

2010 Town of Gibsons Annual Report

*The
World's
Most
Liveable
Town*



Town of Gibsons

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Gibsons Town Council

Mayor Barry Janyk
Chair, Council Meetings

Councillor Bob Curry
Chair, Planning Committee

Councillor Gerry Tretick
Chair, Parks & Community Services Committee

Councillor LeeAnn Johnson
Chair, Infrastructure Services Committee

Councillor Wayne Rowe
Chair, Corporate Services Committee

Town Council is the governing body of the Town of Gibsons and 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 November 19, 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 the Town Hall or on the Town's website at www.gibsons.ca.

DECLARATION OF DISQUALIFIED COUNCIL MEMBERS

There were no Council members disqualified in 2010

Message from the Mayor

Message from Mayor Janyk

2010 was another year that again proved to be a time of challenge and advancement for the Town of Gibsons. Having overcome the world economic downturn, with positive and decisive encouragement from staff and Council, the opportunities that arose through the adversity are now being realized.



The water metering program approved by our citizens in the 2008 referendum continued to be implemented. Due to the age and condition of some of the systems, crews had an interesting time. The savings already being realized because of this program are measured in the tens of thousands of litres.

Phase II of the Harbour Area Plan has been initiated with final recommendations and fuller input from the public expected in 2011. The long standing Gospel Rock Neighbourhood Plan continues with conclusions expected by mid 2011. This process has been long and intense and the community – and Council - is keen to see the issues that affect this special area resolved.

The Federation of Canadian Municipalities invited me to speak at their convention in Toronto in May on our municipal geo-exchange system. The presentation was extremely popular and well received leading to great interest and numerous enquiries.

Our work with ICURA, an international university research organisation helping us to understand and assisting us to plan for the inevitable effects of climate change, got underway. The real work begins in mid 2011.

We undertook many initiatives to further improve the lives of our residents. Issues like BC Ferries service levels and fares, the reinstatement of our provincial court judge, regional transportation and air quality and our mandated municipal emissions plan were all important and time consuming efforts.

We continue to work with Best Coast Initiatives (BCI) to assess our economic destiny and will be working in the very near future on how we may create a regional economic development effort, one that would look to attracting and retaining the younger generation we so critically need to maintain our healthy and diverse community.

2010 saw the departure of Chris Marshall, our respected planner, in July to move to Huntsville, Ontario to be closer to both his, and his wife Laura's, respective families. In addition, in December, CAO Paul Gipps took a position with the City of Mission, again for family reasons. Their work – and their accomplishments - were remarkable.

I am proud to once again provide you our latest summation of our Annual Report – a kind of snapshot of the Town's activities and actions in 2010!

Sincerely yours,

A handwritten signature in black ink, appearing to be 'Janyk', written over a series of overlapping loops.

Office of the Chief Administrative Officer

In late 2010, a change in administration occurred as the Town said goodbye to Paul Gipps, their CAO for over 3 years. Rick Beauchamp acted as the Interim CAO over the next three months, and Warren Waycheshen started as CAO in April 2011.



The role of the Chief Administrative Officer (CAO) 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.

As the senior staff position the CAO is responsible for advising the Mayor and Council on a wide variety of community and governance matters in an objective and unbiased manner, and to recommend and develop policies for Council's consideration.

The CAO also leads, manages and directs the administration of the Town consistent with the policies and direction provided by Council.

Warren Waycheshen
Chief Administrative Officer

2010 Senior Management Team

Chief Administrative
Officer
Warren Waycheshen



Corporate Services
Michelle Jansson,
Corporate Officer



Finance
Ian Poole, Director



Planning, Building &
Bylaw
Michael Epp, Director



Engineering
Dave Newman,
Director

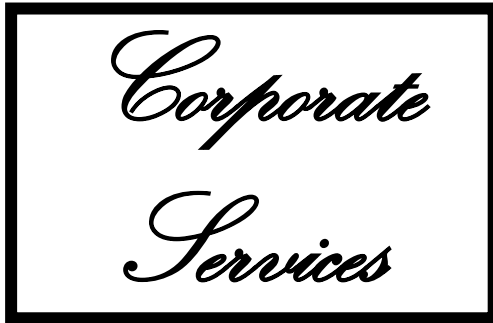


Public Works
Greg Foss, Director



Parks & Cultural
Services
Wendy Gilbertson,
Director





Staffing Activities

- Attended Eli Mina Workshop on Minute Taking and other professional development conferences
- Upgraded 18 computer workstations and 4 laptops.
- Upgraded to new NEC telephone system.

Corporate Services Department Overview

The Corporate Services Department supports and manages the Council meeting process, develops and tracks Town bylaws, maintains and protects corporate records, considers and facilitates access to corporate information and deals with related privacy issues, communications including media releases, advertising and website management, land management and provision of clerical services, support and coordination to every department. All legislative duties of the role of the City Clerk including local government elections, administering oaths, accepting notices and keeping the corporate seal also form some of the duties in this department.

2010 Year at a Glance

- Prepared agendas and minutes for 87 Town Meetings
- Hosted 8 Public Hearings
- Processed 25 new Bylaws
- Continued with upgrade of the new website (completed in 2010)
- 2010 Earth Hour Event
- Processed all tax and utility payments, business licences, dog licences, building permits, development permits, etc.
- Maintained Tax Roll information including property owner and address information.
- Organized the 2010 Olympic Torch Relay Community Celebration
- Hosted 2010 Volunteers Appreciation Breakfast

Finance



Staffing Activities

During the year the following Professional Development activities were attended by Finance Department staff:

- Government Finance Officers Annual Conference – Sun Peaks, Kamloops
- Labour Law Update - Vancouver
- Occupational Health & Safety Workshop - Vancouver
- Municipal Insurance Association Presentation - Gibsons
- Pacific Blue Cross Benefits Administration Workshop - Vancouver
- Temple Consulting Users Conference - Richmond
- BC Assessment Training Session - Vancouver
- GFOA Carbon Emissions Workshop - Burnaby

Finance Department

Overview

The Finance Department is responsible for the overall financial services for the Town including:

- Financial planning and reporting,
- Processing of financial transactions, goods and purchasing support services,
- Management of municipal funds and maintenance of a system of internal controls,
- Billing and collection of property taxes and utility fees,
- Risk Management.

2010 Year at a Glance

- Financial Plan Bylaw adopted on May 4th,
- Taxation notices printed and mailed to residents on May 14th,
- Processed 149 tax deferment applications,
- Saw expanded use of taxpayers claiming their Home Owner Grant using the electronic option provided from our website using a secure password to ensure privacy,
- Developed processes and rates in preparation for the conversion to a new residential utility billing system (i.e., water billings for 2011 based upon metered usage),
- 2011 Permissive Tax Bylaw No. 1127 adopted on October 19th,
- Adopted a new Gibsons District Energy Utility Bylaw No. 1128 on November 16th,
- Instituted a Loan Authorization Bylaw No. 1126 (September 7th) and Alternate Approval Process (November 2nd) for financing of a new Police Services Building in Upper Gibsons

Engineering



Staffing Activities

- Staffing levels remained the same during 2010
- The Director of Engineering became the Town's Approving Officer and attended the MATI School for Approving Officers
- Staff attended various Mapping and GIS courses and also undertook training in project management and contract administration.

Engineering Department Overview

The Engineering Department is responsible for long-range strategic planning, designing, constructing and maintaining the engineering infrastructure of the Town of Gibsons in a cost-effective and efficient manner. Staff work closely with the Public Works Department to ensure the continuous and safe operation of the Town's infrastructure and facilities. Reviewing and approving servicing plans for new developments, subdivision and building permit applications are a part of the services provided to the public.

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, and infrastructure capital works.

2010 Year at a Glance

Water

- Installed cross connection and water meters for all multi-family properties
- Completed the construction of the School Road pump station
- Commenced the second phase of mapping the aquifer which provides 2/3 of the Town's water
- Commenced the design for a new reservoir to address fire flow deficiencies in Zone 2
- Installed a new watermain along Seamount Way and Payne Road for the planned Zone 2 Reservoir
- Installed a new watermain along Payne Road to Venture Way to improve fire flow deficiencies in Zone 3

Engineering Department - Continued

Drainage

- Completed an Integrated Storm Water Management Plan for the Town

Geo-Exchange

- Completed the first phase of a geo-energy system – a District Energy Utility installed in the Parkland Subdivision

Sanitary

- Extended the Town's sanitary system on Gibsons Way, west to Hough Road

Miscellaneous

- Retrofitted five existing streetlights with LED lights on a trial basis
- Upgraded all computers in the Town Hall, Parks Yard and Public Works Yard
- Commenced the review and rewrite of the Towns' Subdivision and Development Servicing Bylaw



Pictured above: The Town's first Water Meter Installation



Beginning the installation of one of the Town's first geo-energy fields



Pictured above: Traffic Calming Public Meeting

Planning



Staffing Activities

- Restructured the Department to include a Development Services Coordinator, a position charged with ensuring the expedient and orderly processing of development applications and with liaising between planning, building, and engineering staff.
- Hired a new Municipal Planner (Michael D. Epp)

Planning, Building and Bylaw Overview

The Planning, Building and Bylaw Departments work to promote and enhance Gibsons' social, environmental and economic well-being. The Municipal Planner provides technical and policy advice to Council in response to community issues and prepares land use plans and Bylaws that set the direction for a sustainable future.

The Department also processes applications for development, signage and Building Permits and is responsible for reviewing plans, inspecting buildings under construction or undergoing renovation to ensure compliance with all applicable regulations.

Issuing Business Licenses, animal control, enforcing parking regulations, and ensuring that the Town's Bylaws are observed are all departmental responsibilities. The general operating philosophy is one of education first and warning second before fines or charges are laid. The Bylaw Enforcement Officer 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.

2010 Year at a Glance

- Concluded the Gospel Rock Refinement Working Committee's work and produced a Draft Gospel Rock Neighbourhood Plan
- Completed Phase II of the Harbour Area Plan, supplementing the community vision for the Harbour Area with a detailed financial analysis
- Produced a Draft Recreational Water Lease Bylaw regulating mooring and activity in the Harbour Area

Planning, Building and Bylaw Continued:

- Enacted the Bylaw Enforcement Notice System (BEN) to simplify ticketing and payment collection
- Researched, prepared and incorporated Bicycle Parking requirements into the Town's Zoning Bylaw

Planning

Received the following development applications:

- 1 Subdivision Application
- 7 Zoning Bylaw Amendments

Applications

- 5 Development Variance Permits
- 7 Development Permits

Building

Handled the issuance of 73 permits with a total construction value of \$5,572,000 including:

- 15 Single-Occupancy Dwellings with a value of \$3,199,000
- 40 residential additions and alterations totalling \$1,038,000
- 9 commercial permits totalling \$1,272,000
- 3 institutional permits totalling \$64,000

Bylaw

Issued 72 tickets under the Bylaw Enforcement Notice System

Towed 8 vehicles

Issued 390 Dog Licenses

Responded to 155 complaints

Issued 714 Business Licenses, including 69 new licenses, collecting \$94,982 in fees.



