

Town of Gibsons 2020 Annual Report



[visit gibsons.ca](http://visitgibsons.ca)

A scenic view of a coastal town, likely Gibsons, British Columbia. The foreground shows a grassy hill with some dry grass and a small wooden bench. In the middle ground, there's a parking lot with several cars, a road, and a marina with many sailboats and a few larger boats. The background features a large body of water (Gibsons Harbour) and distant mountains under a clear blue sky. The text "OUR VISION" is overlaid on the upper part of the image.

OUR VISION

Gibsons will continue to be a welcoming, sustainable community that offers residents and visitors an outstanding quality of life in a natural environment.

We will ensure this beautiful town retains its seaside village character for the enjoyment of all and we will nurture our unique cultural heritage and natural assets while supporting opportunities for the local economy.

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2020 BY THE NUMBERS

95 Council & Committee Meetings
400 Resolutions of Council



ICBC: **15,466**
Customer Transactions



80 new business licences issued
452 business licences renewed



1,565
Homeowner Grants Processed



4,503
Utility Bills Issued



59 development applications received, down by **13%** over 2019

64 building permits issued, with a total value of **\$15.5** million

Gibsons & District Volunteer Fire Department



236 calls for service =
1,887 person hours



309
DOG TAGS ISSUED



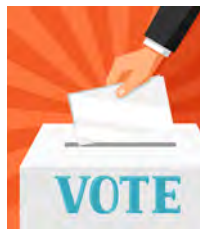
0 Community Events
(due to COVID-19)

\$26,000 raised by first responders for Elves Club Sunshine Coast during “Crash the Coast” holiday fundraiser.

4500 items and **\$1390** collected for local food banks by leadership class at Elphinstone Senior Secondary.

Housing sales on the Sunshine Coast increased by **82.8%** compared to 2019.

24,961 votes cast in Powell River-Sunshine Coast riding during the provincial election held on Nov 8, 2020. NDP candidate Nicholas Simons was sworn in for a fifth term with 50.9% of the ballots cast for him.



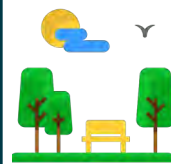
GIBSONS AT A GLANCE



4,943* population

**as estimated by BC Stats*

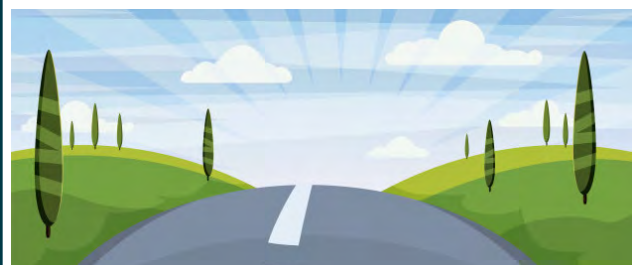
Total land area:
4.29 km²



28
Parks and
Civic Properties



8.25 hectares
of parkland per
1,000 residents



32km paved roads
2km gravel lanes
16km sidewalks

ENGAGE WITH US (IT'S EASY!)

There are many ways to learn about what's happening in your Town, whether you prefer to attend Council meetings, have information sent directly to your inbox, or follow us on social media.

Town Website

Your guide to Town services, Council Meetings, Important Notices, reports, maps, capital projects, events and more. Find it all at www.gibsons.ca.

CivicWeb Portal

Access agendas for upcoming meetings, review minutes from past meetings, view staff reports, research bylaws – every detail about past, present and future activities at Town Hall can be found at: <https://gibsons.civicweb.net/portal/>

Digital Newsletter

Have all the latest news from Town Hall sent directly to your inbox. Sign up for our digital newsletter at gibsons.ca or by sending an email with “sign me up” in the subject line to info@gibsons.ca. It's the easiest way to stay informed about what's happening in your Town!

Social Media

Follow us on Facebook, Instagram, LinkedIn or Twitter by clicking the icons at www.gibsons.ca.

Council Meetings

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 (except August) on the first and third Tuesdays at 7:00pm. Meetings are open to the public and agendas are available at Town Hall and on the Town's CivicWeb Portal at <https://gibsons.civicweb.net/portal/>.

Muni Memo

For reminders about upcoming events, civic payments coming due, new Town Hall services and more, look for the “Muni Memo” bulletin in the Coast Reporter, on the first and third Friday of each month.

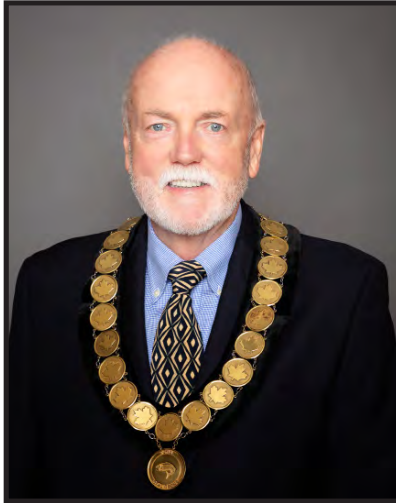
Public Information Meetings

Held on an “as-needed” basis, Public Information Meetings provide residents with key information about important topics such as the Town's current budget and major capital projects.

Annual Report

As required under the Community Charter, the Annual Report is a means for local government to report on financial and operational information, progress made on the previous year's objectives and to set out current and future strategic goals and objectives. A new report is produced and made available to the public each year by June 30th.





2020: A Year Like No Other

Managing in Crises

On June 22nd, I received my second COVID-19 vaccination. As a result, I feel better about the future and about our ability as a community to recover from the pandemic. Sanctions are being lifted businesses re-opening, visitors returning, and we are planning for a new normal beginning in September. We are stronger now and we know that we can move forward as a community, having worked so hard to protect and encourage each other these past 17 months. However, living through the pandemic has been exhausting and a challenge like no other.

This annual report is about looking back at what happened in 2020 and how we responded, not only to the challenges of COVID-19, but to the ongoing and growing opioid crisis and to the concurrent issues of homelessness and affordable housing. While we now have a vaccine for COVID-19, we must still

find solutions for the other social challenges that continue to impact our residents and families, and from which no-one is immune.

In 2020, we all made significant changes to the way we do business and interact with the community. This was true for local businesses as well as for government operations. In many cases, our staff were set up to work remotely and meetings were held via Zoom to ensure that we could socially distance while continuing to provide services and information. This seemed to work well, and I expect that we will adopt some combination of this model as we move away from sanctions and limits to public gatherings. For example, we found that travel to, and attendance at, conferences or one-day meetings may be more efficient and cost-effective via Zoom than in-person.

While our community was impacted by COVID-19, with some residents becoming ill and others dying, the opioid crisis continued to rage unchecked, claiming more and more victims to addiction and overdose.

Unfortunately, the Sunshine Coast does not have sufficient resources to address this crisis and our primary response has been to treat addicts as criminals or to prescribe alternate drugs, like methadone or suboxone, in order to manage withdrawal symptoms. There is still no in-patient treatment option on the Sunshine Coast and we continue to lobby the provincial and federal governments for assistance.

Also in 2020, the problems of homelessness and affordable housing continued to build. As real estate prices climbed year-over-year, families found it increasingly difficult to find suitable housing and the homelessness problem continued to grow. Supportive housing and homeless shelters provide relief for some, but they do not address the needs of low- or mid-income workers who are the backbone of our economy.

In many cases, Sunshine Coast residents have had to move to communities where both jobs and accommodation are available, resulting in shortages and job vacancies locally. Employers are also finding it difficult to recruit people to move here for jobs unless they can provide accommodation as well. Much of our long-term accommodation has been converted to more lucrative short-term rentals, which has only compounded the problem for locals and which may eventually affect the service industry to a point where the visitor experience is negatively impacted.

In closing, I want to acknowledge and thank all Town of Gibsons' staff, and all members of our community, for their consistent willingness to do the work, and make the sacrifices, that were required to safely navigate 2020. While last year was certainly a challenge, the recovery in 2021 holds much promise. As a recently fully vaccinated member of the community, I look forward to the future and to putting COVID-19 in the rearview mirror, while working with Council to focus on the issues and opportunities that remain in front of us. Together we will be successful.



Bill Beamish
Mayor, Town of Gibsons
June 22, 2021

MAYOR AND COUNCIL

An elected Council comprised of a Mayor and four Councillors governs the Town of Gibsons. Council members are elected for four-year terms to represent 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.



Councillors (left to right) Annemarie De Andrade, Stafford Lumley, Mayor Bill Beamish, Aleria Ladwig and David Croal.

Students on Council Program

The Gibsons' "Students on Council" program was introduced in February 2019 as a way to provide an opportunity to include and involve students on Council.

As a Youth Representative, the students provide a youth perspective on matters being considered at council and committee meetings, raise awareness of the positive contributions of youth in our community and advocate for and on behalf of youth in the Town of Gibsons.

Our Youth Representatives are co-sponsored by the Gibsons Rotary Club and are provided with an honorarium for attending council and committee meetings, with the funds placed in an education reserve for the student and paid at the end of their term.



Gravity Guignard acted as the alternate Youth Representative in the 2019 – 2020 term, and was the lead appointee for the 2020 – 2021 school year. She helped establish the Sunshine Coast Youth Council in spring 2021.



Public Art Advisory Committee Re-Established

A Public Art Advisory Committee was first appointed by Council in 2006, to respond to interest expressed by the community in acquiring and displaying art to culturally enrich public spaces in the Town of Gibsons, including those in new developments.

After completing several public art projects, that initial Committee was eventually disbanded.

In late 2019, Council began working to establish a new Public Art Advisory Committee after recognizing renewed community interest in the idea.

The mandate of the Public Art Advisory Committee is to advise Council on the implementation of public art policies and projects for the Town of Gibsons.

In early 2020, a revised Terms of Reference document was adopted by Council and a call put out for Expressions of Interest from community members who would like to serve on the Committee.

In April 2020, five people were named to the Committee. They met several times during the year, with the main goal of developing a Public Art in Public Spaces Policy.

A draft policy was presented to Council in fall 2020, and returned to staff for further consideration.

In early 2021, the Mayor wrote about the challenges associated with developing a Public Art Policy in two opinion pieces which ran in the Local newspaper.

The columns generated many responses from the community, both from people who are against the idea of public art and those who are in favour of it.

At present, work continues on the Public Art Policy, with the Committee discussing a number of opportunities to initiate public art projects in the community.

Persephone to be Restored and Relocated



In late 2019, Councillor David Croal created a special committee to establish funding and logistics for the relocation, restoration and housing of the Persephone – the wooden vessel made famous by the 'Beachcombers' television series.

The 55-year-old boat has been a popular Town attraction since 2007, when it was first placed at the Five Corners intersection of Gibsons Landing.

As that lot is slated for development, a new location is required.

On December 8, 2020, the Town announced that BC Ferries has generously committed to funding the restoration of the Persephone. We also announced the release of a short video created to help promote the restoration project.

The aim is to have the restoration and relocation project completed in 2022, which would coincide with the 50th anniversary of The Beachcombers debut on CBC-TV.

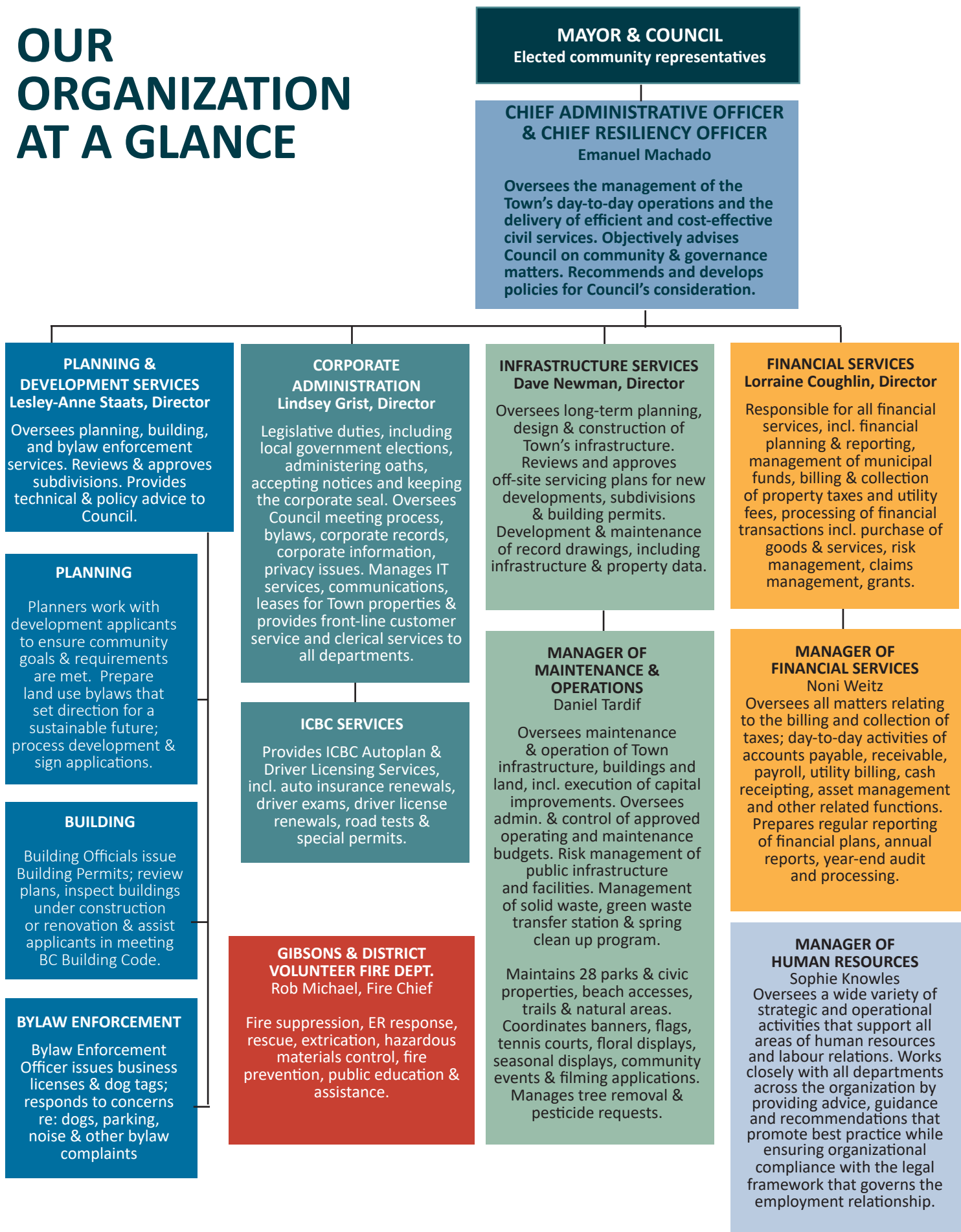
Gibsons Business Watch Established

In April 2020, the Town announced the launch of a Business Watch Program, which aimed to provide an extra level of support to small businesses in the community during the COVID-19 pandemic.

