

2013 ANNUAL REPORT



TOWN OF GIBSONS

BRITISH COLUMBIA, CANADA

**Town of Gibsons
Contact us!**



Box 340
Gibsons, BC V0N 1V0



474 South Fletcher Road
Gibsons, BC



P: 604-886-2274
F: 604-886-9735



info@gibsons.ca



www.gibsons.ca



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MESSAGE FROM THE MAYOR

On behalf of my colleagues on Town Council, I am pleased to present the Town of Gibsons' 2013 Annual Report. The report provides an overview of the Town's departments, a few highlights of the last year and a look at the projects planned for 2014.

The Annual Report includes Council's 2013 - 2014 Strategic Plan, which defines the core purpose of our organization, the vision for the community, and the corporate values of Council and staff. Strategic Planning is a process of determining a local government's vision and goals, and developing an action plan to achieve those goals. In 2012, Council laid out a strong vision for a vibrant, welcoming community with a thriving economy. The 2013 - 2014 Strategic Plan provides a roadmap of the actions Council intends to move forward on for the next two years. These are the actions that we hope will strengthen the Town's economic future and increase local opportunities, improve our communications, protect our assets for the long term, and continue our commitment to exceptional public service.

The high quality of life enjoyed in Gibsons is due in no small part to the dedication and commitment of its people, whether in creating a vibrant arts community, volunteering, participating in local government, or in acting as strong ambassadors for our community.

Our core responsibility is ensuring the financial health of Gibsons and providing the services and infrastructure that make the Town run. We will be refocusing our efforts to ensure the long term sustainability of our assets. This is increasingly challenging as federal funds and infrastructure grants become more scarce, and will require diligence and forward thinking. To that end, we will continue to refine our asset management plan and water strategy to guide Council's long term decision making on infrastructure.

By leveraging our scarce resources through partnerships, we will also make some targeted investments over the next two years to implement many of the great plans that so many of you participated in creating. This will include visible improvements in the Landing and seawalk.

Our plan is ambitious, but we hope that with your help and support, we will be able to move forward on the initiatives we've prioritized and make this an even better community.

Again, I want to thank all those who contributed to the Town's success in 2013, and look forward to working with the community to fulfill our vision and goals.

Sincerely,

A handwritten signature in dark ink, appearing to read 'J. M. ...', written in a cursive style.

MAYOR AND COUNCIL 2012-2014



Gerry Tretick
Councillor

Charlene SanJenko
Councillor

Wayne Rowe
Mayor

Lee Ann Johnson
Councillor

Dan Bouman
Councillor

An elected Council comprised of a Mayor and four Councillors governs the Town of Gibsons. Councillors are elected for three-year terms and each member of Council represents the Town at large. The *Community Charter* gives Council the authority to set budgets, levy taxes, and establish policies to guide the growth, development and operation of the community for the benefit and protection of its citizens.

The powers of Mayor and Council are exercised through the adoption of resolutions or the enactment of bylaws at regularly scheduled Council meetings. Council holds two regular meetings each month on the first and third Tuesdays at 7:00 p.m. Meetings are open to the public and agendas are available at Town Hall and on the Town's website at www.gibsons.ca.

MESSAGE FROM THE CAO



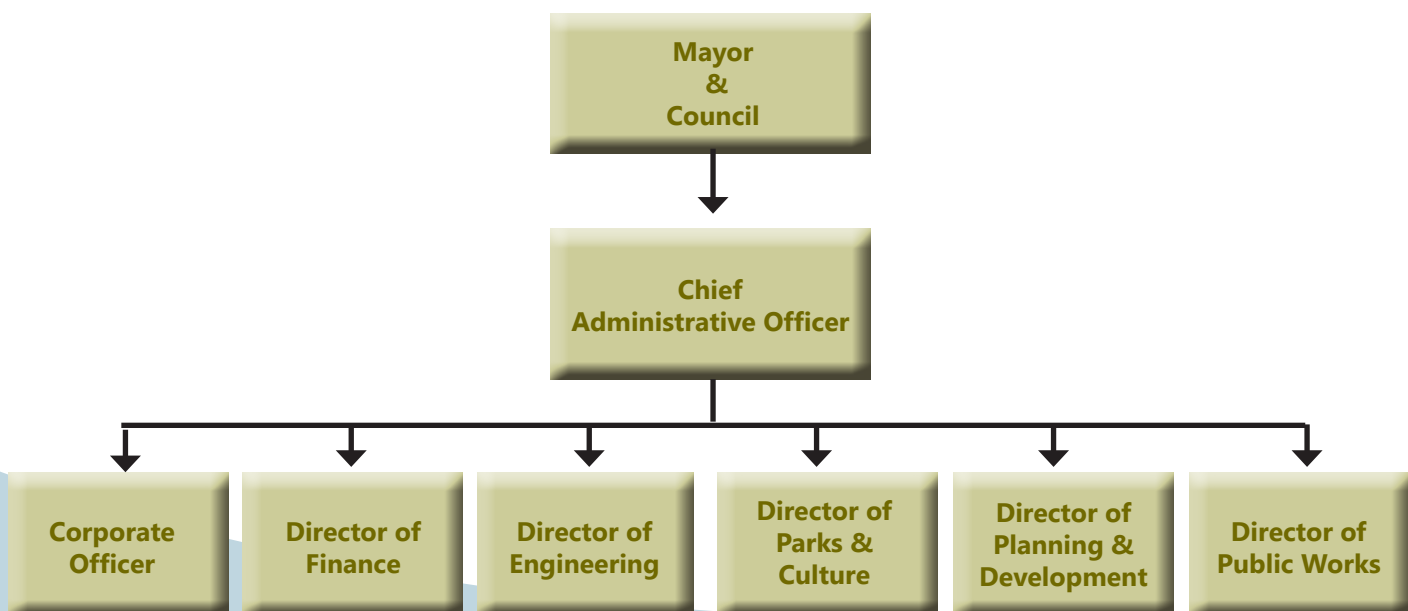
On behalf of the Town's staff, I am pleased to present the Town of Gibsons 2013 Annual Report. As Chief Administrative Officer (CAO), I am responsible for overseeing a team of professionals that manage the day to day operations of the Town and the delivery of efficient and cost-effective services to the public. The CAO is also responsible for advising 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.

This Annual Report highlights the achievements of 2013 and also the objectives for 2014 and 2015. It is one of the tools we use to communicate with current and future residents, businesses and visitors. We continue to work towards excellence in service and communication to ensure the people we work for receive value for their money.

The Town of Gibsons has a dedicated staff who take great pride in their day to day work. We strive to keep Gibsons the beautiful place that it is. I want to thank all the staff for their hard work, customer first approach, and contributions to the long-term success of our community.

Sincerely,

Emanuel Machado







ROLES AND RESPONSIBILITIES

CORPORATE ADMINISTRATION

Selina Williams, Corporate Officer

The Corporate Services Department supports and manages the Council meeting process, develops and tracks bylaws, maintains and protects corporate records, considers and facilitates access to corporate information, and manages related privacy issues. This department is also responsible for communications including media releases, advertising and website management, land management and the provision of clerical services, support and coordination to every department.

Legislative duties of the role of the City Clerk including local government elections, administering oaths, accepting notices, and keeping the corporate seal fall within the mandate of this department.

ENGINEERING

Dave Newman, Director

The Engineering Department is responsible for long-range planning, designing and construction of the infrastructure of the Town of Gibsons in a cost-effective and efficient manner. Staff works closely with the Public Works Department to ensure the continuous and safe operation of the Town's infrastructure and facilities. Reviewing and approving off-site servicing plans for new developments, subdivision, and building permits are also a part of the services provided to the public.

The Department is also responsible for the development and maintenance of record drawings, including infrastructure and property data, as well as other departmental information. Much of this information is recorded in the Town's Geographic Information System which is an important tool that staff uses to assist in providing and presenting property and infrastructure information.



FINANCIAL SERVICES

Ian Poole, Director

The Finance Department is responsible for the overall financial services for the Town including financial planning and reporting, monitoring and reporting of government grants, processing of financial transactions including the purchasing of goods and services, management of all municipal funds and the maintenance of a system of internal controls, billing and collection of property taxes and utility user fees, and monitoring risk management practices and the processing/evaluation of claims.

The Town provides ICBC Autoplan and 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 licensc renewals, road tests and special permits.

PUBLIC WORKS

Greg Foss, Director

The Public Works Department is responsible for ensuring the continuous and safe operation of the Town's infrastructure and facilities. This infrastructure includes 32 km of paved roads (excluding Highway 101) and 2 km of gravel lanes, 16 km of sidewalks, street signage, 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 clean-up program, and management of the garbage collection contract.

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ROLES AND RESPONSIBILITIES CONT...

PARKS AND CULTURAL SERVICES

Wendy Gilbertson, Director

The Parks and Cultural Services Department is responsible for maintaining 28 parks and civic properties, beach accesses, trails, and natural areas for the use and enjoyment of the public. The department coordinates banners, flags, tennis courts, floral displays, seasonal displays, community events, and manages filming applications. Tree removal and cosmetic pesticide applications are processed in this department. Beach water quality is monitored by the department for nine months of the year.

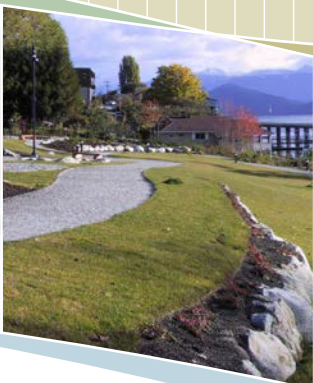
With over 8.25 hectares of parkland per 1,000 residents, Gibsons has well over the national average of parks per capita.

GIBSONS & DISTRICT VOLUNTEER FIRE DEPARTMENT

Bob Stevens, Chief

The Gibsons & District Volunteer Fire Department is a composite fire department comprised of up to 39 volunteer firefighters and 3 paid staff members - Fire Chief, Fire Prevention Officer and Maintenance Technician. The Department operates eight pieces of apparatus out of two 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 (SCRD), and serves a population of approximately 10,000 people. The Fire Department is a function of the SCR D and the Town is a participating member of this 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.



PLANNING AND DEVELOPMENT SERVICES

Andre Boel, Director

The Planning, Building and Bylaw Enforcement Department works to promote and enhance Gibsons' social, environmental and economic well-being by working with applicants to ensure that community goals and requirements are met, and by following up on complaints and concerns of residents and building owners.

