	1	0	1	0	9
	Dogs	4	5	2	2	2	1	3	3	3	4	2	1	32
	Property	3	4	6	6	5	3	3	4	4	4	4	1	47
	Other	1	3	2	7	3	1	3	1	1	0	0	2	24
	Total Complaints	15	17	12	17	13	9	15	11	11	8	7	5	140

Corporate Administration – Bylaw Enforcement Cont.

Year to Year Comparison

		2007	2008	Change	% Change
Traffic Control	MITs Issued	210	164	-46	-22%
	Vehicles Towed	0	3	3	200%
	Municipal Decals	0	25	25	2500%
Animal Control	Licences Issued	353	380	27	8%
Business Licences	New Licences	48	62	14	29%
	Renewals	386	404	18	5%
	Total Licences	434	466	32	7%
	Total Revenue	\$ 89,416	\$ 94,075.00	\$ 4,659.00	5%
Complaints	Highway	7	28	21	300%
	Noise	1	9	8	800%
	Dogs	2	32	30	1500%
	Property	6	47	41	683%
	Other	11	24	13	118%
	Total Complaints	27	140	113	419%

ICBC Driver Services Section



The Town provides insurance and driver services as an appointed agent under contract to the Insurance Corporation of British Columbia (ICBC). This range of services includes Autoplan insurance, driver examinations, driver license renewals, and special permits.

Corporate Administration – ICBC Driver Services Cont.

The Town provides insurance and driver services as an appointed agent under contract to the Insurance Corporation of British Columbia (ICBC). This range of services includes Autoplan insurance, driver examinations, driver license renewals, and special permits.

This function is very popular and profitable. The small staff executes over 12,753 transactions annually (a 3.89% increase over 2007), captures approximately 27.5% of the local market share, and earned \$255,914 in gross commissions in 2008. The average commission per Autoplan transaction was \$33.12. Net profit accrues to the Town and is shown on the following tables.

ICBC Net Profit

YEAR	NET PROFIT
2002	\$29,711
2003	\$42,091
2004	\$43,884
2005	\$38,089
2006	\$23,936
2007	\$58,925
2008	\$26,272

Market Share (Gibsons Market) for ICBC Autoplan and Special Coverage Transactions

	2003	2004	2005	2006	2007	2008
Volume Of Transactions	31.6%	31.4%	29.0%	27.4%	26.1%	25.9%
Special Coverage Transactions	35.8%	36.6%	30.9%	30.2%	29.2%	33.3%
Autoplan Commission Dollars	29.8%	28.8%	27.6%	26.8%	25.9%	25.4%
Special Coverage Commission Dollars	45.2%	40.3%	34.0%	37.2%	29.2%	29.6%

Transaction Numbers

	2004 Month	2004 Y To D	2005 Month	2005 Y To D	2006 Month	2006 Y to D	2007 Month	2007 Y to D	2008 Month	2008 Y to D
Jan	816	816	770	770	859	859	906	906	882	882
Feb	802	1,618	803	1,573	806	1,665	891	1,797	902	1,784
Mar	916	2,534	934	2,507	1,046	2,711	1,086	2,883	1,037	2,821
Apr	944	3,478	1,073	3,580	1,013	3,724	1,136	4,019	1,337	4,158
May	977	4,455	1,089	4,669	1,128	4,852	1,081	5,100	1,216	5,374
Jun	1,093	5,548	1,059	5,728	1,123	5,975	1,026	6,126	1,051	6,425
Jul	1,042	6,590	926	6,654	858	6,833	1,093	7,219	1,102	7,527
Aug	1,002	7,592	1,058	7,712	1,047	7,880	1,112	8,331	1,179	8,706
Sep	983	8,575	1,059	8,771	1,071	8,951	972	9,303	1,160	9,866
Oct	852	9,427	920	9,691	948	9,899	1,056	10,359	1,239	11,105
Nov	854	10,281	852	10,543	759	10,658	1,071	11,430	958	12,063
Dec	733	11,014	692	11,235	684	11,342	846	12,276	690	12,753

MAJOR DEPARTMENTAL ACTIVITIES

2008

2008 has been another busy year for the Administration Department in our support to the Council, Committees, and other departments.

Staffing Activities

The Director of Corporate Administration accepted a position with the District of North Vancouver effective December 2008 and as a result, the Chief Administrative Officer proceeded with a corporate reorganization and successfully hired Michelle Jansson to fill the position of Corporate Officer, effective January 2009.

Two new on-call secretarial support staff were hired to provide vacation and sick relief.

Professional Development

The Director attended the annual Local Government Law seminar.

The Administrative Assistant attended the Records Management Workshop Vancouver in May.

The on-call support attended a course to learn effective note and minute taking.

CORPORATE ADMINISTRATION OBJECTIVES

2008

Objective 1 Execute an efficient, sound, and successful general municipal election

Measure No legal challenges to the process, the eligibility of electors, or the results

Status Election was unsuccessfully challenged. Lessons were learned how to improve

Objective 2 Renew lease for the batting cage with Gibsons Minor Ball Association

Measure Have the lease renegotiated prior to the expiration of the current lease

Status The Gibsons Minor Ball Association lease for the batting cage was held to incorporate all other Minor Ball leases.

CORPORATE ADMINISTRATION OBJECTIVES

2009

Objective 1 Review and make recommendations to Council on improving the election process including the Election Bylaw, training, ballot counting options, etc.

Measure Present Council with recommendations on holding elections including ballot counting, training, updating the election bylaw, etc.

Objective 2 Review and make recommendations to Council on updating the Procedure Bylaw to improve and meet statutory requirements of Council and Committee meetings, and Public Hearings.

Measure Present Council with recommendations on procedural matters related to Council and Committee meetings and minutes.

Objective 3 Continue to process all new Bylaws and Bylaw Consolidations.

Measure Maintain records of Bylaws and Bylaw Consolidations.

Objective 4 Annual Report Procedure Review

Measure Coordinate and work with staff and Council to improve the reporting and production of the Annual Report.

Objective 5 80th Anniversary Events and Community Calendar

Measure Produce a community calendar for delivery in 2009 to all residents in the Town of Gibsons.

Objective 6 Council and Committee Electronic Agenda

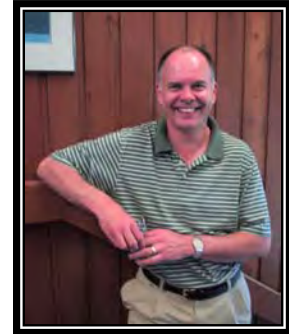
Measure Investigate and make recommendations to Council to reduce paper and move towards electronic agendas.

Objective 7 Improve Communications

Measure Incorporate and make recommendations to improve Communications through website redesign and launch, press releases, advertising, and investigate other mediums.

Finance Department

Ian C. Poole, CA
Director of Finance



The Finance Department is responsible for the overall treasury function of the Town. The Director of Finance has the statutory responsibility of the Financial Officer as described by Section 149 of the Community Charter. In short, the Financial Officer is responsible for maintaining accurate records to record all financial transactions, ensures safe keeping of all assets of the municipality, invests municipal funds to obtain maximum return while investing (expenditures) in authorized investments and exercises general supervision and control over the financial affairs of the Town. The department consists of one other staff person with the corporate organization title of accounting clerk.

Staffing Activities

At the year-end as a result of re-organization, the ICBC Driver Services Division now reports to the Director of Finance.

Professional Development

The Director attended:

The Government Finance Officers Association Annual Conference in May in Richmond.

The “Tangible Capital Assets” Seminar in Richmond.

The George Cuff orientation for the newly elected Council in Gibsons.

HIGHLIGHTS

In 2008, the department processed:

- a bi-weekly payroll totalling \$1,977,235 covering 35.6 full-time equivalent employees,
- processed over 3,100 supplier invoices with a purchasing value of \$7.730 Million,
- Printed and mailed approximately 2,162 property taxation notices with a Town revenue value of \$3,863,000.
- Processed approximately 1,420 cheques for services purchased by the Town.

One of the major functions of the Finance department (and most significant) is to manage the annual budget process and have approved by Council a Financial Plan bylaw by May 15th of the year. This process involves the assistance of the senior management team and numerous budget review meetings with Council. The financial plan for 2008 is shown below.

**Schedule A
Bylaw No. 1076**

**TOWN OF GIBSONS FINANCIAL PLAN
FOR THE FIVE YEAR PERIOD 2008 TO 2012**

CONSOLIDATED ALL FUNDS

REVENUES	2008	2009	2010	2011	2012
Taxation					
Property Taxes - Existing	1,522,027	1,552,468	1,583,517	1,615,187	1,647,491
Property Taxes - Growth	0	45,661	46,574	47,506	48,456
1% Utility Tax	66,195	67,519	68,869	70,247	71,652
Rev. cont. to capital	391,712	186,029	57,231	53,605	14,000
Parcel Taxes - Water & Sewer	537,233	608,614	541,176	564,205	578,118
Utility User Fees - Existing	1,055,788	1,156,688	1,020,533	1,022,663	976,765
User Fee Growth	0	31,674	34,701	30,616	30,680
Fees and Charges	429,078	437,660	446,413	455,341	464,448
Other Sources					
Sale of services	642,122	654,964	668,064	681,425	695,054
Reserve Fund Interest	25,505	24,047	22,208	21,897	22,773
Other Revenue	595,416	607,382	619,529	631,920	644,558
Government Grants (ops)	534,458	550,492	567,006	584,017	601,537
Government Grants	1,453,127	960,901	235,000	180,900	154,100
Proceeds from Borrowing	1,989,813	1,112,689	986,000	886,000	857,470
Transfers Between Funds					
From Development Cost Chg.	1,165,083	1,686,807	1,580,119	604,346	2,190,375
From Capital Reserve Funds	99,755	70,000	30,000	0	0
From Reserve Funds	275,025	0	0	0	0
Surplus Accounts	90,941	87,698	250,217	278,160	395,609
Collections for Others	4,017,998	4,017,998	4,017,998	4,017,998	4,017,998
TOTAL REVENUES	14,891,276	13,859,288	12,775,155	11,746,031	13,411,083
EXPENDITURES					
Municipal Debt					
Debt Interest	222,447	326,169	366,234	377,959	412,884
Debt Principal	172,444	262,693	306,029	304,602	325,726
Capital Expenditures (All Funds)	5,419,529	4,099,710	2,894,580	1,763,950	3,259,970
Municipal Operations					
General Government	1,456,856	1,485,993	1,515,713	1,546,027	1,576,948
Protective Services	187,293	191,039	194,860	198,757	202,732
Transportation Services	928,184	946,748	965,683	984,996	1,004,696
Planning Services	285,409	291,117	296,940	302,878	308,936
Recreation and Parks	663,176	676,440	689,968	703,768	717,843
Water	651,798	664,834	678,131	691,693	705,527
Sewer	780,659	796,272	812,198	828,442	845,010
Transfers to Reserves					
To Reserve Funds	39,072	1,296	1,297	1,296	1,295
To Surplus Accounts	66,411	98,980	35,525	23,665	31,517
Paid to Other Gov't Agencies	4,017,998	4,017,998	4,017,998	4,017,998	4,017,998
TOTAL EXPENDITURES	14,891,276	13,859,288	12,775,155	11,746,031	13,411,083

MAJOR DEPARTMENTAL ACTIVITIES

2008

- Prepared for the annual field visit of our auditors, BDO Dunwoody LLP, in March, 2008 and presented to Council the 2007 audited financial statements for their review on April 22, 2008.
- Submitted the required Statement of Financial Information (SOFI) and Local Government Data Entry, for fiscal 2007, reports to Ministry officials in June 18, 2008.
- Conducted a Budget Open House for the public on April 22nd with the purpose to inform and obtain opinions from the public on Council's expenditure plan for 2008.
- Held Annual Parcel Tax Roll Review Panel on May 6th as required by statute to adjudicate new parcels added to our tax roll. In total, 41 letters were sent to owners covering 41 new parcels that had been created in 2008. No appeals were received this year.
- Renewed the annual property insurance policy in September, 2008 with policy coverage for \$18 Million of Town assets.

FINANCE OBJECTIVES

2008

Objective 1 Conduct and complete the annual budgeting cycle with assistance of senior managers and present to Council

Measure Adoption of budget and financial plan bylaws before May 15.

Objective 2 Complete audited financial statements

Measure Issuance of a clean audit opinion by our auditors.

Objective 3 File SOFI and Electronic Local Government Data Entry (LGDE) forms to Ministry.

Measure File forms by June 30th.

Objective 4 Expand alternate payment systems for payment of taxes to include a monthly withdrawal from taxpayers bank account.

Measure Customers using Interac and on-line banking system for 2008 taxes with 5% usage.

Objective 5 Introduce Electronic Home Owner Grant Application function.

Measure Successful usage by customers thereby avoiding a trip to Municipal Hall.

Objective 6 Create a sub-committee on business taxation and make recommendations to Council prior to 2008 budget.

Measure Council adopt recommendations of sub-committee and to be implemented in 2008 budget year.

Objective 7 Issue an RFP for banking services.

Measure New financial services agreement in place before year-end.

Objective 8 Obtain vacation relief staff for accounting clerk position.

Measure Successfully fill temporary position before year-end.

Objective 9 Inventory of capital assets sub-ledger in preparation for taxable capital asset reporting in 2009.

Measure Preparation of spreadsheets to perform calculations needed for financial reporting of tangible capital assets.

Objective 10 Keep abreast of new accounting reporting practices.

Measure Attend GFOA annual conference education session.

FINANCE OBJECTIVES

2009

Objective 1 Conduct and complete the annual budgeting cycle with assistance of senior managers and present to Council.

Measure Adoption of budget and financial plan bylaws before May 15th.

Objective 2 Hold public open house on budget matters.

Measure Attendance by at least 20 members of the public.

Objective 3 Complete audited financial statements.

Measure Issuance of a clean audit opinion by our auditors.

Objective 4 File SOFI and Electronic LGDE forms to Ministry.

Measure File forms by June 30th.

Objective 5 Completion of data needed for financial reporting on tangible capital assets.

Measure File forms by June 30th.

Objective 6 Issue RFP for banking services.

Measure New financial services agreement in place before year end.

Objective 7 Keep abreast of new accounting reporting practices.

Measure Attend Government Financial Officers' Association annual conference education session.

Objective 8 Create formalized Permissive Tax Exemption Policy.

Measure Policy adopted by Council.

Objective 9 Research for alternative revenue sources

Measure Secure funding

Objective 10 Meet with GIA EDO and develop new business tax ratio

Measure Establish a new sustainable business tax rate ratio

Objective 11 Complete Tangible Capital Asset Reporting project for financial statement presentation

Measure Issuance of audited statements using new reporting format.

Planning and Building Department

Chris Marshall, MCIP
Director of Planning

Chris Marshall has been the Director of Planning Since 1998. Mr. Marshall is also responsible for the Building Department and those Departments descriptions and activities have been included in this section of the Annual Report.



Jeff Paleczny and Chris Marshall

The Planning Department

1. Facilitating all land use and development functions of the Town within the policies determined by Council Policy.
2. Researching, preparing and submitting reports to the Administrator including: recommendations for new policies; and bylaws, and revisions of existing policies and bylaws.
3. Analyzing and making recommendations on all proposals for development or change to land use within the Town.
4. Working within the framework of the Management team to improve the efficient operation of the Town and the delivery of all services to the taxpayer.
5. Facilitating the public's participation in the Planning process.

Role of the Municipal Planner

The Municipal Planner is a manager who reports directly to the Administrator and is responsible for the Planning Department including the Planning Assistant, the Building Department, Bylaw Enforcement Department and is the Approving Officer. The Municipal Planner is responsible for the Planning Committee Agendas, Advisory Heritage Commission Agendas and the Board of Variance.

The majority of the Municipal Planner's work is covered under Part 26 of the Local Government Act including:

- Requirements of the Official Community Plan;
- The Board of Variance;
- Zoning Regulations;
- Regulation of Signs;
- Designation of Development Permit Applications;

- Development Variance Permits; and
- Subdivision and Development Requirements

The work of the Municipal Planner is broken up into two main categories including “Long Term Planning” and “Short Term Planning”. Long term planning includes work on the Official Community Plan, Neighbourhood Plans, Trail Plans etc. and the short term planning is the processing of on going subdivision and development applications.

The Director of Planning is responsible to supervise and direct the work of the Planning Assistant, Municipal Inspector, Bylaw Enforcement Officer and professional consultants and contractors hired by the Town to help with Planning work.



Approving Officer

The Municipal Planner is the Approving Officer. The Approving Officer is appointed by Council but the Approving Officer is a statutory official with separate and independent jurisdiction from Council. It is the responsibility of the Approving Officer to ensure that subdivisions are in accordance with provincial statutes, regulations and local government bylaws regulating subdivision and zoning.

The Approving Officer also has a wide discretion to refuse to approve a subdivision plan if the Approving Officer considers it inappropriate for a variety of reasons listed in the Act, including the deposit of the plan being against the public interest. Independence from the Council is important to the objectivity of the Approving Officer.

Staffing Activities

A new Building Inspector was hired in March of 2008, Mr. Friesen moved from Prince George to join the Town.

At the year-end as a result of re-organization, the Bylaw Services Division now reports to the Director of Planning.

Professional Development

The Director of Planning attended the following training opportunities in 2008:

- The Planning Institute of British Columbia's Annual 3 day Conference in Prince George;
- "Getting to Carbon Neutral" Conference which was a two day conference in Vancouver;
- Three meetings of the Planning Institute of BC Council.
- The Lidstone Young and Anderson annual legal workshop



2008 HIGHLIGHTS

Processed the following applications:

- Development Permit applications (9).
- Development Variance applications (12).
- Subdivision applications (10).

Held 3 Public Hearings

Budget & Revenue

The revenues are based on application fees for the various subdivision and development applications the Department processes.

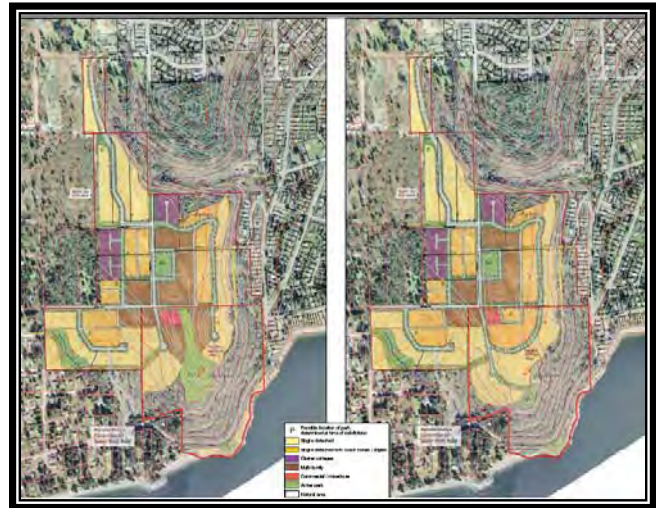
Budget	\$279,000
Revenue	\$58,000

MAJOR DEPARTMENTAL ACTIVITIES

2008

The Director of Planning, Chris Marshall and the Planning Assistant, Jeffrey Paleczny worked on the following projects in 2008:

1. Completed a Corporate Greenhouse Gas Emissions Plan which included: baseline figures; setting reduction targets to reduce GHG by 20% from the baseline year (1998) by 2017; and five year budget to achieve reductions.
2. Other programs and initiatives the Town developed to reduce GHG's were: Municipal Green Building Policy; joined E3 Fleet; Smart Development Checklist; and energy efficiency guidelines for development.
3. Creation of new zones to match land uses in Upper Gibsons Neighbourhood Plan;
4. Completed a review of the Development Cost Charge Bylaw;
5. New zoning and Building Bylaw amendments to protect the character of single family neighbourhoods and protect peoples views;
6. Grant application for a new sidewalk and bicycle lane for Gibsons Way through the Ministry of Transportation's "Local Motion Fund" for a third of the \$946,000 budgeted for this project;
7. Advisory Heritage Commission – no meetings were held with the Advisory Heritage Commission in 2008;
8. Goosebird Creek Drainage Master Plan – staff continue to work with the Ministry of Environment and Department of Fisheries and Oceans to establish an appropriate setback for lots fronting Goosebird Creek;
9. Community Amenity and Affordable Housing Policy - the new Policy was adopted by Council in July of 2007 and the policy was used successfully to negotiate 5 affordable homes to be built as part of a 55 unit new subdivision in Upper Gibsons;



10. Continued to work on the Gospel Rock Neighbourhood Plan; and

11. Wrote request for proposal for Phase 1 of the Harbour Plan

PLANNING OBJECTIVES

2008

Objective 1 Completion of the Gospel Rock Neighbourhood Plan.