Under the program, volunteers monitored municipal commercial areas from their vehicles during the evening and reported suspicious activity to the RCMP.

The Business Watch was disbanded on May 31, 2020, with more than 340 hours of volunteer time contributed and seven reports made to the RCMP.

OUR ORGANIZATION AT A GLANCE



On behalf of the Town's staff, I am pleased to present the Town of Gibsons' Annual Report for 2020 - a key communications document that informs our stakeholders of both the recent progress that's been made in our community and the future projects that are still to come.

While there are many words that can accurately be used to describe the year 2020, "unprecedented" is perhaps the most apt.

During the last three quarters of the year, virtually every aspect of our lives was being constantly upended, and no-one could say for sure what was going to happen next, or when the pandemic might end.

Early on, it was difficult to keep up with the ever-evolving information being relayed by the World Health Organization, the federal and provincial governments, our local health authority, and many others.

On March 13th, for example, we announced that the Town would implement a series of proactive measures to help slow or prevent the spread of COVID-19, but that we would otherwise continue to operate largely as usual.

By March 17th, we were announcing that Town Hall would close to the public and that staff from our administrative, finance, planning and infrastructure services teams would provide services primarily by phone or email.

Ultimately, the emergence and spread of COVID-19 shifted every facet of our operations.

Some changes were made across the organization, including the introduction of strict sanitizing measures, staggered work shifts, separated or remote workspaces, and daily health checks.

Additionally, each department faced its own distinct COVID-related challenges and responsibilities, which are detailed in the following pages.

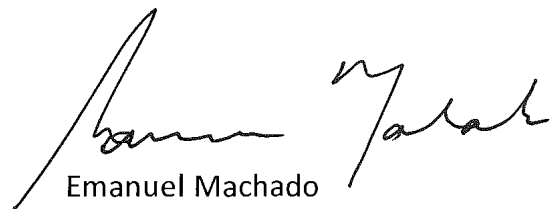
By year's end, we had settled into a "new normal". Town Hall had long since re-opened (following the implementation of several physical safety measures), online Zoom meetings were standard procedure, and a large percentage of our staff had adjusted to a part-time work-from-home schedule.

Together, we had weathered the storm, with no interruptions to our essential civic services, and relatively minor reductions to our non-essential services.

Looking ahead, all indications are that 2021 will be a much more positive year, and that we will be able to return to business as usual by the fall.

In closing, I'd like to take this opportunity to thank every member of our dedicated staff, who take great pride in their daily work. 2020 was truly a year of sacrifice and challenge, and I am extremely proud of the strong performance our team delivered.

Sincerely,



Emanuel Machado
Chief Administrative Officer
Town of Gibsons



CORPORATE SERVICES

The Corporate Services Department (CSD) keeps the Town organized and running smoothly, from managing our Council Meetings to staffing the customer service counter to providing behind-the-scenes clerical support to all departments. The team also manages Town Hall's IT needs and produces all of its external communications, including its press releases, social media, advertising, and website content.

During 2020, the CSD was kept busy, overseeing 22 Regular Council, 17 Special Council, 28 In-Camera Council, 14 Committee of the Whole, and 14 Planning and Development Committee meetings, tracking progress on 400 resolutions of Council, and hosting 6 Public Hearings. The team also responded to 12 formal Requests for Information, produced the 2019 Annual Report, and created a steady stream of print, radio and digital communications to help keep residents informed about Town of Gibsons' issues and projects.

ICBC Driver Services

The Corporate Services Department provides ICBC Autoplan and Driver Licensing Services as an appointed agent under contract to ICBC. Services provided include auto insurance application and renewal, driver license/BC Identification application and renewal, and driver testing.



ICBC: KEY STATISTICS	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Customer Transactions	15,466	14,198	13,550	13,360	13,371
Gross Commissions (\$)	325,777	362,747	338,148	316,862	311,588

IMPACT OF COVID-19 ON CORPORATE/ICBC SERVICES

Additional projects and changes to standard work protocols included:



- Coordinate purchase and upgrade of all technologies required to enable staff to work from home
- Implement live-streaming technology so that all public meetings could be attended remotely
- Establish and coordinate Gibsons Business Watch to help monitor commercial areas during initial pandemic-related business closures
- Reduce hours of operation at Town Hall to recognize increased staff time required for COVID-related tasks
- Reconfigure layout of Town Hall foyer to separate Administration space from ICBC space
- Limit members of the public permitted inside Town Hall to one at a time in Admin space and in ICBC space
- Install physical barriers at front counter
- Purchase and install weather protection tents for people waiting outside
- Implement mask mandate
- Offer increasing number of ICBC services by phone and email to allow staff and customers to avoid in-person interactions
- Temporarily eliminate some services, such as Driver's Licensing Tests
- Produce communications to inform public about operational changes as they evolved and to encourage the public to engage with Town Hall by email or phone, rather than in-person

FINANCIAL SERVICES

The Finance Department is responsible for the overall financial services of the Town, including financial planning and reporting, monitoring and reporting of government grants, processing of financial transactions including the purchase 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 processing/evaluation of claims.

The Finance Department is also responsible for producing accurate and timely financial reports in accordance with statutory requirements set forth in the *Community Charter*, including developing a *Five-Year Financial Plan* and *Annual Tax Rates Bylaw* each year.

	2020	2019	2018	2017	2016
FINANCIAL SERVICES PROVIDED					
Homeowner grants processed	1,565	1,535	1,539	1,534	1,511
Value of homeowner grants (<i>in \$ millions</i>)	1.45	1.41	1.41	1.40	1.38
Residential tax deferrals administered	263	253	223	203	180
Property tax notices issued (<i>annual</i>)	2,530	2,527	2,497	2,459	2,414
Utility bills issued (<i>semi-annual</i>)	4,503	4,485	4,442	4,406	4,340
Payments processed (<i>to suppliers & other taxing agencies</i>)	1,667	1,695	1,691	1,480	1,425

IMPACT OF COVID-19 ON FINANCIAL SERVICES



Additional projects and changes to standard work protocols included:

- 2020 Budget adjusted in anticipation of reduced revenues in certain areas (e.g. building permits, interest revenue) as well as increased expenses related to implementing COVID-19 safety protocols
- Province of BC enacted legislation to assist local governments with potential liquidity challenges by:
 1. Deferring School and Police Tax remittances to January 2021 (this provided significant cash flow relief to the Town)
 2. Providing option to borrow from capital reserves to fund operations (not required by Town of Gibsons)
 3. Extending the repayment of any funds borrowed under the Revenue Anticipation Bylaw (not required by Town of Gibsons)
 4. Providing option to defer 2020 Annual Tax Sale (Council adopted Bylaw 1283, 2020 to provide relief to property owners who would have been affected)
- Town of Gibsons implemented alternate penalty fee structure for property taxes to provide some financial relief to business and residential property owners
- New requirements to identify, track and submit qualifying COVID-related expenses to Emergency Management BC (EMBC) for full or partial reimbursement (phased out following receipt of COVID-19 Safe Restart Grant)
- Receipt and ongoing administration of COVID-19 Safe Restart Grant for Local Governments (\$1.512 million)
- Development and administration of Community COVID-19 Relief Fund (\$25,000) established by Council to help provide relief to local non-profits impacted by the pandemic
- Supported other Town departments to identify sources of funding to assist with unexpected pandemic-related expenses

COVID-19 Safe Restart Grant



In November 2020, the Town learned it would receive \$1.512 million under the COVID-19 Safe Restart program, which is jointly funded by the provincial and federal governments. The funding was provided to enable local governments to continue to provide services during the pandemic, with potential fund uses clearly outlined in the initial grant document.

In December 2020, Council approved spending \$382,000 of the COVID-19 Safe Restart funds for short-term costs related to the pandemic. These included investments in computers and IT software connectivity improvements which better enable staff to work remotely.

In January 2021, Council initiated a program to distribute some of the COVID-19 Safe Restart Funds to local non-profit organizations centred on providing assistance to vulnerable populations.

Through the "Community COVID-19 Relief Fund", a total of \$25,000 in grant funding is being made available to eligible organizations, with awards limited to \$1000 each.

The Community COVID-19 Relief Fund operates much like the Town's Grants of Assistance program, with organizations self-identifying eligible expenses and submitting an application for consideration.

Staff will administer the program and contact applicants as award decisions are made.

HUMAN RESOURCES MANAGER HIRED



In June 2020, the Town added a dedicated Human Resources Manager (Sophie Knowles) to our team.

Sophie is responsible for all activities related to the employee life-cycle, including: recruitment and selection; onboarding; training and development; performance coaching; creating and implementing people policies; labour and employee relations; legal; and WorkSafe compliance.

In 2020, Sophie conducted 15 recruitment campaigns, including the placement of existing staff into new positions. She was also integral to the development and implementation of several new HR policies related to the COVID-19 pandemic, as outlined below.

IMPACT OF COVID-19 ON HUMAN RESOURCES

Additional projects and changes to standard work protocols included:



- Develop COVID-19 Site Safety Plan to provide mitigating control measures across the organization
- Create and implement COVID-19 Sick Policy
- Create and implement Working from Home Policy, Procedure and Agreement
- Implement contact tracing procedures for all municipal worksites
- Implement daily active health screening for all employees and daily passive screening for all visitors
- Develop and implement COVID-19 health and safety guidelines and protocols at every worksite
- Increase internal HR-related communications across the organization
- Ongoing review and update of organizational health and safety policies, procedures and guidelines based on rapidly changing recommendations from Vancouver Coastal Health, BC Public Health Officer and WorkSafe BC

INFRASTRUCTURE SERVICES

The Infrastructure Services Department (IS) is responsible for oversight of the Town's capital works projects; long-term infrastructure planning; Parks and Public Works operations and maintenance; operating and maintaining the Town's Geographical Information System (GIS); development-related infrastructure improvements; and advancing the Town's formalized asset management program and initiatives.

Zone 3 Connected to Gibsons Aquifer



On August 4, 2020, the Town officially began to deliver water from the Gibsons Aquifer to Zone 3 residents. Prior to that, Zone 3 had been drawing water from the Sunshine Coast Regional District's Chapman Creek system.

The new system is expected to reduce the Town's reliance on the SCRD water supply by 95% to 98%.

Expanding the Town's water supply system cost approximately \$3.62 million, with \$3.32 million funded by debt.

Expenditures include the design and construction of a new pump station, drilling of a new production well, drilling of two new monitoring wells and the construction of a replacement watermain.

The cost savings from reduced water purchases from the SCRD are expected to fully offset these capital costs over time.