Public Works



Staffing Activities

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 had no changes in personnel in 2010.

Public Works Department Overview

The Public Works department consists of nine 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.

2010 Year at a Glance

- Installed new roof on old Library building.
- Upgrade of School Road pump station.
- Purchase of new Backhoe for Public Works.
- Purchase of one new ride on Lawnmower for Parks.
- Purchase of new box for five-ton Dump Truck.

- Public Works Department Continued**

- Water main tie-ins for new reservoir completed.
- Installed new Bio Diesel Tank at Public Works Yard.
- Electrical optimization for the Waste Water Treatment Plant completed.
- Unidirectional water main flushing completed.
- Assisting with the installation of 1200 water meters (residential and multi-family).
- Brush cutting completed.
- Spring Clean-up completed.
- Lane grading and dust control completed.
- Water main renewal tie-ins completed.
- Line painting and road markings completed.
- Sidewalk inspection and repairs completed.
- Storm main flushing completed.
- Sewer main flushing completed.
- Two new hydrant installations completed.
- Maintenance of 21 Town owned buildings.
- Staff also responded to 506 incidence reports and B.C. one calls.



Within the Public Works group, the field staff roles and responsibilities are 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.



Public Works Department Continued

Professional Development.

The Public Works Crew has numerous mandatory Competency certificates that they must retain to operate Public Works Infrastructure. Waste Water Treatment Plant Operator, Waste Water Collection Operator and Water Distribution Operator are some of the mandatory certificates required. The Environmental Operators Certification Program stipulates that all operators must obtain continuing education units by provincial code and must complete 5 days of training every two years.

The Town of Gibsons recognizes the ongoing need for education and provides every opportunity for the crew to expand their education and knowledge to continue to serve the public with the most innovative and best practices available.

The Public Works personnel have accumulated approximately 120 hours of training in 2010.



Proposed 2011 Public Works Project Plan

The following provides an outline of the proposed Public Works major work program for 2011.

- Replace old oil furnaces with new gas furnaces in Old Library Building.
- Replace old roof on Top Shop Storage Shed.
- Replace old roof on Museum Building.
- Construct new storage shed for Vector Truck.

Parks and Cultural Services



Staffing Activities

- There were no changes to the staffing level or personnel in 2010. Our crew continued to work to keep Gibsons attractive to residents and visitors alike, providing the recreational, cultural and social outlet that the parks system provides.

Parks and Cultural Services Department

Overview

2010 was a year for the Parks Department to take a break after 4 years of competition. That is not to say that we sat back on our heels or rested on our laurels. With 8.5 hectares of public lands per thousand residents, the Town of Gibsons has well over the national average of public space per capita. Our parks system includes 35 hectares of parkland, 8 waterfront access points, several undeveloped pocket parks, a seaside walkway and trail system. In 2010, 20 cultural events and 8 sports tournaments took place on public lands in the Town of Gibsons.

2010 Year at a Glance

- Developed the Parks Master Plan which lays out a clear direction for maintaining and enhancing Gibsons diverse parkland.
- Completed landscaping at the Gibsons and Area Community Centre.
- Installed a playground at Steinbrunner Park.
- Planted trees at Ryan Dempster Field.
- Replaced teeter totter at Dougall Park.
- Installed auto locking system in public washrooms.
- Landscaped South Fletcher traffic calming areas.
- Bloomin' Business License Contest held through a partnership of the Town of Gibsons, Quality Farm, Sunshine Coast Nursery and B&K Soils & Landscape Supply. 2010 winners are the Swallow's Nest, Gibsons Marina, Blackfish Pub, Sa Boothroyd Gallery and Harbour Haus.
- Planted arbutus trees at Armours Beach.

ICBC Driver Licensing



2010 Year at a Glance

- ICBC Road Test Examiner on-site 2 days per week
- Instituted AMS – Autoplan Management System – providing full client history and full inventory control

Transaction Numbers

	2005	2006	2007	2008	2009	2010
Total	11,235	11,342	12,276	12,753	12,211	12,554

ICBC Autoplan and ICBC Driver Licensing, Appointed Agent

Overview

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

This division continues to be very popular. In 2010, staff processed over 12,500 transactions (a 2.81% increase over 2009), captures approximately 25.2% of the local market share, and earned \$261,109 in gross commissions. The average commission per Autoplan transaction was \$34.51. 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
2009	\$35,019
2010	\$20,510

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

	2005	2006	2007	2008	2009	2010
Volume Of Transactions	29.0%	27.4%	26.1%	25.9%	25.1%	25.2%
Special Coverage Transactions	30.9%	30.2%	29.2%	33.3%	30.9%	30.5%
Autoplan Commission Dollars	27.6%	26.8%	25.9%	25.4%	24.8%	25.2%
Special Coverage Commission Dollars	34.0%	37.2%	29.2%	29.6%	24.9%	32.0%

Fire Department



Staffing Activities

- the department lost 6 members during the year due to retirement or relocation with 10 new members joining
- 4969 hours committed to training
- 10 members completed NFPA 1001
- 2 members completed the evaluator program

Gibsons & District Volunteer Fire Department

Overview

The Gibsons & District Volunteer Fire Department is a composite fire department comprised of up to 40 volunteer firefighters and 3 paid staff members. 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.

2010 Year at a Glance

- 2010 was the busiest year on record
- 242 total calls of which 59 were medical aid, 32 Automatic Alarm
- 216 of the total calls were considered emergency
- 3351 man-hours committed to responses
- Total 2010 Annual Budget was \$729,482

2010 Permissive Tax Exemptions

Roll #	Civic Address	Name of Property Owner	Property Value	Tax Class	Tax Rate	Exemption Value
7.000	585 Shaw Rd.	Good Samaritan Canada	\$16,072,000	1	1.9030	\$30,585
114.010	599 Gower Pt. Rd.	Gibsons Community Fellowship	217,000	8	3.2750	711
114.015	599 Gower Pt. Rd.	Gibsons Community Fellowship	265,500	8	3.2750	870
135.000	724 Trueman Rd.	Gibsons United Church	526,000	8	3.2750	1,723
587.000	730 School Rd.	Christian Life Assembly	1,172,200	8	3.2750	3,839
588.000	747 Gibsons Way	Royal Canadian Legion Br. #109	358,000	8	3.2750	1,172
878.154	659 North Rd.	St. Bartholomew's Anglican Church	1,477,300	8	3.2750	4,838
			283,500	1	1.9030	540
881.000	805 North Rd.	Cong. Of Jehovah's Witnesses	312,500	8	3.2750	1,023
955.005	711 Park Rd.	Calvary Baptist Church	464,300	8	3.2750	1,521
959.001	956 Gibsons Way	St. Mary's Catholic Church	694,900	8	3.2750	2,276
878.195	840 Kiwanis Way	Sunshine Coast Kiwanis Village	796,900	1	1.9030	1,517
878.196	841 Kiwanis Way	Vancouver Coastal Health Auth.	1,599,000	6	5.9144	9,457
979.000	624 Farnham Rd.	S. C. Community Services Society	335,000	1	1.9030	638
			\$24,574,100			\$60,708

Council Remuneration

2010 Council Remuneration, Expenses and Benefits

Name	Title	Annual Remuneration	Total Expenses
Barry Janyk	Mayor	\$29,239	\$7,623
Gerry Tretick	Councillor	\$15,112	\$2,978
Wayne Rowe	Councillor	\$16,133	\$1,913
Bob Curry	Councillor	\$13,847	\$3,124
LeeAnn Johnson	Councillor	\$14,229	\$2,783

Committee and Liaison Appointments

STANDING COMMITTEES

Parks and Community Services Committee



The Parks and Community Services Committee is a standing committee of the Council that examine, review and make recommendations to the Council on issues related to the socioeconomic health and well-being of the community.

This Committee held 8 meetings.

Parks and Community Services Committee Membership

Councillor Gerry Tretick, Chair
Councillor LeeAnn Johnson
Councillor Bob Curry

Amanda Amaral
Janet Genders
Karen Careless

Corporate Services Committee

The Corporate Services Committee is a standing committee of the Council that examine, review and make recommendations to the council on issues of a financial and/or administrative nature.

This Committee held 9 regular and 5 special meetings.

Corporate Services Committee Membership

Councillor Wayne Rowe, Chair
Mayor Barry Janyk
Councillor Bob Curry
Councillor LeeAnn Johnson
Councillor Gerry Tretick
Tim Anderson
Jurgen Kowalewski
Ken White



Committee and Liaison Appointments Cont.

Infrastructure Services Committee



The Infrastructure Services Committee is a standing committee of the Council that examine, review and make recommendations to the Council on issues regarding public works, municipal utilities, lands, and buildings.

This Committee held 7 meetings.

Infrastructure Services Committee Membership

Councillor LeeAnn Johnson, Chair
Mayor Barry Janyk
Councillor Bob Curry
Councillor Wayne Rowe

Councillor Gerry Tretick
Bob Bow
Jody Schick
Murray Wilson

Planning Committee

The Planning Committee is a standing committee of the Council that examine, review and make recommendations to the Council on issues of a planning nature.

This Committee held 1 special and 10 regular meetings.

Planning Committee Membership

Councillor Bob Curry, Chair
Mayor Barry Janyk
Councillor LeeAnn Johnson
Councillor Wayne Rowe
Councillor Gerry Tretick

Stephen Hinton
Randy Knill
Pam Robertson



SELECT COMMITTEES

Gospel Rock Refinement Working Committee



The Gospel Rock Refinement working committee is a select committee of Council that shall:

1. Review the neighborhood plan options prepared by HB Lanarc for the lands referred to as Gospel Rock
 2. Meet with the individual members of Gospel Rock Select Committee to receive their thoughts and vision of the previous process and options.
 3. Prepare refined option(s) for review by Council and the public.
 4. Garner additional technical support as necessary ie: economic, environmental, geo tech and infrastructure advice to establish a recommended option to be incorporated into the official community plan.
5. Recommend a process to inform and receive comment from the general public on the work and recommendations of this committee throughout this mandate.

This Committee held 9 meetings.

The Gospel Rock Refinement Working Committee completed its mandate and was disbanded in November 2010.