Objective 2 Zoning Bylaw Review – Complete Phase 2 which includes the legalization of secondary suites and restrictions on building height and massing to protect views and the character of single-family neighbourhoods.

Objective 3 Construction of Gibsons Way sidewalk and bicycle lane.

Objective 4 Keeping up with large volume of inquiries and subdivision and development applications.

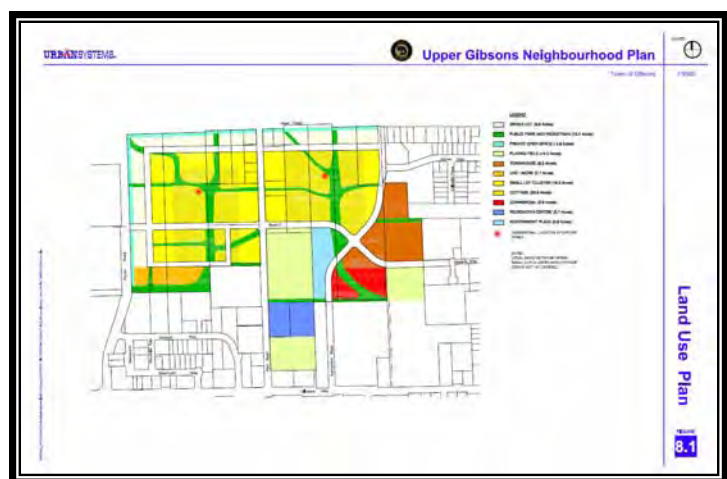
Objective 5 Further implementation of the Upper Gibsons Neighbourhood Plan.

Objective 6 Completion of the Goosebird Creek Drainage Master Plan.

Objective 7 Completion of the Harbour Plan.

Performance Measures

- Projects completed on time and on budget
- Efficient processing of development applications
- Timeliness and quality of reports to Council and Committee
- Increased public participation in the planning process



PLANNING OBJECTIVES

2009

- Objective 1** Phase 1 of the Harbour Plan.
- Objective 2** Revision of the Subdivision and Development Bylaw.
- Objective 3** Completion of the Gospel Rock Neighbourhood Plan.
- Objective 4** Complete legalization of secondary suites.
- Objective 5** Construction of Gibsons Way sidewalk and bicycle lane.
- Objective 6** Implementation of the Upper Gibsons Neighbourhood Plan.

Gibsons Harbour



Building Department

The Building Department has one Building Inspector who interprets bylaws and the British Columbia Building and Plumbing Code and applicable Provincial and Federal regulations for architects, engineers, developers, contractors, home owners and general public.

The Building Inspector reviews building plans and inspects buildings under construction or undergoing renovation to ensure compliance with the Town Building Bylaw and the Provincial Building Regulations.

Budget and Revenues

The Building Department Budget for 2008 was \$95,000 and the total revenues generated from Building Permit Applications was \$64,000.

MAJOR ACTIVITIES 2008

The Building Inspector Marvin Friesen had a busy year with **\$10,040,890** in Building Permit Values. This is significantly less than the \$22 million in Building Permit Values in 2007 but \$9 million of the \$22 million in 2007 was for the new community centre and ice rink. Below is an attached table showing the last five years building permit statistics.

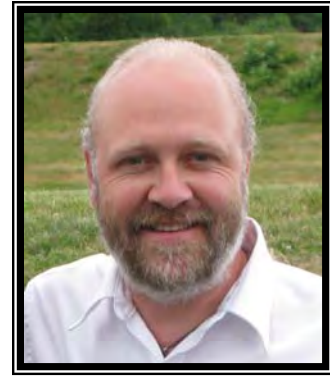
BUILDING DEPARTMENT STATISTICS

5 YEAR REVIEW - PREPARED: FEBRUARY 6TH, 2009

	2004		2005		2006		2007		2008	
	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE
JANUARY	6	1,090,000	11	1,845,500	3	20,000	8	9,620,000	7	157,780
FEBRUARY	12	498,000	8	226,500	8	555,000	10	643,500	3	163,550
MARCH	13	190,000	10	701,500	9	706,000	7	911,000	14	2,872,000
APRIL	9	606,000	5	647,000	7	475,000	11	1,197,000	9	1,776,700
MAY	6	88,000	14	1,045,000	14	1,270,000	12	2,732,500	13	1,048,500
JUNE	7	165,000	12	1,715,000	11	1,555,000	13	3,022,000	10	842,000
JULY	11	303,500	5	296,000	9	1,047,000	5	578,000	5	91,500
AUGUST	15	1,662,000	10	1,001,000	4	229,000	8	764,500	7	857,860
SEPTEMBER	8	800,000	7	498,000	9	2,409,000	17	1,975,000	7	1,225,500
OCTOBER	12	6,982,500	9	706,000	5	382,000	5	753,000	4	445,000
NOVEMBER	12	12,200,000	11	1,350,000	6	414,000	1	300,000	11	530,500
DECEMBER	4	4,058,500	5	522,000	7	40,000	0	0	4	30,000
TOTAL	115	\$23,241,000	107	\$10,556,500	92	\$9,102,000	97	\$22,496,500	94	\$10,040,890
RESID. UNITS	Single Family25 Duplexes0 Townhouses6 Apts/Condo's0 TOTAL UNITS28		Single Family25 Duplexes4 Townhouses2 Rental0 Apts/Condos15 TOTAL UNITS28		Single Family22 Duplexes0 Townhouses6 Rental0 Apts/Condos0 TOTAL UNITS28		Single Family25 Duplexes0 Townhouses25 Rental0 Apts/Condos16 TOTAL UNITS66		Single Family17 Duplexes0 Townhouses0 Rental0 Apts/Condos10 TOTAL UNITS27	

Engineering Department

Dave Newman,
Director of Engineering



A departmental restructuring occurred in early 2008, resulting in the allocation of the operation and maintenance of the Town's infrastructure to the Department of Public Works, now overseen by Greg Foss, the Director of Public Works while the development, capital works and long-term infrastructure workload now falls under the new Engineering Department, overseen by Dave Newman, the Director of Engineering.

The Engineering Department consists of 3 permanent staff members who work closely with the Public Works Department to ensure the continuous and safe operation of the Town's infrastructure and facilities. The Engineering Department is primarily responsible for carrying out long range strategic planning to ensure adequate capacity for future growth as well as short term tactical planning to develop and manage detailed five year capital budget plans, approving servicing plans for new developments, and the provision of general engineering services.

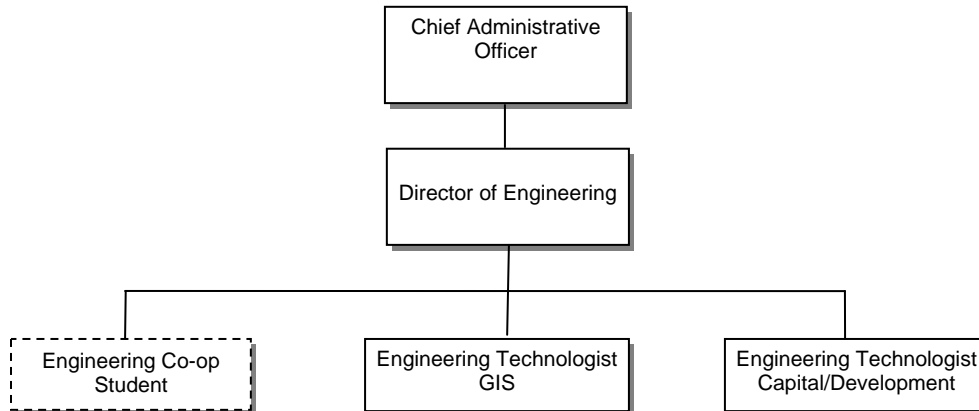
The department is also responsible for the development and maintenance of record drawings, infrastructure and property data, other departmental information, including the on-going development and operation of the Geographic Information System, land development servicing reviews and approvals, and infrastructure capital works.

The department's primary goals include:

- Manage the construction of new infrastructure to meet increased service levels or support growth.
- Manage the replacement of retired infrastructure in a sustainable manner.
- Work with the Public Works Department to ensure that the existing infrastructure operates at optimum efficiency to meet the desired service levels, and is maintained in perpetuity.
- Provide courteous and responsive service to our customers.
- Maintain skilled and motivated staff.

Department Overview

The Engineering Department finished the year with the following organizational structure:



The Director of Engineering reports directly to the Chief Administrative Officer and oversees the department. The Director is responsible for providing the strategic direction for the department, as well as developing and maintaining long range infrastructure plans, managing the annual Capital construction program, approving servicing plans for new developments, and the provision of engineering services.

Two Engineering Technologists report to the Director who assist with the development and maintenance of the department's drawings, infrastructure and property data, other departmental information, including the on-going development and operation of the Geographic Information System, land development servicing reviews and approvals, and road, sewer, water and drainage capital works.

A summer student often will round out the team; however, this position was not filled for 2008.

2008 Project Program

Following a successful capital works program in 2007, the newly created Engineering Department embarked on another ambitious work plan, including the following projects:

Note: ☒ denotes projects completed or in progress and ☐ denotes project not started.

Facilities:

- ☒ Gibsons and Area Recreation Centre (completed)
- ☐ WWTP/Public Works Connectivity Improvements

Roads and Transportation:

- ☒ Pavement Renewal Program – Year 3 (completed)
- ☒ Crucil/Creekside overlay (completed)
- ☒ Headlands/Burns Intersection Design (completed)
- ☒ Headlands/Burns Intersection Improvements and Traffic Calming Construction (completed)
- ☒ Sunnycrest Road / Gibsons Way intersection improvement design (completed)
- ☒ Gibsons and Area Community Centre Offsite Improvements (completed)
- ☒ North Fletcher Trail Traffic Calming (completed)
- ☒ Sunnycrest Road / Gibsons Way intersection construction (in progress)
- ☒ Traffic Safety Study (in progress)
- ☒ Bals Lane Outfall Improvements (in progress)
- ☒ O'Shea Road Traffic Calming – Shaw to Spyglass (in progress)
- ☒ Gibsons Way Sidewalk – Seaview to North Road Construction (subject to grant approval)
- ☒ Government Wharf Stairway Replacement
- ☒ O'Shea Road Sidewalk Extension and traffic calming - Spyglass to School
- ☒ O'Shea Road Rehabilitation - Spyglass to School
- ☒ Glassford Traffic Calming

Drainage:

- ☒ Hillcrest Outfall Improvements (completed)
- ☒ Charman Creek Channel Armouring Phase 2 (completed)
- ☒ School Road Diversion Design (in progress)
- ☒ Gibsons Way Culvert Replacements
- ☒ Integrated Master Drainage Plan

Water Supply and Distribution:

- ☒ Water Audit and Leak Detection Study (completed)
- ☒ Sunnycrest Road Watermain Looping (completed)
- ☒ Watermain Renewal Program – Year 3 (in progress)
- ☒ Cross-connection control program and meter installation (in progress)
- ☒ SCR D Water Supply Agreement (in progress)
- ☒ Fire Protection Improvements (in progress)
- ☒ Zone 2/3 System Separation Design and Land Acquisition (in progress)
- ☒ Zone 3 Booster Pump design (in progress)
- ☒ High School watermain looping
- ☒ Aquifer Mapping Program (subject to grant approval)
- ☒ Standby Generator – Well #1

Wastewater Collection and Treatment:

- ☑ Wastewater Collection Master Plan and Modeling development.(completed)
- ☑ Fairmont Sewer Construction (completed)

Administration

- ☑ Engineering Drawings – Scanning (in progress)
- ☑ SCADA Reporting (in progress)
- ☑ Upper Gibsons Neighbourhood Plan Implementation (in progress)
- ☑ Gospel Rock Neighbourhood Plan Development (in progress)
- ☑ Subdivision and Development Bylaw Review and Update (in progress)
- ☑ Outstanding Right of Way Acquisition Program (in progress)

Not included in the project list above is the management of the site servicing process for several developments. This included the ongoing administration of some developments carried over from 2007, managing seven single-lot subdivisions in various stages ranging from conception to completion, as well as working with a developer on the design of the first phase of a significant residential development in Upper Gibsons comprised of 39 lots.

Several projects were not started due to time constraints or due to delays in grant awards from senior government(s). In addition, an unsuccessful Alternative Approval Process in September for a number of capital projects, including the Town's Cross Connection Control and Water Metering Project, created a scheduling challenge and forced staff and Council to review the year's work plan to allow some of the highest priority projects to proceed. This included formulating new action plans for some projects, including traffic calming, and a postponement of other projects until 2009. A November 15 referendum did allow the Cross Connection Control and Water Metering to proceed, albeit at a much later start date than originally planned.

The following provides a brief description of some of the significant projects that were carried out in 2008.

Pavement Renewal Program – Year 3:

In 2004, the Town retained the services of a consultant to survey the condition of the Town's road inventory. The study produced a recommended 17 year schedule as well as methods of rehabilitation. This program cycle has now been tentatively extended to 20 years due to rising construction costs. The work conducted in 2008 consisted of the rehabilitation of Beach Road, and sections of Burns Road, Sunnycrest Road and Park Road. In total, approximately 3220 square metres of road was reconstructed. All old asphalt that was removed was reused in the road reconstruction process.





Sunnycrest Road Intersection Improvements:

Below-freezing weather as well as frequent snow falls made the start of the construction of these improvements extremely challenging. Crews came within four days of paving when the bad weather set in, leaving the remaining work to be completed in 2009. The Ministry of Transportation and Infrastructure also have a planned traffic signal to be installed at this intersection.

Sunnycrest Road Watermain Looping

The replacement of an undersized watermain on Sunnycrest Road as well as the looping of a key watermain to create more efficient water delivery was completed prior to the Sunnycrest Road Intersection Improvements. This necessitated the installation of a watermain crossing Highway 101 which had to be constructed at night due to traffic concerns.



Watermain Renewal Program – Year 3:

Over 50% of the Town's watermains, representing approximately 18 kms of pipe, are constructed of asbestos cement. Asbestos cement pipe was a popular pipe material in the 1960s and 1970s and used across North America. The use of asbestos cement pipe has been well studied and documented with regards to health and is not considered a health risk, however, it is prone to breakage. Due to the high leakage and failure rate the Town is taking a proactive approach to replacing all its asbestos cement watermain pipe in combination with the pavement renewal program. 2008 was the third year of this program and included the replacement of close to 300 linear metres of pipe.

**Gibsons and Area Community Centre
Offsite Improvements:**

Town staff stepped up to the plate to assist the SCRD in managing the required frontage improvement construction for the Community Centre. Construction of sidewalks, boulevards, streetlighting and permeable on-street parking stalls was completed within budget.



Financial Report

The Engineering Department budget is separated into three major categories: General, Water Supply, and Wastewater. The General category includes all roadworks, drainage and facilities. The following table presents the actual expenditures against budget:

Budget Category	2008 Budget	2008 Actual	2008 Budget Variance
General Capital	\$2,835,324	\$923,788	\$1,911,536
Water Capital	\$2,284,450	\$240,196	\$2,044,254
Sewer Capital	\$156,110	\$99,029	\$57,081
Total Capital:	\$5,275,884	\$1,263,013	\$4,012,871

From the table, it can be seen that the 2008 actual Capital expenditures were roughly 75% under budget. The under-expenditure of Capital funds is primarily attributed to the postponement or delay of several capital projects due to a failed AAP in September as well as numerous projects that were reliant on unannounced grant funding, including:

General Capital Projects

Bals Lane Outfall	\$ 85,000
UGNP Storm Trunk Diversion	\$ 370,170
Gibsons Way Sidewalk	\$ 946,000
O'Shea Road Improvements	\$ 110,000
Road Renewal – Burns and O'Shea	\$ 181,000

Water Capital Projects

Aquifer Mapping	\$ 245,000
High School to Wiren Watermain Looping	\$ 55,300
Burns Road Watermain	\$ 114,000
Water Meter and Cross Connection Control	\$1,400,000

Sewer Capital Projects

North Road Trunk Sewer Design	\$ 45,000
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There were also several projects that commenced in 2008 but spanned into 2009.

Proposed 2009 Work Program and Initiatives

The Engineering Department has been focusing on developing infrastructure servicing and renewal plans for the past six years while maintaining current service levels. These plans are needed in order to have an integrated and prioritized approach to scheduling and funding capital improvement programs. 2008 saw the completion of a Traffic Calming Master Plan, a Traffic Safety Study and Wastewater Collection Master Plan, leaving only the Integrated Stormwater Master Drainage Plan to be completed in 2009.

In addition to its planning efforts, there are several large capital projects, valued at just over \$7.8 million, slated for design and/or construction that will be sure to keep the Engineering Department busy for the year. There is an emphasis in 2009 on Water Quality, Water Supply, Fire Protection and Alternative Energy, which means an interesting year for the Department. Several of the 2009 capital projects are detailed below.

As with 2008, on-going organization wide initiatives such as the Upper Gibsons Neighbourhood Plan implementation, Gospel Rock Neighbourhood Plan development, and Subdivision and Development Bylaw update, will also draw heavily on the Department's staff.

Proposed 2009 Engineering Project Plan

Many projects are reliant on grant funding from senior governments. This is often a challenge for the Engineering Department to schedule and coordinate work as it is often unknown at the time of budget preparation as to the success of the many grant applications that the Town submits. This funding is key to the success of many essential projects as funding them solely through taxation would be an unreasonable financial burden on residents and business owners. The following is a listing of awarded grants as well as grants still in process:

BC COMMUNITIES WATER IMPROVEMENT PROGRAM

Water Cross Connection Control and Metering Program

Grant amount - \$690,000

Awarded in 2006

MUNICIPAL RURAL INFRASTRUCTURE GRANT (MRIF)

Water System Fire Protection and Reliability Improvements

- School Road Pump Station
- Water Separation PRVs
- School Road Watermain
- Zone 2 Reservoir Construction

Grant amount - \$896,000

Awarded in 2008

TOWNS FOR TOMORROW

Aquifer Mapping Program

Grant amount - \$400,000

Awarded in 2009

BUILDING CANADA – PENDING

Upper Gibsons Stormwater Diversion and Ocean Energy

Applied 2009

Road Rehabilitation Program

Applied 2009

LOCAL MOTION – PENDING

Gibsons Way Sidewalk

Applied 2006

The following provides an outline of the proposed Engineering Department's major work program for 2009.

ROADS AND TRANSPORTATION

Gibsons Way Sidewalk Construction (Seaview to North Road):

This project includes the construction of a sidewalk and bicycle lane along Gibsons Way from Seaview Road to North Road. The Town has applied for senior government grant funding; therefore, the project is on hold until the funding is secured.

Pavement Renewal Program – Year 4:

Road pavement upgrades are identified in the Pavement Management Program. The scope of the planned 2009 works will be determined in part on senior government funding; if the Town's grant application is unsuccessful, the scope will be adjusted to fit the budget available. The focus will be on the rehabilitation of the following roads:

- Burns Road
- Gower Point Road, School to Winn
- Crucil Road

The work involves pavement replacement through full removal and replacement, full depth reclamation, overlays or a combination of these methods. The work will be carried out in conjunction with the watermain replacement program.

Road Design – Gower Point, Winn to Prowse and Dougall, Prowse to Trueman

The above sections of road are in poor condition but require a detailed design before the road can be rehabilitated. The design will include curbs, drainage, boulevards, sidewalks, accommodation for cyclists, and on-street parking. It is anticipated that the road reconstruction according to the new design will occur during 2010.

Traffic Calming Implementation – Year 2

2009 will be the second year of the implementation of the measures identified in the Traffic Calming Master Plan. Budgeted work includes raised crosswalks and road narrowing on South Fletcher between Winn Road and School Road as well as the installation of trial traffic calming measures on O'Shea Road. Trial measures are being installed where feasible to allow staff and residents to try out the traffic calming and make necessary adjustments before permanent measures are constructed.

Highway 101 Safety Improvements

The Town will be working with the Ministry of Transportation and Infrastructure in facilitating the Ministry's planned safety improvements to the section of Highway 101 (Gibsons Way) between Pratt Road and North Road. The safety changes consist of the following:

- Single lane traffic in each direction
- Dedicated left turn lanes at intersections
- Bus pullouts for pick up and drop off
- New traffic signals at Sunnycrest (the signals at Shaw will be remaining)
- Dedicated bike lanes between Pratt and Park
- Shared bike lanes between Park and North

The installation of the traffic signal at Sunnycrest Road will dovetail with the Town's completion of the Sunnycrest Road Intersection Improvements.