IMPACT OF COVID-19 ON INFRASTRUCTURE SERVICES

Additional projects and changes to standard work protocols included:



- Implement new procedures/policies to ensure vital civic services (e.g. water delivery, wastewater treatment) continued without interruption regardless of how pandemic unfolded
- Develop department- and site-specific safety plans to incorporate public health directives (e.g. for Public Works, wastewater treatment plant, Parks crew)
- Implement strict sanitizing measures for shared spaces, vehicles, equipment, tools, and workstations
- Implement rotating or staggered staff schedules to limit the number of staff present at work sites and to promote physical distancing. This impeded ability to complete regular maintenance work at the usual pace.
- Limit of one person in vehicle at a time. This triggered the need to purchase an additional work vehicle and also slowed productivity.
- Supply of some project materials was limited, leading to project delays
- Availability of third-party consultants/contractors was limited, leading to project delays
- Significantly increased activity at green waste yard, due to more people at home, more often
- Water fountains shut off and water refill station closed

GDEU To Be De-Commissioned

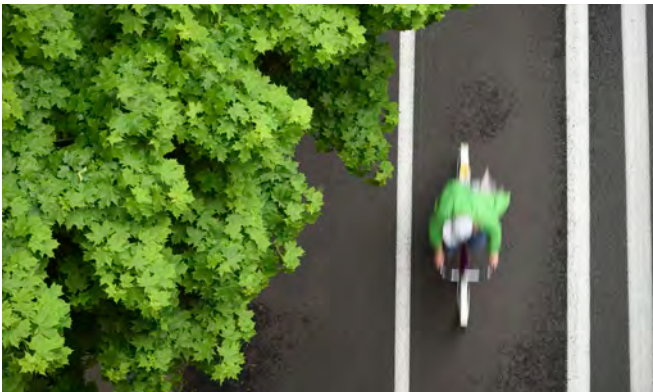
The Gibsons District Energy Utility (GDEU) utilizes renewable energy in the form of heat from the earth to warm and cool connected homes.

The system consists of infrastructure owned and operated by the Town (pumphouse, distribution lines, geo-energy fields, service connections) and services 58 homes, which provide their own heat pumps.

The Town has operated the GDEU system at a loss each year since the system was established. In 2020, Gibsons' Council made the decision to decommission the utility over a three-year period.

Property owners will be compensated for the remaining life of their heat pumps as at September 30, 2023 (the final day of operation for the utility.)

Improving Connectivity



One of Council's priorities, as stated in the 2019 - 2022 Strategic Plan, is to develop and enhance the Town's trail and cycle network.

On March 29, 2021, the Province of BC announced that the Town of Gibsons was one of 14 communities to benefit from a \$9.2 million investment to support tourism infrastructure development.

The grant was sponsored by the Ministry of Tourism, Arts, Culture and Sport and was offered to communities that rely heavily on visitors for their economic health.

The Town received \$675,000, which will be used to complete safe, continuous links between the tourism centres of Lower Gibsons and Upper Gibsons.

The network improvements will also include directional signage to beaches, key trailheads, public toilets, and bike charging stations, as well as eight short-term bike parking locations to be installed throughout the community.

Work on the network upgrades will begin in 2021 in tandem with planned paving projects, with the bulk of the work to occur in 2022.

Protecting the Gibsons Aquifer



During 2020, staff and Council undertook several initiatives designed to better protect, or enhance our understanding of, the Gibsons Aquifer. These include the Source to Sea project (see p.19) as well as:

DPA 9 Update

The Town of Gibsons has established Development Permit guidelines to regulate development in the areas designated as Development Permit Areas (DPAs).

DPA 9 is the Development Permit Area related to the Gibsons Aquifer and was established to:

- Protect the Gibsons Aquifer from possible pollution from land use and development activities;
- Protect the integrity of the low-permeable till layer (the aquitard);
- Promote the efficient use of water to ensure a sustainable hydrologic system in the watershed and ensure a sustainable source of potable water; and
- Provide an opportunity for furthering the understanding of the hydrology of the Gibsons Aquifer system.

In Q4 2020, the Town began working with a third-party consultant to update DPA 9, by clarifying guidelines and reviewing all the data collected to date from development permits issued since the inception of DPA 9.

The update is intended to expand measures to protect the Capilano Aquifer, which sits on top of the Gibsons Aquifer, and to provide improved clarity for applicants and professionals.

Aquifer Mapping Update

Work is underway to update the data collected in the original Aquifer Mapping study, which occurred from 2009 to 2013. Data to be updated includes predictions of climate change impacts, water use and drilling data.

During the first quarter of 2021, discussions with Waterline Resources (the lead consultant) took place to plan the project and identify possible synergies with other related projects, including Source to Sea, DPA9 Update and Creek Monitoring.

Natural Asset Management

The Town of Gibsons is internationally recognized for its work in pioneering an Eco-Asset Strategy, which recognizes and quantifies the role that natural assets such as our foreshore, the Gibsons Aquifer, and White Tower Park stormwater ponds play in delivering core municipal services.

Tree Preservation Bylaw Adopted



Dogwood trees are protected under Bylaw 1282-2020

The Town recognizes the importance of trees as a natural asset, and that trees provide immense benefits to our community. Accordingly, on September 18, 2020, Council adopted Tree Preservation Bylaw 1282-2020.

The Tree Preservation Bylaw has three key objectives:

1. Identify tree species that are to be protected within the Town of Gibsons;
2. Recognize the importance of the tree canopy and the many environmental, economic and social benefits of Urban Forests; and
3. Establish procedures to preserve the Town's tree canopy by minimizing tree removal within Gibsons, preventing damage or destruction of trees, establishing mandatory conditions for replacement of trees, and optimizing planting provisions and tree health within the Town.

When Tree Preservation Bylaw 1282 was adopted, Council stated that it would be reviewed in six months with regard to staff and community feedback.

On April 20, 2021, Council established a Tree Bylaw Select Committee, to advise staff and Council on suggested amendments to the Tree Preservation Bylaw.

The Committee is expected to report their recommendations to Council in fall 2021.

Project Healthy Harbour Advanced

Established in September 2019, Project Healthy Harbour is a four-year partnership between the Town of Gibsons and the Nicholas Sonntag Marine Education Centre.

The project vision is "A healthy and vibrant harbour" and together, the organizations are actively working to:

- Advance the goals and objectives set out by Council for the Gibsons Harbour area; and
- Transform the Gibsons Harbour area into a world-class example of innovative, eco-asset management.

In December 15 2020, Graham Starsage presented a virtual report to Council on the Healthy Harbour Project.

The report focused on information gained via an eelgrass bed assessment conducted earlier in the year, which found a vibrant and healthy eelgrass habitat in the east Armours Beach region, but more debris closer to the Gibsons Landing marine facility.

Additionally, Mr. Starsage presented several recommendations for continuing to protect and restore the eelgrass beds. These included:

- Support Town Planning staff
- Apply for funding
- Create harbour guide communications
- Implement conservation zones
- Continue restoration activities

For 2021, staff from the NSMEC are meeting with the Town's Planning Department and preparing a workplan, which will outline the work to be completed.



Town Awarded Grant to Add Stormwater Pond in White Tower Park



Boardwalk by stormwater pond in White Tower Park.

In the Town of Gibsons, Goosebird, Charman and Gibsons Creeks provide vital services of conveying and treating rain water run-off.

Stormwater run-off from development in Upper Gibsons flows into Charman Creek, through natural settling ponds in White Tower Park (which help clean and filter the water) and finally into the ocean as a naturally treated product.

In July 2020, the Town announced that it had been awarded \$955,000 to construct an additional stormwater pond at White Tower Park on the vacant Town-owned parcel of land behind the Gibsons & District Aquatic Centre.

The expansion will enable the stormwater ponds to service 47.7 hectares of land, and help address the long-term erosion and water quality impacts of development on Charman Creek.

The new green space will also present an ideal learning opportunity and the potential for involvement by the Skwxwu7mesh Uxwumixw (Squamish Nation) through the planting of trees and other vegetation that are culturally significant to the Nation. Additionally, staff are investigating whether White Tower Park would be an appropriate site for the establishment of British Columbia's first Healing Forest.

BC's First Healing Forest Initiated

The National Healing Forest initiative envisions creating a network of forests and green spaces across Canada, where Indigenous and non-Indigenous peoples can come together in the spirit of reconciliation to heal, reflect, meditate, talk, share and build respect and understanding as a result of the Residential School legacy and the findings of Canada's Truth and Reconciliation Commission.

In August 2020, staff presented a proposal for establishing a Healing Forest within Town boundaries to a representative for the Squamish Nation. The proposal will now be taken to the Nation's Council Committee for further discussion. While Healing Forests already exist in six provinces, a Healing Forest in Gibsons will be BC's first.



World's First Natural Asset Technician Position Created

To further advance our natural assets work, the Town created the world's first-ever staff position of "Natural Asset Technician" in July 2020.

The role is similar to that of an Engineering Technician, but focuses on natural assets and systems, rather than engineered assets.

The role is centered on the core principles of asset management, ecology and financial planning, with Michelle Lewis working to develop management plans for all of our natural assets within the Gibsons Aquifer watershed.

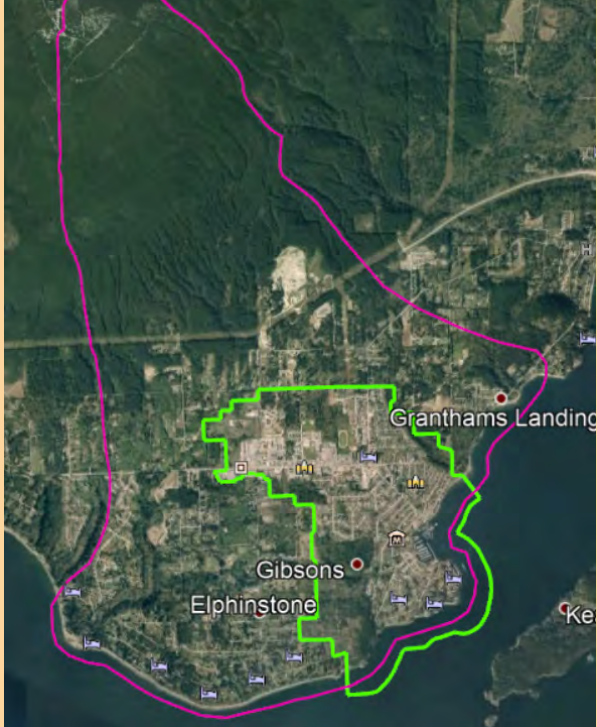
Town Wins Community Excellence Award for Eco-Assets Strategy

In September 2020, the Town's eco-assets strategy was recognized with a Community Excellence Award at the Union of British Columbia Municipalities virtual conference.

The awards showcase municipalities that have implemented projects and programs that demonstrate excellence in meeting the purposes of local government, and are designed to profile promising practices and to create successful pathways and incentives for other to follow.

Gibsons was recognized for excellence in asset management, an award given for comprehensive, integrated, innovative and effective approaches to the management of existing and new infrastructure.

Source to Sea Project Initiated



Traditionally, the Town's natural asset management work has been restricted to eco-assets which exist within the Town's boundaries (green on aerial shot). The Source to Sea Project seeks to extend the scope of that work by evaluating the natural assets that lie within the entire watershed of the Gibsons Aquifer (pink on aerial shot).

This is considered to be a more ecologically relevant scale, as activity that impacts the natural assets within the watershed (but outside of Town boundaries) also impacts our community's stormwater management, flood mitigation and drinking water services.

Currently, a proposal is underway for the installation of surface water monitoring stations in the creeks that lie within the Gibsons Aquifer watershed.

Staff is proposing to install hydrometric stations on these waterways to determine the seasonal discharge values (i.e. water level and flow rates at different times of the year).

This information will be used to better understand how surface water (such as streams, creeks, ditches and rivers) may be recharging the Gibsons Aquifer. It will also provide insight into the ability of each creek to support aquatic life.

**This project is supported through the Healthy Watersheds Initiative, which is delivered by the Real Estate Foundation of BC and Watersheds BC, with financial support from the Province of BC.*

Coastal Resilience Assessed



Gibsons' foreshore provides a vital seawall to protect the waterfront from storm surges and sea level rise, both of which are the ongoing and now-unavoidable consequences of climate change.

In 2020, the Town initiated the Coastal Resilience Project in partnership with the Municipal Natural Assets Initiative (MNAI).

The two primary objectives of this pilot project are:

1. To provide a quantitative assessment of the benefits coastal natural assets can offer for flood and erosion protection from coastal storms in Gibsons;
2. To support the development of a modelling tool for independent use by coastal communities that wish to compare alternative natural asset management solutions.

As part of this study, staff identified and inventoried coastal natural assets, and examined how natural assets such as shoreline vegetation, subtidal eelgrass, and beach topography can provide flood and erosion protection under different management scenarios and climate change considerations (e.g. sea level rise).

As of mid-2021, staff was working on a final report outlining the findings. Project results will inform foreshore restoration work that is required over the coming years, and act as an important input for the Source to Sea Project.



PUBLIC WORKS

The Public Works team is responsible for ensuring the continuous and safe operation of the Town's infrastructure and facilities, including our wastewater collection and treatment system, water supply system, drainage system and municipal buildings, as well as 32km of paved roads, 2km of gravel lanes, 16km of sidewalks, street signage, and streetlights. (It is not responsible for maintaining Highway 101, which is serviced by the Province of BC.) The team is also responsible for brush cutting, line painting, vehicle purchasing and solid waste management, including the spring cleanup program and operation of the green waste transfer facility.

During 2020, the Public Works crew performed multiple operations and maintenance-related duties, including snow clearing and salting, regular water sampling, well inspections, catch basin cleaning, fire hydrant inspections, dust control, street sweeping, and flushing of the Town's watermains, as well responding to multiple service requests each quarter. Importantly, they also operated and maintained Gibsons' Wastewater Treatment Plant, ensuring that it consistently met (or surpassed) all four effluent permit parameters established by the Province of BC.