Gospel Rock Refinement Working Committee Membership

Mayor Barry Janyk, Chair
Councillor Bob Curry
Chris Marshall, Director of Planning
(Until August 28, 2010)

Art Phillips, Consultant Rep., Property Owners
Michael Rosen, Consultant Rep. ,Town of
Gibsons

Policing Service Task Force Select Committee

The Policing Service Task Force Committee is a select committee of Council that shall:

- 1) Provide a written report on the achievement of the goals and objectives presented to the community that were anticipated from the amalgamation of the Sunshine Coast RCMP services in 2003.

- 2) Provide a written report on any recommendations and opportunities to improve or enhance the delivery of police services in Gibsons.

The Policing Service Task Force Select Committee completed its mandate and was disbanded in 2010.

OTHER COMMITTEES & COMMISSIONS

Advisory Heritage Commission

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.



Advisory Heritage Commission Membership

Councillor LeeAnn Johnson
Judith Reeve
Teryl Mullock

Carol Service
Barrie Stewart
Suzanne Pemberton

Communities in Boom



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.

Communities in Bloom Membership

Councillor Bob Curry Greg Russell Katherine Magor

Council Liaison Appointments

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

The Board meets with and reports to Council quarterly at the Committee-of-the-Whole meetings.

BOARD MEMBERS

The board members of the Gibsons Landing Harbour Authority for 2010 were as follows:

Terry Rhodes
Gerry Harris
Fred Strom
Ron Nelson
Tucker Forsyth

Tony Kristian
Ken Fiedler
Roger Sayer
Joseph Wright

Bill Oakford serves as Wharf Manager.

2010 Volunteer Appreciation Breakfast

As appreciation for the many hours and great efforts of the community volunteers Council for the Town of Gibson hosts an annual Volunteer Appreciation Breakfast. Council was pleased to recognize and thank the following people for their efforts in 2010:

Invitees

Special Recognition

MIKE CLEMENT
Nominated by Mayor Janyk

IRMA & DENNIS HOHN
Nominated by Councillor Rowe

BOB HOY
Nominated by Councillor Curry

CONNIE JOHNSTON
Nominated by Councillor Tretick

JAKOB KNAUS
Nominated by Councillor Johnson

A donation of \$150.00 was made by the Town of Gibsons to the Gibsons and District Volunteer Fire Department, in the name of the 2010 Special Recognition Volunteers!

Planning Committee

- Stephen Hinton
- Randy Knill
- Pam Robertson

Infrastructure Services Committee

- Claudia Ferris
- Jody Shick
- Murray Wilson

Parks & Community Services Committee

- Amanda Amaral
- Karen Careless
- Janet Genders

Board of Variance

- D'Arcy Burke
- Bob Urquhart

Corporate Services Committee

- Tim Anderson
- Jurgen Kowalewski
- Ken White

Advisory Heritage Commission

- Judith Reeve
- Teryl Mullock
- Carol Service
- Barrie Stewart
- Suzanne Pemberton

2010 Volunteer Appreciation Breakfast Cont'd.

Gardeners

- Greta Guzek
- Geoff Clement

Communities in Bloom

- Greg Russell
- Katherine Magor
- Joan Barrington

Gibsons Landing Harbour Association

- Carol Doyle
- Gerry Harris
- Joan Pedersen
- Terry Rhodes
- Fred Strom
- Tucker Forsyth
- Jim Conway
- Ken Fiedler
- Roger Sayer

Best Coast Initiatives

- Michael McLaughlin

Canada Day

- Deanna Paul

Chamber of Commerce

- Michele Platje Devlin

Citizens on Patrol

- Maria Fredrick
- Carolynne Myddleton

Elves Club

- Jacquie Braun

Gibsons & District Fire Department

- Bob Stevens

Gibsons & District Public Library

- Virginia Young

Sea Cavalcade Committee

- Trish Wray

Arts & Cultural Advisory Committee

- Brodie Drope
- Greta Guzek
- Janet Genders
- Morley Baker
- Nadina Tandy
- Coleen Gould

Banners

- Connie Johnston

Gospel Rock Neighbourhood Plan

- Cindy Buis
- Todd Clark
- Janet Genders
- Rick Gregory
- Katie Janyk
- Angela Letman
- Jon McRae
- Terran Tasci
- Michael Wilson

Gibsons Landing Business Association

- Nancy Haché

Gibsons Landing Fibre Arts Festival

- Noreen Tretick

Gibsons Public Art Gallery

- Sheila Mullen

Gibsons Youth Awareness Group

- Greg Russell

Lions Club

- Bruce Rigby

Rotary Club

- Linda Rodney

SC Museum & Archive Society

- Gary Morrison

Seniors Network & Advisory Group

- Sue Jackel

2010 Contributions to the Community

Grants of Assistance:

2010 Subsidized Rents

Group	Area (ft. ²)	Rent/ft. ² (\$)	# of mnts	Value (\$)
Arts Building School & Centre Society	1,680	10.76	8	12,048
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 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>

2010 Contributions to the Community - Continued

2010 GRANTS OF ASSISTANCE

	<u>2010</u>	<u>2009</u>
Arrowhead Society	\$0	\$3,000
Arts Building School & Centre Society	0	3,000
Canada Day Committee	3,500	3,500
Chamber of Commerce	45,000	44,972
Citizens on Patrol	1,650	1,650
Community Justice of the Sunshine Coast	0	2,000
Gibsons Economic Development	25,438	25,000
Gibsons Elves Club	0	250
Gibsons Landing Fibre Arts Festival	2,000	2,000
Gibsons Live Poets Society	0	650
Gibsons Minor Baseball Association	227	300
Gibsons Public Art Gallery	2,300	2,000
Gibsons Sea Cavalcade Committee	10,195	9,809
Gibsons Yacht Club - Learn to Sail	1,400	500
Good Samaritan Society - Comfort Cart	0	1,000
Howe Sound Outrigger Race	1,000	0
New Moon Festival	0	1,000
Sunshine Coast Community Foundation	600	0
Sunshine Coast Community Orchestra	500	0
Sunshine Coast Community Services (Youth Outreach Worker)	9,790	9,790
Sunshine Coast Film Society	300	300
Sunshine Coast Jazz & Entertainment Society	1,000	1,000
Sunshine Coast Music Society	1,200	1,200
Sunshine Coast Skating Club	0	350
Sunshine Coast Schizophrenia Society	800	0
Sunshine Coast Regional District - Shirley Macey Park Playground	1,643	0
Sunshine Coast Tourism	6,635	0
Sunshine Coast Tree Fruit Project	1,000	0
Sunshine Coast Youth Outreach	800	0
Tetrahedron Jackrabbits X-Country Ski Program	400	0
Tetrahedron Ski Club - Road Access	0	1,200
TOTAL	<u>\$117,378</u>	<u>\$114,471</u>

Strategic Plan 2009 – 2011

2011 Update



INTRODUCTION



The Town of Gibsons is committed to providing effective stewardship of the community's many assets through sound leadership, effective communication and an emphasis on building lasting relationships and partnerships. This strategic planning document was created in 2009 as a three year platform outlining four broad goals to focus the Town's limited resources to the areas: 1) Ensure economic vitality; 2) Provide a safe community; 3) Enhance Communications; and 4) Ensure quality infrastructure. Reading through this document, you will find a host of objectives and strategies aimed at achieving these goals. Many of these strategies have been put into place already, and many more are anticipated for 2011. The Town looks forward to a busy and effective year in 2011.

GOAL#1

NURTURE ECONOMIC VITALITY

Nurturing economic vitality means fostering innovative business plans while protecting our natural environment, culture and the arts and maintaining ethical and fair governance for our residents and businesses, with the highest regard for our employees and volunteers.

OBJECTIVES	STRATEGIES	STATUS	TIMEFRAME
1.1 Foster Commercial Growth	Boundary Extension to accommodate new commercial growth	Completed	2009 - 2010
	Meet with property owners and negotiate terms for extension (eg. extend municipal utility services)	Completed	2009
	Prepare and submit application for boundary extension to the Province	Completed	2009
	Initiate Alternate Approval Process	Completed	2009
	Province to prepare letters of patent for the extension	Completed	2009
	Community education	Completed	2009 - 2010
	Extend municipal services to new boundary	Sanitary sewer main complete to Hough Road	2010

Update Official Community Plan to reflect new Boundary	Not yet started	2011
--	-----------------	------

1.2 Develop Innovative and Sustainable Energy Sources

Geo-exchange District Energy Utility		Ongoing
Apply for the Innovative Clean Energy Fund (ICE) Provincial grants	Completed (grant approved)	2009
Consult with property owners in the Upper Gibsons Neighbourhood	Some discussions have taken place. Specific property owners will be contacted as the utility develops	2011
Establish a municipal geo-exchange district energy utility for the Upper Gibsons area	Working on establishing how to deal with O&M	2011
Design municipal policies and bylaws to ensure connection of future buildings to the Gibsons District Energy Utility (GDEU), including a service area bylaw	Completed	2010
Construct a central pumphouse, install ground heat exchangers on Town owned parks and greenways, install distribution piping and connect 110 dwellings to the GDEU	Pumphouse completed. Phase one of the subdivision was operational in the summer of 2010. One home connected December 2010.	2009
Utility billing for GDEU	Commence in 2011	2011
Create a Financial Business Plan for Geoexchange District Energy Utility	Develop Terms of Reference and complete in 2011	2011
Collaborate with SCRD on possible creation of a regional energy strategy	Ongoing participation in the Community Energy and Emissions Plan Implementation Committee	2011

	Develop communications strategy for GDEU	Not yet started	2011
1.3 Reduce Corporate and Community Greenhouse Gas Emissions	Establish baseline for corporate greenhouse gas emissions (1998)	Completed	2009
	Set target for greenhouse gas reductions (20% reduction in greenhouse gas emissions by 2017 from 1998 baseline year)	Completed	2009
	Pursue accreditation with the E-3 Fleet Program	Baseline data sent to fleet auditors Nov, 2010, ongoing work on fleet plan.	Postpone to 2012
	Enact a LEED Gold Building Policy	Completed and Adopted	2009
	Evaluate Green Waste Facilities	Evaluate in 2011	Ongoing
	Participate in the Development of a Regional Solid Waste Management Plan	Plan has been approved in principle, subject to further public consultation, evaluation of financial implications, development of an equitable service delivery model, etc.	2011
	Installation of Energy efficient street lights	Three LED streetlights installed in Parkland Subdivision. Four LED retrofits completed in various locations within the Town. Performance and feedback to be monitored.	2010
	Work with Regional District on Sunshine Coast Sustainability Charter	Provided input on draft plan.	2011