Traffic Safety Implementation:

Areas falling outside of traffic calming and requiring a safety review were identified in the 2007 Traffic Calming Master Plan. The 2008 Traffic Safety Study focused on the safety of Five Corners and School Road. Conceptual and functional plans will be produced for these areas and the first two phases of the recommended safety improvements will be completed.

Other key items of the study include a review of the Town's road classifications and speed limits. These items will need to be addressed in Town Bylaws.

DRAINAGE

Upper Gibsons Stormwater Diversion - Design:

The Upper Gibsons Neighbourhood Plan identified a need to extend and upgrade the School Road stormwater drainage system to accommodate the anticipated peak stormwater flows resulting from development. Although stormwater management best practices will be implemented with development, the peak storm flow needs to be diverted away from the receiving creeks in order to prevent flooding and preserve natural habitat. The project scope includes the hydraulic analysis and detailed design of the sewer extension along Gibsons Way from Park Road to School Road, and the upgraded capacity of the existing School Road drainage system and outfall improvements. This design commenced in 2008 and will be completed in early 2009.

Upper Gibsons Stormwater Diversion - Construction:

The first phase of construction will occur along School Road between O'Shea Road and Gower Point Road; the second phase will occur in a subsequent year. This project is reliant on the securing of funding assistance from senior government.

Gibsons Creek Outfall Improvements Phase 2 (Bals Lane):

Based on an engineering assessment of the outfalls to Gibsons Creek at Hillcrest Road and downstream of Gibsons Way near Bals Lane, Golder Associates provided a number of recommendations to improve the stability and function of the outfall structures. This project is the second of two phases to implement the recommendations, and focuses on bank stabilization along the outfall near Bals Lane.

Drainage Master Plan and Hydraulic Model:

The Town adopted a Master Drainage Plan for the Charman Creek watershed in 1999; however, master drainage planning remains outstanding for the Gibsons Creek and Chaster Creek watersheds. The purpose of this project is to create a hydraulic model of the Gibsons Creek catchment and develop an integrated master drainage plan that will encompass all three watersheds as they relate to the Town of Gibsons.

WATER SUPPLY AND DISTRIBUTION

Cross Connection Control (Backflow Prevention) and Metering Program:

This project was accepted for two thirds grant funding (total grant value = \$460,000) from the BC Community Water Improvement Program. The project includes the installing cross-connection control valves and meters on residential homes and requiring commercial and institutional business owners to do the same. The backflow prevention will enable the Town's water system to meet rigorous provincial standards without adding chlorine to the Town water supply. Metering will enable residents to monitor their water use; commencing in 2011 users will be invoiced on a user-pay basis. This will allow residents to see a financial reward for conserving water. The installation of meters will also permit the Town to better track and repair leaks in the water system.

Zone 2/3 Separation Design:

As part of the Zone 2 and 3 water system separation strategy, required to isolate the distribution system delivering chlorinated water from the untreated system, the Town is required to construct a new reservoir in the vicinity of the Venture Way Industrial Park. This budget item includes the design of the reservoir, controls and piping. The design and construction of this item is partially covered by a grant from the Municipal Rural Infrastructure Fund.

Fire Protection Improvements Design:

This project includes detailed design of three new Pressure Reducing Valves (PRVs), watermain upgrades, and upgrades to the Zone 2 booster pump station, to improve fire protection conditions throughout the Town to meet Fire Underwriters Survey Guidelines. This project is funded in part by a grant from the Municipal Rural Infrastructure Fund. Design commenced in 2008 and will be completed in early 2009.

Fire Protection Improvements Construction:

The construction of three PRVs and the pump station upgrade are planned for 2009. The watermain upgrade on School Road is also planned for 2009 but may be postponed as staff plan on constructing this watermain in conjunction with two other projects, i.e. the Upper Gibsons Stormwater Diversion and the Ocean Energy, both of which are reliant on a grant award from senior government.

Aquifer Mapping Program (Phase 1):

The Town draws 75% of its drinking water from an aquifer that extends beyond the Town boundaries. This project involves the strategic installation of a network of new monitoring wells and the development of a groundwater hydraulic model to better understand the capacity and function of the aquifer. The project has received funding in the amount of \$400,000 from senior government and is planned to straddle two fiscal years.

Watermain Replacement Program – Year 4:

Over 50% of the Town's watermains are constructed of asbestos cement, which over time has deteriorated and become a significant operation and maintenance liability. The watermain replacement program is an ongoing program to replace aging and deteriorating watermain pipe in conjunction with the pavement renewal program.

WASTEWATER COLLECTION AND TREATMENT

West Gibsons Force Main Design

The design of a section of force main at the far west of the Town will provide more complete sewer service to properties in this area.

DISTRICT UTILITY

Ground Heat Exchange (GHX)

A ground system of harnessing heat from the earth is proposed to be constructed as development progresses in the Upper Gibsons Area. GHX fields can be built as the development grows and can be extended to service existing development. The Town received a grant for a feasibility study and business plan for this venture as well as funding for design. The feasibility study and business plan were completed in 2008 and the design of the first phase will occur in 2009.

Ocean Energy

The Town has submitted a Building Canada Fund grant application for a harvesting ocean heat for residential and commercial use which would supplement the GHX fields proposed for the Upper Gibsons area. This project would include a pump station in the vicinity of the School Road storm sewer outfall plus piping from the ocean to the Upper Gibsons area. The Upper Gibsons Stormwater Diversion Trunk System is also proposed under this grant application to replace ageing infrastructure and improve stormwater runoff quality. The combination of the two projects will enable the utilization of the old School Road storm-sewer as a casing pipe for the heat exchange conduits. As this project is dependent on senior government grant funding the project will be on hold until the funding is secured.

ENGINEERING ADMINISTRATION

Subdivision and Development Bylaw Review and Update:

The Subdivision and Development Bylaw specifies the detailed requirements that need to be met for all new subdivision and development applications. The current Subdivision and Development Bylaw will be reviewed and updated to incorporate and address the goals identified in the new Official Community Plan that was updated in 2005.

Outstanding Rights-of-way Acquisition Program:

There are several locations throughout the Town where public infrastructure was installed without the receipt and/or registration of legal agreements. This project will identify, quantify and prioritize the number of outstanding right-of-ways that need to be secured and map out a program to rightfully acquire these right-of-ways.

2010 Objectives

The following projects are currently listed in the Engineering Department's five year plan for 2010:

Roads & Sidewalks

- Traffic Safety Improvements - Implementation, Year 2
- Traffic Calming Implementation, Year 3
- Continuation of the pavement renewal program (Year 5 of estimated 20 year cycle).

Drainage

- UGNP Diversion Construction - Ph.2

Water Supply

- Continuation of the Watermain replacement program (Year 5)
- Well Head Protection Upgrades
- Zone 2 Reservoir Construction
- Aquifer Mapping Program – Phase 2

Wastewater Collection and Treatment

- Prowse Pump Station Upgrades
- North Road Sewer Diversion – Design
- West Gibsons Force Main – construction

District Energy

- Upper Gibsons Ground Looping construction – Phase 1A
- Ocean Exchange construction – Phase 1

Public Works Administration

- Continuation of the Outstanding Right-of-way acquisition program

Public Works Department

Greg Foss,
Director of Public Works



The Director of Public Works reports directly to the Chief Administrative Officer and oversees the department. The Director is responsible for the daily system operations and maintenance, including the direct supervision of field staff and providing the strategic direction for the department. The Director also develops and maintains short and long-range infrastructure plans in conjunction with the Engineering Department.

The Public Works department consists of 9 permanent staff members that ensure the continuous and safe operation of the Town's infrastructure and facilities. This infrastructure includes roads (except Highway 101), street signage, sidewalks, streetlights, water supply system, wastewater collection and treatment system, brush cutting, line painting, vehicle purchasing, drainage system, and municipal buildings. The department is also responsible for managing solid waste, including the operation of a green waste transfer facility, spring and fall clean-up programs, and management of the garbage collection contract.

The department's primary goals include:

- Strive to ensure that the existing infrastructure operates at optimum efficiency to meet the desired service levels, and is maintained in perpetuity.
- Manage the construction of new infrastructure to meet increased service levels or support growth.
- Manage the replacement of retired infrastructure in a sustainable manner.
- Provide courteous and responsive service to our customers.
- Maintain skilled, and motivated staff.

To meet these goals, the department carries out long range strategic planning to ensure adequate capacity for future growth, short term tactical planning to develop detailed five year capital budget plans, and develops and executes annual operating and maintenance plans that ensure the Town's facilities and infrastructure assets preserve their desired levels of service.

The following provides a brief list of the key elements managed by this department:

Roads:

- 29.3 kms paved road
- 1.9 kms unpaved road
- 15.3 kms hard surfaced sidewalk
- 1.7 kms gravel surfaced sidewalk
- Ornamental street lighting
- Street signage

Water Supply System:

- 4 wells
- 2 reservoirs
- 1 pump station
- 39.4 km of distribution pipe
- 1892 residential service connections
- 121 Industrial, Commercial and Institutional (ICI) connections
- 161 hydrants

Wastewater Collection Systems:

- 1 class III secondary treatment plant
- 1 outfall
- 1 lift pumping station
- 34.9 km of collection pipe
- 491 manholes
- 1834 residential service connections
- 119 ICI connections

Drainage System:

- 18.9 km of drainage pipe
- 257 manholes
- 31 culverts

Solid Waste:

- Management of the garbage collection contract
- Operation of a green waste transfer facility
- Operation of a Spring and Fall Clean Up curbside collection program

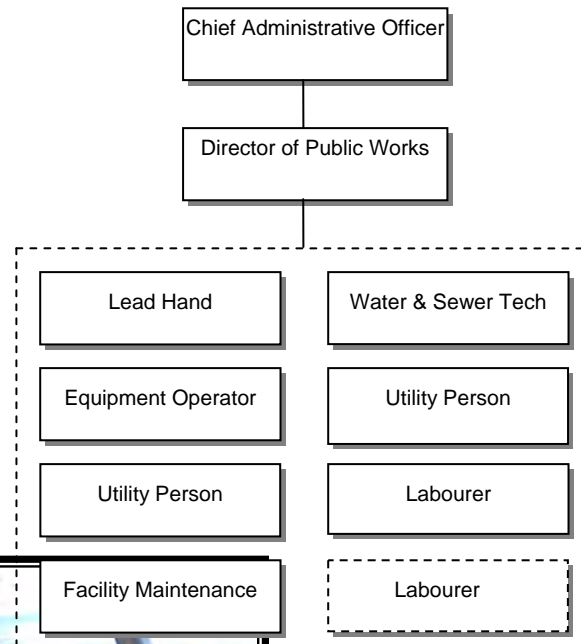
Facilities:

- 16 Town owned facilities, including the Municipal Hall and Public Works Facilities.

Department Overview

In January 2008 the Public Works Department was restructured into two separate departments, (Public Works) now overseen by Greg Foss, the Director of Public Works and (Engineering) now overseen by Dave Newman, the Director of Engineering. The two departments continue to work towards the same goals and objectives as the previous Public Works structure and strive to insure the same quality, standards and co-operation as delivered before restructuring.

The Public Works department finished the year with the following organizational structure:



Within the Public Works group, the field staff roles and responsibilities are further broken down as follows:

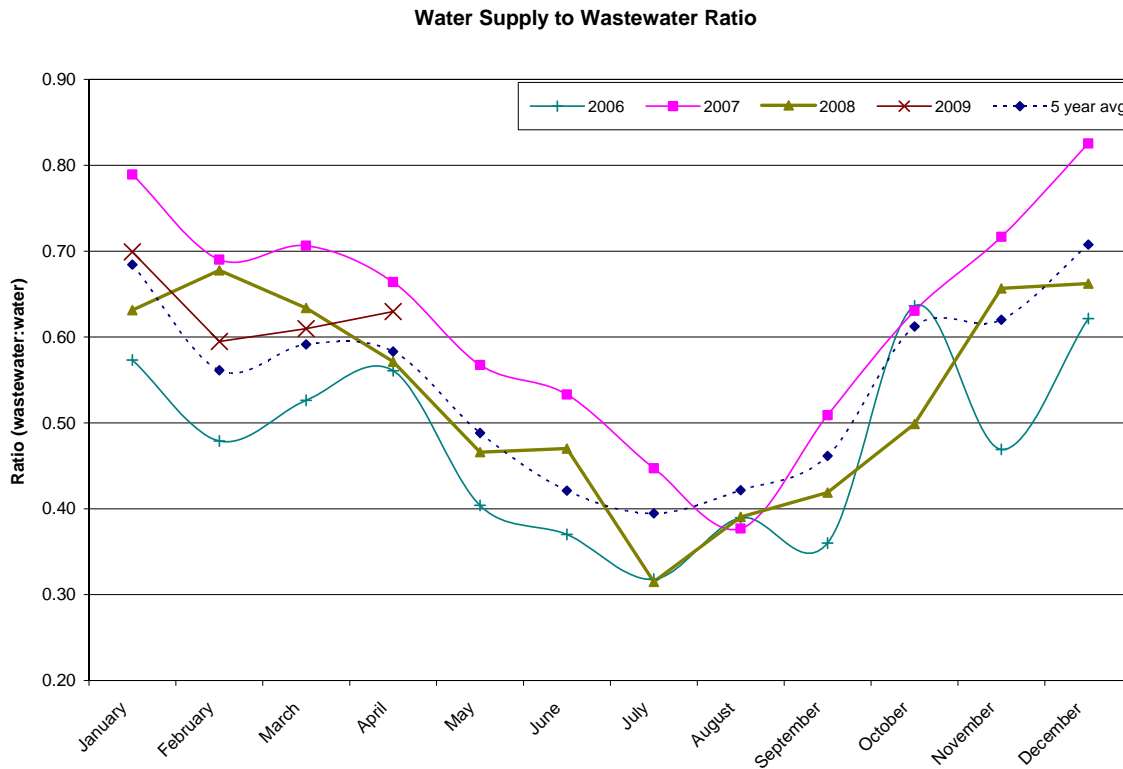
	Responsibilities
Water & Sewer Technician	Wastewater Treatment Plant Operations, Water Quality Sampling, Water Distribution Operations, General Operations & Maintenance (O&M)
Lead Hand	Crew leader, Water & Sewer Operations, General O&M
Utility Persons	Water & Sewer Operations, General O&M
Equipment Operator	Operation & maintenance of all heavy equipment including the backhoe and loader.
Facility Maintenance Person	Weekend Wastewater Treatment Plant Operations, Building Maintenance, General O&M.
Labourer	General O&M.

2008 Operating Statistics

Water Supplied:

Well Sources	968,868 m ³
SCRD Bulk Water	283,619 m ³
Total	1,252,487 m³

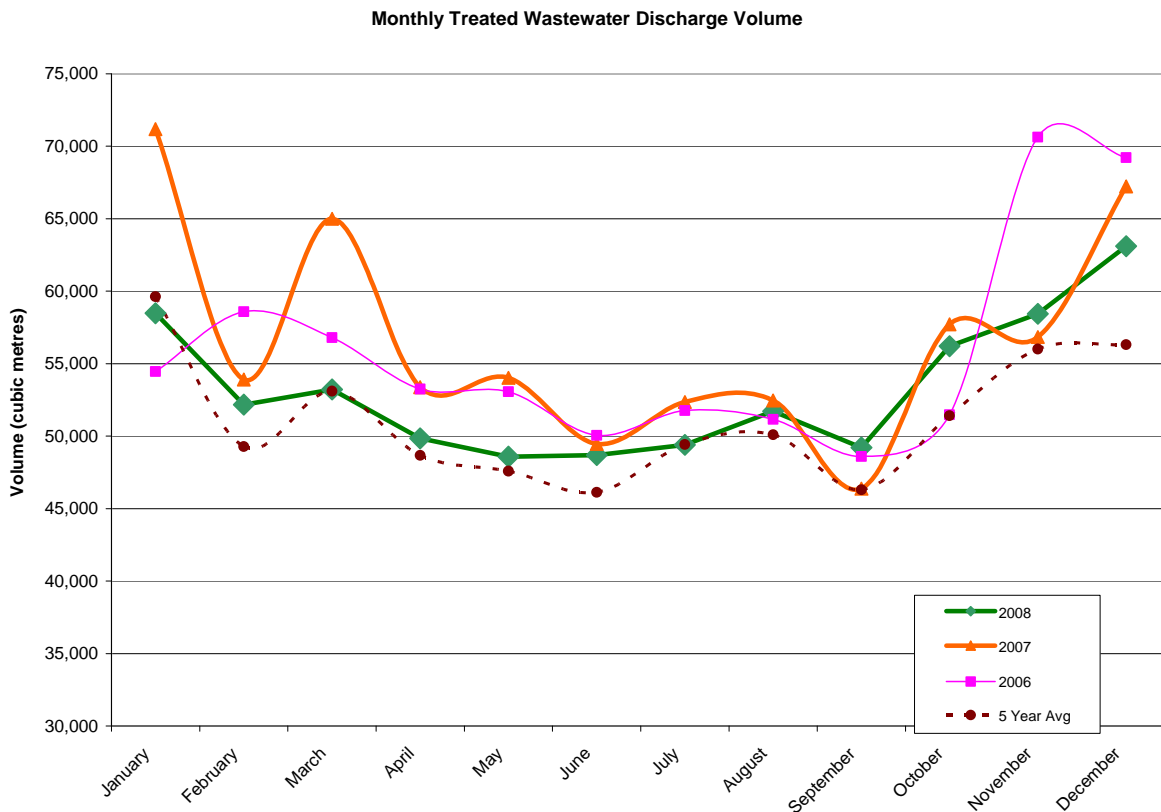
Average per capita consumption based on a population of 4300 = 291 m³ (or 791 L/day), including industrial, commercial, and institutional services.



Wastewater Treated:

In 2008, the Town of Gibsons treated 639,064 m³ of wastewater, which is roughly 5.5% less than 2007 and 10.8% greater than the historic five year average.

The recorded discharge volume increased significantly when the new wastewater treatment plant was commissioned in November, 2005, which may be a result of the more accurate metering technology utilized.



Maintenance Service Requests:

The following table provides a summary of the service request volumes received by maintenance staff during the 2008 operating period. These records provide an indication of the Town's ability to provide suitable service levels. Assuming staffing and resource levels remain level, as requests rise, the Town's ability to deliver responsive service declines. This is the six's year of capturing maintenance records.

Category	2007	2008	% Change
Buildings	17	20	(18%)
Drainage	28	35	(25%)
Misc	1	1	(0%)
Roads	143	203	(42%)
Sewers	13	27	(108%)
Solid Waste	52	12	-77%
Water	301	205	-32%
Total	555	503	-9%

As can be seen from the table, total service volumes were down roughly 9% from the previous year. Service call volumes were up in almost every function except Solid Waste and Water which is related to Spring Clean up campaign running more efficiently and Water main and service renewal projects put on hold do to the installation of water meters in 2009. Much of the Road increases are attributed to the heavy snow fall we received in 2008, which requires snow plowing to insure all residents can travel safely, Road related service calls remain one of the higher service request areas at roughly 40% of the total calls, as the road system is the most visible infrastructure and deficiencies are more likely to be reported by the public.

Typically, as infrastructure ages and deteriorates, service request volumes will grow on an annual basis and cause increased strain on the Town's ability to provide responsive service. The small increase in service request volumes in 2008 is viewed positively and could be an indication that the Town's recent focus on developing and implementing proactive preventative maintenance practices and planned replacement of aging infrastructure is leading to increased service levels.

2008 Project Program

Following a very busy program in 2007, the Public Works Department embarked on another ambitious O&M program in 2008, including the following projects:

Note: ☒ denotes projects completed or in progress and ☐ denotes project not started.

Facilities:

- ☒ Public Works WWTP Connectivity Improvements
- ☐ Green Waste Transfer Station RFP
- ☒ Facility Assessment Review

Roads and Transportation:

- ☐ Pavement Crack Sealing Program – Year 2
- ☒ Dust Control (completed)
- ☒ Lane Grading (completed)
- ☒ Line Painting (completed)
- ☒ Street Sweeping
- ☒ Pot Hole Patching
- ☐ Brush Cutting

Drainage:

- ☒ Ditching
- ☒ Culvert maintenance

Water Supply and Distribution:

- ☑ Zone 1 and 2 Uni-directional Flushing Program (completed)
- ☑ GUDI Assessment on Well No. 1 Water Quality (completed)
- ☑ Henry Road SCADA Improvements (completed)
- ☑ Monitor Wells Sampling (completed)

Wastewater Collection and Treatment:

- ☑ WWTP Operations Optimization (completed)
- ☑ Biosolids recycling feasibility study (completed)).
- ☑ Trickling Filter Building Demolition.(completed)

Administration

SCADA Reporting (newly installed services)

Zone 1 and 2 Uni-Directional Flushing Program Development:

As the Town supplies the majority of the Town with untreated groundwater without secondary disinfection, it is critical that all other means of preventing contamination of the water supply and distribution system are implemented. Uni-directional flushing is an industry best practice adopted to ensure that the distribution piping is fully flushed to remove debris particles that could promote the development of bacteria. This project expanded the Town's existing uni-directional flushing program from Zone 3 to all service zones throughout the Town.