Lift Station Upgrades Continue



The Prowse Road Lift Station is a significant component of the Town's sanitary collection system, providing service for roughly 40% of Gibsons' sanitary flows.

During 2020, the Town of Gibsons continued work to implement a number of significant upgrades to the Prowse Road lift station, despite facing a number of COVID-19-related supply challenges, which affected both equipment parts and labour.

The upgrades are expected to significantly reduce the risk of equipment failure, which could result in sewage overflows into the ocean, and help the lift station better sustain extreme weather events, which have become more common in recent years.

They also work, in tandem with a recent capacity upgrade at the Town's wastewater treatment plant, to greatly reduce operations and maintenance costs.

2020 Highlights

During 2020, the Public Works team completed a range of initiatives to ensure critical infrastructure continued to deliver essential civic services. These included:

- Rapidly developed site-specific safety plans to ensure all services could be maintained regardless of how pandemic unfolded
- Completed extensive online training to update or upgrade operator certification levels
- Transferred biosolids hauler service to Salish Soils, which now handles all aspects of our biosolids handling and processing
- Filled two key positions at the Wastewater Treatment Plant (WWTP); new Chief Operator is Anna Agnew; Paul Sheridan hired as Water & Wastewater Technician
- Conducted major maintenance work on one of the WWTP's Sequential Batch Reactor Tanks, which improved water quality and effluent
- Assisted with installation of new watermains on Reed Road, Prowse Road and Arbutus Reach
- Began evaluating feasibility of supplying water to SCRD in the event of a sudden failure of the Chapman Creek water supply
- Hired building inspector to visit and assess all Town-owned buildings. The 36 resulting reports will help the Town budget and plan required maintenance and repairs for the next five years.

PARKS/COMMUNITY SERVICES

The Parks team is responsible for maintaining 28 parks and civic properties, beach accesses, trails, playing fields, playgrounds, tennis courts and natural areas for the use and enjoyment of the public. The team also manages the Town's banner program, special flag ceremonies, floral and seasonal displays, tree removal and pesticide applications.

Community events are managed by the team in coordination with event organizers and organizations. During 2020, all in-person community events were cancelled due to COVID-19.

Walk on Water Interpretive Tour Installed



In 2020, Town staff installed the Walk on Water Interpretive Tour - a self-guided walk that visits 7 different points of interest around the Town of Gibsons.

Signage at each spot explains the significance of the site and its relation to the Gibsons Aquifer, while an interactive children's

game helps participants learn about the local wildlife that contributes to our local ecosystem.

The Walk on Water Interpretive Tour is mobile-friendly and may be accessed at gibsons.ca/walk-on-water.

2020 Highlights

During 2020, Parks staff completed a number of community-enhancement projects, including:

- Replaced 5 regular garbage can with animal-proof garbage cans to reduce bear issues
- Repaired the Armours Beach Float, which was damaged during a winter storm
- Moved Gibsons' Visitor Centre from Pioneer Park to its new location on S.Fletcher Road
- Installed pedestrian bridge to connect seawall from Winegarden Park to George site
- Assisted team from Nicholas Sonntag Marine Education Centre with debris removal in Gibson Harbour and Plumpers Cove
- Installed picnic tables in Parkland, near tennis courts
- Installed porta-potties at Parkland, Dougall, Pioneer and Winegarden parks

IMPACT OF COVID-19 ON PARKS/COMMUNITY SERVICES

Additional projects and changes to standard work protocols included:

- Playgrounds and tennis courts temporarily closed; signage posted at re-opening reminding public to adhere to public health orders
- Signage posted at parks, trailheads and beach entrances reminding people to follow public health orders and remain physically distant
- Threefold increase in creation of garbage in public spaces due to restaurants being limited to providing takeout services. This led to more frequent collection and the installation of more public garbage receptacles
- Cleaning of public washrooms significantly increased
- Community services such as library, aquatic centre, skating arena and fitness centre were temporarily closed or their capacity greatly reduced. This resulted in more people spending time outdoors on trails and at beaches. Closures also created additional challenges for people experiencing homelessness, as they were unable to access public washrooms and showers as usual.
- Brother's Park closed to all sports activities. This provided Parks staff with the opportunity to further improve the quality of the playing fields, an initiative that was first started in 2019.



PLANNING & DEVELOPMENT

The Planning, Building and Bylaw Enforcement Departments work to promote and enhance Gibsons' social, environmental and economic well-being by working with developers, builders, owners and the public to ensure that community goals and requirements are met, and by following up on complaints and concerns raised. There are two main types of work handled by the Planning Department; long-term planning, which includes work with the community on initiatives with a long-range focus, and current planning, which includes the processing of subdivision and development applications.

DEVELOPMENT APPLICATIONS RECEIVED



Planning staff received 59 development applications in 2020, down by 13% over 2019.

These included a variety of applications, including development permits (25), variances (10), comfort letters (8), temporary use permits (6), zoning amendments (6), sign permits (5), and others.

The year-over-year decrease was related to a temporary slowdown at the beginning of the pandemic; by the end of 2020, development applications had returned to the record-setting pace of 2019.

IMPACT OF COVID-19 ON PLANNING & DEVELOPMENT



Additional projects and changes to standard work protocols included:

- Building inspections conducted with strict physical distancing/masking requirements
- Public encouraged to interact with Planning staff via phone or by email (rather than in-person)
- Development applications, building permits and business license applications submitted and returned digitally or by mail
- Dramatic jump in complaints to Bylaw Enforcement Officer across all categories
- Began posting Development Applications to Town of Gibsons' website for public access
- Temporary decrease in applications for Development and Building Permits at start of pandemic, followed by a sharp increase in the second half of 2020, which equalled the record-setting pace seen in 2019
- Increased property inquiries, presumably due to an increased feasibility of remote work and interest in relocating from the city to the Sunshine Coast

Affordable Housing Projects

In recent years, housing on the Sunshine Coast has become increasingly expensive, spurring an urgent need for additional affordable housing options. The Town of Gibsons is working to address this challenge, both by partnering on local development projects with key organizations, such as BC Housing and the Sunshine Coast Affordable Housing Society (SCAHS), and by working to amend our policies and bylaws in order to encourage the creation of more affordable housing units.

Franklin Road Mixed-Income Housing



Located at Franklin Road/Harmony Lane in Lower Gibsons, this mixed-income model housing development comprises three rental units – one single family dwelling with a secondary suite (both 25% below market rental rates) and garden suite (market rental rate).

The project is a partnership between the Town of Gibsons, which contributed a 60-year land lease and some funding from its Affordable Housing Reserve, the Sunshine Coast Affordable Housing Society (SCAHS), the project leader and operations manager, and BC Housing, which provided a capital grant and holds the mortgage on the property.

Project construction began in May 2020, and in February 2021, an occupancy permit for the building was issued. The first residents moved into the new units in spring 2021.

571 Shaw Road Project

Phase 1 of this affordable housing project will include a 40-unit building comprising a mix of studio, one, two and three-bedroom apartments. The Town of Gibsons is contributing the land for the project, which is valued at about \$1.6 million.

In summer 2020, Council approved the issuance of a form and character development permit for 571 Shaw Road.

In early 2021, the Sunshine Coast Affordable Housing Society reported to Council that the project had been stalled, after it was denied funding by BC Housing and the Canadian Mortgage and Housing Corporation (CMHC).

As a result, the SCAHS has reapplied for a mix of loans and grants worth about \$8.3 million, as well as an operating subsidy through BC Housing's Community Housing Fund.

Supportive Housing Project: 749 School Road



On December 17, 2019, after significant community consultation, Council adopted Zoning Amendment Bylaw 1065-49 and OCP Amendment Bylaw 985-23, which were required to allow the construction of a 40-unit supportive housing apartment at 749 School Road.

In January 2020, the old RCMP building was demolished, with site preparation and footing construction underway through to spring.

In August 2020, the modules that comprise the housing development were lifted into place, and construction work continued through the first quarter of 2021.

On March 9, 2021, an occupancy permit was issued for the facility and new residents began to move in.

A Community Advisory Committee (CAC) has been formed to keep the building staff and residents connected to the community and to identify and resolve any issues, opportunities or concerns that may arise related to the housing operations. The CAC began meeting in February 2021, and comprises a Council member (Councillor Ladwig), facility residents, and representatives from the business community, RCMP, Vancouver Coastal Health and others.



In March 2021, BC Housing announced that funding decisions for projects such as these would be delayed until summer 2021, due to the number of applications received. The total budget estimate for the project is \$14.3 million.

Bylaw & Policy Development

Sunshine Coast Housing Needs Assessment Completed



Conducted in partnership with the District of Sechelt and the Sunshine Coast Regional District, a housing needs assessment for the Sunshine Coast was launched in spring 2020 via an online survey.

A final report on the survey findings, which attracted 604 respondents, was completed in fall 2020. The report includes data on affordability, population (current and projected), real estate, homelessness and insecure housing, household incomes, and dwelling unit types and condition.

On January 19, 2021, Council endorsed, subject to future budget constraints, the recommendations in Section 5.1 of the Housing Needs Report Implementation Framework as the basis for the Town's Housing Strategy.

The strategy is comprised of four components, including:

1. Facilitating development through plans, regulations and approvals;
2. Investing and incentivizing desired unit types;
3. Convening partnerships, advocating for housing needs and educating communities; and
4. Supporting social equity.

In 2021, staff will report back to Council with additional details on how to prioritize and implement related actions, with timelines.

It is anticipated that it will take many years to implement all of the framework recommendations.

2020 Bylaw Amendments and Policy Reviews



One tool the Town uses to help increase the local supply of affordable housing is Zoning and OCP amendments.

In 2020, for example, the Town revised the regulations and bylaws related to Secondary Suites in order to expand the parameters in which they would be permitted and to allow "lock-off suites" in apartments.

Council also adopted an Official Community Plan (OCP) and Zoning amendment in the Poplar Lane/Davis Road neighbourhood, which are designed to provide gentle infill density, while maintaining the character of the existing neighbourhood.

Garden Suites Policy Review Initiated

In summer 2020, staff initiated a review of the Town's Garden Suites Policy to collect feedback on the program from garden suite owners, garden suite neighbours and the community.

Feedback from two surveys conducted in the first half of 2021 will help staff to identify opportunities to streamline the application and review process, strengthen policy to ensure that garden suites fit well with the needs of our community, and identify suitable areas for expansion of garden suite development.

BC Energy Step Code Implemented

Following a regionally-coordinated consultation with stakeholders in the local building industry, Council adopted Building Bylaw 1284, 2020 in fall 2020.

One of the main changes in the bylaw was the adoption of the BC Energy Step Code, which is a provincial standard designed to help both local government and industry move toward a future where all new buildings across BC are "net-zero-energy-ready" by 2032.

The bylaw set an implementation date of January 1, 2021 for Step 1 of the BC Energy Step Code for all new Part 3 (large and complex) and Part 9 (houses and small) buildings.

Short Term Rentals Bylaw Debated

Over the past decade, the popularity of short-term rentals (defined as accommodation rentals less than 30 days in length) has grown exponentially, spurring the need for the Town to define STR regulations.

In May 2020, staff presented three STR-related bylaws to Council for consideration. Two virtual hearings on the proposed bylaws took place in July 2020, with Council ultimately deferring its decision.

In October 2020, following the receipt of the Sunshine Coast Housing Needs Assessment Report, Council voted to send the Short Term Rental Bylaw back to the Planning and Development Committee (PDC) for further discussion.

Finally, in November, Council asked staff to bring forward a report which would explore the impact of the following amendments to the proposed Bylaw, regarding unhosted STRs:

1. Only one unhosted STR per owner;
2. The unhosted STR operator must be a resident of Gibsons;
3. Unhosted STRs can only be rented for a total of 60 days each year;
4. Unhosted STRs are permitted in all commercial zones in the lower village; and
5. Principle residences could be utilized as unhosted STRs for a total of 60 days each year.

The related staff report will be brought to Council in the second half of 2021.

Anti-Noise Bylaw Adopted

On October 20, 2020, Anti Noise Bylaw 1285, 2020 was adopted by Council.

In addition to general regulations, which aim to prevent people from disturbing their neighbours through excessive noise-making, the bylaw provides specific regulations around activities such as construction and use of power equipment, and guidance on "Quiet Hours".



2020 Development Highlights

Stonehurst/Lot 23



In early 2020, the owners of the Stonehurst property (529 Gibsons Way) approached the Town about purchasing a portion (57%) of the adjoining Town-owned lot for the purposes of development.

In August 2020, a community survey was conducted in order to receive feedback on the proposal, with a report on the survey results presented to Council in the fall.

As the majority of survey respondents agreed that the purchase request should be considered, Council proceeded to the next step, and authorized the Town to receive development applications for an OCP and Zoning amendment on Lot 23.

Additionally, Council requested that a Public Information Hearing be held early in the rezoning process, so that residents may be provided with an opportunity to view and comment on the project as it evolves.

Gospel Rock/Block 7

A mixture of commercial, multi-family and single-family zones has been proposed for this 47-acre site.

In July 2020, development permits were issued and site works were initiated at the upper level of the project.