Adopt GHG Targets and Objectives in OCP	Town Staff worked with the Sunshine Coast Regional District to develop reduction targets. Actions need to be identified and incorporated into the Town's Official Community Plan	2011
---	--	------

1.4 Attract New Business

Business Attraction Strategy

Hire an Economic Development Officer	Completed: Michael McLaughlin through BCI	2009
Assemble Investor Attraction Information	BCI has been contracted to undertake this work plan	2009 – 2010
Investment Readiness Coordination	BCI has been contracted to undertake this work plan	2009 - 2010
Business Retention and Expansion Services	BCI has been contracted to undertake this work plan	2009 - 2010
Gibsons Landing Harbour Authority Expansion Business Case	BCI has been contracted to undertake this work plan	2009 - 2010
Retail Development: proposed mall expansion	BCI has been contracted to undertake this work plan	2009 - 2010
Economic Analysis and Planning	BCI has been contracted to undertake this work plan	2009 - 2010
Develop Economic Futures Scenarios	BCI has been contracted to undertake this work plan	2009 - 2010
Highway 101 Redevelopment: increase shopping in corridor	Gibsons will be coordinating this project with BCI in 2010 and beyond	2010

	Community Investment Opportunities	Strategic economic vision – 3 business priorities providing the best benefit to the community (added July 2010)	2010
	Advance regional economic development goals through workshops and coordination with other local governments on the Coast	Workshop scheduled for April, 2011	2011
1.5 Better Manage the Town's Capital Assets	Asset Management, Disposal and Leveraging		2009
	Maintain up-to-date inventory and assessment of capital assets including buildings, land, vehicles, equipment, underground utilities, roads, lanes, and aquifer.	Inventory & valuation of assets (for accounting reporting purposes) completed and incorporated into Financial Statements (2009 onward).	2009 - 2012
		Road rehabilitation assessment completed in 2004	
		Watermain replacement program underway but needs formalizing. Leak detection in 2012 will assist in this regard	
		Wastewater collection system – KWL report (2006) does not identify significant issues with system. I&I study (2012) will assist in identifying areas of concern	
		Culvert replacements - ongoing	

	Develop a plan for asset procurement and disposal: identify assets not needed & sell if economically viable, including land disposition.	Fall, 2011	2010 - 2011
	Develop long term funding strategy for maintaining and replacing infrastructure assets: amortize the value of assets and save funds to replace the assets in the future.	Amortization value and supporting information now included in the Financial Statements (2009 onward).	2010
	Assessment of Charman Creek Lands	Not yet started	2011
1.6 Explore Alternative Revenue Streams and Cost Saving Measures	Review fees and charges to ensure cost recovery and consolidate fees into a single Fees and Charges Bylaw	Preliminary review complete	2011
	Function withdrawals: ports & joint use	Awaiting Council direction	
	Well No. 1 water dispensing fees	Preliminary review complete	2011
	Group purchasing with other local governments	Meet with other Local Governments to co-ordinate plan, Summer, 2011	2011
	Provincial Corporate Services Agreement	Obtain copy for review and signing	2011
	Review of Town's Financial Service Providers	RFP issuance, Fall 2011	2011
	Develop Terms of Reference for a financial strategic plan	Corporate Services Mtg. Fall, 2011	2011

	Tangible Assets Plan/Capital Assets Plan: identify land and assets (Holland Lands, increase commercial development at Shaw Road)	Review best practices documents and bring Draft to Corporate Services	2012
1.7 Nurture the Arts Industry	Suggest Regional District develop a regional arts and culture forum and strategy amongst local governments and stakeholders	Policy developed, requires additional funding. Letter to be sent to Regional District	
	Identify potential Gibsons Public Art Gallery locations	Options and locations being explored	2011
	Develop an arts policy to earmark community amenity contributions for the arts	Community amenity policy already adopted-- further research and background information is needed prior to recommending changes to incorporate arts	2011

GOAL #2

PROVIDE A SAFE COMMUNITY

A Safe Community is one which believes that a safe life is a basic right.

Through provision of community services, education and leadership, we hope to foster a safer community for everyone.

OBJECTIVES	STRATEGIES	STATUS	TIMEFRAME
2.1 Community Safety and Enforcement	Establish a strong and visible RCMP presence	Steps Initiated	2009
	Establish a new Police Service Task Force Committee	Completed	2009
	Moor the Police boat in the Gibsons Marina, giving visibility to recreational boaters	Completed	2009
	Review successes and lessons of Police amalgamation	Completed	2010
	Construct a new Police building in Gibsons		2010
	Identify a parcel of land and secure that parcel	Completed	2010
	Financing	Completed	2010
	Communications plan	Not yet started	2010
	Public approval process	Completed	2010
	Tender process and design	Design work nearing completion, Feb	2010

2011

Sign lease agreement	In process	2010
Consider geo-energy option	Geo-energy fields being installed on site	2010
Extend Sunnycrest Road to service building	Design underway, construction anticipated to commence April 2011	2011
Improve Police support in Gibsons	In process	2010
Smoking Ban in Public Places	Signage has been installed with additional playgrounds, fields and trails targeted for 2011	2011
Molly's Lane Stair Replacement	In process	2011

GOAL #3

ENHANCE COMMUNICATIONS

Enhancing communications means expanding on existing tools and increasing knowledge with residents and businesses, and providing information on Town activities, plans and issues, to increase government transparency.

OBJECTIVES	STRATEGIES	STATUS	TIMEFRAME
3.1 Improve Communications with the Public	Website Redevelopment		2009 - 2011
	Develop a website that is easy to navigate, fast loading and intuitive	Completed	2009- 2010
	Ensure that the website has a consistent design that is keeping with the Town's graphic standards and overall brand character	Completed	2009- 2010
	Ensure that the website includes relevant content that is simple, logical and concise	Ongoing	2009- 2010
	Add multimedia and interactive content to the website including podcasts.	Not Yet Started	
	Community Outreach	Ongoing	2009 - 2010

Make presentations to neighbourhood associations, real estate offices, Sunshine Coast Builders Association and community at large with open houses and monthly dialogue sessions	Ongoing	Ongoing
Develop Marketing materials for external communications	Not yet started	2011
Conduct Public Opinion Polls and surveys with citizen feedback annually	Not Yet Started	2011
Develop intergovernmental relationships	Not yet started	2011
Road Naming Policy to recognize past community leaders	Initial research done	2011
Branding and Identity		2011
Redesign Town brochures, forms, and materials for all departments	Draft designs completed	2011
Partner with other municipalities on the Sunshine Coast in a joint application for Liveable Community Award	Beginning work to prepare for entry in competition for 2012	2011
Create a consistent colour set and templates for corporate branding & identity	Continue developing corporate branding & identity	2009 - 2010
Pursue youth engagement and involvement in local government decision making— including the use of social media—and effectively promote Gibsons to attract and retain young residents.	Liaising with new youth organization, VOICE on the Coast	2011

**Update Official Community Plan
for readability and consistency**

Developing list of issues
to be addressed

2011

**3.2 Improve
Communications
with Council and
Staff**

**Issues Management and
Operational Review**

Develop policies and procedures
to manage work volume and
prioritize

In Progress and
Ongoing

2010

Focus staff and resources on
strategic priorities

Ongoing

Manage town requests for service
against limited resources

Drafted policy in Feb
2010 – that the strategic
objective be added to
the bottom of all
reports to Committee
and Council

2009 - 2010

Review Council Policies and
Corporate Procedures to ensure
they are up to date and effective

Compiling suggested
changes

2011 - 2012

Review and augment the Council
Orientation Manual

Not yet started

2011

GOAL #4

ENSURE QUALITY INFRASTRUCTURE

Ensuring quality infrastructure means investing in capital assets thereby supporting sustainable economic growth, while meeting industry standards, following best practices, and at the same time, protecting the environment.

OBJECTIVES	STRATEGIES	STATUS	TIMEFRAME
4.1 Transportation Improvements	Highway 101 Improvements/Beautification		2009
	Complete the Highway 101 Improvements which were started in 2008 and coordinate with the Ministry of Transportation	Staff worked with the Ministry of Transportation and Infrastructure to complete the re-laning and the construction of four bus bays. MOT update to be provided to Council Spring 2011	2009
	Reduction of traveled lanes from two through lanes in each direction to one in each direction with dedicated left turn lanes at intersections and other key locations	Completed	2009
	Bus pullouts for pick up and drop off	Completed	2009

	New traffic signals at Sunnycrest (the signals at Shaw will be remaining)	The installation of new traffic signals at the Sunnycrest Intersection was coordinated with Town funded improvements to the Sunnycrest Intersection, which included pavement rehabilitation, sidewalk construction and boulevard improvements	2009
	Dedicated bike lanes between Pratt and Park	Completed	2009
	Shared bike lanes between Park and North	Completed	2009
4.2 Water Quality & Sustainability	Installation of Residential Water Meters	Single family and multi-family meters to be completed in early 2011. In process of initiating billing cycle/rates.	2009 - 2011
	Installation of Commercial/Industrial/Institutional water meters	Installation requirement letters sent to ICI in Sept 2010. Installations to be completed by Dec 2011	2011
		In process of revising rates	2011
	Hire a contractor to conduct leak audits and survey	To be completed in 2012 after infrastructure in place to separate SCRD water supply from Town supply	2012
	Install back-flow prevention devices	Residential to be completed by Feb 2011	2011
		ICI to be completed by Dec 2011	
	School Road Water Main replacement	Proposed 2011 budget item	2011

Service Agreement with Squamish Nation	Discussions Initiated	2011
Construction of Zone II Reservoir for water separation from SCRD	Design underway, Alternate Approval Process in late winter, tender anticipated for April 2011	2011
SCRD Water Agreement Negotiations	Completed - ready for signature	2011

4.3 Revitalize the Harbour Area

Phase 1: Hire a consultant to facilitate a Harbour Area Plan to be adopted by Council through Visioning including: open houses, charette, computer modeling, priorities for phase 2	Completed	2009
Phase 2: Hire a consultant to establish the details for financing and implementation of the Harbour Area Plan including: <ul style="list-style-type: none"> • A focus on sustainable development that protects and enhances the natural environment and character of the community • New or revised form and character design guidelines for 	Consultant retained, public process expected to conclude in Spring, 2011	2010 - 2011

the Harbour
Area

- Development or redevelopment of key areas
- Traffic studies and street reorientation
- Steps in selling or trading Town land to enable future vision
- Long-term economic and cultural stimulus
- Economic viability
- Sea level rise resulting from climate change