The Director of Planning 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. Planning staff also process development and signage applications.

The Building Inspector issues Building Permits and is responsible for reviewing plans, inspecting buildings under construction or undergoing renovation and assisting applicants in meeting compliance with the BC Building Code.

The Bylaw Enforcement Officer issues Business Licences, dog tags and responds to concerns regarding dogs at large, parking regulations, and other bylaw issues that may arise. The general operating philosophy is one of education first and warning second before fines or charges are laid. The Bylaw Enforcement Officer works closely with the SPCA, RCMP, Department of Fisheries and Oceans and the Provincial Conservation Officer.

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2013 ACHIEVEMENTS

Corporate Administration

- Prepared minutes and agendas for 78 regular and In Camera Council and Committee-of-the-Whole meetings
- Hosted 8 Public Hearings and prepared minutes and agendas for each
- Responded to 7 requests for information under the *Freedom of Information and Protection of Privacy Act*
- Hosted the 2012 Volunteer Appreciation event
- Organized the RCMP Musical Ride in co-ordination with the Rotary Club
- Organized "Walk on Water" - Drinking Water Week Event
- Conducted an Alternate Approval Process for long-term borrowing
- Produced the 2012 Annual Report
- Launched the new Gibsons Landing logo
- Developed 5-Year Information Technology Strategic Plan
- Developed a Communication Strategy & Framework in consultation with the Communications Committee

Engineering Services

- Completed rewrites of several Town bylaws including:
 - Water Regulation Bylaw
 - Sanitary Sewer Regulation Bylaw
 - District Energy Bylaw
 - Traffic and Highway Use Bylaw
- Commenced work on an upgrade to the Town's Supervisor Control and Data Acquisition (SCADA) system which controls the Town's sanitary sewer and water distribution pumps and processing equipment
- Replaced a failing section of sanitary sewer
- Repaved a section of Gower Point Road and Marine Drive
- Completed the Aquifer Mapping Study
- Developed a Pilot "Walk on Water Intrepretive Tour"



2013 ACHIEVEMENTS

Financial Services

- Produced accurate and timely financial reports in accordance with the statutory requirements set forth in the *Community Charter*
- Developed a Five Year Financial Plan Bylaw and Tax Rates
- Processed annual tax payments for ~2,300 properties
- Processed 1,427 Home Owner Grant applications
- Administered 155 residential property tax deferral applications
- Processed semi-annual utility bills for residential and commercial properties
- Processed 1,500 payments to external suppliers and other taxing agencies

ICBC Driver Services

- Performed 14,592 customer transactions – an increase of 16.3% over 2012
- Captured 24% of the local market share of business
- Earned \$291,204 in gross commissions - a new all-time record
- Earned \$40,676 in net profit – a \$19,175 (89%) increase over 2012
- Received a Broker Customer Experience Award of \$4,800 which reflects the continuance of a superior level of customer satisfaction
- Received a Broker Performance Award of \$1,608 which reflects an exceptional broker rating



RCMP Musical Ride

2013 ACHIEVEMENTS CONT...

Volunteer Fire Department

- Responded to 215 emergency incidents, most of which were medical aid and motor vehicle incidents
- Members committed 3,478 hours to training, an average of 99 hours per member
- Introduced the NFPA “Remembering When” Fall and Injury Prevention for Seniors program and in conjunction with Vancouver Coastal Health made several presentations to seniors groups from Gibsons to Pender Harbour
- Completed improvements to the training facility

Parks and Cultural Services

- Hosted 15 events, Music in the Landing and weekly Sunday Markets
- Opened Parkland Tennis Courts
- Brothers Park bleachers upgrade and addition
- New winter banners for Upper Gibsons
- Completed Invasive Plant Management Training
- Commenced Japanese Knotweed suppression program
- Installed bike racks at various locations in Gibsons Landing
- Increased seasonal lighting in the Landing
- Washroom facility upgrade at Pioneer Park
- Refurbished 27 memorial benches and log features at Winegarden Park
- Completed White Tower Park Forest Health Assessment
- Processed 36 tree removal requests and 5 pesticide applications

Public Works

- Replaced two utility vehicles
- Installed a new generator and VFD at the Prowse Road Lift Station
- Completed water main tie-ins for new water main construction
- Completed storage shed for vactor truck
- Rebuilt 8 fire hydrants
- Completed flushing and camera of sea walk trunk main
- Maintained 22 Town owned buildings
- Responded to 539 incident reports and BC one calls

2013 ACHIEVEMENTS CONT...

Planning and Development Services

- Harbour Area Plan added to Official Community Plan (OCP)
- Received an Award of Excellence for the development of Community Energy and Emissions Plan
- Installed Landing area way-finding signage
- Participated in regional planning projects such as Agricultural Area Plan, Sunshine Coast Housing Committee, and Welcoming Communities project
- Completed Phase 1 of the OCP Update project
- Received and processed the following development applications:
 - 3 Official Community Plan Amendment Applications
 - 5 Zoning Bylaw Amendment Applications
 - 5 Development Variance Permits
 - 15 Development Permits
 - 1 Board of Variance Application
 - 24 Sign Permits

BYLAW ENFORCEMENT

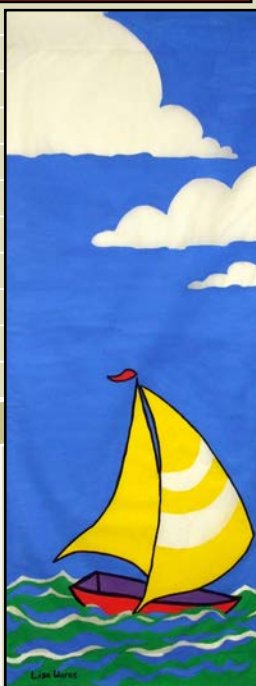
- Issued 215 tickets under the Bylaw Enforcement Notice System
- Towed 8 vehicles
- Issued 353 Dog Licences
- Responded to 230 complaints
- Issued 455 Business Licences with a total revenue of \$ 93,307

BUILDING INSPECTION

- Implemented a new tracking system for Building Permits
- Worked with the SCRD to promote BC Building Code changes
- Issued 42 building permits with a total construction value of \$14,809,500 including:
 - 9 Single-family new construction
 - 19 Single-family additions and alterations
 - 2 Two-family
 - 1 Multi-family
 - 10 Commercial, industrial and institutional
 - 1 Other

Right: 2012 - 2013 Hand Painted Banners

Hand Painted Banners have decorated the Town of Gibsons since 1997. Over the years, various coordinators have kept this project alive. We thank Connie Johnston for championing the 2012/2013 banners. Through the dedication of a multitude of artists, both known and unknown, residents and tourists alike have been treated to colorful displays throughout the Town.



2013 Quick Facts

42

Building Permits Issued

43%

Reduction in water consumption
since 2008

353

Dog Licences Issued

30

Years of Service
WENDY GILBERTSON

20

Years of Service
SHERI SPENCE
JOHN WILLIAMS

14,592

ICBC Transactions

32

KM paved roads

1929

Year of Incorporation

8.25

Hectares of Parkland per
1,000 residents!!!

10

Years for a drop of water falling
on Mount Elphinstone and
entering the aquifer to make it
to the Town's wells.

455

Business Licences Issued

1

Award of Excellence
received for the
Community Energy and
Emissions Plan

8

Vehicles Towed
;-)

25

Years of Service
TIM ENGER

260

Residents claimed their
Home Owner Grant
electronically
- it's a new high!!!

215

Incidents responded to by
the Fire Department

4,437

Residents

539

Incidents reported
Public Works

22

Town Owned Buildings

Vision

"We will be recognized as a vibrant, welcoming community with an outstanding quality of life and plentiful cultural and economic opportunities."



STRATEGIC PLAN

2013 - 2014

updated April 2014



Culture & Wellbeing

Green Infrastructure

Housing & LandUse

Climate & Energy

Transportation

Economic Development

Governance & Engagement

Vision

"We will be recognized as a vibrant, welcoming community with an outstanding quality of life and plentiful cultural and economic opportunities"



2013 - 2014 Strategic Objectives



ECONOMIC FUTURE



COMMUNICATIONS AND OUTREACH



COMMUNITY ASSETS



PUBLIC SERVICE



Initiatives

- » Complete Geoexchange Utility business plan.
- » Hold Economic Development forum.
- » Develop Community profile and fact sheet.
- » Attract a local food market to Gibsons Landing.
- » Maximize Recreational Water Lease potential.
- » Implement Molly's Lane improvements.

- » Improve the Town's website.
- » Update communications strategy.
- » Distribute Citizen Satisfaction Survey.

- » Complete Asset Management Plan.
- » Update water strategy.
- » Review and update the Official Community Plan.
- » Complete Resource Recovery Plan.
- » Improve the Harbour Area seawalk.
- » Improve Armours Beach.
- » Build pedestrian trail network.
- » Build key bicycle network links.
- » Develop foreshore protection strategy.
- » Revise Bylaw to allow Coach Houses.
- » Enhance Charman Creek.
- » Enhance Goosebird Creek.
- » Adopt renewable energy policies.

- » Update internal procedure manuals and document critical functions.
- » Refine records management architecture.
- » Update Council procedure bylaw.
- » Improve forms and public materials.

COMPLETED
STARTED - On-Going
NOT YET STARTED

SUSTAINABILITY FOCUS AREAS

The Town of Gibsons is committed to considering all of its plans and actions through the lens of sustainability. The categories below represent the dimensions of sustainability on which the Town will focus its actions. Potential projects and actions are evaluated against their ability to positively impact these sustainability focus areas, where possible leveraging the Town's resources by selecting and supporting projects that have the potential to advance more than one focus area simultaneously.

GREEN INFRASTRUCTURE

As stewards of a rich inheritance of both natural and built infrastructure, we recognize the value that natural systems provide and strive to operate and maintain public assets in an energy and cost efficient manner.

ECONOMIC DEVELOPMENT

We understand economic development to include human development— creating a diverse and vibrant economy requires building local skills and providing a supportive environment for local business to thrive.

GOVERNANCE & ENGAGEMENT

Informing, involving and engaging the public results in stronger decisions and builds community. The Town will follow clear and transparent processes in partnership with community groups.