In August 2020, an environmental protection covenant was registered to protect the Conservation Area and other environmentally sensitive areas, and in October 2020, Council voted to remove a planned multi-use trail from the Gospel Rock lands, in light of the possible impact on ecologically sensitive areas.

Staff are now working with the development team to finalize the terms of the development agreement, servicing, and subdivision requirements for the development.

The George

The development site of the proposed George hotel and residences is located at Gibsons Marina.

In April 2020, the Town received a letter from the developer requesting that the expiration of the Form and Character Development Permit (DP-2018-05) and Winn Road Land Exchange Agreement be extended, due to COVID-19.

In May 2020, Council granted the request, subject to three conditions. As two of those conditions have not been met, DP-2018-05 has not yet been issued.

Building Inspection Services

Building Inspection Services works ensure our citizens' quality of life is maintained by regulating all construction within the Town. This is achieved through the use of the *Building and Plumbing Bylaw*, the *British Columbia Building Code*, the *British Columbia Fire Code*, and other related bylaws and enactments within the Town of Gibsons.

BUILDING PERMITS ISSUED	2020	2019	2018	2017	2016
Single-family:	22	35	50	39	24
Two-family:	3	0	0	5	12
Multi-family:	5	6	3	7	2
Commercial, industrial, institutional:	15	13	21	19	18
Other:	12	9	7	9	17
Total number of permits issued:	57	63	81	79	73
Total value of permits issued (\$ millions)	15.0	16.2	13.4	13.3	13.8

Bylaw Enforcement

Staff deal with bylaw complaints on a daily basis. These include calls about noise, animal control, zoning, parking, unsightly property, sidewalk encroachment and signage uses.

The general operating philosophy of the Town's Bylaw Enforcement Officer is one of education and voluntary compliance first, which generates a high success rate. After that, municipal ticketing, adjudication or remedial action may be used to achieve compliance.

2020 was the busiest year the Bylaw Enforcement Officer has experienced since being hired in 2009. A total of 559 complaints were filed in 2020, compared to an average of 260 complaints/year. Complaints in every category (Highway, Noise, Dog, Recreational Water Lease, Property and Other) jumped dramatically over 2019, when 284 complaints were filed.

49 files related to the pandemic, with most callers reporting that Provincial Health Orders were not being followed. The Bylaw Officer worked with several government agencies, as well as Vancouver Coastal Health to respond to these calls.

Also in 2020, there were four serious dog attacks, with three of the dogs being declared dangerous.

24 files concerned bears accessing insecure garbage. Fines were issued to owners of business premises for repeated infractions, which proved successful in gaining compliance. Increased educational efforts by the Town and by the Sunshine Coast Bear Alliance appear to have reduced bear conflicts in the first half of 2021.



BYLAW ENFORCEMENT STATISTICS	2020	2019	2018	2017	2016
Dog tags issued:	309	351	370	363	359
Complaints received:	559	284	295	292	300
New business licenses:	80	84	89	96	76
Renewed business licenses:	452	485	475	450	433
Enforcement notices:	299	337	264	382	270

GIBSONS AND DISTRICT VOLUNTEER FIRE DEPARTMENT



The Gibsons and District Volunteer Fire Department (GDVFD) has been providing life and property protection to the West Howe Sound Fire Protection District since 1937.

The Fire Department is a Sunshine Coast Regional District (SCRD) function, which serves a population of about 10,000 and covers a fire protection district of roughly 22.7 km².

The SCRD Board established the GDVFD as “full service” in accordance with the Provincial Playbook in 2016.

GDFVD STATISTICS

	2020	2019	2018	2017	2016
Calls for service:	236	296	228	267	276
Person hours (service calls):	1887	2795	2500	2805	2128
Person hours (training):	2714	4408	4224	4814	4758

Fire Crew

At December 31, 2020, the GDVFD consisted of 41 active volunteer members, and five new recruits, who were expected to be response-ready by summer 2021. Duties of the volunteers include 24/7 response to fire and rescue operations, and maintaining the readiness of all apparatus and equipment. Operational support to the volunteer members comprises four paid full-time staff; one Fire Chief, one training officer, one fire prevention officer and one fire inspector. In addition to emergency response, these members conduct fire and life safety inspections, develop pre-incident plans, take an active role in local developments and work to educate the public through a variety of outreach initiatives.

Annual Highlights

To respond to COVID-19 and maintain physical distancing and business continuity in 2020, the fire department divided its membership into response teams. This allowed the fire department to remain operational, while limiting risks to first responders. However, it significantly increased the administrative workload for the training officer, who tripled the number of practice sessions held in order to avoid having large groups train together.

Other departmental activities were also impacted by the pandemic, including Fire and Life Safety Inspections and public education sessions, which were both significantly reduced from 2019.

In October 2020, the Fire Commission met to discuss the 2021 budget. Proposed projects included; hiring a career Deputy Fire Chief; sanitization for fire department facilities; a hazardous materials response trailer; rescue truck upgrades; an emergency generator; and health benefits for volunteers. These items were approved by the SCRD board in March 2021.

In Q1 2021, the fire department crew were awaiting vaccinations of first responders and working on a restart plan to return to full department practice and callout response. The phased restart will be implemented in accordance with public health orders and industry best practices.



STRATEGIC PLAN: Progress Report and Update

The Purpose of the Strategic Plan

The Town of Gibsons' [2019-2022 Strategic Plan](#) was developed collaboratively by Council with staff and the community to ensure that our decisions, activities and allocation of resources reflect a shared commitment to the community.

The plan considers the most important opportunities and challenges facing the Town of Gibsons today, and into the future, and identifies six core objectives and related priorities for each, which help to focus our efforts and inform our policy decisions.

The strategic plan is executed through a number of means, including annual budget direction, departmental workplans and staff reports in support of Council decisions.

It also serves as a communication tool for all those who engage with our community.

Progress Report to March 31, 2021

A number of priorities have been developed for each of the Strategic Plan's core objectives.

On the following pages, brief descriptions of key actions taken against each priority from November 2018 to March 31, 2021 are provided.

In this way, readers can review the progress Council has made so far against its objectives.

Planned Action Items

The "Planned Action Items" describe the specific ways Council and staff intend to advance the related priority in the coming 18 months.

These have been updated to reflect recent discussions by Council and staff, and to include departmental workplans.



2019 - 2022 STRATEGIC PLAN: OUR CORE OBJECTIVES

Increase Community Engagement

- We will inspire and encourage citizens of all ages to engage in the decision-making process
- We will actively listen to the ideas of all our stakeholders
- We will help our citizens understand the challenges and competing demands facing the community

Manage Our Assets

- We will focus on fiscal sustainability and support our staff in the prudent management of our natural and engineered assets, to ensure the Town can continue to deliver critical infrastructure services in perpetuity

Plan for Sustainable Growth

- We will plan for the future in a manner that reflects our finite resources
- We will value the unique character of our Town and its neighbourhoods
- We will create spaces that promote a sense of community and are accessible to all
- We will preserve our green spaces
- We will support local business and foster a diverse economy

Advocate for and Facilitate A Range of Housing Types

- We will actively work toward increasing the supply and range of safe, secure and attainable affordable housing options

Increase Resilience to the Changing Climate

- We will apply a climate lens to the planning and development of actions, plans, policies and infrastructure projects
- We will adapt Town infrastructure to increase its resiliency to the local impacts and risks from climate change
- We will reduce the greenhouse gas emissions produced by the community and through the provision of municipal services to meet regional targets

Advocate and Collaborate on Regional Issues

- We will collaborate and partner with our neighbouring jurisdictions to effectively address shared opportunities and challenges

INCREASE COMMUNITY ENGAGEMENT

Goal: To inspire and encourage citizens to become engaged with municipal government and have their voices heard, while ensuring our citizens understand the challenges and competing demands facing the community.

PRIORITIES: Completed

- ✓ **Live-stream Council meetings**

PRIORITIES: In Progress

Continue to expand opportunities for youth involvement with Council

- Nov 2018 - 2020: Youth Councillor positions created and filled 2018/2019 and 2019/2020
- November 2020: Gravity Guignard and Evie Clarke sworn in as Youth Councillors for 2020/2021

Planned Action Items: establish Sunshine Coast Youth Council; support Youth Councillors in establishing forum for youth and the Town to better engage with each other



Create more opportunities for public dialogue with Council

- Nov 2018 - Q1 2021: 4 Community Dialogues hosted; regular Mayor's hours established; 2021 Budget Consultation held online

Planned Action Items: employ online meetings to convey information about, and collect feedback on, planned initiatives; investigate opportunities to re-establish in-person meetings and Community Dialogues as COVID-19 Public Health Orders are lifted

Create more opportunities for early public input on key decisions

- Nov 2018 - Q1 2021: 9 Public Hearings hosted; 8 online community surveys completed; early public input sought on key projects, including: 749 School Road supportive housing project, Lot 23 (Stonehurst) proposal, updated Strategic Plan, 2021 annual budget, Short-Term Rentals policy, Garden Suites policy

Planned Action Items: Continue to poll residents via online surveys and to host online community information sessions; hold Public Information Meeting re) Lot 23 (Stonehurst) early in the development process

Continue to plan for an age-friendly and inclusive community

- Nov 2018 - Q1 2021: Gibsons recognized as "Age-Friendly Community"; Council endorsed [Critical Incident Response - Protocol for Organizing Against Racism and Hate](#); provided \$11,831 in funding, plus in-kind staff labour support, to Gibsons Seniors Society; worked to establish Winter Shelter for 2019/2020 and 2020/2021 season; established Gibsons Public Art Advisory Committee; committed to annual funding to the Sunshine Coast Community Services Society for its Youth Outreach Services (2021: \$14,325, 2022: \$14,756, 2023: \$15,200); made [Gibsons Seniors Society](#) a permanent line item in Town's Annual Budget (\$5,000 annually); established a reserve fund for children's playground equipment and infrastructure (\$5,000 annually)

Planned Action Items: Implement strategies in keeping with Critical Incident Response Protocol; several initiatives to advance the Town's reconciliation efforts are underway (see p.34 for more details)

MANAGE OUR ASSETS

Goal: To effectively manage and protect the Town of Gibsons' assets - human, natural and engineered - so they may continue to provide our citizens with safe, reliable services and infrastructure in the near and long-term.

PRIORITIES: Completed

- ✓ **Complete optimization and upgrade of Wastewater Treatment Plan**
- ✓ **Extend Aquifer service area to Zone 3 residents**
- ✓ **Complete optimization and upgrade of Prowse Road Lift Station**

PRIORITIES: In Progress

Continue to support, advance, and promote our natural asset management (NAM) strategy

- Nov 2018 - Q1 2021: NAM strategy promoted globally via published articles and speaking engagements; Natural Asset Technician role created and filled; [Tree Preservation Bylaw](#) adopted; [Coastal Resilience](#) project 90% complete; [Source to Sea Project](#) 40% complete

Planned Action Items: amend Tree Preservation Bylaw based on input from the public and staff; complete analysis of Gibsons Aquifer watershed through the Source to Sea project; update orthographic photography and apply LIDAR imagery to our internal mapping system; finalize Coastal Resilience project; install surface water monitoring stations in creeks within the Gibsons Aquifer watershed to better understand the interaction between surface and groundwater; update Gibsons Aquifer Mapping Study; update Gibsons Aquifer Development Permit Area 9



Complete White Tower Pond upgrades

- Nov 2018 - Q1 2021: \$955,000 in funding received to construct an [additional stormwater pond](#) at White Tower Park; project tender and award completed

Planned Action Items: construct additional stormwater pond; create recreational/educational space around new pond; investigate site as a potential location for collaboration with Skwxwu7mesh (Squamish) Nation for a [Healing Forest](#)

Support advancement and implementation of formal asset management plans

- Nov 2018 - Q1 2021: Formal asset management plans completed for Fleet & Equipment, Parks, Drainage and Town-owned buildings

Planned Action Items: develop formal asset management plans for Buildings & Structures, Transportation, Water, and Sanitary assets

Continue to seek operational efficiencies in order to maximize Town resources

- Nov 2018 - Q1 2021: Parks staff trained in air brake operations to add to Town's snow clearing capacity; improved coordination and collaboration between departments to streamline development processes; improved efficiency of sewage treatment process, which has resulted in fewer operation upsets, fewer after-hour alarms and better biosolids quality; addition of influent buffer tank has reduced peak sanitary flow excursions previously experienced during winter storm events; purchased Gator utility vehicle, which has sidewalk snowclearing capacity as well as regular mowing features; signed three-year engineering contract to reduce time required by staff secure engineering and consulting services for smaller infrastructure projects

Planned Action Items: Train Public Works employees in after-hour emergency operation of the wastewater treatment plant (WWTP), wells, and water and sanitary pump stations; define target levels of service for Parks operations and maintenance functions; develop additional tracking tools for Parks and Public Works regular maintenance and operational duties; improve data collection at WWTP to troubleshoot plant operation upsets and better understand how various process parameters impact plant operations

Set tax rates and user fees that move Gibsons closer to true financial sustainability