Reserve kayak and boat storage space for community use	Exploring possible locations	2011
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Memorial feature in Winegarden Park	Identified project in Parks Master Plan, referring project to Arts Advisory Committee	2011
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Mooring regulations in Recreational Water Lease	Consulted legal Counsel and drafting bylaw	2011
---	--	------

**4.4 Foster
Efficient and
Effective
Growth within
Town**

Implementation of the Community Amenity and Affordable Housing Policy	Policy Enacted, need to explore administration of affordable housing	2011
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Discuss use of old RCMP building or land for affordable housing	Pending completion of new RCMP facility	2011
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	Implementation of the Upper Gibsons Neighbourhood Plan	Ongoing	Ongoing
	Completion of Gospel Rock Neighbourhood Plan	Draft Plan completed, in public process	2011
4.5 Lease Negotiations Review	Marina Lease Renegotiation		
	Begin negotiations in 2010	In process	2010
	Other Lease Negotiations		
	Gibsons and Area Community Centre	Lease drafted	2011
	Armours Beach Hall	Lease drafted	2011
	Aquatic Centre Lease	Lease under review	2011
4.6 Adopt Low Impact Best Practices for Subdivision & Land Development	Subdivision Standards (Best Practices)		
	Hire a consultant to assist in reviewing the subdivision and development bylaw to incorporate new road, drainage, infrastructure and lighting standards.	Consultant hired in 2010. Draft changes presented to Infrastructure Services Committee. Rewrite to be completed by spring 2011	2011
	Present the new subdivision and development bylaw for adoption by Council	Working with consultant and committee to refine proposed bylaw	2011

Development Standards

Developing revised "smart-development checklists" to assist developers meet the needs of the community by articulating the community's goals and objectives.	Staff have completed draft checklists for various types of development	2011
--	--	------

4.7 Improve and Upgrade Infrastructure

Secure School District Right of Way for Upper Gibsons Diversion	Agreement in principle, need to formalize RoW	2011
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Construct BC Hydro Duct Bank	Commenting on hydro's design. Const to occur, April - June	2011
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Complete Upper Gibsons Storm Diversion Design	Underway	2011
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Audited Financial Statements

Town of Gibsons

For the year ended December 31, 2010

Town of Gibsons
Financial Statements
For the year ended December 31, 2010

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Vancouver BC V6C 0L2 Canada

Independent Auditor's Report

To the Mayor and Councillors of the Town of Gibsons

We have audited the accompanying financial statements of Town of Gibsons, which comprise the Statement of Financial Position as at December 31, 2010, the Statement of Operations, Statement of Changes in Net Financial Assets and Cash Flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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 comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Town of Gibsons as at December 31, 2010 and its operations and its cash flows for the year ended in accordance with Canadian public sector accounting standards.

Supplemental Information

Our audit was made for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The supplementary information included in Exhibits A through J and Supplementary Financial Information is presented for purposes of additional analysis and is prepared without audit.

BDO Canada LLP

Chartered Accountants

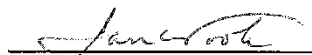
Vancouver, British Columbia

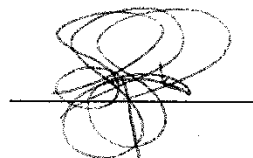
May 3, 2011

BDO Canada LLP, a Canadian limited liability partnership, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms.

Town of Gibsons
Statement of Financial Position

December 31	2010	2009
Assets		
Financial Assets		
Cash	\$ 98,229	\$ -
Taxes receivable	564,465	521,427
Accounts receivable	570,578	609,937
Portfolio investments (Note 1)	4,914,807	5,938,165
	<u>6,148,079</u>	<u>7,069,529</u>
Liabilities		
Cheques issued in excess of cash	-	33,788
Accounts payable and accrued liabilities	1,616,870	1,584,334
Unearned revenue (Note 2)	198,725	908,427
Long-term debt (Note 4) (Schedule 1)	3,805,692	3,748,129
Obligation under capital lease (Note 4)	322,071	354,925
Development cost charges	1,537,624	1,612,063
	<u>7,480,982</u>	<u>8,241,666</u>
Net Debt	<u>(1,332,903)</u>	<u>(1,172,137)</u>
Non-Financial Assets		
Tangible Capital Assets (Note 11)	42,156,607	35,441,563
Prepaid expenses	4,542	19,760
	<u>42,161,149</u>	<u>35,461,323</u>
Accumulated Surplus (Note 3 and 10)	<u>\$ 40,828,246</u>	<u>\$ 34,289,186</u>

 Treasurer

 Mayor

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

Town of Gibsons
Statement of Operations

For the year ended December 31	Fiscal Plan 2010 (Note 12)	2010	2009
Revenue (Schedule 3 and 4)			
Taxation (Note 7)	\$ 2,906,794	\$ 2,883,893	\$ 2,750,931
Utility user rates and connection fees	1,264,907	1,353,428	1,272,098
Grants and contributions (Schedule 2)	2,939,688	1,572,395	1,422,601
Sale of services	64,672	339,483	123,932
Other revenue	701,702	940,350	913,123
Contribution from developers and others for capital	1,212,680	5,330,800	885,794
	<u>9,090,443</u>	<u>12,420,349</u>	<u>7,368,479</u>
Expenses (Schedule 3 and 4)			
General departmental expenditures	3,670,094	3,779,267	3,963,849
Water system	613,556	801,752	747,345
Sewer system	695,517	792,256	754,294
Motor vehicle license agency	225,582	240,599	220,139
Reserve - Municipal Finance Authority	1,816	1,973	1,454
Interest on long term debt	213,554	207,339	214,420
Bank charges and debt issue costs	5,900	35,506	48,286
Disposal of tangible capital assets	-	22,597	48,080
	<u>5,426,019</u>	<u>5,881,289</u>	<u>5,997,867</u>
Annual Surplus	3,664,424	6,539,060	1,370,612
Accumulated Surplus, beginning of year	<u>34,289,186</u>	<u>34,289,186</u>	<u>32,918,574</u>
Accumulated Surplus, end of year	<u>\$ 37,953,610</u>	<u>\$ 40,828,246</u>	<u>\$ 34,289,186</u>

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

4

Town of Gibsons
Statement of Change in Net Debt

<u>For the year ended December 31</u>	<u>Fiscal Plan 2010</u>	<u>2010</u>	<u>2009</u>
	(Note 12)		
Annual surplus	\$ 3,664,424	\$ 6,539,060	\$ 1,370,612
Acquisition of tangible capital assets	(8,817,700)	(7,481,797)	(3,176,809)
Amortization of tangible capital assets	744,154	744,154	866,324
Disposal of tangible capital assets	-	22,597	48,080
	<u>(8,073,546)</u>	<u>(6,715,046)</u>	<u>(2,262,405)</u>
Acquisition of prepaid expenses	-	15,220	(19,760)
Change in net debt for the year	(4,409,122)	(160,766)	(911,553)
Net debt, beginning of year	(1,172,137)	(1,172,137)	(260,584)
Net debt, end of year	<u>\$ (5,581,259)</u>	<u>\$ (1,332,903)</u>	<u>\$ (1,172,137)</u>

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	2010	2009
Cash provided by (used in)		
Operating transactions		
Annual surplus	\$ 6,539,060	\$ 1,370,612
Items not involving cash		
Development cost charges recognized	(184,529)	(363,769)
Contributed tangible capital assets	(5,146,271)	(522,025)
Disposal of tangible capital assets	22,597	48,080
Amortization	744,154	866,324
	<u>1,975,011</u>	<u>1,399,222</u>
Changes in non-cash operating balances		
Accounts and taxes receivable	(3,679)	(468,477)
Accounts payable and accrued liabilities	32,536	(337,842)
Prepaid expenses	15,218	(19,760)
Unearned revenue	(709,702)	819,927
	<u>1,309,384</u>	<u>1,393,070</u>
Capital transaction		
Cash used to acquire tangible capital assets	(2,335,526)	(2,654,784)
Investing transaction		
Proceeds from disposition of portfolio investments	1,023,358	324,921
Financing activities		
Issue of long-term debt	294,000	951,000
Development cost charges and contributions	50,922	30,204
Interest on development cost charges	59,170	125,111
Proceeds from capital lease	25,144	-
Repayment of debt	(236,437)	(195,641)
Capital lease payments	(57,998)	(45,501)
	<u>134,801</u>	<u>865,173</u>
Increase (decrease) in cash during the year	<u>132,017</u>	<u>(71,620)</u>
Cash, beginning of year	<u>(33,788)</u>	<u>37,832</u>
Cash (Cheques issued in excess of Cash), end of year	<u>\$ 98,229</u>	<u>\$ (33,788)</u>

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, 2010

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 public sector accounting standards using guidelines developed by the Public Sector Accounting Board ("PSAB") of the Canadian Institute of Chartered Accountants.

**Tangible Capital
Assets**

Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is put into use. Contributed tangible capital assets are recorded at fair value at the time of the contribution.

Estimate useful lives of tangible capital assets are as follows:

Buildings	50 to 60 years
Equipment and Furniture	5 to 25 years
Vehicles	10 to 15 years
Roads	15 to 80 years
Drainage	30 to 80 years
Other Tangible Capital Assets	15 to 40 years
Sewer Infrastructure	3 to 80 years
Water Infrastructure	10 to 80 years
Work in Progress	Not amortized until put into use

Town of Gibsons
Summary of Significant Accounting Policies

December 31, 2010

Revenue Recognition	<p>Taxation revenue is recognized as revenue in the year it is levied.</p> <p>Through the British Columbia Assessments appeal process, taxation revenue may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxation revenue are recognized at the time they are awarded. Levies imposed by other taxing authorities are not included as taxes for municipal purposes.</p> <p>Charges for sewer and water usage are recorded as user fees. Connection fee revenues are recognized when the connection has been established.</p> <p>Sales of service and other revenue is recognized on an accrual basis.</p> <p>Receipts which are restricted by legislation of senior governments or by agreement with external parties are reported as contributions from developers and others for capital at the time they are received. When the qualifying expenditures are incurred the related contributions from developers and others for capital are brought into revenue.</p>
Government Transfers	<p>Government transfers, which include legislative grants, are recognized in the financial statements when received or receivable unless the transfer contains stipulations that create a liability in which case the transfer is recognized as the liability is extinguished.</p>
Cash	<p>Management considers all highly liquid investments with maturity of three months or less at acquisition to be cash equivalents.</p>
Portfolio Investments	<p>Portfolio investments are recorded at cost unless there has been a decline in the market value which is other than temporary in nature in which case the investments are written down to market value.</p>
Leased Assets	<p>Leases entered into that transfer substantially all the benefits and risks associated with ownership are recorded as the acquisition of a tangible capital asset and the incurrence of an obligation. The asset is amortized in a manner consistent with tangible capital assets owned by the Town and the obligation, including interest thereon, is repaid over the term of the lease. All other leases are accounted for as operating leases and the rental costs are expensed as incurred.</p>
Collection of Taxes on Behalf of Other Taxation Authorities	<p>The Town collects taxation revenue on behalf of other entities. Such levies, other revenues, expenses, assets and liabilities with respect to the operations of entities are not reflected in these financial statements.</p>

Town of Gibsons
Summary of Significant Accounting Policies

December 31, 2010

Unearned Revenue

Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the statement of financial position. The revenue is recognized in the statement of operations in the year in which it is used for the specified purpose.