CLIMATE & ENERGY

Gibsons seeks to minimize its footprint while adapting to a rapidly changing world. Producing heat and power locally provides green jobs, an economic benefit to the Town, and increased resilience in the face of uncertainty.

CULTURE & WELLBEING

Opportunities for creative, healthy, fulfilling activities are fundamental aspects of sustainability, and the Town recognizes its role in nurturing and supporting these activities.

HOUSING & LAND USE

We seek to coordinate our housing and land use plans to help build strong communities that are compact, connected and accessible.

TRANSPORTATION

Beyond building and maintaining roads, our focus for transportation is on expanding the connections between locations by foot, by bicycle, by transit and by car, creating complete streets for users of all ages.



STRATEGIC OBJECTIVE I

To strengthen the Town's economic future by providing a sustainable vision for balanced growth that benefits our existing businesses while attracting new opportunities and increasing local employment.

1. **Geoexchange District Energy Utility Business Plan**

Update the business and operational plan for the Geoexchange District Energy Utility, finding means of ensuring the long term success of the system.

2. **Economic Development Forum**

Host an Economic Development forum, bringing together local talent to advance projects to enhance the local economy by keeping more money locally and attracting and welcoming entrepreneurs to the community.

3. **Community Profile and Fact Sheet**

Update the Town's Community Profile and Fact Sheet to provide potential investors with accurate local economic and demographic information as well as a database of local opportunities.

4. **Attract a Local Food Market to Gibsons Landing**

Attract a local food market to Gibsons Landing, increasing the profile of healthy, locally produced food items in partnership with local food advocacy groups.

5. **Maximize Recreational Water Lease Potential**

Identify alternative models for maximizing the potential of the Recreational Water Lease area including expanding moorage and exploring other opportunities.

6. **Molly's Lane Improvements**

Enhance visual appeal of Molly's Lane and adjacent areas as a focal point to the Landing.



FRESH FISH

LOBSTER OYSTERS CRAB MUSSELS CHOWDER

Helping to create the conditions for local entrepreneurs to thrive.



STRATEGIC OBJECTIVE II

To enhance communications with the public and expand Council's outreach to businesses and citizens.

1. **Improve the Town's Website**

Improve the Town's website to allow for more timely updates, greater ease of use, increased simplicity of navigation, and integration with social media tools.

2. **Communications Strategy**

Adopt a communications strategy and policy, outlining the type and frequency of communications from the Town.

3. **Citizen Satisfaction Survey**

Complete a Citizen Satisfaction Survey to gauge the Town's performance in service delivery and policy development and identifying areas for improvement.



STRATEGIC OBJECTIVE III

To implement consistent standards that result in quality, sustainable development for the community; and to maintain and upgrade community assets as needed for long-term sustainability.

1. Integrated Asset Management Plan

Adopt an Integrated Asset Management Plan for all municipal infrastructure including roads, sewer, water, building, street lights and natural assets.

2. Water Strategy

Complete a water strategy as the guiding document for policy decisions including management, protection and investment.

3. Review and Update the Official Community Plan

Review and update the Official Community Plan Bylaw and incorporate age-friendly community planning, greenhouse gas mitigation strategies, and revised environmental guidelines.

4. Complete Resource Recovery Plan

Complete Resource Recovery Plan.

5. Improve the Harbour Area Seawalk

Improve the Harbour Area Seawalk, including access points, reducing obstructions, increasing accessibility and introducing amenities such as seating, signage and lighting.

6. Improve Armours Beach

Develop a site plan and identify funding sources to improve Armours Beach for a variety of uses.

7. Pedestrian Trail Network

Identify and improve linkages in the Town's pedestrian trail network, particularly linkages between upper Gibsons and the Landing.

8. Build Two Key Bicycle Network Links

Build two key bicycle network links including: from Marine Drive at the Town's northern extent to Gower Point Road in the south-west, following Gower Point Road and Glassford Road (2013) and from Gibsons Landing along Gibsons Way (2014).

9. Foreshore Protection Strategy

Adopt a foreshore protection strategy which recognizes the impacts of climate change and recommends a managed approach to long-term adaptation and environmental enhancement.

10. Permit Coach Houses

Revised Zoning Bylaw to permit Accessory Dwelling Units (Coach Houses).

11. Enhance Charman Creek

Enhance the function of Charman Creek, reducing erosion and introducing park and habitat opportunities.

12. Enhance Goosebird Creek

Create a riparian buffer area with natural plantings surrounding Goosebird Creek and remove the culvert separating the Creek from the ocean, facilitating its use by trout and salmon.

13. Renewable Energy Policies

Develop and incorporate policies to encourage solar energy and other renewable energy technologies including solar hot water readiness.



STRATEGIC OBJECTIVE IV

To maintain and enhance public confidence in the Town's operations through improved customer service that is consistent, fair, efficient and based on sound policy and procedures.

1. **Update Internal Procedure Manuals and Document Critical Functions**

Refine internal manuals to ensure all operational processes administered by the Town have strong documentation and clearly assigned responsibilities, committing to regularly updating and improving processes to minimize risks and maximize staff resources.

2. **Refine Records Management Architecture**

Implement a refined records management system which will reduce the time required to file and find critical documents.

3. **Update Council Procedure Bylaw**

Explore updates to the Council procedure bylaw to improve the effectiveness of meetings, and set clear procedures for public accountability.

4. **Improve Forms and Public Materials**

Continue to improve all public materials, making public documents clear and easily understood and using electronic forms as a more convenient option for applications.



ICBC DRIVER SERVICES





Gibsons Landing



Upper Gibsons

DEPARTMENTAL WORK PLANS (2013 - 2014)

The following section outlines ongoing Departmental Projects and initiatives across the Town's seven Departmental divisions and includes workplans assigning responsibility for each of the Council priorities outlined in this document. Each action supports at least one of the Strategic Objectives identified in this Plan. The work plans in the following section show departmental priorities, statutory requirements, initiatives already in progress, and priorities established in this plan.

ADMINISTRATION

Task	Strategic Objective(s)	Timeline for Completion
1 Agreements & Strategic Partnerships		
BCGEU Collective Agreement	IV	2013
Marina Lease with GMHI	I	2013
SCRD - Water Agreement	III	2013
SCRD - Rec Facilities Agreement	III	2013
SCRD - Ports Services Review	III	2014
SCRD - Solid Waste Management and Recycling Program	III	2014
SCRD - ED Letter of Understanding with Areas E and F	I	2013
SD No. 46 - Develop Joint Use Agreement (Gibsons Elementary / Elphinstone)	III	2014
Squamish Nation - Sewer Servicing Agreement	I	TBD
2 Council Priorities		
Geoexchange District Energy Utility business plan	I	2014
Hold Economic Development Forum.	I	2013
Develop Community Profile and Fact Sheet	I	2013
Maximize Recreational Water Lease potential	I	2014
Foreshore Protection Strategy	I	2014
Oversee harbour projects		2014
Implement IT Strategic Plan - Phase I	III	2014

CORPORATE SERVICES

Task	Strategic Objective(s)	Timeline for Completion
¹ Records Management		
Develop policy, manual and architecture for physical and electronic records	IV	2013
Improve offsite record storage area	IV	2014
Inventory archived records (Pre-2007) for ease of retrieval	IV	2014 - 2015
Update internal procedures manual	IV	2014
² Communication and Information Management		
Develop a communications strategy (with Select Committee of Council)	II	2013
Website - complete review and update of content	II	2013
Move website maintenance in-house and train key staff	II	2013
New website - develop and launch	II	2013 - 2014
Develop 5 Year IT Strategic Plan	IV	2013
Develop a Corporate Graphic Standards Manual and templates	II	2013
³ Bylaws & Policies		
Update Council Procedure Bylaw	II	2013
Update administrative bylaws	IV	2013 - 2014
Draft Council policies for adoption (eg. staff recognition policy, etc.)	IV	2013
Gibsons Landing Harbour Authority (Bylaws and Articles)	IV	2013 - 2014
⁴ Customer Service		
Customer service training - review needs with staff	IV	2013
Develop internal procedure manual and document critical functions	IV	2013
Distribute citizen satisfaction survey	IV	2014
Improve forms and public materials	IV	2013 - 2014
⁵ Election 2014		2014

FINANCE

Task	Strategic	Timeline for
1 Financial & Administrative Reviews		
Review Well No. 1 water dispensing fee (in conjunction with water pricing study)	III	2013
Fees and charges review	I	2013 - 2014
Develop internal procedure manual and document critical functions	II, IV	In Progress
2 Statutory Requirements		
Financial Plan Bylaw	IV	Annually
Property Tax Rate Bylaw	IV	Annually
Parcel Tax Roll Review Panel	IV	Annually
Administration of property tax notices	IV	Annually
Collect and remit taxes for other agencies	IV	Annually
Administer Home Owner Grant Program	IV	Annually
Administer Property Tax Deferral Program	IV	Annually
Prepare audited financial statements	IV	Annually
Prepare Statement of Financial Information	IV	Annually
Local Government data entry reporting	IV	Annually
Conduct Annual Tax Sale	IV	Annually
Adopt Permissive Tax Exemption Bylaw	IV	Annually
Commercial vehicle licences report	IV	Quarterly
GST remittances	IV	Quarterly
Administration of Collective Agreement, payroll and benefits	IV	Ongoing
Adopt Revenue Anticipation Bylaw	IV	Annually
Submission of Federal Government Infrastructure Surveys	IV	Annually

ENGINEERING

Task	Strategic	Timeline for Completion
1 Geo-Exchange Utility		
District Energy Bylaw rewrite	III, IV	2013
2 Transportation		
Road Use Bylaw	III, IV	2013
Pavement Assessment Update	III, IV	2014
Bicycle network links	IV	2015
3 Sanitary		
Prowse Road lift station design (grant dependent)	III	2013
4 Sanitary/Storm		
Storm and Sanitary Connection bylaw rewrite	III, IV	2013
5 Water		
Complete water strategy	III	2014
Aquifer Mapping - final report	III	2013
ICI CCC installations	III, IV	2013
Residential meter installation completion	III	2013
Simulate fire flow for PRV tests	III	2013
Sonic leak survey (water distribution)	III	2013
Update Universal Flushing program	III	2013
Water Service Connection bylaw rewrite	III, IV	2013
Enhance Charman Creek (in collaboration with Parks)	III	2015
Enhance Goosebird Creek (in collaboration with Parks)	III	2015
6 Water/Sanitary		
Update SCADA system	III, IV	2013
7 Other		
Asset Management Database	III	2014
White Tower Park Dredging	III, IV	2014
Sunnycrest Signal Preemption	III, IV	2014
Brothers Park Field Assessment	III, IV	2014
Develop internal procedure manual and document critical functions	IV	2013