- Nov 2018 - Q1 2021: in the 2019, 2020 and 2021 budgets, the Town's utility rates were increased by 5% each year, which is made up of a 2% cost of living increase and a 3% asset replacement increase. In 2019, the overall property tax increase was 7.5% and in 2020, the property tax increase was 2.2%. In 2020, the property tax increase was lower than initially planned (4%) in recognition of the economic impact of COVID-19. In 2021, a property tax increase of 7% was implemented, with 2% representing a general increase and 5% dedicated to establishing a [Police Services Tax](#) reserve to partially offset an anticipated annual increase of at least \$700k in the Town's future policing costs when the Town's population officially hits 5,000 people

Planned Action Items: review Water and Sewer Long-Term Financial Plans (LTFPs) each fall; update LTFPs; review Town operational and capital requirements in preparation for Council budget discussions each spring; create long-term Asset Management Strategy document which draws on Asset Management Plans and sets out recommendations as to how to responsibly manage our assets in financially sustainable manner

Partner with Nicholas Sonntag Marine Education Centre to advance the environmental stewardship of Gibsons Harbour

- Nov 2018 - Q1 2021: 2019 Healthy Harbour Pilot study completed; [Project Healthy Harbour](#) initiated; breakwater biophysical surveyed; debris mapping completed; mooring impacts identified; Armours Beach biophysical and eelgrass assessment completed; facilitated local clean ups of Keats and Gibsons area beaches

Planned Action Items: establish long-term monitoring transect at Armours Beach; begin work on Harbour User Guide; establish Healthy Harbour display at NSMEC; develop Canadian Association of Underwater Science diving program; participate in Ocean Wise Ocean Watch Action Committee and report on actions taken; collaborate on protection of eelgrass beds in the Harbour area; video capture for knowledge transfer and education programs

FUTURE PRIORITY ITEMS

- **Receive licensing of Well 6 from the Ministry of Forests, Lands and Natural Resource Operations and Rural Development (FLNRORD); integrate Well 6 into Gibsons' water distribution network**

PLAN FOR SUSTAINABLE GROWTH

Goal: That planning for the future results in appropriate densities, maintains our unique character, preserves green space, provides for accessible, connected neighborhoods and reflects our carrying capacity; to gain support for a strategic, long-term approach to addressing the impacts of growth and development.

PRIORITIES: Completed

✓ Implement a Cannabis Policy

PRIORITIES: In Progress

Plan for funding our police force

- Nov 2018 - Q1 2021: Policing Services Select (PSS) Committee established and final report from (PSS) Committee received; during the 2021 Annual Budget process, Council Council approved a 7% annual increase in the Town of Gibsons' municipal tax. This comprises a 2% general increase and a 5% dedicated [Police Services Tax](#). The 5% increase related to the Police Services Tax (\$165,000) will be used to mitigate an expected increase of \$700,000 to \$1 million in Gibsons' annual policing costs anticipated for 2022, when Town population officially reaches 5,000 people.

Planned Action Items: work with BC's Policing & Servicing Branch to prepare for change in Town of Gibsons' community policing services; present to Special Committee on Reforming the Police Act

Develop policies that support local, sustainable businesses

- Nov 2018 - Q1 2021: In 2020 Budget, Business Tax Multiple (BTM) was reduced from 2.97 to 2.75; Cannabis Policy developed to provide clarity and opportunity to cannabis-related business owners; in 2021 Budget, BTM held at 2.75; established Gibsons Business Watch to monitor vulnerable business areas during pandemic closures

Planned Action Items: Annual review of Business Tax Multiple

Ensure developers fairly contribute to increasing the livability of our community

- Nov 2018 - Q1 2021: budget of \$30k established and update of the *Community Amenity and Affordable Housing Contribution (CAAHC) Policy* initiated

Planned Action Items: Complete CAAHC Policy update

Seek opportunities to honour local/Indigenous history and traditions, and advance reconciliation efforts

- Nov 2018 - Q1 2021: United Nations Declaration on the Rights of Indigenous People (UNDRIP) endorsed by Council; KAIROS Blanket Ceremony attended by members of Council and staff; [Healing Forest](#) project initiated; opportunities for public art, street naming and storytelling presented to representative of Skwxwu7mesh (Squamish) Nation; work to strengthen relationship with Skwxwu7mesh (Squamish) Nation initiated and ongoing

Planned Action Items: formally establish National Healing Forest; integrate Squamish history and/or plantings around the new White Tower Park stormwater ponds; seek out related educational opportunities for staff and Council; advance public art, street naming and storytelling initiative; protect archeological assets; improve practices, as defined by BC Heritage Protection Act

FUTURE PRIORITY ITEMS

- Review and update sections of the Official Community Plan relating to: density clarification; form and character DPA guidelines; greenspace protection; connectivity; financial sustainability; natural asset management; Harbour Development strategy; age-friendly/accessibility strategy; active transportation; placemaking; and public art.**
- Lobby for improvements to transportation between Upper and Lower Gibsons**

ADVOCATE FOR & FACILITATE A RANGE OF HOUSING TYPES

Goal: To advance the development of a full range of housing types, with an appropriate supply of affordable housing options which address the full spectrum of housing needs.

PRIORITIES: Completed

- ✓ **Complete Sunshine Coast Housing Needs Assessment**

PRIORITIES: In Progress

Develop an affordable housing strategy to address the full spectrum of housing needs for the community

- Nov 2018 - Q1 2021: Sunshine Coast Housing Needs Assessment completed; Housing Needs Implementation Framework received; work on Town of Gibsons' Housing Strategy begun

Planned Action Items: finalize Town's Housing Strategy outlining options and best practices for encouraging the development of needed housing types; prioritize and implement action items presented in Town's Housing Strategy

Facilitate the development of a range of affordable housing projects

- Nov 2018 - Q1 2021: 40 units of affordable housing approved for development at 571 Shaw Road; 40 units of supportive housing opened at 749 School Road; 2 units of affordable housing completed on Franklin Road; bylaws amended in Poplar Lane/Davis Road neighbourhood to encourage gentle in-fill density; bylaws amended to allow Secondary Suites in more types of homes and rental-only apartments at 1000 Venture Way; [Garden Suites](#) policy review initiated, with 2 related surveys completed

Planned Action Items: prepare unused Town-owned road ends at Glassford/Gower Point Road and at Glen/Seaview for development or sale; complete Garden Suites policy review; work with Province and local organizations to ensure opening of supportive housing development is positive for all stakeholders; explore opportunities to encourage/incentivize development of rental housing; complete [Community Amenity and Affordable Housing Contribution Policy](#)

Implement a short-term rentals strategy

- Nov 2018 - Q1 2021: extensive community consultation undertaken; three STR bylaws given first and second readings; two Virtual Public Hearings held; bylaws returned to PDC for further review and discussion

Planned Action Items: Staff to provide report to PDC re) potential impact of proposed STR bylaws; finalize and adopt Short Term Rental bylaws

FUTURE PRIORITY ITEMS

- Consider opportunities to expand the community services on Christenson Lands**



INCREASE RESILIENCE TO THE CHANGING CLIMATE

Goal: to increase our community's resilience to the local impacts and risks from climate change by seeking out opportunities for mitigation and adaptation measures.

PRIORITIES: Completed

- ✓ **Update business plan for district energy utility in Upper Gibsons**

PRIORITIES: In Progress

Prioritize retention and expansion of green space to secure adequate levels of tree canopy, protect habitat, decelerate the rapid rate of biodiversity loss, and foster community health, connectivity and well-being

- Nov 2018 - Q1 2021: update to Town's Subdivision and Development Bylaw initiated; [Tree Preservation Bylaw](#) adopted; [Urban Forest Plan](#) initiated (3-year timeline); [Healing Forest](#) project initiated; Charman Lands preservation initiated as one component of [Source to Sea Project](#)

Planned Action Items: Advance Urban Forest Plan; update orthographic photography; update the Subdivision and Development Servicing and Stormwater Management Bylaw; at completion of Source to Sea project, formally define Charman Lands and preserve in perpetuity; formally establish Healing Forest; review Tree Preservation Bylaw

Continue to address climate change risk in our Asset Management plans

- Nov 2018 - Q1 2021: [Coastal Resilience](#) and [Source to Sea](#) projects advanced

Planned Action Items: complete analysis of Gibsons Aquifer watershed; complete Coastal Resilience project; update Gibsons Aquifer Mapping Study; update Water Audit; update wastewater collection strategic plan

Update trail and cycle network strategy

- Nov 2018 - Q1 2021: trail constructed between Harmony Lane and Glassford Way; design of beach and trail signage completed; Gibsons Connector project initiated (construction of downhill bike lane on Gibsons Way; North Fletcher upgrades; safe crossing for cyclists at School Road and South Fletcher); announced [\\$675k grant](#) for Active Transportation Network upgrades; successfully advocated for bike lanes on North Road, between Reed Road and Gibsons Way

Planned Action Items: complete "[Gibsons Connector](#)" project; continue to advocate for a crosswalk at Kiwanis and a westbound bike lane on Gibsons Way between North Road and Sunnycrest; install informational signage at trailheads and beach access points; establish active transportation routes that effectively link green spaces as per [ATN grant](#); implement [traffic-calming measures on Glassford Road](#); develop a plan to implement [traffic-calming measures on Gower Point Road](#) south of Franklin Road; build Reed Road multi-use path between Park Road and North Road



Support community and student-led initiatives that focus on climate change mitigation and adaptation

- Nov 2018 - Q1 2021: Local student-led climate strikes were supported by Council

Planned Action Items: support establishment and continuation of Sunshine Coast Youth Council

Support strategies to reduce impact of climate change on local wildlife

- Nov 2018 - Q1 2021: Urban Forest Plan initiated; Tree Preservation Bylaw adopted; [Project Healthy Harbour](#): Phase 1 and Phase 2 completed; Wildlife Attractant Bylaw drafted and public consultation completed

Planned Action Items: monitor health of eelgrass beds; address relocation of barges from Gibsons Harbour; work with local governments to address disposal of invasive species; adopt Invasive Species Bylaw; final adoption of Wildlife Attractant Bylaw

FUTURE PRIORITY ITEMS

- Develop and implement a comprehensive Climate Action & Resiliency Plan that is bold, inclusive and focused on a low-carbon economy and Zero Waste
- Update community greenhouse gas inventory and develop carbon-neutral operations plan



COLLABORATE ON REGIONAL ISSUES

Goal: To collaborate and partner with our neighbouring jurisdictions to effectively address shared opportunities and challenges.

PRIORITIES: In Progress

Develop regional Water Governance Model

- Nov 2018 - Q1 2021: ToG co-hosted two community “Water Dialogue” sessions; delivered “Options for Pursuing A Regional Approach to Watershed Management and Governance” white paper to the Sunshine Coast Regional District (SCRD); water service from the Gibsons Aquifer was extended to Zone 3 residents

Planned Action Items: continue to work with regional and provincial partners on Regional Water Governance, including securing additional protections for the Gibsons Watershed, completing the Source to Sea project and updating the Gibsons Aquifer Study; update Bulk Water Agreement with SCR D to reflect reduction in water use by Town of Gibsons

Advocate for improvements to highway infrastructure and ferry services

- Nov 2018 - Q1 2021: Local governments on the Sunshine Coast regularly team up to press BC’s Transportation Ministry (MOTI) for better, safer local highways; Council maintains representation on the Southern Sunshine Coast Ferries Advisory Committee; Town staff working with MOTI to promote expansion of bike lanes on Ministry roads within Town boundaries

Planned Action Items: continue to work with MOTI to implement identified improvements on North Road, Gibsons Way and Reed Road, including crosswalks, bike lanes and intersection improvements at School Road and Pratt Road; seek funding to build improvements identified in the Safe Routes to School project and partner with School District 46 where appropriate; resolution requiring MOTI to conduct meaningful consultation with local governments located on provincial highways to be presented at 2021 UBCM

Support regional childcare needs assessment

- Nov 2018 - Q1 2021: [Sunshine Coast Childcare Action Plan](#) was completed in February 2020

Planned Action Items: support advancement of 10-year targets for the creation of new child care spaces as presented in SC Childcare Action Plan; investigate use of public facilities for daycare operations; develop an Accessible Playground Strategy to build park improvements in all neighbourhoods to support daycare providers and encourage physical activity and social connections.

Develop Fringe Area Plan with SCR D (Areas E & F)

- Nov 2018 - Q1 2021: Work to extend the Aquifer Protection DPA advanced; preliminary discussions completed

Planned Action Items: lead the development of a Fringe Area Plan with SCR D (Areas E and F) at a watershed scale, including Aquifer protection, flood protection, transportation routes, Asset Management and land-use planning.

Collaborate on regional affordable housing strategy

- Nov 2018 - Q1 2021: Sunshine Coast Housing Needs Assessment survey completed; final report received and endorsed by SCR D, District of Sechelt and Town of Gibsons

Planned Action Items: work with local governments to implement regional recommendations

Collaborate on regional wildfire and emergency plan

- Nov 2018 - Q1 2021: \$114,850 grant received by SCR D to assist with wildfire planning and prevention; RFP posted and consultant hired; Community Wildfire Protection Plan under development by third party consultant throughout 2020

Planned Action Items: support and participate in regional wildfire protection planning efforts being led by SCR D; recommend updates to the Regional Emergency Plan to include improvements to Neighbourhood Preparedness and Social Support Programs.