Revenues from the sale of business licenses, dog tags and rental revenues 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 public sector accounting standards 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. Areas requiring the greatest degree of estimation include useful lives of tangible capital assets and collectability of receivables.

Town of Gibsons
Notes to Financial Statements

December 31, 2010

1. Portfolio Investments

	<u>2010</u>	<u>2009</u>
Short term bonds and Money Market Funds - Municipal Finance Authority	<u>\$ 4,914,807</u>	<u>\$5,938,165</u>

Short term bonds and money market funds include bank issued notes, bonds and Provincial bonds and debentures. Short term bonds currently yielding interest at 3.64% (2009 - 7.34%) with maturities ranging from May 2011 to December 2027. Money market funds bear interest at 0.61% (2009 - 1.07%) and are redeemable at any time.

2. Unearned revenue

	<u>2010</u>	<u>2009</u>
Unspent grants	\$ 110,150	\$ 815,870
Other	<u>88,575</u>	<u>92,557</u>
	<u>\$ 198,725</u>	<u>\$ 908,427</u>

3. Community Works Funds

Included in accumulated surplus (reserve fund) are amounts relating to the community works gas tax agreement funds:

	<u>2010</u>	<u>2009</u>
Opening balance of unspent funds	\$ 123,937	\$ 115,368
Add:		
Amounts received in the year	218,603	221,228
Interest earned	4,199	8,569
Less:		
Project expense	<u>(338,169)</u>	<u>(221,228)</u>
Closing balance of unspent funds	<u>\$ 8,570</u>	<u>\$ 123,937</u>

Community works funds are provided by the Government of Canada. The use of the funds is established by a funding agreement between the Town and the Union of British Columbia Municipalities. Community works funds 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, 2010

4. Debt

(a) Future principal requirements on existing debt:

2011	\$ 226,876
2012	235,300
2013	210,941
2014	220,137
2015	229,744
2016 and onwards	<u>2,682,694</u>
	<u>\$ 3,805,692</u>

(b) The following approved debt remained unissued as at December 31, 2010:

Loan Authorization Bylaw	Expiry	Gross Amount Approved	Unissued Amount	Temporary Borrowings
1057 General Capital Improvements	2018	\$1,052,986	\$1,052,986	\$ -
1084 General Capital Improvements	2028	\$1,374,738	\$1,374,738	\$ -
1105 General Capital Improvement	2029	\$ 525,686	\$ 231,686	\$ -
1123 General Capital Improvements	2029	\$ 219,400	\$ 219,400	\$ -
1126 RCMP Building	2030	\$2,300,000	\$2,300,000	\$ 67,067

(c) Obligation under capital lease for equipment:

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

2011	\$ 68,852
2012	113,530
2013	<u>149,707</u>
Total future minimum lease payments	332,089
Less amount representing interest at 3.75% - 5.0%	<u>(10,018)</u>
Present value of minimum lease payments	<u>\$ 322,071</u>

December 31, 2010

5. 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	\$ 102,000	2011	1 year

6. 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 163,000 active members and approximately 60,000 retired members. Active members include approximately 35,000 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, 2009 indicates an unfunded liability of \$1,024 million for basic pension benefits. The next valuation will be as at December 31, 2012 with results available in 2013. The actuary does not attribute portions of the unfunded liability to individual employers. The Town paid \$146,906 for employer contributions to the plan in the year ended December 31, 2010 (2009 - \$129,344) while employee contributions totaled \$137,112 (2009 - \$121,264).

Town of Gibsons
Notes to Financial Statements

December 31, 2010

7. Taxation

	Budget 2010	2010	2009
General municipal purposes	\$ 2,318,170	\$ 2,296,223	\$ 2,160,074
Specified area requisitions	44,192	43,434	48,021
Collections for other governments			
Province of British Columbia - School	2,206,517	2,269,849	2,206,517
Regional Hospital District	190,163	193,515	190,163
Municipal Finance Authority	202	204	202
British Columbia Assessment Authority	70,198	72,901	70,198
Regional District	1,608,913	1,639,563	1,608,913
Police Tax	206,726	235,747	206,726
	<u>6,645,081</u>	<u>6,751,436</u>	<u>6,490,814</u>
Transfer to Other Governments			
Province of British Columbia - School	2,206,517	2,269,756	2,206,517
Regional Hospital District	190,135	193,540	190,135
Municipal Finance Authority	203	204	202
British Columbia Assessment Authority	70,170	72,902	70,171
Regional District	1,608,951	1,639,725	1,608,951
Police Tax	206,726	235,840	206,726
	<u>4,282,702</u>	<u>4,411,967</u>	<u>4,282,702</u>
Total general municipal taxes	<u>2,362,379</u>	<u>2,339,469</u>	<u>2,208,112</u>
Frontage, local improvement and parcel taxes			
Water system	52,775	53,025	52,625
Sewer system	491,640	491,399	490,194
	<u>544,415</u>	<u>544,424</u>	<u>542,819</u>
	<u>\$ 2,906,794</u>	<u>\$ 2,883,893</u>	<u>\$ 2,750,931</u>

8. 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.

Town of Gibsons
Notes to Financial Statements

December 31, 2010

8. Gibsons Landing Harbour Authority (Continued)

The following summarizes the transactions and balances of the Gibsons Landing Harbour Authority as of its latest fiscal year ended March 31, 2010 as presented in their annual unaudited financial statements:

	<u>2010</u>	<u>2009</u>
Assets		
Cash and investments	\$ 306,775	\$ 116,737
Other assets	28,535	11,068
Property and equipment	545,343	528,350
	<u>\$ 880,653</u>	<u>\$ 656,155</u>
Liabilities	\$ 227,597	\$ 50,187
Deferred capital contributions	160,579	101,467
Net assets	492,477	504,501
	<u>\$ 880,653</u>	<u>\$ 656,155</u>
Revenues for the year		
Moorage	\$ 181,668	\$ 161,129
Other revenues	178,220	106,330
	<u>359,888</u>	<u>267,459</u>
Expenses for the year		
Wages	121,817	118,091
Other expenses	250,095	178,544
	<u>371,912</u>	<u>296,635</u>
Deficiency of revenues over expenses for the year	<u>\$ (12,024)</u>	<u>\$ (29,176)</u>

9. 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 \$140,276 (2009 - \$146,190) 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.

**Town of Gibsons
Notes to Financial Statements**

December 31, 2010

10. Accumulated Surplus

The Town segregates its accumulated surplus in the following categories:

	<u>2010</u>	<u>2009</u>
Current Fund ¹	\$ 2,258,939	\$ 2,455,097
Reserve Fund (Note 3)	602,982	769,820
Investment in non-financial assets	37,966,325	31,064,269
	<u>\$40,828,246</u>	<u>\$ 34,289,186</u>

¹Included in the total are funds held in trust from the Estate of Muriel Hayes of \$168,249 (2009 - \$167,184). The Town, as trustee, hold these funds to be spent on capital improvements at the Gibsons Pool for the general benefit of the community of Gibsons as a whole.

Reserve funds represent funds set aside by bylaw or council resolution for specific purposes.

The investment in non-financial assets represents amounts already spent and invested in infrastructure and other non-financial assets.

Town of Gibsons
Notes to Financial Statements

December 31

11. Tangible Capital Assets

	Land	Buildings	Equipment and Furniture	Vehicles	Roads	Drainage	Other Tangible Capital Assets	Sewer Infrastructure	Water Infrastructure	Work in Progress	2010 Total	2009 Total
Cost, beginning of year	\$ 4,972,433	\$ 6,841,893	\$ 397,942	\$ 1,115,842	\$ 11,653,944	\$ 4,970,010	\$ 1,698,234	\$ 10,226,891	\$ 6,673,813	\$ 1,429,949	\$ 49,980,951	\$ 46,967,775
Additions	2,706,707	110,800	67,252	175,770	862,228	501,592	271,538	263,917	460,086	2,061,907	7,481,797	3,176,809
Disposals	-	53,761	(44,340)	(151,696)	(53,937)	(43,064)	-	-	(28,537)	-	(287,813)	(163,633)
Cost, end of year	7,679,140	7,006,454	420,854	1,139,916	12,462,235	5,428,538	1,969,772	10,490,808	7,105,362	3,491,856	57,194,935	49,980,951
Accumulated amortization, beginning of year	-	2,258,706	239,639	523,272	5,105,765	1,007,476	710,308	2,591,429	2,102,793	-	14,539,388	13,788,617
Amortization	-	95,057	21,888	61,582	161,079	60,217	58,368	175,546	110,417	-	744,154	866,324
Disposals	-	53,762	(44,339)	(129,100)	(53,936)	(43,064)	-	-	(28,537)	-	(245,214)	(115,553)
Accumulated amortization, end of year	-	2,407,525	217,188	455,754	5,212,908	1,024,629	768,676	2,766,975	2,184,673	-	15,038,328	14,539,388
Net carrying amount, end of year	\$ 7,679,140	\$ 4,598,929	\$ 203,666	\$ 684,162	\$ 7,249,327	\$ 4,403,909	\$ 1,201,096	\$ 7,723,833	\$ 4,920,689	\$ 3,491,856	\$ 42,156,607	\$ 35,441,563

December 31, 2010

12. Fiscal Plan

Fiscal plan amounts represent the Financial Plan By-Law adopted by Council on May 4, 2010 with estimates for amortization of tangible capital assets.

The Financial Plan anticipated use of surpluses accumulated in previous years to balance against current year expenditures in excess of current year revenues. In addition, the Financial Plan anticipated capital expenditures rather than amortization expense.

The following shows how these amounts were combined:

	<u>2010</u>
Financial Plan Bylaw surplus for the year	\$ -
Addback:	
Capital expenditures	8,817,700
Less:	
Budgeted transfers from accumulated surplus	(4,409,122)
Amortization	<u>(744,154)</u>
Adjusted Annual Surplus	<u>\$ 3,664,424</u>

13. Segmented Information

The Town is a diversified municipal government institution that provides a wide range of services to its citizens such as roads, water, sewer and drainage infrastructure, garbage collection and parks. The Town also contributes to the costs of fire protection and transit which are under the jurisdiction of the Sunshine Coast Regional District. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

Corporate Services

The Corporate Services Department is the communications link between Council and other Municipal Departments and the general public, providing assistance and advice to citizens with respect to Council/Committee processes, reporting procedures and decisions.