PARKS

Task	Strategic	Timeline for Completion
1 <i>Gibsons Landing</i>		
Water service to lower Holland Park for events and park maintenance	I	2013
Refurbish log features	I	2013 - 2014
Persephone roof repairs	I	2013 - 2014
Landing street tree lighting	I	2012 - 2014
2 <i>Council Priorities</i>		
Improve Harbour seawalk	III	2014
Implement Molly's Lane improvements	I	2013
Armours Beach upgrades: develop site plan	III	2013
Build pedestrian trail network	III	2014
Enhance Charman Creek (in collaboration with Engineering)	III	2014
Enhance Goosebird Creek (in collaboration with Engineering)	III	2015
3 <i>Departmental Priorities</i>		
BC Film Location Profile Update	I	2013
Memorial Feature	III	2012 - 2014
Christenson Lands Community Garden: site design	III	2014
Invasive Plant Program: public education and eradication	III	2012 - 2014
Brothers Park Sports Field Improvements	III	2013 - 2014
Site furnishings: add picnic tables, benches, replace memorial benches	III	2013 - 2014
White Tower Park Forest Health Assessment	III	2013 - 2014
Gibsons Creek Joint Salmon Spawning Enhancement Project in cooperation with the Squamish Nation and SCRDC	I, III	2013 - 2015
Beachcombers 40th Anniversary Celebration	II	2013
Develop internal procedure manual and document critical functions	IV	2013
Inglis Park - Retaining Wall	III	2014
Rebuild Dougall Park Gazebo	III	2014
Trail Drainage Improvements	III	2014

PLANNING, BUILDING, AND BYLAW

Task	Strategic	Timeline for Completion
1 Bylaw Reviews		
Official Community Plan Update	III	2014
Building Bylaw Amendments	IV	2013
Sign Bylaw Review	I	2013
2 Other Policy Development		
Permit Coach Houses	III	2014
Renewable Energy Policies including Solar Hot Water	III	2014
3 Departmental Priorities		
Land Classification System	I	2013
Greenhouse Gas Inventory Update	II	2014
Administration of Affordable Housing		2013
3 Service Improvements		
Develop internal procedure manual and document critical functions	IV	2013
Improve departmental webpages	II	2013
Create information packages for applicants (Building Permit, etc.)	II	2013
Payment system for Dog Licences	IV	2013

PUBLIC WORKS

Task	Strategic	Timeline for Completion
1 Vehicle Fleet		
Replace #10 2003 GMC Sierra	III	2013
Complete E3 Fleet Evaluation	III	2013
Replace #11 2001 GMC	III	2014
Finalize Seawalk Trunk Main flushing	III	2013
2 Facilities		
Complete Truck Storage Shed	III	2013
Replace Roof at WWTP Storage building	III	2013
Install Water Dispensing Unit - Gibsons Public Market	III	2014
Install BioDiesel Tank - Parks Yard	III	2014
3 Policies and Procedures		
Review Sidewalk Maintenance program	III	2013
Review Ditch Maintenance program	III	2013
Create Sewer Main Flushing program	III	2013
Complete Emergency Response Plan for Water Distribution System	III	2013
Develop internal procedures manual and document critical functions	IV	2013
4 Waste Management		
Complete Resource Recovery Plan - Phase I	III	2014

Town of Gibsons
Financial Statements
For the year ended December 31, 2013

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Tel: 604 688 5421
Fax: 604 688 5132
vancouver@bdo.ca
www.bdo.ca

BDO Canada LLP
600 Cathedral Place
925 West Georgia Street
Vancouver BC V6C 3L2 Canada

Independent Auditor's Report

To the Mayor and Councillors of the
Town of Gibsons

We have audited the accompanying financial statements of the Town of Gibsons, which comprise the Statement of Financial Position as at December 31, 2013, the Statements of Operations, Changes in Net Debt 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 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, 2013 and the results of its operations and its cash flows for the year ended in accordance with Canadian public sector accounting standards.

Supplementary Information

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

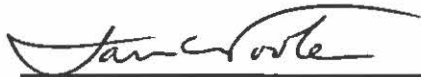
A handwritten signature in black ink that reads 'BDO Canada LLP'.

Chartered Accountants

Vancouver, British Columbia
April 8, 2014

Town of Gibsons
Statement of Financial Position

<u>December 31</u>	<u>2013</u>	<u>2012</u>
Assets		
Financial Assets		
Cash	\$ 233,972	\$ 239,320
Taxes receivable	392,356	381,041
Accounts receivable	539,385	1,706,757
Portfolio investments (Note 1)	<u>4,482,391</u>	<u>3,855,772</u>
	<u>5,648,104</u>	<u>6,182,890</u>
Liabilities		
Accounts payable and accrued liabilities	1,026,811	1,595,663
Unearned revenue (Note 2)	170,822	105,454
Interim financing (Note 3) (Schedule 1)	625,000	-
Long-term debt (Note 3) (Schedule 1)	7,213,350	7,339,508
Obligation under capital lease (Note 3)	82,853	119,549
Development cost charges	<u>1,335,017</u>	<u>1,388,233</u>
	<u>10,453,853</u>	<u>10,548,407</u>
Net Debt	<u>(4,805,749)</u>	<u>(4,365,517)</u>
Non-Financial Assets		
Tangible capital assets (Note 7)	47,277,093	47,015,853
Prepaid expenses	<u>5,720</u>	<u>7,530</u>
	<u>47,282,813</u>	<u>47,023,383</u>
Accumulated Surplus (Note 6)	<u>\$42,477,064</u>	<u>\$ 42,657,866</u>



Treasurer



Mayor

Town of Gibsons Statement of Operations

For the year ended December 31	Fiscal Plan 2013 (Note 11)	2013	2012
Revenue (Schedules 3 and 4)			
Taxation (Note 8)	\$ 3,540,994	\$ 3,564,372	\$ 3,373,865
Utility user rates and connection fees	1,083,214	1,083,796	978,580
Government transfers (Schedule 2)	735,514	626,829	1,606,501
Other contributions (Schedule 2)	4,000	40,296	-
Sale of services	126,754	133,594	195,351
Other revenue	1,147,265	1,483,380	1,115,151
Contribution from developers and others for capital	210,685	214,871	597,935
	<u>6,848,426</u>	<u>7,147,138</u>	<u>7,867,383</u>
Expenses (Schedules 3 and 4)			
General departmental expenditures	4,187,986	4,678,838	4,239,573
Water system	858,620	1,066,880	1,039,886
Sewer system	827,978	848,673	810,934
Motor vehicle license agency	229,816	250,528	257,591
Reserve - Municipal Finance Authority	4,300	5,238	2,776
Interest on long-term debt	321,042	337,492	308,586
Bank charges and debt issue costs	4,700	5,495	9,546
Disposal of tangible capital assets	-	134,796	123,681
	<u>6,434,442</u>	<u>7,327,940</u>	<u>6,792,573</u>
Annual Surplus	413,984	(180,802)	1,074,810
Accumulated Surplus, beginning of year	<u>42,657,866</u>	<u>42,657,866</u>	<u>41,583,056</u>
Accumulated Surplus, end of year	<u>\$43,071,850</u>	<u>\$42,477,064</u>	<u>\$ 42,657,866</u>

Town of Gibsons
Statement of Changes in Net Debt

For the year ended December 31	Fiscal Plan 2013	2013	2012
	(Note 11)		
Annual surplus	\$ 413,984	\$ (180,802)	\$ 1,074,810
Acquisition of tangible capital assets	(2,355,800)	(1,633,264)	(3,945,751)
Amortization of tangible capital assets	1,077,480	1,237,228	1,077,480
Disposal of tangible capital assets	-	134,796	123,681
	<u>(1,278,320)</u>	<u>(261,240)</u>	<u>(2,744,590)</u>
Acquisition of prepaid expenses	-	1,810	(2,088)
Change in net debt for the year	(864,336)	(440,232)	(1,671,868)
Net debt, beginning of year	(4,365,517)	(4,365,517)	(2,693,649)
Net debt, end of year	\$ (5,229,853)	\$ (4,805,749)	\$ (4,365,517)

Town of Gibsons
Statement of Cash Flows

For the year ended December 31

2013

2012

Cash provided by (used in)

Operating transactions

Annual surplus	\$ (180,802)	\$ 1,074,810
Items not involving cash		
Development cost charges recognized	(117,545)	(386,516)
Contributed tangible capital assets	(97,326)	(148,086)
Disposal of tangible capital assets	134,796	123,681
Amortization	1,237,228	1,077,480
	<u>976,351</u>	<u>1,741,369</u>
Changes in non-cash operating balances		
Accounts and taxes receivable	1,156,057	99,834
Accounts payable and accrued liabilities	(568,852)	36,156
Prepaid expenses	1,810	(2,088)
Unearned revenue	65,368	(21,028)
	<u>1,630,734</u>	<u>1,854,243</u>

Capital transaction

Acquisition of tangible capital assets	<u>(1,535,938)</u>	<u>(3,797,665)</u>
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Investing transactions

Change in portfolio investments, net	<u>(626,619)</u>	<u>1,148,806</u>
--------------------------------------	------------------	------------------

Financing transactions

Issue of long-term debt	277,000	1,142,600
Development cost charges and contributions	40,388	197,494
Interest on development cost charges	23,941	40,572
Issuance of interim debt	625,000	-
Repayment of debt	(403,158)	(310,108)
Capital lease payments	<u>(36,696)</u>	<u>(139,057)</u>
	<u>526,475</u>	<u>931,501</u>

Increase (decrease) in cash during the year

(5,348) 136,885

Cash, beginning of year

239,320 102,435

Cash, end of year

\$ 233,972 \$ 239,320

Town of Gibsons Summary of Significant Accounting Policies

December 31, 2013

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 Chartered Professional Accountants of Canada.