Collaborate to improve condition of local sports fields

- Nov 2018 - present: Town staff now collaborate with a Coast-wide group of playing field stakeholders to identify the maintenance required to ensure minimum service levels and to share resources. This led to regular and strategic maintenance at Brothers Park and significantly improved playing fields

Planned Action Items: continue to work with SCRD to improve scheduling of usage and maintenance of Brothers Park; encourage regional collaboration on the sharing of equipment and resources across the Coast

Pursue legal protection of Gibsons Aquifer recharging areas and promote consistency with bylaws relating to Aquifer protection

- Nov 2018 - present: Staff are working with regional, provincial and indigenous governments to further protect the Aquifer's recharge area; traction gained with Province at 2020 UBCM

Planned Action Items: Town staff to continue to meet with Province re) aquifer protections

Maintain a regional approach to economic development and tourism

- Nov 2018 - present: Council supports and contributes financially to the work of the Sunshine Coast Regional Economic Development Organization (SCREDO) and Sunshine Coast Tourism.

Planned Action Items: support Sunshine Coast Regional Labour Market Study proposal initiated by Powell River Education Services Society; support and participate in Regional Economy Recovery Task Force; renew agreement for Visitor Services with Sunshine Coast Tourism

Collaborate on regional growth strategy

- Nov 2018 - present: SCRD shared project scope/plan with partners; SCRD investigating possibility of establishing "community social service" into which all local governments would contribute

Planned Action Items: submit grant application in partnership with Salish Soils to establish second composting facility near Howe Sound Pulp and Paper mill; continue to participate in and support Regional Growth Strategy work underway

Collaborate on regional climate resiliency strategy

- Nov 2018 - 2020: Council endorsed Sunshine Coast Food Charter; SCRD investigating feasibility of installing solar arrays on Gibsons and Area Community Centre; Letter of support provided to My Sea to Sky for the Climate Action Report Card Project; new Building Bylaw, including BC Energy Step Code, adopted

Planned Action Items: lead the update to the regional Community Energy and Emissions Plan (CEEP) in cooperation with the SCRD and Province of BC; develop a Climate Adaptation Strategy for the Gibsons Aquifer watershed

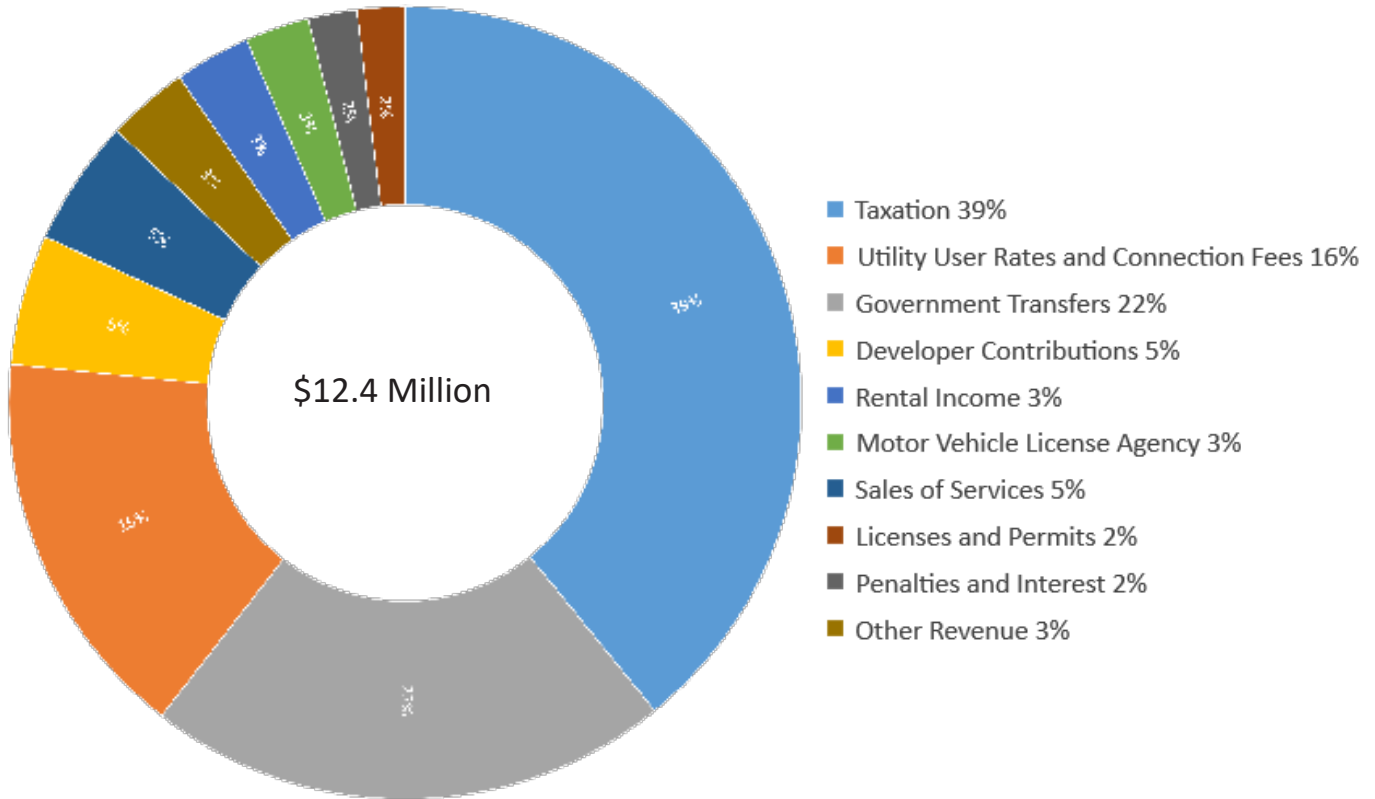
FUTURE PRIORITY ITEMS

- Support clean regional transportation strategies



2020 FINANCIAL HIGHLIGHTS

WHERE THE MONEY CAME FROM: 2020 GROSS REVENUE



Taxation is the net municipal portion of all property taxes, 1% utility tax, grants in lieu of taxes levied or collected and fees & charges.

Utility User Rates and Connection Fees are revenues generated from the water & sewer funds.

Government Transfers are essentially grants from senior levels of government.

Developer Contributions are tangible capital assets recorded at their fair market value that have been transferred to the Town. These contributions are from privately developed subdivisions and include assets such as water systems, wastewater systems, storm systems, roads and parks.

Rental Income is income generated through the rental fees for use of properties and facilities owned by the Town.

Motor Vehicle Licence (ICBC) revenues are commissions raised from the sale of vehicle insurance, driver exams, driver license renewals and special permits.

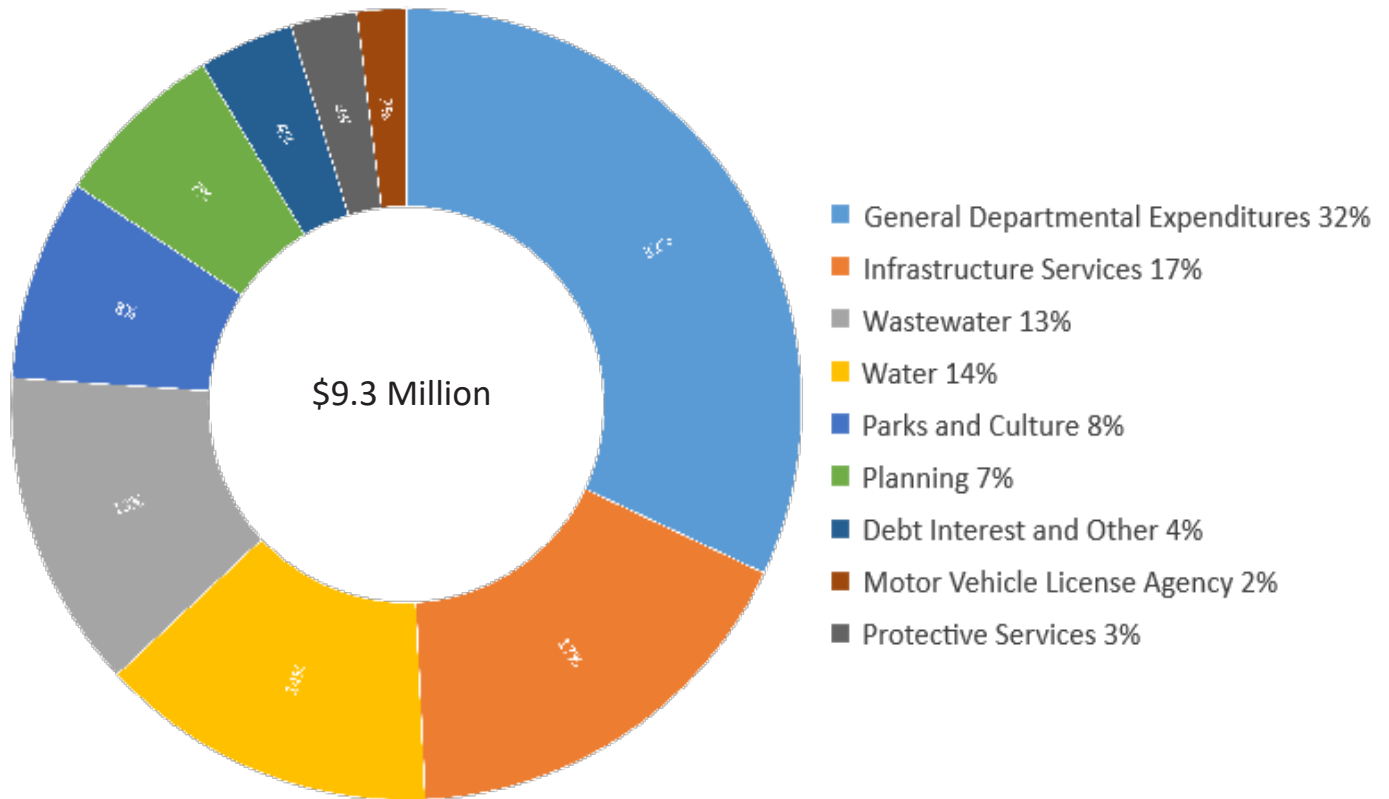
Sales of Services is the revenue from the sales of goods and services to individuals, organizations or other governments. This includes garbage and organic collection user fees.

Licenses and Permits include revenue collected from municipal licenses. It also includes revenue collected from permits such as building, construction, demolition and plumbing.

Penalties and Interest are revenues generated from taxpayers who have not paid their taxes or utility bills by the due date.

Other Revenue includes revenues which are not included in the revenue categories defined above. This includes Planning & Transportation revenues.

WHAT THE MONEY WAS USED FOR: 2020 EXPENSES BY FUNCTION



General Departmental Expenditures includes Council, legislative and general administration.

Infrastructure Services includes engineering services, asset management, public works, GIS and project management.

Wastewater includes the collection system, sewer lift stations and wastewater treatment plant.

Water includes the water distribution system, wells, pumps and reservoirs.

Parks and Culture includes parks maintenance and cultural programs offered by the Town.