Finance

The Finance Department is responsible for the overall financial and risk management of the Town. A segment of this department is the ICBC Autoplan and Driver Licensing Agency which provides ICBC driver licensing services.

ICBC Autoplan and Driver Licensing Agency

This department provides ICBC Autoplan and Driver Licensing services. Autoplan services consist of vehicle registration and insurance renewals and Driver Licensing involves driver licence renewals, road tests and processing motor vehicle fines to name a few.

December 31, 2010

13. Segmented Information (Continued)

Parks and Cultural Services

The Parks and Cultural Services Department contributes to the quality of life and personal wellness of the community through the provision of a variety of special events, programs, services and facilities.

Planning

This department provides short-term and long-term planning services.

- Long-Term Planning includes work with the community on reviewing the Town's Official Community Plan, developing new Neighbourhood Plans, the Trail and Bicycle Plan and the review of relevant bylaws.
- Short-Term Planning includes the processing of subdivision and development applications.

Protective Services

Protection is comprised of bylaw enforcement and building inspection.

- Bylaw enforcement administers, monitors, and seeks compliance with the bylaws enacted by the Mayor & Council to regulate the conduct of affairs in the Town of Gibsons.
- The Town of Gibsons Building Department maintains the quality of life for Gibsons' citizens by regulating all construction within the Town. This is achieved through the use of the Town of Gibsons Building and Plumbing Bylaw, the British Columbia Building Code, the British Columbia Fire Code and other related bylaws and enactments within the Town of Gibsons.

Public Works

Public works is responsible for the essential services of the Town:

- ensuring clean and safe water to our Town, supplied through underground pipes, wells and reservoirs,
- maintaining a separate system of underground pipes to collect sewer or waste water for proper treatment prior to discharging it,
- providing and maintaining the Town's roads, sidewalks, street lights, signage and line markings, storm drainage and hydrants,
- providing other key services including street cleaning and the coordination of residential garbage collection services

Town of Gibsons
Notes to Financial Statements

December 31, 2010

14. Expenditures by Function

	2010			2009
	Operations	Capital Acquisitions	Total	Total
Goods and services	\$2,247,456	\$2,335,526	\$4,582,982	\$ 5,024,171
Labour	2,622,264	-	2,622,264	2,449,916
Contributed tangible capital assets	-	5,146,271	5,146,271	522,025
Debt charges - interest	244,818	-	244,818	264,160
Disposal of capital assets	22,597	-	22,597	48,080
Total expenditures	5,137,135	7,481,797	2,618,932	8,308,352
Amortization expense	744,154	-	744,154	866,324
Total expenditures and expenses	\$5,881,289	\$7,481,797	\$3,363,086	\$ 9,174,676

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	
				2010	2009
General					
881	Local improvement	2018	5.550%	\$ 220,934	\$ 242,969
890	Downtown revitalization	2019	3.150%	630,159	685,911
911	Local improvement	2010	6.450%	-	43,168
1049	Road improvements	2012	*	66,320	99,480
1093	Road improvements	2029	4.130%	82,146	85,000
1105	Capital improvements	2020	4.500%	294,000	-
				<u>1,293,559</u>	<u>1,156,528</u>
Water					
1093	Cross connection control and water meter	2029	4.130%	<u>836,918</u>	<u>866,000</u>
Sewer					
576	Waste Water Treatment Plant upgrade	2031	4.850%	<u>1,675,215</u>	<u>1,725,601</u>
				<u>\$ 3,805,692</u>	<u>\$ 3,748,129</u>

* 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 2010	2010	2009
Federal grants			
In lieu of taxes - general	\$ 8,250	\$ 7,431	\$ 8,250
In lieu of taxes - water	225	225	225
In lieu of taxes - sewer	2,169	2,169	2,169
	<u>10,644</u>	<u>9,825</u>	<u>10,644</u>
Provincial grants			
General fund			
Small Communities grant	483,870	483,524	485,000
Trees for tomorrow	15,000	9,850	35,000
Community tourism	-	-	4,944
Planning - general	-	-	59,985
Street lighting	1,100	850	1,099
Water fund			
Towns for tomorrow	85,000	83,288	125,000
	<u>584,970</u>	<u>577,512</u>	<u>711,028</u>
Total operating grants	<u>595,614</u>	<u>587,337</u>	<u>721,672</u>
Other capital grants			
General fund			
Community Works	149,000	136,681	81,285
ICE/ICET	237,300	342,877	43,556
Other general	550,000	-	-
Water fund			
Community Works	158,067	81,922	139,943
Other water	1,249,707	423,578	436,145
	<u>2,344,074</u>	<u>985,058</u>	<u>700,929</u>
Total capital grants	<u>2,344,074</u>	<u>985,058</u>	<u>700,929</u>
Total Grants to Town	<u>2,939,688</u>	<u>1,572,395</u>	<u>1,422,601</u>
Provincial Home Owners' Grants	<u>937,352</u>	<u>963,684</u>	<u>937,352</u>
Total government grants to Town and Taxpayers	<u>\$ 3,877,040</u>	<u>\$ 2,536,079</u>	<u>\$ 2,359,953</u>

Town of Gibsons
Schedule 3 - Statement of Operations by Segment

For the year ended December 31, 2010

	General Government Services	ICBC Autoplan Driver Licence Agency	Protective Services	Planning and Economic Development Services	Public Works	Park Services	Unallocated	Water Utility	Sewer Utility	Total 2010 Actual	Total 2010 Fiscal Plan
											(Note 12)
Revenues											
General taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,339,469	\$ 53,025	\$ 491,399	\$ 2,883,893	\$ 2,906,794
Grants	-	-	-	-	480,408	9,850	490,955	589,013	2,169	1,572,395	2,939,688
Deferred cost charge revenue and other funding of capital works	5,330,800	-	-	-	-	-	-	-	-	5,330,800	1,212,680
Utility charges	102,883	-	-	-	236,600	-	-	919,890	433,538	1,353,428	1,264,907
Sales of services	623,235	261,109	-	-	-	-	-	-	-	339,483	64,672
Other revenue	-	-	-	-	-	-	28,021	283	27,702	940,350	701,702
Total revenue	6,056,918	261,109	-	-	717,008	9,850	2,858,445	1,562,211	954,808	12,420,349	9,090,443
Expenses											
Operating											
Goods and services	505,056	6,946	39,841	189,188	534,988	189,820	-	471,252	310,365	2,247,456	1,911,633
Labour	676,685	233,653	155,680	144,821	515,701	412,665	-	218,151	264,908	2,622,264	2,548,962
Interest, issue and other	118,579	-	-	-	-	-	-	35,766	90,473	244,818	221,270
Disposal of tangible capital assets	-	-	-	-	-	-	22,597	-	-	22,597	-
Amortization	1,300,320	240,599	195,521	334,009	1,050,689	602,485	22,597	725,169	665,746	5,137,135	4,681,865
	414,826	-	-	-	-	-	-	112,349	216,979	744,154	744,154
Total expenses	1,715,146	240,599	195,521	334,009	1,050,689	602,485	22,597	837,518	882,775	5,881,289	5,476,019
Excess (deficiency) in revenues over expenses	\$ 4,341,772	\$ 20,510	\$ (195,521)	\$ (334,009)	\$ (333,681)	\$ (592,635)	\$ 2,835,848	\$ 724,693	\$ 72,083	\$ 6,539,060	\$ 3,664,424

Town of Gibsons
Schedule 4 - Statement of Operations by Segment

For the year ended December 31, 2009

	General Government Services	ICBC Autoplan Driver Licence Agency	Protective Services	Planning and Economic Development Services	Public Works	Park Services	Unallocated	Water Utility	Sewer Utility	Total 2009 Actual	Total 2009 Fiscal Plan
Revenues											
General taxes	\$ 129,785	\$ -	\$ -	\$ -	\$ 1,099	\$ 35,000	\$ 2,208,112	\$ 52,625	\$ 490,194	\$ 2,750,931	\$ 2,733,710
Grants	-	-	-	59,985	-	-	493,250	701,313	2,169	1,422,601	4,135,452
Deferred cost charge revenue other	-	-	-	-	-	-	-	-	-	-	-
funding of capital works	885,794	-	-	-	-	-	-	-	-	885,794	2,261,246
Utility charges	-	-	-	-	-	-	-	844,167	427,931	1,272,098	1,260,348
Sales of services	(48,870)	-	-	-	172,802	-	-	-	-	123,932	95,794
Other revenue	582,377	255,158	-	-	-	-	48,204	23,131	4,253	913,123	841,282
Total revenue	1,549,086	255,158	-	59,985	173,901	35,000	2,749,566	1,621,236	924,547	7,368,479	11,327,832
Expenses											
Operating											
Goods and services	545,428	8,019	23,456	150,800	619,963	269,736	-	449,596	302,389	2,369,387	2,272,081
Labour	614,983	212,120	145,228	170,701	499,950	397,335	-	191,065	218,534	2,449,916	2,258,992
Debt charges - interest	150,770	-	-	-	-	-	-	22,917	90,473	264,160	217,121
Disposal of tangible capital assets	-	-	-	-	-	-	43,347	4,733	-	48,080	-
Amortization	1,311,181	220,139	168,684	321,501	1,119,913	667,071	-	668,311	611,396	5,131,543	4,748,194
	526,269	-	-	-	-	-	-	106,684	233,371	866,324	866,324
Total expenses	1,837,450	220,139	168,684	321,501	1,119,913	667,071	43,347	774,995	844,767	5,997,867	5,614,518
Excess (deficiency) in revenues over expenses	\$ (288,364)	\$ 35,019	\$ (168,684)	\$ (261,516)	\$ (946,012)	\$ (632,071)	\$ 2,706,219	\$ 846,241	\$ 79,780	\$ 1,370,612	\$ 5,713,314