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

The Town is fortunate to have many natural assets that reduce the need for man-made infrastructure that would otherwise be required. This includes the Gibsons aquifer (water storage and filtration), creeks, ditches and wetlands (rain water management) and the foreshore area (natural seawall). Canadian public sector accounting standards do not allow for the valuation and recording of such assets into the financial statements of the Town. As such, these natural assets are not reported in these financial statements. Nevertheless, the Town acknowledges the importance of these assets and the need to manage them in conjunction with man-made infrastructure.

Town of Gibsons Summary of Significant Accounting Policies

December 31, 2013

Revenue Recognition	<p>Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. Annual levies for non-optional municipal services and general administrative services are recorded as taxes for municipal services in the year they are levied. Taxes receivable are recognized net of an allowance for anticipated uncollectable amounts. Levies imposed by other taxing authorities are not included as taxes for municipal purposes.</p> <p>Through the British Columbia Assessments appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the time they are awarded. Sales of service and other revenue is recognized on an accrual basis.</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>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	Government transfers, which include legislative grants, are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.
Cash	Management considers all highly liquid investments with maturity of three months or less at acquisition to be cash equivalents.
Portfolio Investments	Portfolio investments represent pooled investment funds and are recorded at market values which approximate cost.
Leased Assets	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.

Town of Gibsons Summary of Significant Accounting Policies

December 31, 2013

Collection of Taxes on Behalf of Other Taxation Authorities

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.

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.

Change in Accounting Policies

In 2013, the Town adopted the provisions of the public sector accounting standard "PS3410 Government Transfers". This new standard can be applied either retroactively or prospectively, however the requirements of this standard did not differ from the treatment the Town had previously been following and therefore, no change was required.

Government transfers are recognized as revenue when authorized and eligibility criteria have been met unless the transfer contains stipulations that create a liability. If the transfer contains stipulations that create a liability, the related revenue is recognized over the period that the liability is extinguished.

The most significant government transfer relates to gas tax funding (Note 2). These funds are deferred until such time that they are spent on eligible projects.

In 2013, the Town also adopted the provisions of the public sector accounting standard "PS3510 Tax Revenue". The requirements of this standard did not differ from the treatment the Town had previously been following and therefore, no change was required.

Town of Gibsons Notes to Financial Statements

December 31, 2013

1. Portfolio Investments

	2013	2012
Bond and Money Market Funds		
- Municipal Finance Authority	\$ 4,482,391	\$ 3,855,772

Bond and money market funds include bank issued notes, bonds and Provincial bonds and debentures. The bond fund yielded an annualized interest rate of 1.70% (2012 - 2.41%) and its investments have maturities ranging from 2014 to 2020. The money market fund yielded an annualized interest rate of 1.10% (2012 - 1.06%) and its investments are redeemable at any time.

2. Unearned Revenue

	2013	2012
Deferred government transfers	\$ 71,845	\$ -
Other	98,977	105,454
	\$ 170,822	\$ 105,454

Unearned revenue represents funds for licenses, fees, other revenues and grants that have been collected but for which services or projects have not yet been performed or completed. These amounts will be recognized as revenue in the fiscal year the services are performed or the project completed.

Included in unearned revenue are amounts relating to the Community Works gas tax funding. 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.

3. Debt

(a) Future principal requirements on existing long-term debt and interim financing:

2014	\$ 1,092,646
2015	484,366
2016	501,784
2017	519,931
2018	472,506
2019 and onwards	4,767,117
	\$ 7,838,350

Town of Gibsons
Notes to Financial Statements

December 31, 2013

3. Debt (Continued)

(b) The following approved debt remained unissued as at December 31, 2013:

Loan Authorization Bylaw	Expiry	Gross Amount Approved	Unissued Amount	Temporary Borrowings
1057 General Capital Improvements	2013	\$1,052,986	\$ 986	\$ -
1105 General Capital Improvement	2014	\$ 525,686	\$ 231,686	\$ -
1187 Water Capital Improvements	2018	\$ 720,000	\$ 720,000	\$ 625,000

(c) Obligation under capital lease for vehicles:

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

2014	\$ 23,453
2015	23,453
2016	23,453
2017	15,638
Total future minimum lease payments	85,997
Less imputed interest at 2%	(3,144)
Present value of minimum lease payments	\$ 82,853

4. Commitments

(a) 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.

(c) Residential Garbage Services

Subsequent to year end, the Town entered into an agreement for residential garbage pickup and disposal at an approximate annual cost of \$165,000. The two-year agreement commenced March 1, 2014 and expires Feb 29, 2016.

Town of Gibsons Notes to Financial Statements

December 31, 2013

5. Pension Plan

The Town and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly-trusted pension plan. The board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of the benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The Plan has about 179,000 active members and approximately 71,000 retired members. Active members include approximately 37 contributors from the Town.

The most recent actuarial valuation as at December 31, 2012 indicated a \$1,370 Million funding deficit for basic pension benefits. The next valuation will be as at December 31, 2016 with results available in 2016. Employers participating in the Plan record their pension expense at the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the results that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The Town paid \$197,975 (2012 - \$190,162) for employer contributions while employee contributions totaled \$169,909 (2012 - \$165,535) to the plan in fiscal 2013.

6. Accumulated Surplus

The Town segregates its accumulated surplus in the following categories:

	2013	2012
Current Fund ¹	\$ 2,136,826	\$ 2,322,681
Reserve Fund	677,954	663,996
Investment in tangible capital assets	39,662,284	39,671,189
	<u>\$42,477,064</u>	<u>\$ 42,657,866</u>

¹Included in the total are funds held in trust from the Estate of Muriel Haynes of \$181,797 (2012 - \$178,758). The Town, as trustee, holds 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 tangible capital assets represents amounts already spent and invested in infrastructure.

Town of Gibsons
Notes to Financial Statements

December 31

7. Tangible Capital Assets

	Land	Buildings	Equipment and Furniture	Vehicles	Roads	Drainage	Geoechange	Other Tangible Capital Assets	Sewer Infrastructure	Water Infrastructure	Work in Progress	2013 Total	2012 Total
Cost, beginning of year	\$ 7,679,140	\$ 9,372,158	\$ 404,169	\$ 1,183,237	\$ 13,378,382	\$ 5,520,546	\$ 1,095,984	\$ 2,359,136	\$ 10,843,589	\$ 11,768,991	\$ 121,450	\$63,726,782	\$ 60,192,046
Additions	95,475	169,735	9,790	88,951	361,795	-	-	-	-	759,468	148,051	1,633,265	3,945,751
Disposals	-	-	-	(57,239)	(53,480)	-	-	-	-	(331,379)	(31,604)	(473,702)	(411,015)
Cost, end of year	7,774,615	9,541,893	413,959	1,214,949	13,686,697	5,520,546	1,095,984	2,359,136	10,843,589	12,197,080	237,897	64,886,345	63,726,782
Accumulated amortization, beginning of year	-	2,681,240	283,040	528,710	5,466,678	1,165,252	36,725	886,882	3,117,824	2,544,578	-	16,710,929	15,920,783
Amortization	-	214,868	45,582	93,764	285,817	71,151	21,568	76,372	181,156	246,950	-	1,237,228	1,077,480
Disposals	-	-	-	(55,739)	(53,480)	-	-	-	-	(229,686)	-	(338,905)	(287,334)
Accumulated amortization, end of year	-	2,896,108	328,622	566,735	5,699,015	1,236,403	58,293	963,254	3,298,980	2,561,842	-	17,609,252	16,710,929
Net carrying amount, end of year	\$ 7,774,615	\$ 6,645,785	\$ 85,337	\$ 648,214	\$ 7,987,682	\$ 4,284,143	\$ 1,037,691	\$ 1,395,882	\$ 7,544,609	\$ 9,635,238	\$ 237,897	\$47,277,093	\$ 47,015,853

Town of Gibsons
Notes to Financial Statements

December 31, 2013

8. Taxation

	Fiscal Plan 2013	2013	2012
General municipal purposes	\$ 2,586,890	\$ 2,600,203	\$ 2,482,523
Specified area requisitions	41,802	41,714	41,803
Collections for other governments			
Province of British Columbia - School	-	2,332,689	2,326,840
Regional Hospital District	-	206,249	202,285
Municipal Finance Authority	-	214	217
British Columbia Assessment Authority	-	70,220	70,252
Regional District	-	1,871,547	1,769,108
Police Tax	-	285,571	262,478
	<u>2,628,692</u>	<u>7,408,407</u>	<u>7,155,506</u>
Transfer to Other Governments			
Province of British Columbia - School	-	2,332,689	2,326,803
Regional Hospital District	-	206,249	202,382
Municipal Finance Authority	-	214	216
British Columbia Assessment Authority	-	70,219	70,252
Regional District	-	1,871,628	1,769,859
Police Tax	-	285,571	262,519
	<u>-</u>	<u>4,766,570</u>	<u>4,632,031</u>
Total general municipal taxes	<u>2,628,692</u>	<u>2,641,837</u>	<u>2,523,475</u>
Frontage, local improvement and parcel taxes			
Water system	401,477	406,320	349,110
Sewer system	510,825	516,215	501,280
	<u>912,302</u>	<u>922,535</u>	<u>850,390</u>
	<u>\$ 3,540,994</u>	<u>\$ 3,564,372</u>	<u>\$ 3,373,865</u>

Town of Gibsons
Notes to Financial Statements

December 31, 2013

9. Gibsons Landing Harbour Authority

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

The following summarizes the transactions and balances of the Gibsons Landing Harbour Authority as of its latest fiscal year ended March 31, 2013 as presented in their annual unaudited financial statements:

	<u>2013</u>	<u>2012</u>
Assets		
Cash and investments	\$ 188,438	\$ 184,678
Other assets	367,713	30,673
Work in progress	1,311,667	-
Property and equipment	505,567	576,725
	<u>\$ 2,373,385</u>	<u>\$ 792,076</u>
Liabilities	\$ 566,039	\$ 42,969
Deferred capital contributions	1,355,263	278,361
Net assets	452,083	470,746
	<u>\$ 2,373,385</u>	<u>\$ 792,076</u>
Revenues for the year		
Moorage	\$ 197,150	\$ 198,455
Other revenues	85,695	85,201
Project revenue	1,105,163	18,501
	<u>1,388,008</u>	<u>302,157</u>
Expenses for the year		
Wages	139,222	133,093
Other expenses	162,286	162,499
Project expenses	1,105,163	18,501
	<u>1,406,671</u>	<u>314,093</u>
Deficiency of revenues over expenses for the year	<u>\$ (18,663)</u>	<u>\$ (11,936)</u>

Town of Gibsons Notes to Financial Statements

December 31, 2013

10. 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 \$253,751 (2012 - \$253,751) 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.