Financial Report

The Public Works department budget is separated into three major categories: General, Water Supply, and Wastewater. The General category includes all roadworks, drainage and facilities. The following table presents the actual expenditures against budget:

Budget Category	2007 Budget	2007 Actual	2007 Budget Variance
General Operating	\$ 987,092	\$ 918,894	\$ 68,198
Water Operating	\$ 697,557	\$ 616,889	\$ 80,668
Sewer Operating	\$ 769,054	\$ 638,837	\$ 130,217
Total Operating:	\$2,453,703	\$2,174,620	\$ 279,083

From the table, it can be seen that the 2008 actual Operating expenditures were roughly 10% under budget.

Proposed 2009 Work Program and Initiatives

A departmental restructuring occurred in early 2008, resulting in the allocation of the operation and maintenance of the Town's infrastructure to the Department of Public Works, now overseen by Greg Foss, the new Director of Public Works while the development, capital works and long-term infrastructure workload now falls under the new Engineering Department, overseen by Dave Newman, the new Director of Engineering.

The Public Works Department has been focusing on developing infrastructure servicing and renewal plans for the past five years while maintaining current service levels. These plans are needed in order to have an integrated and prioritized approach to scheduling and funding improvement programs. In addition to its planning efforts, there are several large capital projects, valued at just over \$4.5 million, slated for design and/or construction that will be sure to keep both the Public Works and Engineering Departments busy for the year. Several of these capital projects are detailed below.

PUBLIC WORKS OBJECTIVES

2009

The following provides an outline of the proposed Public Works major work program for 2009.

FACILITIES

Facilities Condition Assessment and Capital Maintenance Plan – Phase 1:

The Town owns 21 buildings throughout the Town, some of which are occupied and operated for municipal purposes and others that are licensed or leased to private operators. This project will be the first phase in the development of a capital asset management plan that will utilize a lifecycle approach in ensuring that the buildings are operated and maintained in a manner that will preserve and maximize its asset life.

Wastewater Collection and Treatment

With the commissioning of the new Wastewater Treatment Plant in 2005 the Public Works department is always striving to upgrade and optimize the complicated workings of the plant to insure the best possible effluent discharge that exceeds permit requirements and minimizes odour.

Personal changes also occurred in 2008 with Steve Streiker assuming the role of Chief Operator.

Public Works Administration

Purchasing of a new 5 ton dump truck with underbody plow.

Purchasing of a new Vactor Flush Truck with hydrovacating capabilities.

2009 Objectives

The following projects are currently listed in the Public Works Department five year plan for 2009:

Roads & Sidewalks

- Pavement Renewal Program.
- Sidewalk Inspections and repairs.
- Line Painting.
- Snow Removal.

Drainage

- Ditch Cleaning.
- Culvert Replacement.
- Storm Main Flushing Program.

Water Supply

- Leak Detection & Repairs annual program – Year 2.
- Standby Generator - Well 1.

Wastewater Collection and Treatment

- Sewer rehabilitation program - design (based on I/I reduction and sewer inspection results from previous years).
- Sewer Main Flushing Program.
- Seawalk Armoring.

Public Works Administration

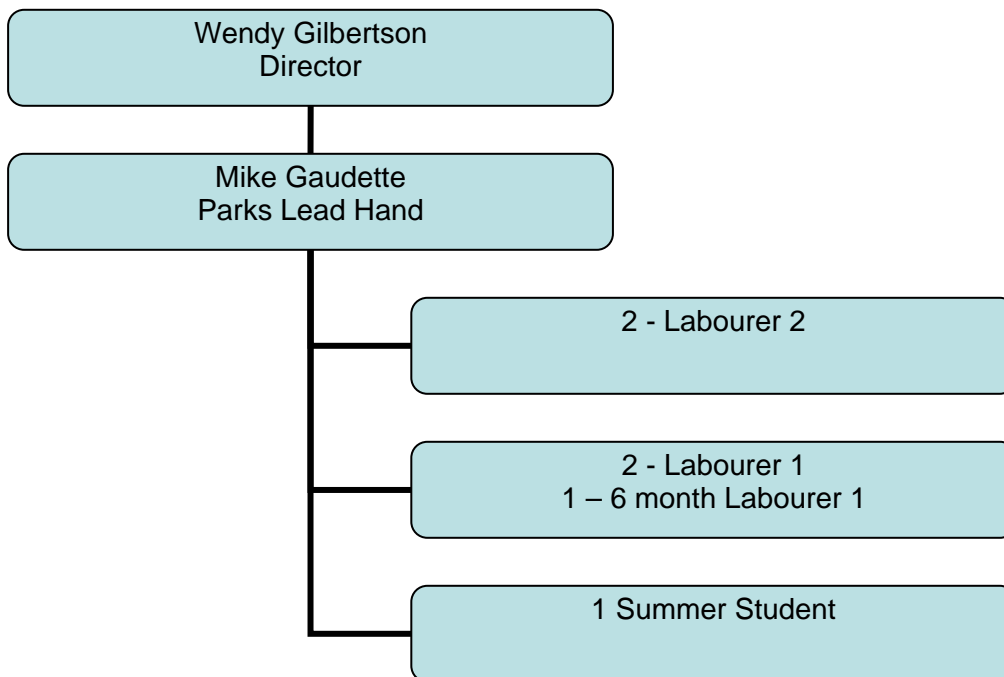
- Purchasing of Two New Vehicles.
- Purchasing of Two New Snow Plow Blades.
- Purchase of a new CCTV camera for sewer inspection.

Parks and Cultural Services Department

Wendy Gilbertson,
Director of Parks and Cultural Services



The Parks Department currently maintains 18 parks, beach accesses, trails, natural areas and other municipally owned properties. Maintaining these features for the use and enjoyment of the public is the priority of the department.



BUDGET

	2008 Budget	2008 Actual	Variance (Over)/Under
Total Operating	662,100	583,651	78,449
Total Capital	176,755	127,849	48,906



HIGHLIGHTS

Applications Processed:

Four tree removal on public land applications were processed.

No pesticide permit applications were received.

MAJOR DEPARTMENTAL ACTIVITIES

2008

The following community events took place in Gibsons parks:

- Gibsons Open Tennis Tournament
- Sunshine Coast Labour Day Picnic
- Heart and Stroke Foundation Big Bike For Heart
- Kayak Demonstration Day
- Baseball Tournaments

- Soccer Tournaments
- Kids Help Phone Annual Walk
- Otesha Project
- World Knitting Day
- 13th Annual Gibsons Landing Jazz Fest
- Go Skateboarding Day
- Chalmer's Skatepark Competition
- Music in the Landing
- GPAG Painting in the Park
- Canada Day Celebrations
- Royal Astronomical Society Public Telescope Viewing Evening
- Labonte Park wedding.
- Sea Cavalcade
- Spirit of B.C. – B.C. 150 Years Celebration
- Howe Sound Outrigger Race
- Fibre Arts Festival
- Salmon Festival
- New Moon Festival
- Sunday Market
- Fiddlehead Farmers Market



Music in the Landing

This was the sixth year for this program that presents live musical performances around the Landing during the summer weekends from mid June to early September. Music in the Landing provided 40 performances and with over 125 local performers participating.

Communities in Bloom



The Communities in Bloom volunteers continued their endeavours in encouraging civic pride through the beautification of Gibsons. Dedicated parks staff and volunteers saw the Town through to succeeding in winning the 2008 Provincial Communities in Bloom contest in the Town's third year of competition. This accomplishment has given the Town of Gibsons a "5 Bloom" status, and has opened the door for Gibsons to compete on a national and international level!



The Wednesday Weeders met on Wednesdays to maintain garden beds in variety of locations.

Beautification through the landscaping of the old Shell gas station, located in the heart of the Landing, was completed.

The historical Persephone is set amidst the floral display.

Another Hydro kiosk was painted by an artist in the West Coast theme, adding to the collection of hand painted boxes.

The “Bloomin Business” contest had over 50 entrants, and discounts from the local nurseries were donated to all the participants who entered the contest. Winners for 2008 were Gibsons Marina, Zocalo, Black Fish Pub, Molly’s Reach and the Gift of the Eagle.

The Tree Well Adoption program saw some unusual features being added to the Landing tree wells, which were enjoyed by visitors to the area.

Public Arts Committee

The Public Art Committee continued to meet on a monthly basis to act in an advisory capacity for Council in municipal matters pertaining to arts and culture.

West Nile Virus Mosquito Program

With assistance from a provincial grant, the mosquito risk reduction program was provided in Gibsons for the fourth year. The program monitors identified sites where susceptible mosquito species have been identified through the breeding season. The *Aedes togoi* population is controlled by filling rock pools with sand. Four rounds of surface water and catch basin larval sampling were carried out between June 27th and August 28th. Thirty two rock pools were filled with 4.41 cubics meters of sand, gravel and rock to eliminate habitat for *Aedes togoi* mosquitoes.

Bear Aware

2008 saw an increase in bear/human conflict reports. In conjunction with the Provincial Wildlife and Conservation office, we inspected neighbourhoods, distributed information and did a spot on Coast Cable to provide the public with information on preventing bears from being attracted to their properties.

Beach Water Quality Monitoring

The parks crew continues to weekly monitor the beaches and harbour for fecal coliform water contamination. None of the beaches were closed in 2008.

Air Quality Monitoring

The parks crew took air quality monitoring samples every 6 days for the Ministry of the Environment to monitor particulate in the air.



Equipment

We replaced the parks small dump truck with a 2008 Sterling. This vehicle is used for hauling soil, mulch, rocks, etc. The vehicle is shared with the Public Works Department.

Pioneer Park

One of the garden planters was upgraded this year to better accommodate plantings. This garden is located in front of the Visitor Information Centre, which is operated by the Chamber of Commerce.

A new flag pole was installed by the family of Eric and Shirley Huggins, in their memory.



Parks Facility

The Parks staff moved into their new location on School Road. An existing building was upgraded to provide for the crew and parks shop facility. The crew is now centrally located in Gibsons, decreasing travel time in attending to job sites.



Steinbrunner Park

This park in the new subdivision on Steinbrunner Road was graded and seeded in preparation for neighbourhood use.



Headlands Park

Headlands Park was officially dedicated in October. This park was dedicated through the efforts of the neighbourhood, including the raising of funds for purchasing this parcel.

White Tower Park

White Tower Park is used as a pathway for walkers that want to stay off the highway and is located between Shaw and Mahon Roads. School students use this area as an ecological classroom, and the area is further enjoyed by visitors to the Christiansen Village.

Further work on White Tower Park included the removal of accumulated silt from the ponds that feed into the headwaters of Charman Creek.



Community Centre Landscaping

Late in the fall, the landscaping for the Community Centre got underway. This project is being managed for the Sunshine Coast Regional District by the Town of Gibsons. It is anticipated that the landscaping will be completed by fall 2009.

Dougall Park Workers' Memorial

With funding from the Sunshine Coast Labour Council, the parks crew installed a memorial stone in commemorating fallen workers.

Parks Master Plan

In 2008, the process of developing a Parks and Parks Services Master Plan was started, the plan will provide the Town of Gibsons with a clear direction for the future, through providing recommendations and assigning priorities in the assurance that improvements to the community meet social, recreational, environmental and expenditure expectations. This project will be completed in 2009.

PARKS & CULTURAL SERVICES OBJECTIVES

2009



For 2009, we plan to:

1. Complete the Parks Masterplan;
2. Complete the Community Centre landscaping; and
3. Add a lifeboat to Inglis Park that will be in keeping with other heritage features at this focal point of the Landing.

Fire Department

Bob Stevens
Fire Chief



MISSION STATEMENT

“The Gibsons & District Volunteer Fire Department improves the quality of life in our fire protection district by reducing suffering from loss of life, destruction of property, and damage to the environment. This is achieved through dedication to training, public education and fire prevention by using up to date equipment and techniques.”

The Gibsons & District Volunteer Fire Department is a composite fire department comprised of up to 39 volunteer firefighters and 3 paid staff members - Fire Chief, Fire Prevention Officer and Maintenance Technician. The department operates 8 pieces of apparatus out of 2 firehalls and covers an operational area of approximately 25 sq. miles. The Fire Protection Area incorporates the municipality of the Town of Gibsons and portions of electoral areas E and F of the Sunshine Coast Regional District and serves a population of approximately 10,000 people. The fire department is a function of the SCRD and the Town is a participating member of that service.

The fire department provides services to the public in the form of fire suppression, emergency medical first response, rescue, extrication, hazardous materials control, fire prevention, public education, public assistance and mutual aid.

This annual report gives an in depth look at what the department accomplished during 2008 and provides statistical information on call types, when they occur and where they occur with respect to area. Most of the attached charts give a 4-year comparison that can be used to identify trends or anomalies in specific areas.

GIBSONS & DISTRICT VOLUNTEER FIRE DEPARTMENT

FIRE DEPARTMENT OPERATIONS

Incidents Reported in 2008

Vehicle Fire	5	Structure Fire	15
Rubbish Fire	3	Rescue	3
Mutual Aid	0	M.V.I.	40
Miscellaneous	5	Medical Aid	41
Hazardous Materials	14	False Alarm	1
Beach Fire	7	Hydro Lines	8
Chimney Fire	1	Brush Fire	9
Automatic Alarm	31	Dumpster Fire	1
Illegal Burn	24	Smoke Complaint	6
		TOTAL	<u>214</u>



Incidents

The table above gives a breakdown of incidents by type that the department responded to in 2008. As shown the department responded to a total 214 incidents in 2008. This is an increase of 15 calls, or 8%, over the 199 incidents recorded in 2007. The department further breaks down the incidents into emergency and non-emergency calls. Emergency calls occur when a person calls 9-1-1 and the call meets the criteria for sending emergency crews. Non-emergency calls typically arise from a person calling the firehall directly with a concern or complaint that requires attention and can typically be handled by 1 or 2 people.

The paid staff usually handles these calls during regular business hours and a Duty Officer is available for evenings and weekends. Of the 214 incidents 161 were considered emergencies and were paged out. The remaining 53 were routine calls and handled by department's staff or duty officer.

Of the 15 Structure fires there were 5 that were serious and incurred heavy losses; the most significant being a mobile home that was a total loss and involved one fatality. The 10 other Structure Fires noted above were relatively minor and none resulted in any significant damage. The department was called upon to use its Automatic External Defibrillator (AED) at 3 of the Medical Aid calls but unfortunately the outcome was unsuccessful. As noted in the above chart, the other significant call type was Motor Vehicle Incidents. The increase is due to the new computer system at E-Comm calling out the department to calls that we were previously missing.

Response

Fire department members committed 2689 hours of man-time responding to the 214 incidents. This averages out to 16.37 man-hours per paged call. The duty officer calls are removed from this averaging.

A key component of any emergency response is timing. The sooner crews can arrive on the scene the better the outcome of the incident. There are many factors that affect response times and the department has little control over most of them. Early detection, early notification and prompt dispatching all combine to start the ball rolling. Once the department's pagers have announced a call, the members drive to the firehall, 'gear up' and drive the apparatus to the scene. A delay in any of the above steps has the potential of impacting the outcome of the incident. In terms of average response times for 2008, E-Comm dispatched our calls in 1 minute and 39 seconds, we had a unit responding in 3 minutes and 5 seconds after the page and arriving on scene in 3 minutes and 58 seconds. This gives an average total time of a 9-1-1 call being placed to having a truck on scene as 8 minutes and 42 seconds. This response time is slightly higher than the 7 minutes and 17 seconds recorded in 2007.

Along with response times another key and often more important component of response is the number of responding firefighters. The department relies heavily on the availability of



enough of its members to be able to adequately handle any emergency situation. As the face of the membership changes so does the availability. In an effort to ensure an adequate response, members are required to respond to at least 20% of calls to maintain active membership. In 2008 members responded to an average of 35% of the paged calls or 57 calls per member.

Past trends indicate that a week day typically has the lowest manpower response while evenings and weekends have a better response. In 2008 the department averaged 10 firefighters per call for the week day calls, 16 firefighters for evenings and 10 firefighters on weekends. These weekday numbers have remained fairly consistent over the last few years and show the importance of the paid staff being able to respond as firefighters during the day. The weekend availability seems to be dropping and may become a concern if the trend continues.

Permits

Fire permits are issued by the fire department as per the bylaws of the Town and Regional District. Recent changes to these bylaws have seen the requirements for permits for backyard burning removed and so now the department only issues permits for large land clearing fires. In 2008 the department issued a total of 12 Class A burn permits and all were for Regional District properties. There were 8 permits issued in Area E and 4 issued in Area F. The total number of permits is slightly lower than the 13 permits issued in the previous year. As more development occurs in the area, the ability to comply with the permit requirements is becoming more difficult and as such more land clearing debris is being hauled away for processing.

Fire Prevention

Fire Inspections

New Construction	19	Apartments	6
Schools	9	Service Stations	2
Care Homes	7	Industrial/Marina	2
Halls/ Theatres	1	Public Buildings	21
Restaurant/Hotels	22	Commercial	0
TOTAL			89

Municipalities have a legal requirement to inspect all public buildings to ensure compliance with all applicable Codes and Standards. The department's Fire Prevention Officer (FPO) fulfills this obligation and also doubles as the local E9-1-1 system coordinator. At present there are approximately 350 'inspectable' properties in the fire protection area that fall under the Fire Services Act requirement for inspection. As noted in the chart above the FPO performed 90 inspections on properties within the fire protection area in 2008. Inspection intervals are usually established by the type of occupancy. Higher risk properties are inspected more frequently than lower risk properties and inspections are usually performed when there is a change of occupancy or ownership of a building. In addition to inspections the FPO is also a key component in plan checks for new projects proposed for the area. Although plan review by the fire department is not a requirement, there is great value in providing input before the project is completed to avoid unnecessary conflicts post construction.

Public Fire and Life Safety Education

Public fire and life safety education is a key component of Fire Prevention and the department's public education programs are overseen by the Fire Prevention Officer. The department participates in a variety of events and programs throughout the year to help promote a better attitude toward fire and life safety. The biggest event of the year is Fire Prevention Week in October. Department members expend considerable effort and energy to visit all of the local elementary schools with the Safety House to teach some important lessons on escape planning and home fire safety. The department also provides portable fire extinguisher training to community groups and businesses when requested. Ongoing safety programs include Child Car Seat inspections, pre-school visits, hall tours and participation in the local Early Years Fair. As with most programs the department is dependent on its volunteer members to assist with the delivery of public education. Staff members are able to set up the programs but without the volunteer help the message would not be delivered.

PERSONNEL



MANPOWER

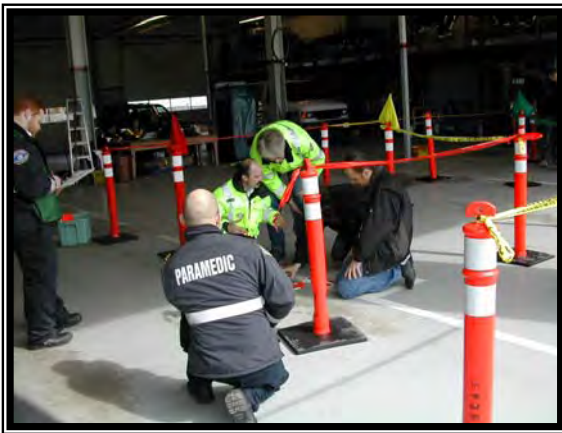
The department is considered to be a composite department in that it has a combination of paid staff and volunteer responders. The 3 paid staff positions are: Fire Chief – responsible for the overall administration of the department, Fire Prevention Officer – responsible for building inspections, fire investigations and public education and the Maintenance Technician – responsible for vehicle maintenance, building maintenance and

equipment readiness. The staff members are also responding firefighters. A full compliment of volunteer responders for the department is 40. The department had 35 regular members and 6 recruits at the close of 2008. Like many other groups that rely on volunteers, the fire department continually struggles with recruiting and retention of members. In an effort to attract and reward members the department began a remuneration program for members who attend the regular training sessions. The members are now receiving \$20 for each 2 hour practice session they attend and \$70 for each full day session. The department hopes to expand this program in future years so that it may prove to be an incentive for prospective recruits and will help retain existing members.