Town of Gibsons
Supplementary Financial Information
Reserve Fund Transactions

For the year ended December 31, 2010

	Capital Works	Public Parking	Parkland Acquisition	Roads	Drainage	Development Cost Charges		2010	2009
						Water	Sewer		
Balance, beginning of year	\$ 379,021	\$ 97,638	\$ 293,161	\$ 491,629	\$ 379,349	\$ 371,748	\$ 369,337	\$2,381,883	\$ 2,526,912
Interest received	13,796	3,554	10,671	17,699	14,206	13,686	13,577	87,189	173,335
Contributions									
General operating fund	111,062	-	-	-	-	-	-	111,062	98,918
Developers	-	-	-	4,563	30,579	8,402	7,378	50,922	30,206
Expenditures	(305,921)	-	-	-	-	(184,529)	-	(490,450)	(447,488)
Balance, end of year	\$ 197,958	\$ 101,192	\$ 303,832	\$ 513,891	\$ 424,134	\$ 209,307	\$ 390,292	\$2,140,606	\$ 2,381,883

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

December 31	2010	2009
Assets		
Current		
Cash	\$ 98,229	\$ -
Portfolio investments	2,774,201	3,556,282
Accounts receivable		
Province of British Columbia	21,544	39,092
Other	227,086	350,700
Due from general capital fund	67,067	294,000
Taxes receivable	564,465	521,427
Prepaid expenses	4,542	19,760
Deposit - Municipal Finance Authority	29,956	31,590
	<u>3,787,090</u>	<u>4,812,851</u>
Capital fund		
Property and equipment	24,976,136	19,679,213
	<u>\$28,763,226</u>	<u>\$ 24,492,064</u>
Liabilities		
Operating fund		
Cheques issued in excess of cash	\$ -	\$ 33,788
Accounts payable and accrued liabilities	1,591,021	1,454,747
Due to water operating fund	195,926	881,531
Due to sewer operating fund	763,041	891,383
Unearned revenue	93,725	458,427
Provision for future expenditures	709,322	726,106
Reserve - Municipal Finance Authority	29,956	31,590
Fund balance	404,099	335,279
	<u>3,787,090</u>	<u>4,812,851</u>
Capital fund		
Due to general operating fund	67,067	294,000
Long-term debt	1,293,559	1,156,528
Obligation under lease payable	322,071	354,925
Investment in property and equipment	23,293,439	17,873,760
	<u>24,976,136</u>	<u>19,679,213</u>
	<u>\$28,763,226</u>	<u>\$ 24,492,064</u>

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

For the year ended December 31

2010

2009

Operating fund balance

Balance, beginning of year	\$ 335,279	\$ 417,434
Surplus (deficit) for the year	68,820	(82,155)
Balance, end of year	\$ 404,099	\$ 335,279

Investment in Property and Equipment

Balance, beginning of year	\$17,873,760	\$ 17,228,403
Contributions from operating fund for:		
Acquisition of property and equipment	345,533	180,289
Lease payments	57,998	45,502
Reduction of long-term debt	114,955	107,348
Acquisition of property and equipment from provision for future expenditures	-	24,135
Reserve fund for:		
Acquisition of property and equipment	305,921	83,719
Developer's Cost Credits	-	87,270
Provincial Grants	479,558	124,841
Contributed tangible capital assets	4,511,120	522,025
Contribution from Municipal Finance Authority		
Sinking fund for debt reduction	42,017	39,844
Disposition of assets	(22,597)	(43,347)
Amortization	(414,826)	(526,269)
Balance, end of year	\$23,293,439	\$ 17,873,760

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

For the year ended December 31	2010	2009
Revenue		
Taxation	\$ 2,339,469	\$ 2,208,112
Grants and contributions		
Federal government	7,431	8,250
Province of British Columbia	494,224	586,028
Sale of services		
General government services	380,108	228,963
Transportation services	236,600	172,802
Capital equipment recoveries	111,062	98,918
Other revenue		
Licences, permits and fines	159,396	150,366
Rents	169,217	155,245
I.C.B.C. Autoplan and Driver Licensing Commissions	261,109	255,158
Interest on investments	35,834	43,283
Penalties and interest on taxes	86,423	65,033
Donations	82,309	90,650
Sundry	48,039	37,956
Appropriation from provision for future expenditures	138,888	135,229
	<u>4,550,109</u>	<u>4,235,993</u>
Expenditures		
General departmental expenditures		
General government	1,181,737	1,160,430
Protective services	195,521	168,684
Transportation services	731,933	803,697
Environmental services	318,756	316,216
Planning and economic development services	334,009	321,501
Park services	602,485	667,071
Motor vehicle licence agency	240,599	220,139
Debt charges		
Interest	81,100	101,030
Sundry	35,506	48,286
Transfers		
Sewer operating	7,000	-
Reserve fund	111,062	98,918
Provision for future expenditures	122,105	78,180
Reserve - Municipal Finance Authority	990	857
Capital Fund	345,533	180,289
Debt principal	172,953	152,850
	<u>4,481,289</u>	<u>4,318,148</u>
Surplus (deficit) for the year	<u>\$ 68,820</u>	<u>\$ (82,155)</u>

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

December 31	2010	2009
Assets		
Operating fund		
Accounts receivable		
Due from general operating fund	\$ 195,926	\$ 881,531
Province of British Columbia	313,011	220,145
Other	8,937	-
Deposit - Municipal Finance Authority	9,004	8,721
	<u>526,878</u>	<u>1,110,397</u>
Capital fund		
Property and equipment	7,216,997	6,030,616
	<u>\$ 7,743,875</u>	<u>\$ 7,141,013</u>
Liabilities		
Operating fund		
Accounts payable	\$ 7,761	\$ 111,493
Reserve - Municipal Finance Authority	9,004	8,721
Unearned revenue	105,000	450,000
Provision for future expenditures	69,000	55,000
Fund balance	336,113	485,183
	<u>526,878</u>	<u>1,110,397</u>
Capital fund		
Long-term debt	836,918	866,000
Investment in property and equipment	6,380,079	5,164,616
	<u>7,216,997</u>	<u>6,030,616</u>
	<u>\$ 7,743,875</u>	<u>\$ 7,141,013</u>

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

<u>For the year ended December 31</u>	<u>2010</u>	<u>2009</u>
Operating fund balance		
Balance, beginning of year	\$ 485,183	\$ 392,805
Surplus (deficit) for the year	(149,070)	92,378
Balance, end of year	\$ 336,113	\$ 485,183
Investment in Property and Equipment		
Balance, beginning of year	\$ 5,164,616	\$ 4,378,280
Contributions from operating fund for:		
Acquisition of property and equipment	237,467	45,166
Reduction of debt	29,082	-
Contribution from reserve fund for:		
Acquisition of property and equipment	184,529	276,499
Disposition of property and equipment	-	(4,733)
Amortization	(112,349)	(106,684)
Contributed tangible capital assets	371,234	-
Provincial grants	505,500	576,088
Balance, end of year	\$ 6,380,079	\$ 5,164,616

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

For the year ended December 31	2010	2009
Revenue		
User rates	\$ 848,359	\$ 823,186
Parcel tax	53,025	52,625
Connection fees	71,531	20,981
Grants and contributions	83,513	125,225
Miscellaneous	283	23,131
Appropriation from provision for future expenditures	55,000	-
	<u>1,111,711</u>	<u>1,045,148</u>
Expenditures		
Water supply		
Administration	350,227	325,930
Service of supply	240,201	235,108
Transmission, distribution and pumping	298,755	268,649
Debt charges		
Interest	35,766	22,917
Transfers		
Capital fund	237,467	45,166
Principal	29,082	-
Reserve - Municipal Finance Authority	283	-
Provision for future expenditures	69,000	55,000
	<u>1,260,781</u>	<u>952,770</u>
Surplus (deficit) for the year	<u>\$ (149,070)</u>	<u>\$ 92,378</u>

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

December 31 **2010** **2009**

Assets

Operating fund

Accounts receivable - Province of British Columbia	\$	-	\$	-
Deposit - Municipal Finance Authority		22,264		21,563
Due from general operating fund		763,041		891,383
		<u>785,305</u>		<u>912,946</u>

Capital fund

Property and equipment		9,963,480		9,731,734
		<u>\$10,748,785</u>		<u>\$ 10,644,680</u>

Liabilities

Operating fund

Accounts payable	\$	18,094	\$	18,094
Reserve - Municipal Finance Authority		22,264		21,563
Provision for future expenditures		78,600		94,800
Fund balance		666,347		778,489
		<u>785,305</u>		<u>912,946</u>

Capital fund

Long-term debt		1,675,215		1,725,601
Investment in property and equipment		8,288,265		8,006,133
		<u>9,963,480</u>		<u>9,731,734</u>
		<u>\$10,748,785</u>		<u>\$ 10,644,680</u>

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

For the year ended December 31	2010	2009
Operating fund balance		
Balance, beginning of year	\$ 778,489	\$ 733,887
Surplus (deficit) for the year	(112,142)	44,602
Balance, end of year	\$ 666,347	\$ 778,489
Investment in Property and Equipment		
Balance, beginning of year	\$ 8,006,133	\$ 8,179,278
Contributions from operating fund for:		
Acquisition of property and equipment	184,808	11,778
Reduction of long-term debt	44,793	44,793
Amortization	(216,979)	(233,371)
Contributed tangible capital assets	263,917	-
Contributions from Municipal Finance Authority for:		
Sinking fund for debt reduction	5,593	3,655
Balance, end of year	\$ 8,288,265	\$ 8,006,133

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

For the year ended December 31	2010	2009
Revenue		
User rates	\$ 422,352	\$ 420,411
Parcel tax	491,399	490,194
Connection fees	11,186	7,520
Grants and contributions	2,169	2,169
Miscellaneous	22,109	597
Appropriations from provision for future expenditures	16,200	-
Transfer from general operations fund	7,000	-
	<u>972,415</u>	<u>920,891</u>
Expenditures		
Administration	205,406	214,966
Maintenance		
Collection system	217,355	184,027
Treatment system	341,022	309,655
Debt charges		
Interest	90,473	90,473
Transfers		
Reserve - Municipal Finance Authority	700	597
Provision for future expenditures	-	20,000
Capital fund	184,808	11,778
Debt Principal	44,793	44,793
	<u>1,084,557</u>	<u>876,289</u>
Surplus (deficit) for the year	<u>\$ (112,142)</u>	<u>\$ 44,602</u>

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

December 31	2010	2009
Assets		
Cash and short-term deposits	\$ 2,140,606	\$ 2,381,883
Liabilities and Fund Balances		
Development cost charges		
Roads	\$ 513,891	\$ 491,629
Drainage	424,134	379,349
Water	209,307	371,748
Sewer	390,292	369,337
	<u>1,537,624</u>	<u>1,612,063</u>
Fund balances		
Capital works	197,958	379,021
Public parking	101,192	97,638
Parkland acquisition	303,832	293,161
	<u>602,982</u>	<u>769,820</u>
	<u>\$ 2,140,606</u>	<u>\$ 2,381,883</u>