11. Fiscal Plan

Fiscal plan amounts represent the Financial Plan Bylaw adopted by Council on May 7, 2013 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:

	2013	2012
Financial Plan Bylaw surplus for the year	\$ -	\$ -
Addback:		
Capital expenditures	2,355,800	4,424,900
Less:		
Budgeted transfers from accumulated surplus	80,664	(127,340)
Proceeds from borrowing	(945,000)	(2,445,963)
Amortization	(1,077,480)	(977,600)
Adjusted Annual Surplus	<u>\$ 413,984</u>	<u>\$ 873,997</u>

Town of Gibsons
Notes to Financial Statements

December 31, 2013

12. 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.

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 services include driver licence renewals, road tests and the processing of motor vehicle fines.

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.

Town of Gibsons
Schedule 1 - Long-Term Debt

For the year ended December 31

Loan Authorization Bylaw	Purpose	Year of Maturity	Rate	Balance Outstanding	
				2013	2012
General					
881	Local improvement	2018	5.550%	\$ 147,996	\$ 173,504
890	Downtown revitalization	2019	3.150%	447,301	510,970
1057	Road improvement	2022	2.900%	426,270	465,000
1057	Road improvement	2017	*	260,350	-
1093	Road improvements	2029	4.130%	72,877	76,089
1105	Capital improvements	2020	4.500%	217,561	244,046
1126	RCMP Building	2031	3.560%	2,142,434	2,222,762
				<u>3,714,789</u>	<u>3,692,371</u>
Water					
1093	Cross connection control and water meter	2029	4.130%	742,506	775,218
1057	Water Mains	2022	2.900%	284,180	310,000
1134	Zone 2 Reservoir	2032	2.900%	960,233	993,600
				<u>1,986,919</u>	<u>2,078,818</u>
Sewer					
576	Waste Water Treatment Plant upgrade	2031	4.850%	1,511,642	1,568,319
				<u>7,213,350</u>	<u>7,339,508</u>
Water					
1187	Interim financing		*	625,000	-
				<u>\$ 7,838,350</u>	<u>\$ 7,339,508</u>

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

Town of Gibsons
Schedule 2 - Government Transfers and Contributions

For the year ended December 31	Fiscal Plan 2013	2013	2012
Government Transfers			
Federal Government			
In lieu of taxes - general	\$ 8,000	\$ 6,937	\$ 7,985
In lieu of taxes - water	1,500	1,677	1,458
In lieu of taxes - sewer	2,169	2,205	2,169
	<u>11,669</u>	<u>10,819</u>	<u>11,612</u>
Provincial Government			
General fund			
Small Communities	312,740	312,740	669,138
Planning	20,300	5,925	23,825
Street lighting	955	955	1,321
Infrastructure	125,000	-	29,693
Community Works	-	-	153,603
Other	-	4,375	-
Water fund			
Community Works	222,000	146,660	95,717
Towns for tomorrow	14,850	11,344	287,381
Municipal Rural Infrastructure Fund	-	-	255,137
	<u>695,845</u>	<u>481,999</u>	<u>1,515,815</u>
Local Government			
General fund			
Other	28,000	134,011	79,074
	<u>\$ 735,514</u>	<u>\$ 626,829</u>	<u>\$ 1,606,501</u>
Other contributions			
General fund			
Other	\$ 4,000	\$ -	\$ -
Water fund			
Other	-	40,296	-
	<u>\$ 4,000</u>	<u>\$ 40,296</u>	<u>\$ -</u>

Town of Gibsons
Schedule 3 - Statement of Operations by Segment

For the year ended December 31, 2013

	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 2013 Actual	Total 2013 Fiscal Plan
											(Note 11)
Revenues											
General taxes	\$ -	\$ -	\$ -	\$ -	\$ 247,789	\$ -	\$ 2,394,048	\$ 406,320	\$ 516,215	\$3,564,372	\$ 3,540,994
Government transfers	-	-	-	5,925	104,921	34,420	319,677	159,681	2,205	626,829	735,514
Other contributions	-	-	-	-	-	-	-	40,296	-	40,296	4,000
Deferred cost charge revenue and other	-	-	-	-	-	-	-	-	-	-	-
funding of capital works	-	-	-	-	-	-	214,871	-	-	214,871	210,685
Utility charges	-	-	-	-	-	-	-	616,022	467,774	1,083,796	1,083,214
Sale of services	5,478	-	-	-	128,116	-	-	-	-	133,594	126,754
Other revenue	439,721	291,204	242,334	-	-	-	481,555	1,108	27,458	1,483,380	1,147,265
Total revenues	445,199	291,204	242,334	5,925	480,826	34,420	3,410,151	1,223,427	1,013,652	7,147,138	6,848,426
Expenses											
Operating											
Goods and services	722,378	6,084	21,055	177,776	587,010	256,502	-	567,206	349,124	2,687,135	2,220,589
Labour	727,523	244,444	160,130	173,218	638,208	449,971	-	250,102	276,960	2,920,556	2,806,331
Interest, issue and other	181,917	-	-	-	-	-	-	74,678	91,630	348,225	330,042
Disposal of tangible capital assets	-	-	-	-	-	-	6,660	128,136	-	134,796	-
Amortization											
	1,631,818	250,528	181,185	350,994	1,225,218	706,473	6,660	1,020,122	717,714	6,090,712	5,356,962
	765,067	-	-	-	-	-	-	249,572	222,589	1,237,228	1,077,480
Total expenses	2,396,885	250,528	181,185	350,994	1,225,218	706,473	6,660	1,269,694	940,303	7,327,940	6,434,442
Excess (deficiency) in revenues over expenses	\$ (1,951,686)	\$ 40,676	\$ 61,149	\$ (345,069)	\$ (744,392)	\$ (672,053)	\$ 3,403,491	\$ (46,267)	\$ 73,349	\$ (180,802)	\$ 413,984

Town of Gibsons
Schedule 4 - Statement of Operations by Segment

For the year ended December 31, 2012

	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 2012 Actual	Total 2012 Fiscal Plan
Revenues											
General taxes	\$ -	\$ -	\$ -	\$ -	\$ 233,888	\$ -	\$ 2,289,587	\$ 349,110	\$ 501,280	\$ 3,373,865	\$ 3,364,554
Government transfers	-	-	-	23,825	263,691	-	677,123	639,693	2,169	1,606,501	1,444,543
Deferred cost charge revenue other	-	-	-	-	-	-	279,424	204,221	114,290	597,935	399,604
funding of capital works	-	-	-	-	-	-	-	519,852	458,728	978,580	1,010,000
Utility charges	32,030	-	-	-	163,321	-	-	-	-	195,351	131,972
Sale of services	173,386	279,092	230,182	-	-	-	385,830	2,764	43,897	1,115,151	1,001,961
Other revenue											
Total revenues	205,416	279,092	230,182	23,825	660,900	-	3,631,964	1,715,640	1,120,364	7,867,383	7,352,634
Expenses											
Operating											
Goods and services	610,920	6,090	21,686	115,181	614,279	199,583	-	581,930	316,928	2,466,597	2,422,545
Labour	706,755	251,501	156,625	146,668	608,901	437,313	-	223,808	272,336	2,803,907	2,753,144
Interest, issue and other	148,348	-	-	-	-	-	-	81,391	91,169	320,908	325,348
Disposal of tangible capital assets	-	-	-	-	-	-	123,681	-	-	123,681	-
Amortization	1,466,023	257,591	178,311	261,849	1,223,180	636,896	123,681	887,129	680,433	5,715,093	5,501,037
	621,662	-	-	-	-	-	-	234,148	221,670	1,077,480	977,600
Total expenses	2,087,685	257,591	178,311	261,849	1,223,180	636,896	123,681	1,121,277	902,103	6,792,573	6,478,637
Excess (deficiency) in revenues over expenses	\$ (1,882,269)	\$ 21,501	\$ 51,871	\$ (238,024)	\$ (562,280)	\$ (636,896)	\$ 3,508,283	\$ 594,363	\$ 218,261	\$ 1,074,810	\$ 873,997

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

December 31	2013	2012
Assets		
Current		
Cash	\$ 233,972	\$ 239,320
Portfolio investments	2,469,420	1,803,543
Accounts receivable		
Province of British Columbia	1,080	108,052
Other	198,521	454,184
Due from general capital fund	-	191,948
Due from water operating fund	-	699,510
Taxes receivable	392,356	381,041
Utility fees receivable	153,872	150,458
Prepaid expenses	5,720	7,530
Deposit - Municipal Finance Authority	63,962	60,989
	<u>3,518,903</u>	<u>4,096,575</u>
Capital fund		
Due from general operating fund	52	-
Tangible capital assets	27,933,770	27,944,941
	<u>27,933,822</u>	<u>27,944,941</u>
	<u>\$31,452,725</u>	<u>\$ 32,041,516</u>
Liabilities		
Operating fund		
Accounts payable and accrued liabilities	\$ 991,842	\$ 1,553,003
Due to water capital fund	287,579	306,336
Due to water operating fund	89,132	-
Due to sewer operating fund	696,523	743,389
Due to general capital fund	52	-
Unearned revenue	98,977	105,454
Provision for future expenditures	658,319	659,408
Reserve - Municipal Finance Authority	63,962	60,989
Fund balance	632,517	667,996
	<u>3,518,903</u>	<u>4,096,575</u>
Capital fund		
Due to general operating fund	-	191,948
Long-term debt	3,714,789	3,692,371
Obligation under lease payable	82,853	119,549
Investment in tangible capital assets	24,136,180	23,941,073
	<u>27,933,822</u>	<u>27,944,941</u>
	<u>\$31,452,725</u>	<u>\$ 32,041,516</u>

Town of Gibsons
Supplementary Financial Information - Exhibit B
General Fund - Operating Fund Balance
and Investment in Tangible Capital Assets
(Unaudited)