During the year 3 regular members retired and relocated due to work availability. A recruit class of 6 members was started in September. In looking at the member demographics the average age of current members is 38.5 and their average experience is 9 years. These numbers have remained fairly consistent over the last few years. Typically the longer serving members are well established in the community and are willing to make the long term commitment required by the department. Some younger members do remain with the department but they traditionally have shorter department careers.

TRAINING

The fire department trains to National Fire Protection Agency (NFPA) standards as mandated by the Office of the Fire Commissioner (OFC). Within the standards, there are 3 levels of competency that fire departments can attain. The lowest level is Basic Firefighter. This is considered the minimum that a firefighter needs in order to safely perform the job requirements. Level 1 is considered to be the minimum for interior firefighting and is usually based on the equipment available and Level 2 is a more advanced standard. The Gibsons department has chosen to train to the Level 2 standard when possible. Some restrictions to attaining full Level 2 competence are equipment limitations and service delivery choices. The majority of the firefighter training is performed by in-house trainers and because we have a certified evaluator we can proctor exams that are accredited by the Justice Institute of B.C. This certification is recognized on a national and international level.



As with call attendance, members are required to attend a minimum number of practice sessions to maintain active membership. The requirement varies with the years of service for the individual. The more experience a member has, the lower the minimum hours of practice time required. In 2008 the members participated in a total of 5397 practice hours, or an average of 129 hours per member. When considering that regular practice occurs on Wednesday nights from 7:30pm to 9:30pm it is easy to see how much extra time the members

are committing to training. Most of the training sessions focus on practicing the basic firefighting skills and are lead by the senior members of the department. Some sessions are dedicated to more specialized subjects and require outside instructors. The department was again fortunate enough to be given a structure to use for live burn practice. This training is invaluable to newer members as it helps prepares them for the real thing.

FACILITIES

NORTH ROAD

The North Road firehall is the department's administration building and houses the staff offices. All of the department functions and weekly training sessions are held in this hall. It houses 6 of the department vehicles and is also where the vehicle maintenance is performed. The department has occupied the building since its completion in 1984. The building has had a seismic upgrade, automatic sprinkler system, mansard restoration and new paint in recent years to make it serviceable for many years to come. The completion of a mezzanine floor in the apparatus bay has given the department some much needed storage space. This hall has at present 27 members assigned to it for emergency calls. The hall assignment is based on where the members live and their proximity to the firehalls.



CHASTER ROAD

The Chaster Road firehall was completed in 1992 and has served as a satellite hall since then. The hall houses a pumper/tanker truck and the department's antique truck. Until recently, the hall has been referred to simply as 'Hall 2' or the Chaster Road hall but in 2006 the hall was renamed as the Cliff Mahlman Firehall in memory of a long serving life member of the department that passed away. Cliff was a driving force behind the department for 36 years and is in large part responsible for the department's progressive direction. This hall has 13 members assigned to it as emergency responders.

APPARATUS & EQUIPMENT



The department operates with 8 pieces of rolling stock of various functions and descriptions. A listing of the equipment from the oldest to the newest and a brief summary of each are as follows:

- 1983 Mack Triple Combination Pumper – 800 gallons of water, 1250 gallon per minute pump, ground ladders, 1200' large diameter hose, 5 breathing apparatus.
- 1991 Mack Ladder Truck – 56' boom, 500

gallons of water, 1250 gallon per minute pump, 1000' large diameter hose, 5 breathing apparatus.

- 1999 Ford Rapid Response Mini-Pumper – 300 gallons of water, 125 gallon per minute pump, Compressed Air Foam System, 2 breathing apparatus, first aid equipment.
- 2001 Freightliner Pumper/Tanker – 1200 gallons of water, 1050 gallon per minute pump, potable water tank, 5 breathing apparatus, first aid equipment, ground ladders.
- 2003 Ford Ranger – Fire Prevention Officer use for building inspection and fire investigation.
- 2003 Freightliner Rescue Truck – Heavy Hydraulic Tools, Air Bags, First Aid & Rescue equipment, 5 Breathing Apparatus, Generators, Ventilation Equipment, hand tools.
- 2004 Ford E300 Utility Vehicle – General purpose van used to transport members to training venues, used as a maintenance vehicle, tows Fire Safety House.
- 2008 Ford Sport Trac -command vehicle with first aid equipment, hand tools.

All of the vehicles are in excellent condition and suffered minimal downtime throughout the year. The department's preventive maintenance program consists of complete monthly vehicle inspections and regular biannual servicing and it pays dividends by correcting problems while they are still minor. The Ladder truck experienced a water leak in the swivel mechanism and was repaired with a temporary work around solution. A permanent fix requires significant downtime and will take place when time and budget will allow.

BUDGET

The fire department does not have the ability to generate revenues to operate the service so the entire budget amount is derived from direct taxation. The fire department's budget for 2008 was \$637,322. This included a surplus of \$32,151 that was carried over from 2007. A small amount of interest gets added to the budget at year-end. The budget is divided into Operating and Capital and is discussed below.

OPERATING

Of the amount noted above \$560,225 was expended which left a surplus amount of \$77,097 to be carried over into 2009.

Most individual line items were within budgeted amounts but a few were overspent such as Telephone - due to the installation of fiber optic equipment, Building Maintenance due to purchase of dehumidifiers that were originally slated for a Capital purchase and the Honorarium account – due to higher than expected remuneration costs. The most significant under-spent items were Salaries, Office Expense and Refuse Collection.

CAPITAL

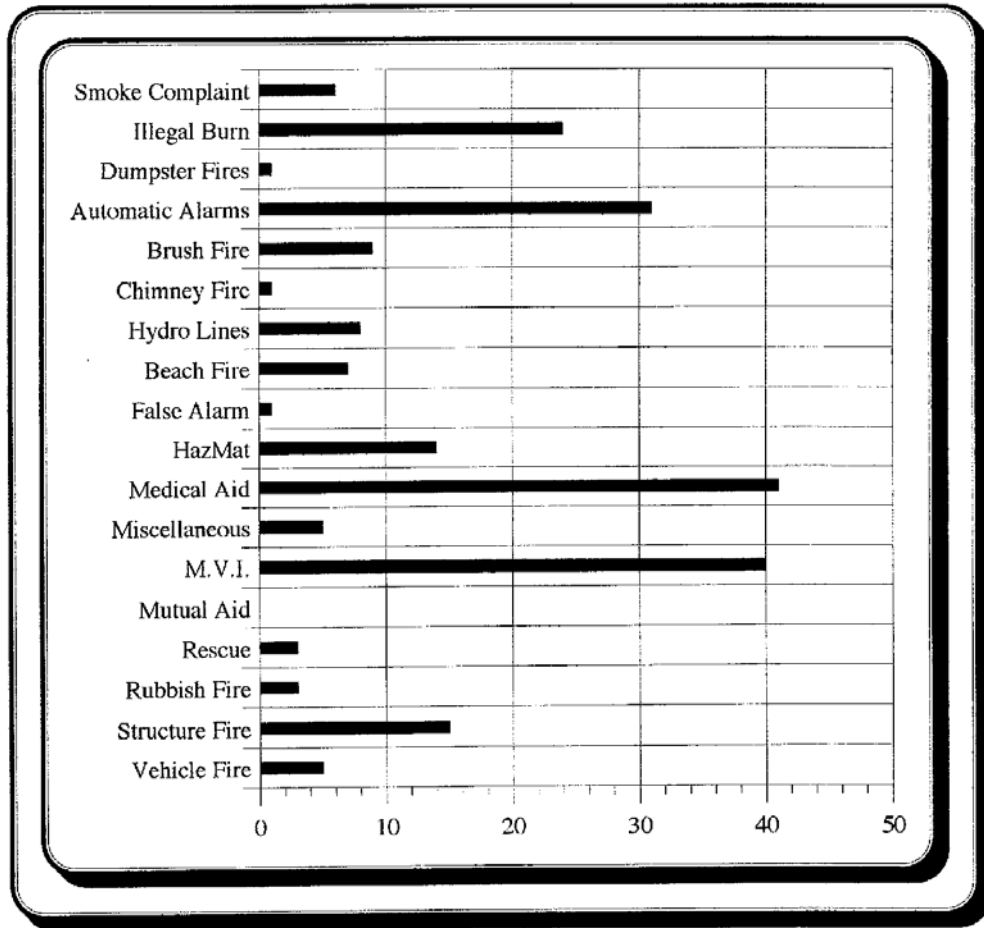
The department completed 2 main Capital projects in 2008. The first was the replacement of the 1996 Aerostar Command vehicle with a 2008 Sport Trac. The second project was the replacement of 15 voice pagers that are used to alert the firefighters. This was the third and final installment of the pager replacement schedule. A third project was started in 2008 but will not be completed until 2009. The department started work on a training building that will house a classroom and a practical training/evaluation area.

Respectfully submitted

R. Stevens, Fire Chief
Gibsons & District Volunteer Fire Department

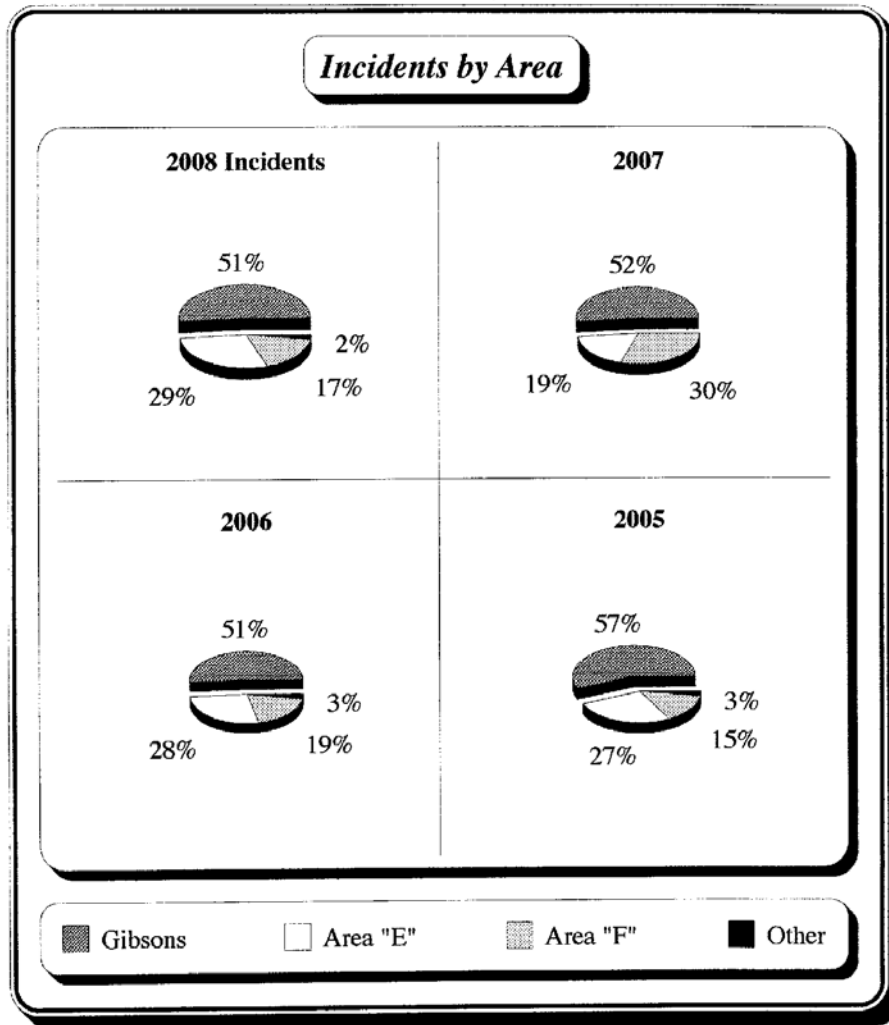
Gibsons & District Volunteer Fire Cont.

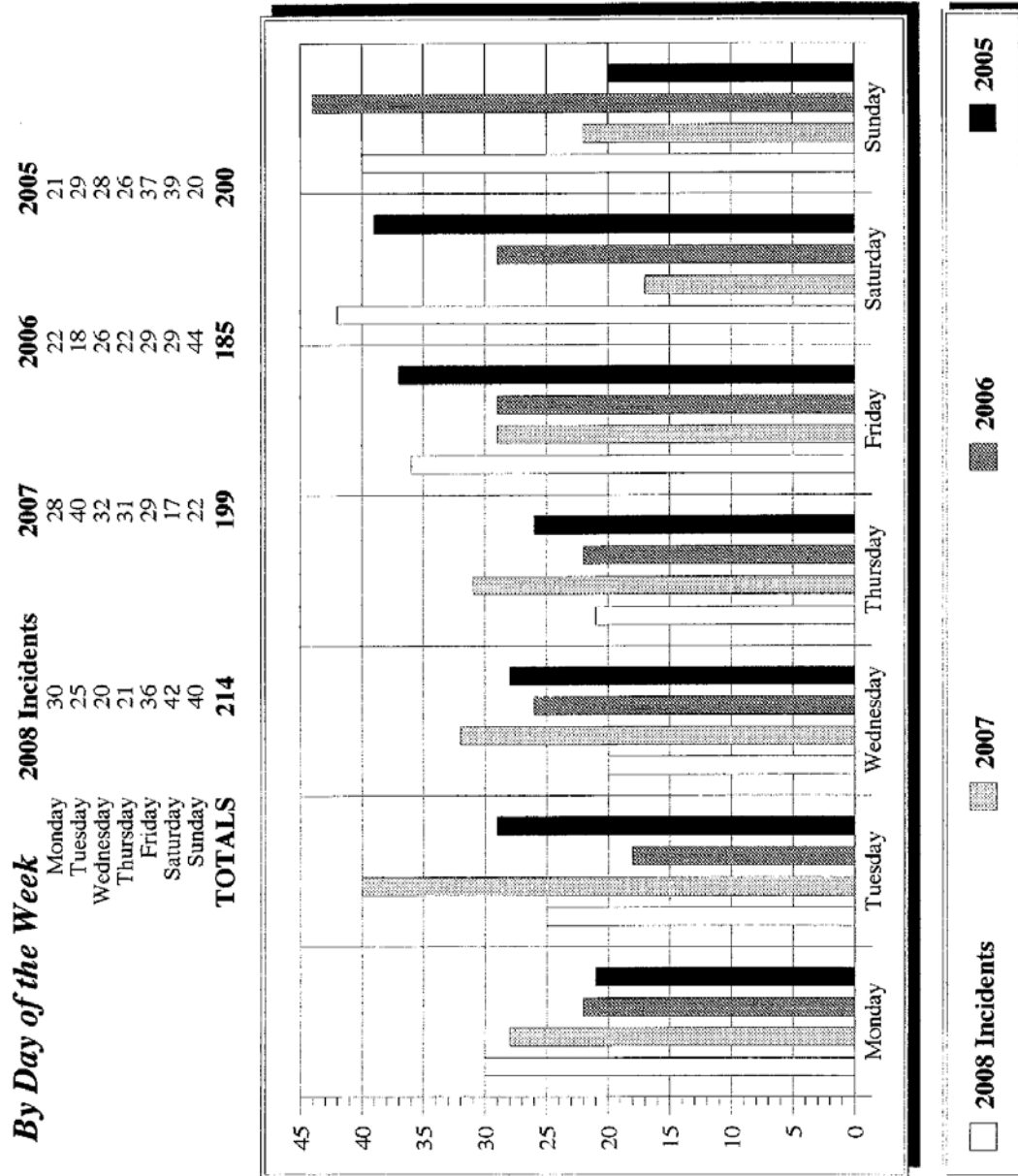
<i>Type of Incidents</i>	2008 Incidents	2007	2006	2005
Vehicle Fire	5	5	9	11
Structure Fire	15	17	14	12
Rubbish Fire	3	1	8	8
Rescue	3	3	3	3
Mutual Aid	0	0	1	2
M.V.I.	40	24	11	24
Miscellaneous	5	9	16	16
Medical Aid	41	14	23	16
HazMat	14	9	10	19
False Alarm	1	4	4	4
Beach Fire	7	4	10	9
Hydro Lines	8	29	14	5
Chimney Fire	1	4	2	6
Brush Fire	9	6	8	2
Automatic Alarms	31	56	35	40
Dumpster Fires	1	2	0	1
Illegal Burn	24	9	16	18
Smoke Complaint	6	3	1	4
TOTALS	214	199	185	200



Gibsons & District Volunteer Fire Cont.

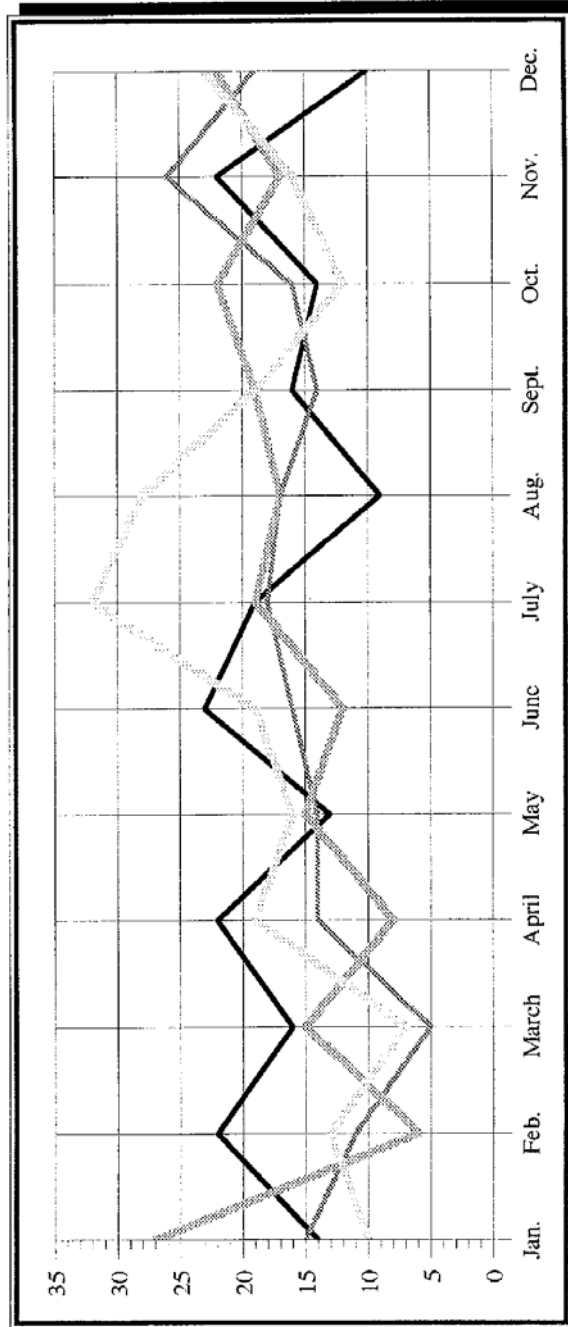
<i>Incidents by Area</i>	2008 Incidents	2007	2006	2005
Gibsons	110	103	94	113
Area "E"	62	37	51	53
Area "F"	37	59	35	29
Other	5	0	5	5
TOTALS	214	199	185	200