For the year ended December 31	2013	2012
Operating fund balance		
Balance, beginning of year	\$ 667,996	\$ 453,337
Surplus (deficit) for the year	<u>(35,479)</u>	<u>214,659</u>
Balance, end of year	\$ 632,517	\$ 667,996
Investment in Tangible Capital Assets		
Balance, beginning of year	\$23,941,073	\$ 23,630,194
Contributions from operating fund for:		
Acquisition of tangible capital assets	443,170	72,313
Lease payments	36,696	139,057
Reduction of long-term debt	209,540	187,319
Acquisition of tangible capital assets from provision for future expenditures	41,315	4,766
Contribution from reserve fund for:		
Acquisition of tangible capital assets	93,745	222,648
Provincial grants	-	181,859
Contributed tangible capital assets	97,326	211,419
Contribution from Municipal Finance Authority		
Sinking fund for debt reduction	45,042	36,841
Disposition of tangible capital assets	(6,660)	(123,681)
Amortization	<u>(765,067)</u>	<u>(621,662)</u>
Balance, end of year	\$24,136,180	\$ 23,941,073

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

<u>For the year ended December 31</u>	<u>2013</u>	<u>2012</u>
Revenue		
Taxation	\$ 2,641,837	\$ 2,523,475
Government transfers and other contributions	464,943	782,780
Sale of services		
General government services	250,478	272,230
Transportation services	239,619	219,355
Capital equipment recoveries	48,497	108,967
Other revenue		
Licences, permits and fines	242,334	230,182
Rents	409,711	331,424
ICBC Autoplan and Driver Licensing Commissions	291,204	279,092
Interest on investments	34,814	46,096
Penalties and interest on taxes	91,722	70,003
Donations	284,611	37,881
Sundry	28,574	19,406
Appropriation from provision for future expenditures	98,927	32,537
Transfers from capital reserve fund	-	45,394
Contribution from developers	23,800	16,765
	<u>5,151,071</u>	<u>5,015,587</u>
Expenditures		
General departmental expenditures		
General government	1,449,901	1,317,675
Protective services	181,185	178,311
Transportation services	828,779	840,859
Environmental services	396,439	382,321
Planning and economic development services	350,994	261,849
Park services	706,473	636,896
Motor vehicle licence agency	250,528	257,591
Debt charges		
Interest	173,449	137,112
Sundry	5,495	9,546
Transfers		
Reserve fund	11,775	136,405
Provision for future expenditures	139,153	241,984
Reserve - Municipal Finance Authority	2,973	1,690
Capital fund	443,170	72,313
Debt principal	246,236	326,376
	<u>5,186,550</u>	<u>4,800,928</u>
Surplus (deficit) for the year	\$ (35,479)	\$ 214,659

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

December 31	2013	2012
Assets		
Operating fund		
Accounts receivable		
User fees receivable	\$ 85,793	\$ 61,058
Due from general operating fund	89,132	-
Province of British Columbia	-	853,902
Deposit - Municipal Finance Authority	23,846	22,737
	<u>198,771</u>	<u>937,697</u>
Capital fund		
Accounts receivable	18,758	-
Due from general operating fund	287,579	306,336
Tangible capital assets	9,772,627	9,358,380
	<u>10,078,964</u>	<u>9,664,716</u>
	<u>\$ 10,277,735</u>	<u>\$ 10,602,413</u>

Liabilities

Operating fund		
Accounts payable	\$ 16,880	\$ 24,571
Reserve - Municipal Finance Authority	23,846	22,737
Due to general operating fund	-	699,510
Unearned revenue	71,845	-
Provision for future expenditures	31,425	66,130
Fund balance	54,775	124,749
	<u>198,771</u>	<u>937,697</u>
Capital fund		
Interim financing	625,000	-
Long-term debt	1,986,919	2,078,818
Investment in tangible capital assets	7,467,045	7,585,898
	<u>10,078,964</u>	<u>9,664,716</u>
	<u>\$ 10,277,735</u>	<u>\$ 10,602,413</u>

Town of Gibsons
Supplementary Financial Information - Exhibit E
Water Fund - Operating Fund Balance
and Investment in Tangible Capital Assets
(Unaudited)

<u>For the year ended December 31</u>	<u>2013</u>	<u>2012</u>
Operating fund balance		
Balance, beginning of year	\$ 124,749	\$ 248,917
Deficit for the year	<u>(69,974)</u>	<u>(124,168)</u>
Balance, end of year	\$ 54,775	\$ 124,749
Investment in Tangible Capital Assets		
Balance, beginning of year	\$ 7,585,898	\$ 7,038,367
Contributions from operating fund for:		
Reduction of debt	88,269	29,082
Acquisition of tangible capital assets from provision for future expenditures	-	-
Contribution from reserve fund for:		
Acquisition of tangible capital assets	-	204,221
Contribution from Municipal Finance Authority for:		
Sinking fund for debt reduction	3,630	2,374
Disposition of tangible capital assets	(128,136)	-
Amortization	(249,572)	(234,148)
Contributed tangible capital assets	-	(63,333)
Provincial grants	<u>166,956</u>	<u>609,335</u>
Balance, end of year	\$ 7,467,045	\$ 7,585,898

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

For the year ended December 31	2013	2012
Revenue		
User rates	\$ 505,215	\$ 475,510
Parcel tax	406,320	349,110
Connection fees and recoveries	110,807	44,342
Government transfers and other contributions	33,021	30,358
Miscellaneous	1,108	390
Appropriation from provision for future expenditures	34,705	17,000
Contribution from capital fund	9,105	63,333
	<u>1,100,281</u>	<u>980,043</u>
Expenditures		
Water supply		
Administration	286,749	293,008
Service of supply	340,968	371,470
Transmission, distribution and pumping	379,591	329,260
Debt charges		
Interest	73,570	81,001
Transfers		
Capital fund	-	-
Debt principal	88,269	29,082
Reserve - Municipal Finance Authority	1,108	390
	<u>1,170,255</u>	<u>1,104,211</u>
Deficit for the year	<u>\$ (69,974)</u>	<u>\$ (124,168)</u>

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

December 31	2013	2012
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Assets

Operating fund

Accounts receivable - user fees	\$ 81,361	\$ 79,103
Deposit - Municipal Finance Authority	24,874	23,718
Due from general operating fund	<u>696,523</u>	<u>743,389</u>
	<u>802,758</u>	<u>846,210</u>

Capital fund

Tangible capital assets	<u>9,570,701</u>	<u>9,712,537</u>
	<u>\$10,373,459</u>	<u>\$ 10,558,747</u>

Liabilities

Operating fund

Accounts payable	\$ 18,094	\$ 18,094
Reserve - Municipal Finance Authority	24,874	23,718
Provision for future expenditures	136,826	138,051
Fund balance	<u>622,964</u>	<u>666,347</u>
	<u>802,758</u>	<u>846,210</u>

Capital fund

Long-term debt	1,511,642	1,568,319
Investment in tangible capital assets	<u>8,059,059</u>	<u>8,144,218</u>
	<u>9,570,701</u>	<u>9,712,537</u>
	<u>\$10,373,459</u>	<u>\$ 10,558,747</u>

Town of Gibsons
Supplementary Financial Information - Exhibit H
Sewer Fund - Operating Fund Balance
and Investment in Tangible Capital Assets
(Unaudited)

For the year ended December 31 **2013** **2012**

Operating fund balance

Balance, beginning of year	\$ 666,347	\$ 666,347
Deficit for the year	<u>(43,383)</u>	-
Balance, end of year	\$ 622,964	\$ 666,347

Investment in Tangible Capital Assets

Balance, beginning of year	\$ 8,144,218	\$ 8,180,672
Contributions from operating fund for:		
Acquisition of tangible capital assets	79,528	1,632
Reduction of long-term debt	44,793	44,793
Provision for future expenditures	1,225	14,797
Amortization	(222,589)	(221,670)
Contribution from reserve fund for:		
Acquisition of tangible capital assets	-	114,290
Contributions from Municipal Finance Authority for:		
Sinking fund for debt reduction	11,884	9,704
Balance, end of year	\$ 8,059,059	\$ 8,144,218

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

For the year ended December 31	2013	2012
Revenue		
User rates	\$ 465,714	\$ 458,028
Parcel tax	516,215	501,280
Connection fees and recoveries	2,060	700
Government transfers and other contributions	2,205	2,169
Miscellaneous	27,458	34,193
	<u>1,013,652</u>	<u>996,370</u>
Expenditures		
Administration	246,069	240,724
Maintenance		
Collection system	221,705	241,069
Treatment system	373,310	324,671
Debt charges		
Interest	90,473	90,473
Transfers		
Reserve - Municipal Finance Authority	1,157	696
Provision for future expenditures	-	52,312
Capital fund	79,528	1,632
Debt principal	44,793	44,793
	<u>1,057,035</u>	<u>996,370</u>
Deficit for the year	\$ (43,383)	\$ -

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

December 31	2013	2012
Assets		
Cash and short-term deposits	\$ 2,012,971	\$ 2,052,229
Liabilities and Fund Balances		
Development cost charges		
Roads	\$ 260,598	\$ 306,839
Drainage	657,205	657,698
Water	41,540	59,161
Sewer	375,674	364,535
	<u>1,335,017</u>	<u>1,388,233</u>
Fund balances		
Capital works	240,316	233,674
Public parking	109,341	107,513
Park acquisition	328,297	322,809
	<u>677,954</u>	<u>663,996</u>
	<u>\$ 2,012,971</u>	<u>\$ 2,052,229</u>

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

For the year ended December 31, 2013

	Capital Works	Public Parking	Park Acquisition	Development Cost Charges				2013	2012
				Roads	Drainage	Water	Sewer		
Balance, beginning of year	\$ 233,674	\$ 107,513	\$ 322,809	\$ 306,839	\$ 657,698	\$ 59,161	\$ 364,535	\$2,052,229	\$ 2,263,511
Interest received	3,972	1,828	5,488	5,639	11,276	791	6,235	35,229	58,137
Contributions									
General operating fund	11,775	-	-	-	-	-	-	11,775	136,405
Developers	-	-	-	41,865	12,031	5,372	6,905	66,173	197,494
Expenditures	(9,105)	-	-	(93,745)	(23,800)	(23,784)	(2,001)	(152,435)	(603,318)
Balance, end of year	\$ 240,316	\$ 109,341	\$ 328,297	\$ 260,598	\$ 657,205	\$ 41,540	\$ 375,674	\$2,012,971	\$ 2,052,229

PERMISSIVE TAX EXEMPTIONS

A permissive tax exemption (PTE) is an exemption from the payment of municipal tax. Each year Council grants various permissive tax exemptions to help support organizations that provide services considered to be an extension of municipal services and that are deemed to contribute to the well being of the community. When granting a PTE, Council ensures that the exemption will not provide an unfair competitive advantage and that the resulting tax burden is a justifiable expense. To strike a balance, Council considers requests for exemptions in concert with the various other needs of the community.

Following is a listing of organizations granted a permissive tax exemption in 2013, along with the amount of municipal taxes that would have been imposed on the property if it were not considered exempt.

NAME OF PROPERTY OWNER	PROPERTY VALUE	TAX CLASS	TAX* EXEMPTION
Good Samaritan Society (Christenson Village)	\$14,383,000	1	\$22,229
Gibsons Community Fellowship Society	201,000	8	\$585
Gibsons Community Fellowship Society	249,700	8	\$727
Gibsons United Church	499,800	8	\$1,455
Pentacostal Assemblies of Canada (Christian Life Assembly)	1,035,500	8	\$3,014
Royal Canadian Legion Branch #109	399,000	8	\$1,161
Parish of St. Aidan and St. Bartholomew's Anglican Church	1,438,000	8	\$4,185
Parish of St. Aidan and St. Bartholomew's Anglican Church	285,300	1	\$588
Gibsons Congregation of Jehovah's Witnesses	289,400	8	\$842
The Convention of Baptist Churches of BC (Calvary Baptist Church)	572,900	8	\$1,667
Roman Catholic Archbishop of Vancouver (St. Mary's Catholic Church)	626,900	8	\$1,825
Sunshine Coast Kiwanis Village (Village Apartments)	1,193,000	1	\$2,458
S.C. Community Services Society (Community Treasures Thrift Shop)	375,200	6	\$1,105
S.C. Community Services Society (Farnham Family Place)	310,000	1	\$639
	<hr/> \$21,858,700		<hr/> \$42,481

*This includes a statutory exemption component, if applicable.

CONTRIBUTIONS TO THE COMMUNITY

GRANTS OF ASSISTANCE

Organization	2013	2012
ANCA Foundation	1,062	0
Arts Building Society	0	550
Calvary Baptist Church (Community Garden)	0	1,000
Canada Day Committee	2,900	3,750
Citizens on Patrol	2,000	1,700
Community Justice for the Sunshine Coast	2,000	2,000
Deer Crossing Art Farm (Synchronicity Festival)	1,000	0
Gibsons & District Chamber of Commerce (Visitor Services)	45,000	45,000
Gibsons & District Chamber of Commerce (V.I. Park, Maps, Banner)	0	4,000
Gibsons Economic Development	60,280	13,860
Gibsons / Elphinstone Community School Youth Worker	10,650	10,185
Gibsons Garden Club	0	200
Gibsons Outrigger Race	0	1,000
Gibsons Public Art Gallery	5,388	4,000
Gibsons Yacht Club - Learn to Sail	0	1,000
Gibsons Volunteer Fire Department (75th Anniversary)	0	1,500
Popsicle Bridge Contest	0	250
Salvation Army - Sunshine Coast	0	1,000
School District No. 46 - Student Bursary	1,000	1,000
Sea Cavalcade Committee	13,963	12,961
Sunshine Coast Arts Council	950	0
Sunshine Coast Branch of the BC Schizophrenia Society	0	400
Sunshine Coast Community Services Society (Children's Festival & Duck Pluck)	1,000	0
Sunshine Coast Community Services Society (Housing for Homeless)	0	1,500
Sunshine Coast Community Services Society (Homeless Outreach)	2,500	0
Sunshine Coast Community Services Society (Parent & Tot Summer Prog.)	0	1,000
Sunshine Coast Conservation Society	2,000	0
Sunshine Coast Dance Society	1,000	0
Sunshine Coast Film Society	500	300
Sunshine Coast Jazz Society	2,000	1,200
Sunshine Coast Museum and Archives	0	900
Sunshine Coast Salmonid Enhancement Society	0	1,000
Sunshine Coast Senior Swim Team	0	500
Sunshine Coast Sockeye Water Polo	1,000	0
Sunshine Coast Fruit Tree Project	0	500
Sunshine Coast Tourism	7,200	6,200
Special Olympics Sunshine Coast	600	400
Transportation Choices Sunshine Coast	1,000	0
Youth Crime Prevention Program (C. Smith)	0	2,000
	\$164,993	\$120,856

CONTRIBUTION TO THE COMMUNITY CONT...

2013 SUBSIDIZED RENTS

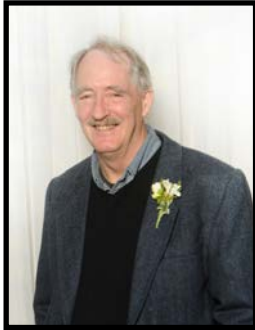
Group	Area / sq. ft.	Rent /sq. ft.	# of months	Value (\$)
Arts Building Society (Old Library)	1,680	\$8.94	8	\$10,013
Gibsons School of the Arts (Old Library)	1,680	9.19	3	3,860
Sunshine Coast Museum and Archives	5,220	10.98	12	57,301
Gibsons Minor Ball Association	513	10.98	12	5,631
Gibsons Lions Club (KinHut)	1,524	10.98	12	16,729
Gibsons Kinsmen Club (KinHut)	1,524	10.98	12	16,729
Jack & Jill Preschool	800	10.98	12	8,782
Gibsons Seniors Society (Harmony Hall)	5,270	10.98	12	57,849
Gibsons Landing Heritage Society (Heritage Playhouse Theatre)	5,094	10.98	12	55,917
Gibsons Curling Club	11,935	10.98	12	131,012
				\$363,823

COMMITTEE LIAISONS



Mayor
Wayne Rowe

In addition to leading all Council and Committee-of-the-Whole meetings Mayor Rowe also represents the Town on the Gibsons and District Public Library Board



Councillor
Dan Bouman

Gibsons and District Fire Protection Commission
Sunshine Coast Museum and Archives Society
Sea to Sky Clean Air Society



Councillor
Lee Ann Johnson

Extreme Weather Emergency Shelter Advisory
Sunshine Coast Ferry Advisory Committee
Community Youth Awareness Group
Sunshine Coast Affordable Housing Committee
Sunshine Coast Regional District Board (alternate representative)



Councillor
Charlene SanJenko

Gibsons and District Chamber of Commerce
VOICE
Economic Development Select Committee
Communications Select Committee



Councillor
Gerry Tretick

Gibsons and District Fire Protection Commission
Gibsons Landing Harbour Authority
Sunshine Coast Regional District Board

COMMITTEE APPOINTMENTS

ADVISORY PLANNING COMMISSION

The Advisory Planning Commission was established by bylaw on May 15, 2012. The Commission is a forum for citizen input into the planning process. The Commission consists of seven citizens who make recommendations to Council on community and neighbourhood plans, zoning applications and development permits.

Serving on the Advisory Planning Commission is Kirsten Rawkins, Gerry Zipursky, Howard Leung, Pam Robertson, Katie Janyk, Aleria Ladwig, and Sharon Goddard.

COMMUNICATIONS SELECT COMMITTEE

The Communications Select Committee was established in 2012 to assist Council and staff in reaching Strategic Objective No. II - *To Enhance communications with the public and expand Council's outreach to business and citizens.*

The Committee's objectives are to:

- Update the Town of Gibsons' communication strategies and set a benchmark for interactions with the public.
- Improve and expand the Town website for more efficient management, quicker updates and the ability to utilize online survey tools, etc.
- Explore new options for Council to reach out to the public and be more accessible, including recommendations regarding a dedicated in-house communications resource.

Serving on the Communication Select Committee is Councillor Charlene SanJenko, Dr. Sue Gordon, Helen Carkner and Linda McKinley.

In 2013 the Committee wrapped up their work with the adoption of the Communications Framework that suggests a pragmatic and sustainable approach to more effective communications and strengthened relationships with key stakeholders.

ECONOMIC DEVELOPMENT SELECT COMMITTEE

The Economic Development Select Committee was established in 2013 to advise Council on Economic Development related matters.

The Committee's objectives are to develop strategies to foster community economic development and employment opportunities in the Town of Gibsons and surrounding areas and to prepare an action plan for 2013/2014.

Serving on the Economic Development Select Committee is Councillor Charlene SanJenko, Greg Latham, Donna McMahon, Greg Russell, Don Bildfell, Brian Smith, Dorothy Riddle, Silas White, Dikran Zabunyan, and Patricia Hetherington.

GIBSONS LANDING HARBOUR AUTHORITY

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 1997 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. DFO sees the Harbour Authority Program 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.

There is a strong user demand of the harbour not only from the Sunshine Coast residents, but from the Lower Mainland and surrounding communities as well. These users are extremely diverse with strong representation from the commercial fishing, marine commercial and recreational/tourism sectors.

The exceptional location, attractive facility and breadth of services offered at GLHA have made it a desirable berthing site. Commercial fishing boats are present in the winter, early spring and late fall, while transient pleasure craft occupy their berths during the warm summer months.

The Board meets with, and reports to, Council quarterly at Committee-of-the-Whole meetings. Serving on the board of the Gibsons Landing Harbour Authority for 2013 were: Gerry Harris, Henning Rasmussen, Terry Rhodes, Fred Strom, Ken Fiedler, Ron Sayer, Tony Kristian, Ron Nelson, and Joseph Wright. Council's representative is Councillor Gerry Tretick.

ACHIEVEMENTS 2013

Gibsons Landing Harbour Authority (GLHA) and representatives from partner agencies celebrated the completion and grand opening of a \$1.3 million upgrade and expansion of moorage facilities with a dockside ceremony Thursday, May 29. The new drive-on concrete float represents the first of a projected multi-phase harbour enhancement projected for implementation over the next five years.

The new float expands the available moorage and efficient access for commercial vessels and barges, providing direct dockside access for loading or offloading cargo.

Funded through an innovative partnership between the Department of Fisheries and Oceans Small Craft Harbours Division (DFO-SCH), Island Coastal Economic Trust (ICET), Sunshine Coast Community Futures and GLHA, the multi-phased, multi-use harbour revitalization will eventually incorporate additional floats, floating breakwaters, and reconfiguration of the total harbour space for maximum efficiency.



Construction and official opening of the Harbour Expansion Project-2013