By Month

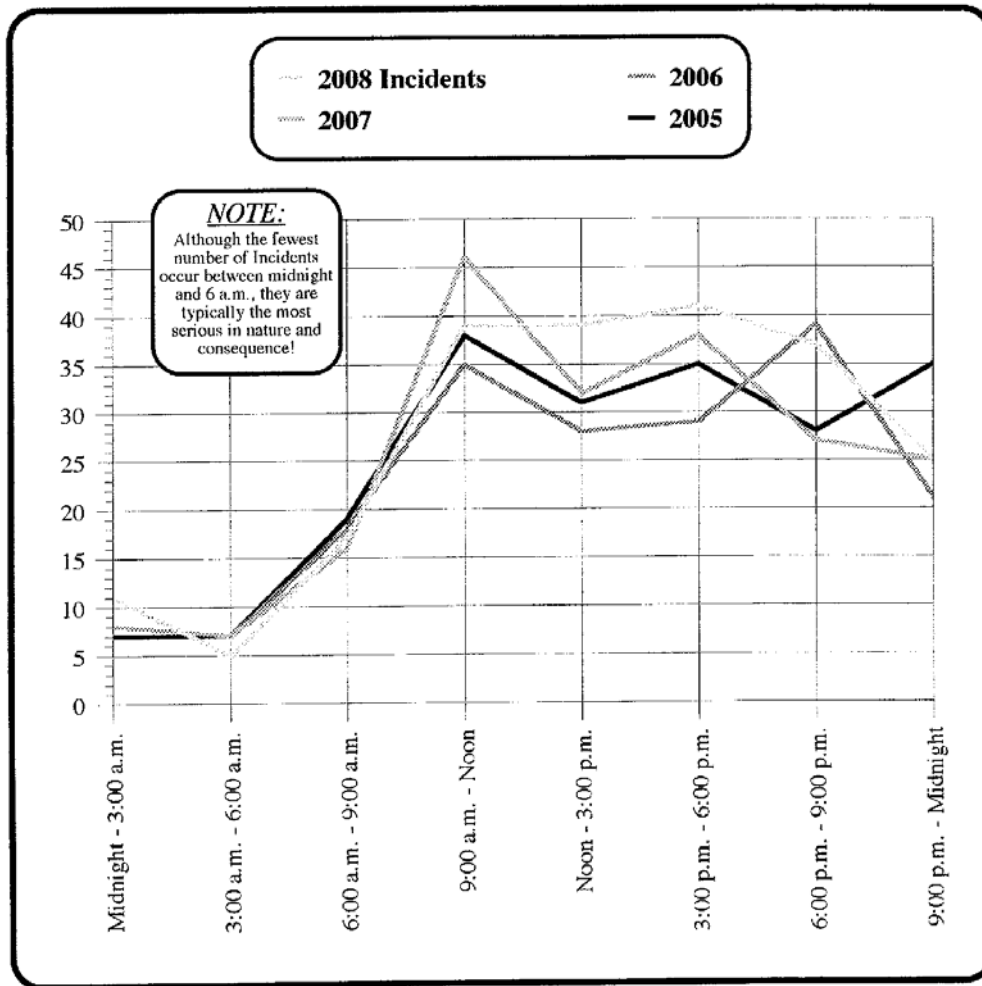
	2008 Incidents	2007	2006	2005
Jan.	10	27	15	14
Feb.	13	6	11	22
March	7	15	5	16
April	19	8	14	22
May	16	15	14	13
June	19	12	16	23
July	32	19	18	19
Aug.	28	17	17	9
Sept.	19	19	14	16
Oct.	12	22	16	14
Nov.	16	17	26	22
Dec.	23	22	19	10
TOTALS	214	199	185	200



2008 Incidents — 2007 — 2006 — 2005

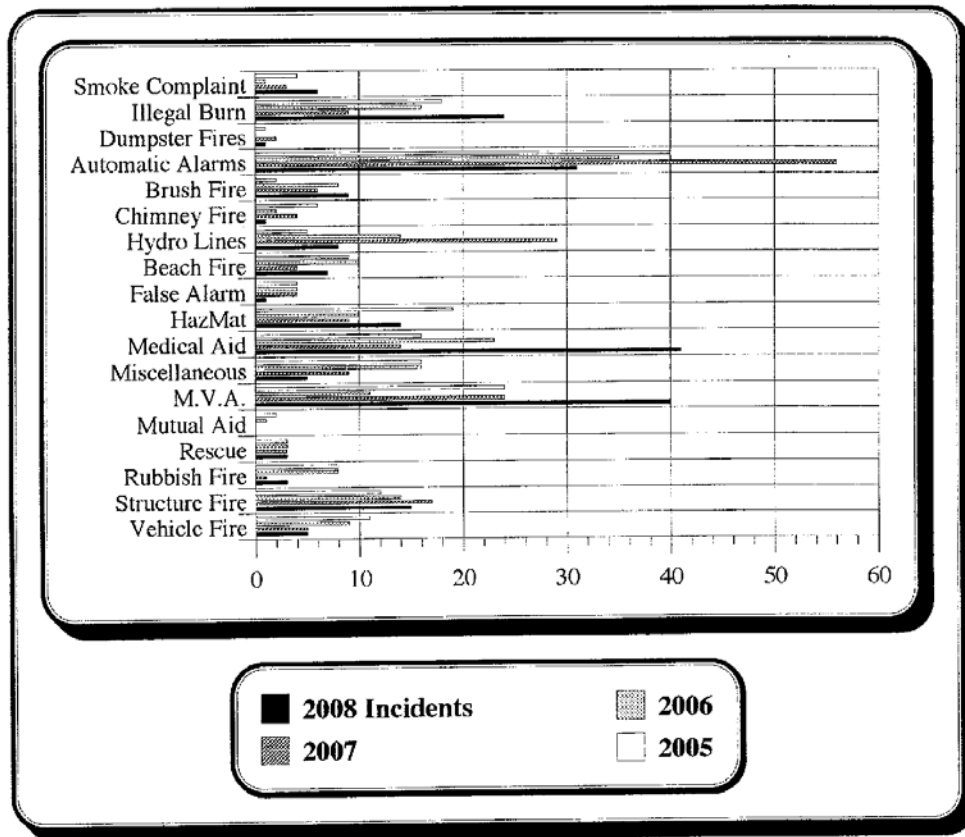
Gibsons & District Volunteer Fire Cont.

<i>Incidents by Time</i>	2008 Incidents	2007	2006	2005
Midnight - 3:00 a.m.	11	8	8	7
3:00 a.m. - 6:00 a.m.	5	7	7	7
6:00 a.m. - 9:00 a.m.	17	16	18	19
9:00 a.m. - Noon	39	46	35	38
Noon - 3:00 p.m.	39	32	28	31
3:00 p.m. - 6:00 p.m.	41	38	29	35
6:00 p.m. - 9:00 p.m.	37	27	39	28
9:00 p.m. - Midnight	25	25	21	35
TOTALS	214	199	185	200



Gibsons & District Volunteer Fire Cont.

<i>Type of Incidents</i>	2008 Incidents	2007	2006	2005
Vehicle Fire	5	5	9	11
Structure Fire	15	17	14	12
Rubbish Fire	3	1	8	8
Rescue	3	3	3	3
Mutual Aid	0	0	1	2
M.V.A.	40	24	11	24
Miscellaneous	5	9	16	16
Medical Aid	41	14	23	16
HazMat	14	9	10	19
False Alarm	1	4	4	4
Beach Fire	7	4	10	9
Hydro Lines	8	29	14	5
Chimney Fire	1	4	2	6
Brush Fire	9	6	8	2
Automatic Alarms	31	56	35	40
Dumpster Fires	1	2	0	1
Illegal Burn	24	9	16	18
Smoke Complaint	6	3	1	4
TOTALS	214	199	185	200



Audited Financial Statements

Town of Gibsons

For the year ended December 31, 2008

**Town of Gibsons
Financial Statements
For the year ended December 31, 2008**

**Town of Gibsons
Financial Statements
For the year ended December 31, 2008**

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Auditors' Report

To the Mayor and Councilors of the Town of Gibsons

We have audited the Statement of Financial Position of the Town of Gibsons as at December 31, 2008 and the Statements of Financial Activities, Current Fund Operations, Reserve Fund Operations, Capital Fund Operations and Cash Flows for the year then ended. These financial statements are the responsibility of the Town's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Town of Gibsons as at December 31, 2008 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the financial statements taken as a whole. The supplementary information on the financial position and operating results of individual funds included in Exhibits A through K is presented for purposes of additional analysis. Such supplementary information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

Chartered Accountants

Vancouver, British Columbia
April 30, 2009

Town of Gibsons
Statement of Financial Position

December 31 **2008** 2007

Assets

Financial Assets

Cash and short-term deposits	\$ 6,300,918	\$ 6,082,909
Taxes receivable	359,920	368,229
Accounts receivable	302,967	278,935
	<u>6,963,805</u>	<u>6,730,073</u>

Non-Financial Assets

Property and equipment (Note 1)		
General	19,859,557	18,833,247
Water	4,289,184	4,048,988
Sewer	9,626,773	9,626,773
	<u>33,775,514</u>	<u>32,509,008</u>
	<u>\$ 40,739,319</u>	<u>\$ 39,239,081</u>

Liabilities and Financial Position

Liabilities

Accounts payable and accrued liabilities	\$ 1,922,177	\$ 1,387,043
Unearned revenue	88,500	82,031
Long-term debt (Note 3) (Schedule 1)	2,992,770	3,201,212
Obligation under capital lease (Note 3)	400,427	110,913
Development cost charges	1,820,515	2,013,775
	<u>7,224,389</u>	<u>6,794,974</u>

Financial Position

Financial Equity		
Current Fund	2,426,216	2,609,587
Reserve Fund	706,397	637,637
Capital Fund	-	-
	<u>3,132,613</u>	<u>3,247,224</u>
Investment in property and equipment (Note 9)	<u>30,382,317</u>	<u>29,196,883</u>
	<u>33,514,930</u>	<u>32,444,107</u>
	<u>\$ 40,739,319</u>	<u>\$ 39,239,081</u>

Treasurer

Town of Gibsons
Statement of Financial Activities

For the year ended December 31	Budget 2008	2008	2007
Revenue (Schedule 3)			
Taxation (Note 6)	\$ 2,734,041	\$ 2,737,841	\$ 2,685,934
Utility user rates and connection fees	1,063,788	1,121,497	1,151,196
Grants and contributions (Schedule 2)	606,266	584,907	497,327
Sale of services	75,278	162,606	49,261
Other revenue	992,320	1,092,821	1,234,160
Contribution from developers and others for capital	1,107,863	271,732	41,344
	<u>6,579,556</u>	<u>5,971,404</u>	<u>5,659,222</u>
Expenses (Schedule 3)			
General departmental expenditures	3,370,636	3,242,751	2,975,101
Water system	490,447	517,338	455,538
Sewer system	601,861	685,056	460,948
Motor vehicle license agency	223,528	229,642	197,429
Reserve - Municipal Finance Authority	1,146	2,148	2,504
Interest on long term debt	223,315	218,021	219,948
Interest, bank charges and debt issue costs	6,100	5,626	5,864
Expenditures on property and equipment	5,419,529	1,266,505	1,561,461
	<u>10,336,562</u>	<u>6,167,087</u>	<u>5,878,793</u>
Net revenue for the year before debt retirement and issue	<u>(3,757,006)</u>	<u>(195,683)</u>	<u>(219,571)</u>
Debt repayment	(208,444)	(232,286)	(241,828)
New debt/temporary borrowing	1,683,813	-	165,800
Capital lease issued	305,000	313,358	116,808
	<u>(1,976,637)</u>	<u>(114,611)</u>	<u>(178,791)</u>
Net revenue for the year	<u>(1,976,637)</u>	<u>(114,611)</u>	<u>(178,791)</u>
Financial Equity, beginning of year	<u>3,247,224</u>	<u>3,247,224</u>	<u>3,426,015</u>
Financial Equity, end of year	<u>\$ 1,270,587</u>	<u>\$ 3,132,613</u>	<u>\$ 3,247,224</u>

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Town of Gibsons
Statement of Current Fund Operations

For the year ended December 31	Budget 2008	2008	2007
Revenue			
Taxation (Note 6)	\$ 2,734,041	\$ 2,737,841	\$ 2,685,934
Utility user rates and connection fees	1,063,788	1,121,497	1,151,196
Grants and contributions (Schedule 2)	507,137	464,369	400,986
Sale of services	75,278	162,606	49,261
Other revenue	946,166	1,010,783	1,054,183
	<u>5,326,410</u>	<u>5,497,096</u>	<u>5,341,560</u>
Expenses			
General departmental expenditures (Schedule 3)	3,310,636	3,242,751	2,975,101
Water system	490,447	517,338	455,538
Sewer system	601,861	685,056	460,948
Motor vehicle license agency	223,528	229,642	197,429
Reserve - Municipal Finance Authority	1,146	2,148	2,504
Interest, bank charges and debt issue costs	229,415	223,647	225,812
	<u>4,857,033</u>	<u>4,900,582</u>	<u>4,317,332</u>
Net revenue before debt retirement and transfers	<u>469,377</u>	<u>596,514</u>	<u>1,024,228</u>
Retirement of debt	(162,290)	(186,134)	(173,025)
Transfer to			
Reserve Fund	(36,630)	(134,782)	(21,342)
Capital Fund	(647,630)	(458,969)	(903,127)
Change in Current Fund Balance	<u>(377,173)</u>	<u>(183,371)</u>	<u>(73,266)</u>
Current Fund Balance, beginning of year	<u>2,609,587</u>	<u>2,609,587</u>	<u>2,682,853</u>
Current Fund Balance, end of year	<u>\$ 2,232,414</u>	<u>\$ 2,426,216</u>	<u>\$ 2,609,587</u>
Represented by:			
General	\$ 1,224,724	\$ 1,282,068	
Water	392,805	425,791	
Sewer	808,687	901,728	
	<u>\$ 2,426,216</u>	<u>\$ 2,609,587</u>	

Town of Gibsons
Statement of Reserve Fund Operations

For the year ended December 31	Budget 2008	2008	2007
Revenue			
Interest	\$ 25,505	\$ 35,886	\$ 23,410
Net revenue before interfund transfers	25,505	35,886	23,410
Transfer from Current Fund	36,630	134,782	21,342
Transfer to Capital Fund	(99,755)	(101,908)	(150,277)
Change in Reserve Fund balance	(37,620)	68,760	(105,525)
Reserve Fund Balance, beginning of year	637,637	637,637	743,162
Reserve Fund Balance, end of year	\$ 600,017	\$ 706,397	\$ 637,637

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Town of Gibsons
Statement of Capital Fund Operations

For the year ended December 31	Budget 2008	2008	2007
Sources of Capital Financing			
Donations	75,500	-	87,764
Debenture issue and temporary borrowing	1,683,813	-	165,800
Developers	1,107,864	271,732	41,344
Senior grants	1,499,967	120,538	96,341
Capital lease proceeds	305,000	313,358	116,808
Net interfund transfers			
From Current Fund	647,630	458,969	903,127
From Reserve Fund	99,755	101,908	150,277
	5,419,529	1,266,505	1,561,461
Expenditures on Property and Equipment			
Building	83,755	84,574	26,151
Machinery and equipment	327,000	335,337	195,787
Engineering structures	2,609,324	606,398	1,113,004
Water services	2,284,450	240,196	226,519
Sewer services	115,000	-	-
	5,419,529	1,266,505	1,561,461
Change in Capital Fund Balance	-	-	-
Capital Fund Balance, beginning and end of year \$	- \$	- \$	-

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Town of Gibsons
Statement of Cash Flows

For the year ended December 31

2008

2007

Cash provided by (used in)

Operating activities

Net revenue for the year	\$ (114,611)	\$ (178,791)
Development cost charges recognized	(271,732)	(41,344)
Changes in non-cash operating balances		
Accounts and taxes receivable	(15,723)	(160,451)
Accounts payable and accrued liabilities	535,133	138,977
Other	6,470	(6,093)
	<u>139,537</u>	<u>(247,702)</u>

Financing activities

Development cost charges and contributions	(30,929)	355,261
Interest on development cost charges	<u>109,401</u>	<u>59,782</u>
	<u>78,472</u>	<u>415,043</u>

Increase in cash during the year **218,009** **167,341**

Cash and equivalents, beginning of year **6,082,909** **5,915,568**

Cash and equivalents, end of year **\$ 6,300,918** **\$ 6,082,909**

The accompanying summary of significant accounting policies and notes are an integral part of these financial statements.

Town of Gibsons

Summary of Significant Accounting Policies

December 31, 2008

The Town of Gibsons (the "Town") is a municipality in the Province of British Columbia and operates under the provisions of the Local Government Act and Community Charter. The Town provides municipal services such as public works, planning, parks, garbage collection and other general government services.

These financial statements are prepared by management in accordance with Canadian generally accepted accounting principles for local government using guidelines developed by the Public Sector Accounting Board ("PSAB") of the Canadian Institute of Chartered Accountants.

Basis of Accounting The financial statements include the balances of all of the following funds: general operating, water operating, sewer operating, general capital, water capital, sewer capital and reserve funds. Transfer between funds and interfund balances have been eliminated.

The basis of accounting followed in these financial statements is an accrual method and includes revenues in the period in which the transactions or events occurred that gave rise to the revenues and expenditures in the period the goods and services are acquired and a liability is incurred.

Budget Amounts Budget amounts reflect the Statutory Annual Budget adopted by Council on May 6, 2008 which are not audited.

Property and Equipment In accordance with an accounting policy issued by the Ministry of Community Development, property and equipment is recorded at cost and is not amortized. For the year ended December 31, 2009, the municipality will be required to comply with Section 3150, Tangible Capital Assets of the Public Sector Accounting Board Handbook. Section 3150 requires the capitalization and amortization of tangible capital assets in the financial statements. As a transitional provision, Public Sector Guideline-7, Tangible Capital Assets of Local Governments, requires disclosure of information for each major class of tangible capital asset for which all the relevant information can be provided for the complete stock of tangible capital assets of that category. This work is underway and as no one class of assets has been completed, values cannot be disclosed at this time.

Revenue Recognition Taxes are recognized as revenue in the year they are levied.

Through the British Columbia Assessments appeal process, Taxes may be adjusted by way of supplementary roll adjustments. The affects of these adjustments on Taxes are recognized at the time they are awarded. Levies imposed by other taxing authorities are not included as Taxes for municipal purposes.

Charges for sewer and water usage are recorded as User fees. Connection fee revenues are recognized when the connection has been established.

Town of Gibsons
Summary of Significant Accounting Policies

December 31, 2008

**Revenue Recognition
(Continued)**

Conditional grant and contribution revenue recognized to the extent the conditions imposed on it have been fulfilled. Unconditional grant and contribution revenue is recognized when monies are received or receivable.

Sales of service and other revenue is recognized on an accrual basis.

Receipts which are restricted by legislation of senior governments or by agreement with external parties are reported as Contribution from developers and others for capital at the time they are received. When the qualifying expenditures are incurred the related Contribution from developers and others for capital are brought into revenue.

Unearned Revenue

Revenues from the sale of business licenses, dog tags pertaining to the subsequent year have been deferred. These amounts will be recognized as revenue in the next fiscal year.

Use of Estimates

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 at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

Town of Gibsons
Notes to Financial Statements

December 31, 2008

1. Property and Equipment

	<u>2008</u>	<u>2007</u>
General		
Land	\$ 1,351,049	\$ 1,351,049
Building	2,924,741	2,840,168
Equipment	3,333,283	2,997,946
Engineering structures	<u>12,250,484</u>	<u>11,644,084</u>
	<u>\$ 19,859,557</u>	<u>\$ 18,833,247</u>
Water		
Land	\$ 7,684	\$ 7,684
Engineering structures	<u>4,281,500</u>	<u>4,041,304</u>
	<u>\$ 4,289,184</u>	<u>\$ 4,048,988</u>
Sewer		
Engineering structures	<u>\$ 9,626,773</u>	<u>\$ 9,626,773</u>

2. Community Works Funds

Included in capital works reserve funds are amounts relating to the community works gas tax agreement funds:

	<u>2008</u>	<u>2007</u>
Opening balance of unspent funds	\$ 103,918	\$ 99,129
Add:		
Amounts received in the year	120,538	96,341
Interest earned	11,450	4,789
Less:		
Project expense	120,538	96,341
Administration costs	-	-
Closing balance of unspent funds	<u>\$ 115,368</u>	<u>\$ 103,918</u>

Gas tax is provided by the Government of Canada. The use of the funding is established by a funding agreement between the Town and the Union of British Columbia Municipalities. Gas tax funding may be used towards designated community energy, water, wastewater, solid waste and capacity building projects as specified in the funding agreements.

Town of Gibsons
Notes to Financial Statements

December 31, 2008

3. Debt

(a) Future principal requirements on existing debt:

2009	\$ 195,642
2010	203,281
2011	165,957
2012	172,073
2013	145,314
2014 and onwards	<u>2,110,503</u>
	<u>\$ 2,992,770</u>

(b) The following approved debt remained unissued as at December 31, 2008:

Loan Authorization Bylaw	Expiry	Gross Amount Approved	Unissued Amount	Temporary Borrowings
991 Aquatic Centre Improvements	2009	\$ 684,415	\$ 684,415	\$ -
1057 General Capital Improvements	2012	\$ 1,052,986	\$ 1,052,986	\$ -
1093 Cross Connection Control and Water Metering	2028	\$ 951,000	\$ 951,000	\$ -
1084 General Capital Improvements	2028	\$ 1,374,738	\$ 1,374,738	\$ -

(c) Obligation under capital lease for equipment:

The future minimum lease payments due under capital lease are as follows:

2009	\$ 59,767
2010	59,767
2011	59,767
2012	105,202
2013	<u>134,185</u>
Total future minimum lease payments	418,688
Less amount representing interest at 3.75% - 5.0%	<u>(18,261)</u>
Present value of minimum lease payments	<u>\$ 400,427</u>

Town of Gibsons
Notes to Financial Statements

December 31, 2008

4. Commitments

(a) Marina Facilities

The Town has entered into an agreement with Gibsons Marina Hotel Inc. allowing the company to operate a marina facility until December 31, 2011 in return for lease rental payments.

(b) Integration of Regional District and Town Water Supply

The Town has entered into a Water Supply Agreement with the Sunshine Coast Regional District to ensure adequate water supply to the residents of the Town. The Town and the Regional District have, in the past, collaborated on several projects.

The Town is in consultation with the Sunshine Coast Regional District, to review this agreement to ensure that it adequately addresses both parties goals of providing adequate water supply.

(c) The Town has the following service commitments with other organizations for various services:

Nature of Services	Approximate Annual Cost	Expiry of Term	Contract Length
Residential garbage pickup and disposal	\$ 94,000	2010	3 years

5. Pension Plan

The Town and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly-trusted pension plan. The Plan's Board of Trustees, representing Plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of the benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The plan has about 150,000 active members and approximately 54,000 retired members. Active members include approximately 32,000 contributors from local government.

Every three years an actuarial valuation is performed to assess the financial position of the Plan and the adequacy of Plan funding. The most recent valuation as at December 31, 2006 indicates a surplus of \$438 million for basic pension benefits. The next valuation will be as at December 31, 2009 with results available 2010. The actuary does not attribute portions of the unfunded liability to individual employers. The Town paid \$123,555 for employer contributions to the plan in the year ended December 31, 2008 (2007 - \$127,679) while employee contributions totaled \$116,643 (2007 - \$117,924).

Due to severe market declines, the 2008 investment return on Plan assets to September 30, 2008 was a loss of 6.86%, which is below the actuarial target and slightly below the benchmark. The Plan could be at an underfunded position in comparison to the 2006 actuary reported surplus position. If there is an underfunded liability, the employer's contribution rate may increase. However, this increase may not be sufficient to keep the Plan fully funded.

Town of Gibsons
Notes to Financial Statements

December 31, 2008

5. Pension Plan (Continued)

The Plan's Board of Trustees has reviewed its asset allocation and will be making changes to its Statement of Investment Policies and Procedures at its March 2009 Board meeting.

6. Taxation

	Budget 2008	2008	2007
General municipal purposes	\$ 2,148,362	\$ 2,150,065	\$ 2,111,264
Specified area requisitions	48,446	47,741	48,448
Collections for other governments			
Province of British Columbia - School	2,120,949	2,129,607	2,143,233
Regional Hospital District	193,541	194,317	91,359
Municipal Finance Authority	163	163	212
British Columbia Assessment Authority	66,397	66,661	66,376
Regional District	1,420,619	1,428,564	1,467,953
Police Tax	204,425	205,192	193,723
	6,202,902	6,222,310	6,122,568
Transfer to Other Governments			
Province of British Columbia - School	2,120,949	2,129,607	2,142,487
Regional Hospital District	193,541	194,317	91,323
Municipal Finance Authority	163	163	212
British Columbia Assessment Authority	66,397	66,662	66,376
Regional District	1,420,619	1,424,964	1,469,690
Police Tax	204,425	205,191	194,469
	4,006,094	4,020,904	3,964,557
Total general municipal taxes	2,196,808	2,201,406	2,158,011
Frontage, local improvement and parcel taxes			
Water system	52,100	52,025	51,225
Sewer system	485,133	484,410	476,698
	537,233	536,435	527,923
	\$ 2,734,041	\$ 2,737,841	\$ 2,685,934

Town of Gibsons
Notes to Financial Statements

December 31, 2008

7. Gibsons Landing Harbour Authority

The Gibsons Landing Harbour Authority (GLHA) is an independently operated organization of which the Town of Gibsons is the sole member. The Town controls the board appointments of the GLHA, however its bylaws require that upon dissolution or wind-up its net assets will revert to the Department of Fisheries - Government of Canada. As such, the GLHA is not accounted for on a consolidated or equity basis and the transactions and balances of the Harbour Authority are not disclosed elsewhere in these financial statements.

The following summarizes the transactions and balances of the Gibsons Landing Harbour Authority as of its latest fiscal year ended March 31, 2008 as presented in their annual unaudited financial statements:

	2008	2007
Assets		
Cash and investments	\$ 67,213	\$ 60,887
Other assets	46,058	39,695
Property and equipment	587,653	642,552
	\$ 700,924	\$ 743,134
Liabilities	\$ 54,506	\$ 44,559
Deferred capital contributions	112,741	123,816
Internally restricted net assets	-	-
Externally restricted net assets	-	9,354
Net assets	533,677	565,405
	\$ 700,924	\$ 743,134
Revenues for the year		
Moorage	\$ 147,637	\$ 151,294
Other revenues	86,045	100,623
	233,682	251,917
Expenses for the year		
Wages	107,363	104,037
Other expenses	167,401	173,463
	274,764	277,500
Deficiency of revenues over expenses for the year	\$ (41,082)	\$ (25,583)

Town of Gibsons
Notes to Financial Statements

December 31, 2008

8. Contingent Liabilities

- a) As a member of the Sunshine Coast Regional District, the Town is responsible for its portion of any operating deficit or long-term debt related to functions in which it participates.
 - (b) The Sunshine Coast Regional District has requested and has been provided with demand notes drawn in its favour totaling \$120,093 (2007 - \$131,874) to provide for additional funds, should the need arise, to service its debt in which the Town shares.
 - (c) The Town is partially self-insured through the Municipal Insurance Association of British Columbia. Should the Association pay out claims in excess of premiums received, it is possible that the Town, along with the other participants, would be required to contribute towards the deficit.
-

9. Investment in Property and Equipment

The following summarizes the changes in the investment in property and equipment:

	<u>2008</u>	<u>2007</u>
Balance, beginning of year	\$ 29,196,883	\$ 27,676,202
Contributions for acquisition of property and equipment:		
From current fund	458,969	903,127
From reserve fund	101,908	150,277
From senior government grants	120,538	96,341
From donations	-	87,764
From developers	271,732	41,344
Contributions for repayment of debt:		
From current fund	186,134	173,025
From sinking fund earnings	46,153	68,803
Balance, end of year	<u>\$ 30,382,317</u>	<u>\$ 29,196,883</u>

Town of Gibsons
Schedule 1 - Long-Term Debt

For the year ended December 31

Security Issuing By-law	Purpose	Year of Maturity	Rate	Balance Outstanding	
				2008	2007
General					
881	Local improvement	2018	5.500%	\$ 263,955	\$ 283,941
890	Downtown revitalization	2019	5.490%	737,846	787,309
911	Local improvement	2010	6.450%	84,281	123,436
1049	Road improvements	2012	*	132,640	165,800
				<u>1,218,722</u>	<u>1,360,486</u>
Sewer					
559	System improvements	2008	6.900%	-	20,094
576	Waste Water Treatment Plant upgrade	2031	4.850%	1,774,048	1,820,632
				<u>1,774,048</u>	<u>1,840,726</u>
				\$ 2,992,770	\$ 3,201,212

* This financing bears interest at the 30-day Banker's Acceptance rate and is calculated daily, and payable monthly

Town of Gibsons
Schedule 2 - Grants and Contributions

For the year ended December 31	Budget 2008	2008	2007
Federal grants			
In lieu of taxes - general	\$ 8,800	\$ 8,568	\$ 8,631
In lieu of taxes - water	225	225	225
In lieu of taxes - sewer	2,100	2,169	2,169
	<u>11,125</u>	<u>10,962</u>	<u>11,025</u>
Provincial grants			
Revenue sharing	392,512	408,967	342,511
Community tourism	23,400	3,623	14,619
Planning - general	67,000	24,990	17,232
Street lighting	1,100	1,099	1,099
West Nile virus	2,000	4,728	-
Planning - water	-	-	14,500
Planning - sewer	10,000	10,000	-
	<u>496,012</u>	<u>453,407</u>	<u>389,961</u>
Total operating grants	<u>507,137</u>	<u>464,369</u>	<u>400,986</u>
Other capital grants			
Community Works - water	99,129	120,538	-
Community Works - general	-	-	96,341
Total Grants to Town	<u>606,266</u>	<u>584,907</u>	<u>497,327</u>
Provincial Home Owners' Grants	<u>883,757</u>	<u>905,313</u>	<u>883,757</u>
Total government grants to Town and Taxpayers	<u>\$ 1,490,023</u>	<u>\$ 1,490,220</u>	<u>\$ 1,381,084</u>

Town of Gibsons

Schedule 3 - Combined Statement of Financial Activities by Segment

For the year ended December 31, 2008

	General Government Services	MVB	Protective Services	Planning and Economic Development Services	Public Works	Park Services	Unallocated	Water Utility	Sewer Utility	Total 2008 Actual	Total 2008 Budget	Total 2007 Actual
Revenues												
General taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,201,406	\$ 52,025	\$ 484,410	\$ 2,737,841	\$ 2,734,041	\$ 2,685,934
Grants	128,889	-	-	24,990	1,099	-	417,535	225	12,169	584,907	606,266	497,327
Deferred cost charge revenue other	271,732	-	-	-	-	-	-	-	-	271,732	1,107,863	41,344
funding of capital works	-	-	-	-	-	-	-	707,198	414,299	1,121,497	1,063,788	1,151,196
Utility charges	6,624	-	-	-	-	-	-	-	19,923	162,606	75,278	49,261
Sales of services	760,009	255,914	-	-	136,059	-	36,134	15,048	25,716	1,092,821	992,320	1,234,160
Other revenue												
Total revenue	1,167,254	255,914	-	24,990	137,158	-	2,655,075	774,496	956,517	5,971,404	6,579,556	5,659,222
Expenses												
Operating												
Goods and services	526,207	9,655	22,066	169,862	599,854	279,489	-	359,329	480,658	2,447,120	2,488,625	2,038,670
Labour	607,917	219,987	127,380	178,889	423,272	307,815	-	158,009	204,398	2,227,667	2,217,847	2,050,346
Debt charges - interest												
and principal	128,814	-	-	-	-	-	-	-	96,981	225,795	230,561	228,316
Capital												
	1,262,938	229,642	149,446	348,751	1,023,126	587,304	-	517,338	782,037	4,900,582	4,917,033	4,317,332
	911,503	-	-	-	84,574	30,232	-	240,196	-	1,266,505	5,419,529	1,561,461
Total Expenses	2,174,441	229,642	149,446	348,751	1,107,700	617,536	-	757,534	782,037	6,167,087	10,336,562	5,878,793
Excess (deficiency) in revenues over expenses	\$ (1,007,187)	\$ 26,272	\$ (149,446)	\$ (323,761)	\$ (970,542)	\$ (617,536)	\$ 2,655,075	\$ 16,962	\$ 174,480	\$ (195,683)	\$ (3,757,006)	\$ (219,571)

Town of Gibsons
Supplementary Financial Information - Exhibit A
General Fund - Statement of Financial Position

December 31	2008	2007
Assets		
Current		
Cash and short-term deposits	\$ 3,774,006	\$ 3,431,497
Accounts receivable		
Province of British Columbia	44,371	15,117
Other	120,663	138,730
Taxes receivable	359,920	368,229
Deposit - Municipal Finance Authority	29,883	28,678
	<u>4,328,843</u>	<u>3,982,251</u>
Capital fund		
Property and equipment (Note 1)	<u>19,859,557</u>	<u>18,833,247</u>
	<u>\$ 24,188,400</u>	<u>\$ 22,815,498</u>
Liabilities		
Operating fund		
Accounts payable and accrued liabilities	\$ 1,427,496	\$ 1,125,848
Due to water operating fund	741,461	538,424
Due to sewer operating fund	816,779	925,202
Unearned revenue	88,500	82,031
Provision for future expenditures	807,290	801,617
Reserve - Municipal Finance Authority	29,883	28,678
Fund balance	417,434	480,451
	<u>4,328,843</u>	<u>3,982,251</u>
Capital fund		
Long-term debt (Note 3) (Schedule 1)	1,218,722	1,360,486
Obligation under lease payable (Note 3)	400,427	110,913
Investment in property and equipment	<u>18,240,408</u>	<u>17,361,848</u>
	<u>19,859,557</u>	<u>18,833,247</u>
	<u>\$ 24,188,400</u>	<u>\$ 22,815,498</u>

Town of Gibsons
Supplementary Financial Information - Exhibit B
General Fund - Operating Fund Balance
and Investment in Property and Equipment

For the year ended December 31 **2008** **2007**

Operating fund balance

Balance , beginning of year	\$ 480,451	\$ 527,730
Surplus (deficit) for the year	<u>(63,017)</u>	<u>(47,279)</u>
Balance , end of year	\$ 417,434	\$ 480,451

Investment in Property and Equipment

Balance , beginning of year	\$ 17,361,848	\$ 16,162,186
Contributions from operating fund for:		
Acquisition of property and equipment	339,311	676,608
Lease payments	23,845	5,896
Reduction of long-term debt	107,348	112,189
Donation	-	87,764
Reserve fund for:		
Acquisition of property and equipment	101,908	150,277
Developer's Cost Credits	271,732	41,344
Provincial Grants (Schedule 2)	-	96,341
Contribution from Municipal Finance Authority		
Sinking fund for debt reduction	<u>34,416</u>	<u>29,243</u>
Balance , end of year	\$ 18,240,408	\$ 17,361,848

Town of Gibsons
Supplementary Financial Information - Exhibit C
General Fund - Operating Fund Financial Activities

For the year ended December 31	2008	2007
Revenue		
Taxation (Note 6)	\$ 2,201,406	\$ 2,158,011
Grants and contributions (Schedule 2)		
Federal government	8,568	8,631
Province of British Columbia	443,407	375,461
Sale of services		
General government services	242,474	197,818
Transportation services	136,059	151,823
Recreation and cultural services	-	17,518
Capital equipment recoveries	134,782	21,342
Other revenue		
Licences, permits and fines	221,658	269,095
Rents	153,901	143,974
Motor Vehicle and I.C.B.C. Commissions	255,914	256,354
Interest on investments	167,245	182,320
Penalties and interest on taxes	63,272	70,617
Donations	81,374	87,315
Sundry	38,143	24,159
Appropriation from provision for future expenditures	141,968	302,047
	4,290,171	4,266,485
Expenditures (Schedule 3)		
General departmental expenditures (Schedule 3)		
General government	1,134,124	1,067,065
Protective services	149,446	147,709
Transportation services	712,652	633,560
Environmental services	310,474	285,334
Planning and economic development services	348,751	375,178
Park services	587,304	466,255
Motor vehicle licence agency	229,642	197,429
Debt charges		
Principal	131,193	118,085
Interest	121,040	111,681
Sundry	5,626	5,864
Capital expenditures	339,311	676,608
Transfers		
Reserve fund	134,782	21,342
Provision for future expenditures	147,639	206,471
Reserve - Municipal Finance Authority	1,204	1,183
	4,353,188	4,313,764
Surplus (deficit) for the year	\$ (63,017)	\$ (47,279)

Town of Gibsons
Supplementary Financial Information - Exhibit D
Water Fund - Statement of Financial Position

<u>December 31</u>	<u>2008</u>	<u>2007</u>
Assets		
Operating fund		
Accounts receivable		
Due from general operating fund	\$ 741,461	\$ 538,424
Province of British Columbia	-	10,000
Regional District	<u>127,933</u>	<u>115,088</u>
	<u>869,394</u>	<u>663,512</u>
Capital fund		
Property and equipment (Note 1)	<u>4,289,184</u>	<u>4,048,988</u>
	<u>4,289,184</u>	<u>4,048,988</u>
	<u>\$ 5,158,578</u>	<u>\$ 4,712,500</u>
Liabilities		
Operating fund		
Accounts payable	\$ 476,589	\$ 237,721
Fund balance	<u>392,805</u>	<u>425,791</u>
	<u>869,394</u>	<u>663,512</u>
Capital fund		
Investment in property and equipment	<u>4,289,184</u>	<u>4,048,988</u>
	<u>\$ 5,158,578</u>	<u>\$ 4,712,500</u>

Town of Gibsons
Supplementary Financial Information - Exhibit E
Water Fund - Operating Fund Balance
and Investment in Property and Equipment

For the year ended December 31	2008	2007
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Operating fund balance

Balance , beginning of year	\$ 425,791	\$ 456,724
Deficit for the year	<u>(32,986)</u>	<u>(30,933)</u>
Balance , end of year	<u>\$ 392,805</u>	<u>\$ 425,791</u>

Investment in Property and Equipment

Balance , beginning of year	\$ 4,048,988	\$ 3,822,469
Contributions from operating fund for:		
Acquisition of property and equipment	119,658	226,519
Contribution from capital fund for:		
Provincial Grants (Schedule 2)	<u>120,538</u>	<u>-</u>
Balance , end of year	<u>\$ 4,289,184</u>	<u>\$ 4,048,988</u>

Town of Gibsons
Supplementary Financial Information - Exhibit F
Water Fund - Operating Fund Financial Activities

For the year ended December 31	2008	2007
Revenue		
User rates	\$ 698,298	\$ 741,445
Parcel tax (Note 6)	52,025	51,225
Connection fees	8,900	5,080
Grants and contributions (Schedule 2)	225	14,725
Miscellaneous	15,048	-
	<u>774,496</u>	<u>812,475</u>
Expenditures		
Water supply		
Administration	176,407	198,388
Service of supply	287,986	160,039
Transmission, distribution and pumping	223,431	258,462
Capital expenditures	119,658	226,519
	<u>807,482</u>	<u>843,408</u>
Deficit for the year	<u>\$ (32,986)</u>	<u>\$ (30,933)</u>

Town of Gibsons
Supplementary Financial Information - Exhibit G
Sewer Fund - Statement of Financial Position

December 31	2008	2007
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Assets

Operating fund

Accounts receivable - Province of British Columbia	\$ 10,000	\$ -
Deposit - Municipal Finance Authority	20,966	25,871
Due from general operating fund	816,779	925,202
	847,745	951,073

Capital fund

Property and equipment (Note 1)	9,626,773	9,626,773
	9,626,773	9,626,773
	\$ 10,474,518	\$ 10,577,846

Liabilities

Operating fund

Accounts payable	\$ 18,092	\$ 23,474
Reserve - Municipal Finance Authority	20,966	25,871
Provision for future expenditures	74,800	194,748
Fund balance	733,887	706,980
	847,745	951,073

Capital fund

Long-term debt (Note 3) (Schedule 1)	1,774,048	1,840,726
Investment in property and equipment	7,852,725	7,786,047
	9,626,773	9,626,773
	\$ 10,474,518	\$ 10,577,846

Town of Gibsons
Supplementary Financial Information - Exhibit H
Sewer Fund - Operating Fund Balance
and Investment in Property and Equipment

<u>For the year ended December 31</u>	<u>2008</u>	<u>2007</u>
Operating fund balance		
Balance, beginning of year	\$ 706,980	\$ 679,057
Surplus for the year	<u>26,907</u>	<u>27,923</u>
Balance, end of year	\$ 733,887	\$ 706,980
Investment in Property and Equipment		
Balance, beginning of year	\$ 7,786,047	\$ 7,691,547
Contributions from operating fund for:		
Reduction of long-term debt	54,941	54,940
Contributions from Municipal Finance Authority for:		
Sinking fund for debt reduction	<u>11,737</u>	<u>39,560</u>
Balance, end of year	\$ 7,852,725	\$ 7,786,047

Town of Gibsons
Supplementary Financial Information - Exhibit I
Sewer Fund - Operating Fund Financial Activities

For the year ended December 31	2008	2007
Revenue		
User rates	\$ 411,109	\$ 403,021
Parcel tax (Note 6)	484,410	476,698
Connection fees	3,190	1,650
Grants and contributions (Schedule 2)	12,169	2,169
Miscellaneous	33,901	20,350
Appropriations from provision for future expenditures	119,951	-
	<u>1,064,730</u>	<u>903,888</u>
Expenditures		
Administration	275,348	226,961
Maintenance		
Collection system	250,933	141,432
Treatment system	358,676	270,444
Debt charges		
Principal	54,941	54,940
Interest	96,981	108,267
Transfers		
Reserve - Municipal Finance Authority	944	1,321
Provision for future expenditures	-	72,600
	<u>1,037,823</u>	<u>875,965</u>
Surplus for the year	<u>\$ 26,907</u>	<u>\$ 27,923</u>

Town of Gibsons
Supplementary Financial Information - Exhibit J
Reserve Fund - Statement of Financial Position

December 31	2008	2007
Assets		
Cash and short-term deposits	\$ 2,526,912	\$ 2,651,412
Liabilities and Fund Balances		
Development cost charges		
Roads	\$ 537,282	\$ 817,063
Drainage	339,603	345,275
Water	602,197	546,845
Sewer	341,433	304,592
	1,820,515	2,013,775
Fund balances		
Capital works	342,621	292,368
Public parking	90,886	86,262
Parkland acquisition	272,890	259,007
	706,397	637,637
	\$ 2,526,912	\$ 2,651,412

Town of Gibsons
Supplementary Financial Information - Exhibit K
Reserve Fund Transactions

For the year ended December 31, 2008

	Capital Works	Public Parking	Parkland Acquisition	Roads	Drainage	Development Cost Charges Water	Sewer	2008	2007
	(Note 2)								
Balance, beginning of year	\$ 292,368	\$ 86,262	\$ 259,007	\$ 817,063	\$ 345,275	\$ 546,845	\$ 304,592	\$ 2,651,412	\$ 2,383,238
Interest received	17,379	4,624	13,883	44,010	18,675	29,904	16,812	145,287	83,192
Contributions									
General operating fund	134,782	-	-	-	-	-	-	134,782	21,342
Developers	-	-	-	(84,155)	7,749	25,448	20,029	(30,929)	355,261
Expenditures	(101,908)	-	-	(239,636)	(32,096)	-	-	(373,640)	(191,621)
Balance, end of year	\$ 342,621	\$ 90,886	\$ 272,890	\$ 537,282	\$ 339,603	\$ 602,197	\$ 341,433	\$ 2,526,912	\$ 2,651,412

Permissive Tax Exemptions

2008 Permissive Property Tax Exemption Listing

Roll #	Civic Address	Name of Property Owner	Property Value	Tax Class	Tax Rate	Exemption Value
7.000	585 Shaw Rd.	Good Samaritan Canada	\$ 12,019,000	1	1.9754	\$ 21,903.43
114.010	599 Gower Pt. Rd.	Gibsons Community Fellowship	222,000	8	5.1518	1,054.83
114.015	599 Gower Pt. Rd.	Gibsons Community Fellowship	267,500	8	5.1518	1,271.03
135.000	724 Trueman Rd.	Gibsons United Church	517,000	8	5.1518	2,456.53
587.000	730 School Rd.	Christian Life Assembly	1,177,900	8	5.1518	5,596.79
588.000	747 Gibsons Way	Royal Canadian Legion Br. # 109	321,000	8	5.1518	1,525.23
878.154	659 North Rd.	St. Bartholomew's Anglican Church	1,587,400	8	5.1518	7,542.53
881.000	805 North Rd.	Cong. Of Jehovah's Witnesses	276,100	8	5.1518	1,311.89
955.005	711 Park Rd.	Calvary Baptist Church	430,600	8	5.1518	2,046.00
959.001	956 Gibsons Way	St. Mary's Catholic Church	657,300	8	5.1518	3,123.16
878.195	840 Kiwanis Way	Sunshine Coast Kiwanis Village	827,800	1	1.9754	1,508.58
878.196	841 Kiwanis Way	Vancouver Coastal Health Auth.	2,491,000	1	1.9754	4,539.60
979.000	624 Farnham Rd.	S. C. Community Services Society	304,600	1	1.9754	555.10
			<u>\$ 21,099,200</u>			<u>\$ 53,879.59</u>

Council Remuneration

2008 Council Remuneration, Expenses and Benefits

Councillor	Title	Annual Remuneration	Total Expenses	Total Medical Benefits
Barry Janyk	Mayor	\$27,000.00	\$4,478.80	\$2,569.09
Chris Koopmans	Councillor	\$12,887.03	\$2,901.28	\$2,366.34
Gerry Trietick	Councillor	\$13,636.49	\$4,065.27	\$2,336.34
Bob Curry	Councillor	\$13,522.17	\$2,460.36	\$2,336.34
LeeAnn Johnson	Councillor	\$13,409.05	\$2,353.99	\$894.06

Declarations of Disqualification

There was one declaration of disqualification made pursuant to section 111 of the *Community Charter* in 2008:

- David Stow

Committee and Liaison Appointments

STANDING COMMITTEES

COMMUNITY SERVICES COMMITTEE

Purpose

The Community Services Committee is a standing committee of the council that examines, reviews and makes recommendations to the council on issues related to the socioeconomic health and well being of the community. The public will have opportunity to discuss issues of concern with the committee through the regular process of delegations and petitions at committee meetings. The committee may refer issues to other standing committees and may also seek input from other local governments and agencies to assist it in its mandate.

Responsibilities

The committee will make recommendations and draft resolutions for consideration by the council regarding the following issues:

- promoting positive approaches to socioeconomic challenges in the community;
- fostering and encouraging public awareness of social issues;
- monitoring services, programs and facilities to maximize participation by citizens;
- hearing and responding to requests made by the public regarding issues concerning:
 - youth and elderly of the community;
 - persons with disabilities;
 - health of the community; and,
 - housing and employment;
- researching and advocating or referring issues determined by committee members based on resources available; and,
- other issues as determined by the Chair.

The committee will also receive the following monthly reports:

- ICBC contract office;
- Gibsons and District Swimming Pool;
- bylaw enforcement;
- Society for the Prevention of Cruelty to Animals;
- RCMP; and,
- Fire Prevention Officer.

Committee and Liaison Appointments Cont.

Meetings will be open to the public and the Chair may call special meetings. The committee will be provided with management support, as determined by the Chief Administrative Officer.

Membership

The committee members and Chair will be appointed in December of each year by the Mayor in accordance with the requirements of the *Community Charter*. The term of office is January 1 to December 31 annually.

The committee members for 2008 were:

Councillor LeeAnn Johnson, Chair;
Councillor Bob Curry;
Councillor Chris Koopmans;
Brad Benson
Janet Genders
Michael Maser

CORPORATE SERVICES COMMITTEE

Purpose

The Corporate Services Committee is a standing committee of the council that examines, reviews and makes recommendations to the council on issues of a financial and/or administrative nature. The public will have opportunity to discuss issues of concern with the committee through the regular process of delegations and petitions at committee meetings. The committee may refer issues to other standing committees and may also seek input from other local governments and agencies to assist it in its mandate.

Responsibilities

The committee will make recommendations and draft resolutions for consideration by the council regarding the following issues:

- corporate financial matters including departmental budgets, financial plan and capital forecasting;
- financial policy and procedures;
- administrative policy and procedures;
- annual audited financial statements;
- insurance policies and issues concerning risk management;
- quality assurance of service provision;
- other issues as determined by the Chair; and,
- website and information technologies.

Committee and Liaison Appointments Cont.

The Committee will also receive monthly reports prepared by the Treasurer.

Meetings will be open to the public and the Chair may call special meetings. The committee will be provided with management support, as determined by the Chief Administrative Officer.

Membership

The committee members and Chair will be appointed in December of each year by the Mayor in accordance with the requirements of the *Community Charter*. The term of office is January 1 to December 31 annually.

The committee members for 2008 were:

Councillor Gerry Tretick, Chair;
Mayor Barry Janyk;
Councillor Bob Curry;
Councillor Chris Koopmans;
Councillor LeeAnn Johnson;
Jurgen Kowalewski
Ken White
Wayne Rowe

PARKS AND INFRASTRUCTURE COMMITTEE

Purpose

The Parks and Infrastructure Services Committee is a standing committee of the council that examines, reviews and makes recommendations to the council on issues regarding public works, municipal utilities, lands, and buildings. The public will have opportunity to discuss issues of concern with the committee through the regular process of delegations and petitions at committee meetings. The committee may refer issues to other standing committees and may also seek input from other local governments and agencies to assist it in its mandate.

Responsibilities

The committee will make recommendations and draft resolutions for consideration by the council regarding the following issues:

- roads;
- sidewalks;
- garbage collection;
- parks maintenance/development;
- water distribution;
- wastewater/storm water issues;

- trail maintenance;
- street lighting;
- signage;
- public owned lands and buildings; and,
- other issues as determined by the Chair.

The Committee will also receive monthly reports prepared by the Director of Municipal Operations and the Director of Parks and Aquatics.

Meetings will be open to the public and the Chair may call special meetings. The committee will be provided with management support, as determined by the Chief Administrative Officer.

Membership

The committee members and Chair will be appointed in December of each year by the Mayor in accordance with the requirements of the *Community Charter*. The term of office is January 1 to December 31 annually.

The committee members for 2008 were:

Councillor Chris Koopmans, Chair;
Councillor Bob Curry;
Councillor Gerry Tretick;
Peter Metcalfe (resigned November)
Brian Sadler (resigned November)
Mr. Al Strang (resigned July)
Jody Schick (beginning December)
Murray Wilson (beginning December)

PLANNING COMMITTEE

Purpose

The Planning Committee is a standing committee of the council that examines, reviews and makes recommendations to the council on issues of a planning nature. The public will have opportunity to discuss issues of concern with the committee through the regular process of delegations and petitions at committee meetings. The committee may refer issues to other standing committees and may also seek input from other local governments and agencies to assist it in its mandate.

Committee and Liaison Appointments Cont.

Responsibilities

The committee will make recommendations and draft resolutions for consideration by the council regarding the following issues:

- participation in a regional growth strategy;
- interpretation, writing and revision of the Official Community Plan (OCP), the Zoning Bylaw and Subdivision Bylaw;
- community and local planning;
- parks and trails planning;
- OCP amendment applications;
- rezoning applications;
- development permit and development variance permit applications;
- subdivision applications;
- Harbour Authority issues; and,
- other issues as determined by the Chair.

The Committee will also receive monthly reports prepared by the Municipal Planner and the Building Inspector.

Meetings will be open to the public and the Chair may call special meetings. The committee will be provided with management support, as determined by the Chief Administrative Officer.

Membership

The committee members and Chair will be appointed in December of each year by the Mayor in accordance with the requirements of the *Community Charter*. The term of office is January 1 to December 31 annually.

The committee members for 2008 were:

Councillor Bob Curry, Chair;
Mayor Barry Janyk;
Councillor Chris Koopmans;
Councillor LeeAnn Johnson;
Councillor Gerry Tretick;
Stephen Hinton
Randy Knill
Pam Robertson

SELECT COMMITTEES

ADVISORY HERITAGE COMMISSION

Purpose

The Advisory Heritage Commission advises the council on the heritage significance of buildings, structures and landscape features within the Town and provides support for any activities that benefit or provide for the advancement of heritage in the Town.

Membership

The committee members for 2008 were:

Councillor LeeAnn Johnson;
Judith Reeve
Teryl Mullock
Carol Service
Barrie Stewart
Suzanne Pemberton

COMMUNITIES IN BLOOM

Purpose

B.C. Communities in Bloom is a program that helps municipalities develop their communities by improving the tidiness, appearance, and visual appeal of their neighbourhoods, parks, open spaces, and streets through the imaginative use of flowers, plants, and trees. An integral part of the success of this program is increased environmental awareness and preservation of heritage and culture. The program engages the whole community by including citizens of all ages, businesses, local organizations, community groups, associations, and municipalities.

Membership

The committee members for 2008 were:

Councillor Bob Curry;
Greg Russell
Katherine Magor
Joan Barrington

GOSPEL ROCK NEIGHBOURHOOD PLAN ADVISORY COMMITTEE

Purpose

This select committee was appointed by the Council with each member representing a larger group in the community such as seniors, youth, business associations, neighbourhood associations, property owners, and members of Council. The Committee was formed to provide input to staff and the consultant on the development of a neighbourhood plan for the Gospel Rock Area. The Select Committee will ultimately recommend a final plan for the Council's adoption.

Membership

The committee members for 2008 were:

Councillor LeeAnn Johnson;
Glen Bryson
Cindy Buis
Todd Clark
Janet Genders
Rick Gregory
Katie Janyk
Anglela Letman
Jon McRae
Terran Tasci
Michael Wilson

COUNCIL LIAISON APPOINTMENTS

Communities in Bloom	Councillor Bob Curry
Gibsons and District Chamber of Commerce	Councillor Gerry Tretick
Gibsons and District Fire Protection Commission	Mayor Barry Janyk
	Councillor Chris Koopmans
Gibsons Community Initiatives Association	Councillor Gerry Tretick
Gibsons Landing Harbour Authority	Councillor Chris Koopmans
Gibsons Landing Business Association	Councillor Gerry Tretick
Gibsons and District Public Library	Councillor LeeAnn Johnson
Lower Mainland Treaty Advisory Committee	Mayor Barry Janyk (Observer Only)
Public Arts and Culture Committee	Councillor LeeAnn Johnson
Sunshine Coast Emergency Program	Councillor Chris Koopmans
Sunshine Coast Ferry Advisory Committee	Councillor LeeAnn Johnson
	Mr. Pat Barber
	Mayor Barry Janyk (Observer Only)
Sunshine Coast Museum and Archives Society	Councillor LeeAnn Johnson
Seniors Network and Advisory Group	Councillor Bob Curry
Community Policing Consultative Group	Councillor Bob Curry
Community Youth Awareness Group	Councillor Chris Koopmans
RCMP Liaison	Mayor Barry Janyk

Gibsons Landing Harbour Authority

BACKGROUND

The Gibsons Landing Harbour Authority (GLHA) is a federally established corporation of which the Town of Gibsons is the sole member. The Town Council appoints the board of directors. The GLHA was formed in 1998 to provide harbour users with a safe, well maintained, and well run public marine facility.

The GLHA is the locally controlled non-profit body comprised of board members from the community and fishing industry that is responsible for the day to day operation of the harbour and its facilities. The Small Craft Harbours branch of the Department of Fisheries and Oceans (DFO) continues to own the wharf and funds major repairs to the harbour facilities. According to the DFO, the Harbour Authority Program is seen as an efficient and economical way of offering services to the commercial fishers, strengthening public investment in the harbour, and providing opportunities for the communities to participate in the planning, operation and maintenance of the harbour facilities.



BOARD MEMBERS

The board members of the Gibsons Landing Harbour Authority for 2008 were as follows:

Carol Doyle
Gerry Harris
Joan Pedersen
Terry Rhodes
Fred Strom
Dave McGillawee
Tucker Forsyth
Tony Kristian
Chris Lapointe

Bill Oakford serves as Wharf Manager.

2008 Volunteer Appreciation Breakfast Invitees

Special Recognition

This year Council gave special recognition to past Mayors and Councillors in honour of our 80th Anniversary!

Walter Bradshaw Councillor 1991 – 1996

Ken Crosby Councillor 1968 – 1971

Gerry Dixon Councillor 1968 – 1972; 1986 – 1990

Tucker Forsyth Mayor 1997 – 1999;
Councillor 2003- 2005

Ron Girard Councillor 1997 – 2002

Lorraine Goddard Councillor 1977 –
1979; Mayor 1980 – 1983

Ken Goddard – Councillor – 1967 – 1971

Andrea Goldsmith Councillor 2003 –
2005

Ted Hume Councillor 1972 – 1974; 1977 –
1978; 1992 – 1996

Angela Letman Councillor 2000 – 2005

Kenan MacKenzie Councillor 1997 –
1999; 2001 – 2005

Robert Maxwell Councillor 1986 – 1987

John McNevin Councillor 1991 – 2002

Eric Small Mayor 1991 – 1996

Ed Steeves Councillor 1991 – 1996

Gerry Tretick Councillor 2006 - 2008



Planning Committee

Stephen Hinton
Randy Knill

Pam Robertson

**Parks & Community Services
Committee**

Brad Benson
Janet Genders
Michael Maser

Corporate Services Committee

Jurgen Kowalewski
Ken White

Infrastructure Services Committee

Peter Metcalfe
Larry Penonzek
Brian Sadler

Board of Variance

D'Arcy Burk
Eric Small
Bob Urquhart

Advisory Heritage Commission

Judith Reeve
Teryl Mullock
Carol Service
Barrie Stewart
Suzanne Pemberton

Gardeners

Greta Guzek
Geoff Clement



Communities in Bloom

Greg Russell
Katherine Magor
Joan Barrington

Arts & Culture Advisory Committee

Bodie Drope
Greta Guzek
Janet Genders
Morley Baker
Nadina Tandy
Coleen Gould

Gibsons Landing Harbour Authority

Carol Doyle
Gerry Harris
Joan Pedersen
Terry Rhodes
Fred Strom
Dave McGillawee
Tucker Forsyth
Tony Kristian
Chris Lapointe

2008 Volunteer Appreciation Breakfast Cont.

Gospel Rock Neighbourhood Plan

Glen Bryson
Cindy Buis
Todd Clark
Janet Genders
Rick Gregory
Katie Janyk
Anglela Letman
Jon McRae
Terran Tasci
Michael Wilson

Canada Day

Mike Tandy
Carol Hickman

Chamber of Commerce

Stephanne Lardy

Citizens on Patrol

Eileen Bonaguro

Comm. Policing Consultative Group

Paulette Collins

Elves Club

Jacque Braun

Gibsons & District Fire Dept.

Laren Bystedt

Gibsons & District Public Library

June Hillman

Gibsons Community Initiatives Assoc.

Michael McLaughlin

Gibsons Landing Business Association

Nancy Hache

Gibsons Landing Fibre Arts Festival

Kathy Conroy

Gibsons Public Art Gallery

Pat Drope

Gibsons Youth Awareness Group

Greg Russell

Lions Club

Cliff Moss

Rotary Club

Jim Stobie

Salvation Army

Matthew Hardman
Captain Glynden Cross

SC Museum & Archive Society

Gary Morrison
Jon Hird

Sea Cavalcade Committee

Wilma Jones

Seniors Network & Advisory Group

Jill & Henry Hightower



LONG-SERVICE AWARDS

THIRTY YEARS

- Wendy Shields

TWENTY-FIVE YEARS

- Wendy Gilbertson

TWENTY YEARS

- Tim Enger

FIFTEEN YEARS

- John Williams
- Mike Gaudette
- Sheri Spence

TEN YEARS

- Chris Marshall
- Mary Nelson

FIVE YEARS

- Janet Palser
- Norma Brow

CONTRIBUTIONS TO THE COMMUNITY

Miscellaneous

A donation of \$250.00 was made to the Elves Club from the proceeds of the Town's employee Christmas dinner.

Grants of Assistance

2008 Sudsidized Rents

Group	Area (ft. ²)	Rent/ft. ² (\$)	# of mtns	Value (\$)
SC Community Services	1,680	10.76	9	13,555
SC Assn. of Community Living	1,525	10.76	4	5,468
Gibsons School of the Arts	1,680	10.76	3	4,518
SC Museum and Archives	5,220	10.76	12	56,154
Gibsons Minor Ball Association	513	10.76	12	5,519
Gibsons Christian School ¹	0	10.76	12	0
Gibsons Lions Club	1,524	10.76	12	16,395
Gibsons Kinsmen Club	1,524	10.76	12	16,395
Jack & Jill Preschool	800	10.76	12	8,606
Gibsons Rugby Club	791	10.76	12	8,509
Gibsons Seniors Society	5,270	10.76	12	56,692
Gibsons Landing Heritage Society	5,094	10.76	12	54,799
Gibsons Curling Club	11,935	10.76	12	128,391
				<u>383,093</u>

¹ Playground

Contributions to the Community Cont.

TOWN OF GIBSONS 2008 GRANTS OF ASSISTANCE

	<u>2008</u>	<u>2007</u>
Canada Day Committee	\$3,383	\$2,920
Chamber of Commerce	44,972	44,972
Citizens on Patrol	3,057	2,295
Coast Econ. Conf/Tourism	12,337	14,619
Community Kitchen (Elphinstone Secondary)	7,500	0
Crimestoppers	500	0
Fresh Alternatives - Farmers Market	1,000	0
Gibsons Curling Club	1,500	0
Gibsons Economic Development	25,000	25,000
Gibsons Elves Club	0	77
Gibsons Landing Business Association (Salmon Festival)	900	900
Gibsons Landing Business Association (Walking maps)	0	900
Gibsons Landing Community Society (Youth Outreach Worker)	9,924	25,000
Gibsons Landing Fibre Arts Festival	2,000	2,000
Gibsons Public Art Gallery - Artist Stroll	1,000	0
Gibsons Public Art Society	0	1,140
Gibsons Sea Cavalcade Committee	10,990	9,353
Gibsons Yacht Club - Learn to Sail	500	750
Habitat for Humanity	0	1,983
Heritage Theatre Gibsons Garden Club	500	0
Howe Sound Outrigger Race	1,000	1,000
New Moon Festival	1,000	900
Pole to Pole Expedition	0	500
S.C. Business and Retentions Society	1,500	1,000
Sunshine Coast Film Society	0	300
Sunshine Coast Jazz & Entertainment	1,000	0
Sunshine Coast Jazz Festival	1,000	800
Sunshine Coast Museum and Archives Society	0	500
Sunshine Coast Music Society	1,000	1,000
Sunshine Coast Panto-Musica Society	0	750
Sunshine Coast Regional District - Shirley Macey Park	1,000	0
TOTAL	<u><u>\$132,563</u></u>	<u><u>\$138,659</u></u>