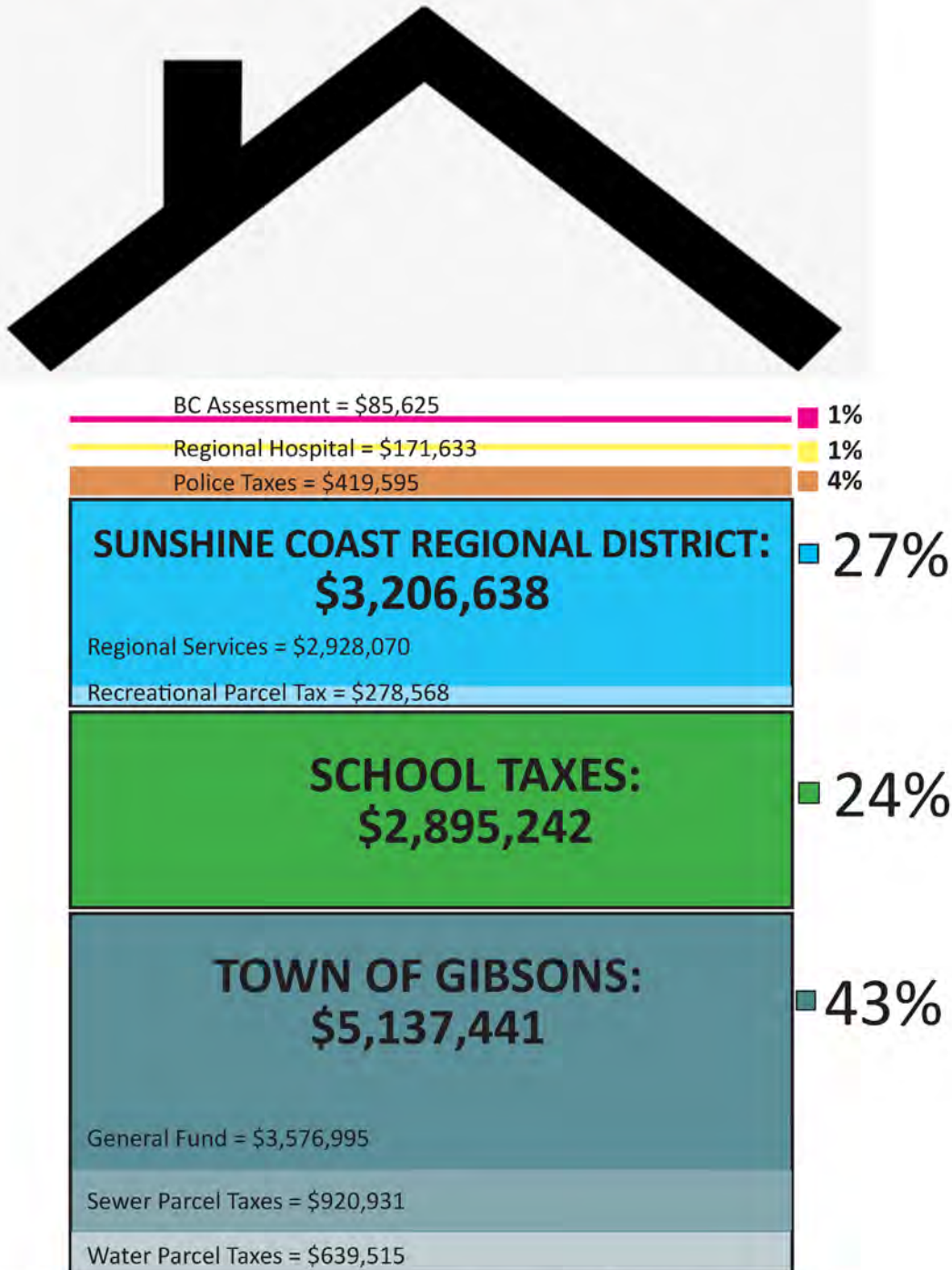
Planning The Planning Department is responsible for managing the Town's growth and development. Assistance and inquiries from residents, property owners and developers on land use, and development matters are provided.

Debt Interest and Other includes the interest the Town pays for long-term debt borrowing and bank charges.

Motor Vehicle License Agency refers to operation of I.C.B.C. Driver Services, including insurance, driver examinations, driver license renewals and special permits.

Protective Services includes the Building Inspections and Bylaw department. Services include building inspections, review of plans, inspection of construction and answering enquiries from residents, property owners, architects, engineers, builders and developers on matters related to building construction, renovation, the BC Building and Plumbing Code and applicable Provincial and Federal regulations. Bylaw Enforcement monitors and seeks compliance with the bylaws enacted by Mayor and Council to regulate the affairs of the Town of Gibsons.

2021 COLLECTION OF TAXES: WHERE DO MY PROPERTY TAXES GO?



The Town of Gibsons retains just 43% of the total property taxes it collects. The balance is distributed to five other government agencies, which each determine their own taxation requirements.

Town of Gibsons
Financial Statements
For the Year Ended December 31, 2020

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Management's Responsibility for the Financial Statements

The accompanying financial statements of the Town of Gibsons (the "Town") are the responsibility of management and have been prepared in accordance with Canadian public sector accounting standards as prescribed by the Public Sector Accounting Board. A summary of the significant accounting policies are described in Note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

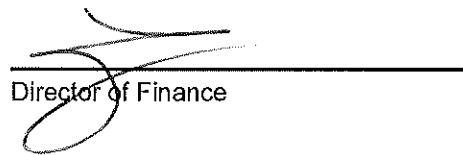
The Town's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by BDO Canada LLP, independent external auditors appointed by the Town. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Town's financial statements.



Chief Administrative Officer



Director of Finance

April 20, 2021



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Independent Auditor's Report

To the Mayor and Council of the Town of Gibsons

Opinion

We have audited the financial statements of the Town of Gibsons (the "Town") which comprise the Statement of Financial Position as at December 31, 2020 and the Statements Operations, Changes in Net Debt, and Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Town of Gibsons as at December 31, 2020 and its results of operations, its changes in net debt and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally-accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of this report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Unaudited Information

We have not audited, reviewed, or otherwise attempted to verify the accuracy or completeness of the Schedule A of the Town's financial statements.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the 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.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town, or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.



Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally-accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally-accepted auditing standards we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

BDO Canada LLP

Chartered Professional Accountants

Vancouver, British Columbia

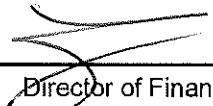
April 27, 2021

Town of Gibsons
Statement of Financial Position

December 31	2020	2019
Assets		
Financial Assets		
Cash	\$ 2,102,991	\$ 225,796
Portfolio investments (Note 2)	9,820,847	5,231,704
Taxes receivable	421,500	460,306
Accounts receivable	1,056,796	2,061,506
	<u>13,402,134</u>	<u>7,979,312</u>
Liabilities		
Accounts payable and accrued liabilities	4,442,931	1,941,898
Deferred revenue (Note 3)	244,374	244,897
Long-term debt (Note 4) (Schedule 1)	9,602,508	6,979,854
Development cost charges (Note 5)	1,235,717	1,138,557
	<u>15,525,530</u>	<u>10,305,206</u>
Net Debt	<u>(2,123,396)</u>	<u>(2,325,894)</u>
Non-Financial Assets		
Tangible capital assets (Note 9)	59,678,727	56,729,965
Prepaid expenses	33,695	25,218
	<u>59,712,422</u>	<u>56,755,183</u>
Accumulated Surplus (Note 6)	<u>\$ 57,589,026</u>	<u>\$ 54,429,289</u>



Mayor



Director of Finance

The accompanying notes are an integral part of these financial statements.

Town of Gibsons Statement of Operations

For the Year Ended December 31	Fiscal Plan 2020	2020	2019
Revenue (Schedules 3 and 4)			
Taxation (Note 10)	\$ 4,905,083	\$ 4,900,114	\$ 4,754,784
Utility user rates and connection fees	2,044,024	2,005,760	1,886,997
Government transfers (Schedule 2)	1,113,752	2,675,604	2,588,664
Other contributions	-	148,945	42,368
Sales of services	1,039,048	646,434	599,225
Other revenue	1,397,419	1,542,153	1,825,697
Contributions from developers	349,208	524,621	454,560
	10,848,534	12,443,631	12,152,295
Expenses (Schedules 3 and 4)			
General departmental expenditures	7,009,527	6,383,466	6,428,628
Water system	1,306,112	1,356,012	1,431,499
Sewer system	1,498,175	1,298,941	1,320,921
Motor vehicle license agency	289,599	235,547	275,780
Loss on disposal of tangible capital assets	-	9,928	650
	10,103,413	9,283,894	9,457,478
Annual Surplus	745,121	3,159,737	2,694,817
Accumulated Surplus, beginning of year	54,429,289	54,429,289	51,734,472
Accumulated Surplus, end of year	\$ 55,174,410	\$ 57,589,026	\$ 54,429,289

Fiscal Plan (Note 14)

The accompanying notes are an integral part of these financial statements.

Town of Gibsons
Statement of Changes in Net Debt

For the Year Ended December 31	Fiscal Plan 2020	2020	2019
Annual Surplus	\$ 70,214	\$ 3,159,737	\$ 2,694,817
Acquisition of tangible capital assets	(7,451,000)	(4,518,425)	(3,862,675)
Amortization of tangible capital assets	1,545,013	1,559,735	1,545,013
Loss on disposal of tangible capital assets	-	9,928	650
	(5,905,987)	(2,948,762)	(2,317,012)
Gross acquisition of prepaid expenses	-	(8,477)	(2,323)
Change in net debt for the year	(5,835,773)	202,498	375,482
Net debt, beginning of year	(2,325,894)	(2,325,894)	(2,701,376)
Net debt, end of year	\$ (8,161,667)	\$ (2,123,396)	\$ (2,325,894)

Fiscal Plan (Note 14)

The accompanying notes are an integral part of these financial statements.

Town of Gibsons
Statement of Cash Flows

For the Year Ended December 31	2020	2019
Cash provided by (used in)		
Operating transactions		
Annual surplus	\$ 3,159,737	\$ 2,694,817
Items not involving cash		
Development cost charges recognized	(413,015)	(376,810)
Contributed tangible capital assets	-	(638,000)
Loss on disposal of tangible capital assets	9,928	650
Amortization	1,559,735	1,545,013
	4,316,385	3,225,670
Changes in non-cash operating balances		
Accounts and taxes receivable	1,043,516	133,295
Accounts payable and accrued liabilities	2,501,033	435,393
Prepaid expenses	(8,477)	(2,323)
Deferred revenue	(523)	(14,620)
	7,851,934	3,777,415
Capital transaction		
Acquisition of tangible capital assets	(4,518,425)	(3,224,675)
Investing transactions		
Change in portfolio investments, gross	(4,589,143)	(452,972)
Financing transactions		
Development cost charges contributions	493,846	385,698
Interest on development cost charges	16,329	31,114
Issuance of debt	3,311,509	-
Repayment of debt	(688,855)	(611,153)
	3,132,829	(194,341)
Increase (decrease) in cash during year	1,877,195	(94,573)
Cash, beginning of year	225,796	320,369
Cash, end of year	\$ 2,102,991	\$ 225,796

The accompanying notes are an integral part of these financial statements.

Town of Gibsons

Notes to the Financial Statements

December 31, 2020

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 as prescribed by the Public Sector Accounting Board ("PSAB").

1. Significant Accounting Policies

(a) Cash

Cash includes all highly liquid investments with maturity of three months or less at acquisition.

(b) Portfolio Investments

Portfolio investments represent pooled investment funds and term deposits and are recorded at market values which approximate cost.

(c) Revenue Recognition

Taxes are recorded in the period 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 and collected on their behalf are not included as taxation revenue.

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.

Sale of service and other revenue is recognized on an accrual basis as services are rendered.

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

Receipts which are restricted by agreement with external parties are recorded as deferred revenue at the time they are received. When the qualifying expenditures are incurred the related contributions are brought into revenue.

(d) 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. Government transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Government transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

(e) Collection of Taxes on Behalf of Other Entities

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.

Town of Gibsons
Notes to the Financial Statements

December 31, 2020

1. Significant Accounting Policies (Continued)

(f) Deferred Revenue

Funds received for specific purposes as 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 period services are provided over the period to which they were collected.

(g) Liability for Contaminated Sites

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard.

A liability for remediation of contaminated sites is recognized when all the following criteria are met:

- an environmental standard exists;
- contamination exceeds the environmental standard;
- the Town is directly responsible or accepts responsibility;
- it is expected that future economic benefits will be given up; and
- a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

As at December 31, 2020 and 2019, the Town has reported no amounts as liability for contaminated sites.

1. Significant Accounting Policies (Continued)

(h) 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
Geo Utility	10 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 engineered 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. The Town's ability to provide services is dependent on the ability of these assets to withstand the impacts of climate change and to continue to perform as required. Recognizing this importance of this, the Town is investing in natural assets to increase our resiliency to climate change. This investment includes: foreshore restoration, urban forest planning, creek assessment and monitoring, aquifer monitoring, expansion of drainage ponds as well as upgrading a seaside sanitary pump station.

Town of Gibsons
Notes to the Financial Statements

December 31, 2020

1. Significant Accounting Policies (Continued)

(i) Use of Estimates

The preparation of financial statements 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 significant estimation include useful lives of tangible capital assets and collectability of receivables.

2. Portfolio Investments

Portfolio investments include CIBC high interest savings, BC Credit Union term deposits and Municipal Finance Authority Pooled Investments. CIBC high interest savings and BC Credit Union term deposits yielded an effective interest rate of 0.90% - 2.55% (2019 - 2.25% - 2.46%) and are redeemable at any time. MFA money market funds include securities issued by federal and provincial governments, Canadian banks and highly rated corporations. The money market fund yielded an annualized interest rate of 0.85% (2019 - 1.86%) and its investments are redeemable at any time. These investments are held by the Town for the purposes of earning investment income.

Not included in portfolio investments are \$3,003,285 (2019 - \$2,832,652) related to developer deposits that are refundable should the developer meet certain conditions.

3. Deferred Revenue

Deferred revenue represents funds received, that are held for various restricted purposes. These funds are recognized as revenue in the period when the eligible related expenditures have been incurred or restrictions have been met.

	2019	Receipts	Revenue Recognized	2020
Donations	\$ 17,668	\$ -	\$ -	\$ 17,668
Prepaid rent	132,595	-	-	132,595
Prepaid services	94,634	94,111	(94,634)	94,111
	<u>\$ 244,897</u>	<u>\$ 94,111</u>	<u>\$ (94,634)</u>	<u>\$ 244,374</u>

Town of Gibsons
Notes to the Financial Statements

December 31, 2020

4. Debt

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

Loan payments over the next five years and thereafter are as follows. For additional detailed information see Schedule of Long Term Debt (Schedule 1).

2021	\$ 531,066
2022	528,981
2023	452,824
2024	469,793
2025	487,407
2024 and onwards	<u>7,132,437</u>
	<u>\$ 9,602,508</u>

(b) Unissued Debt

The following approved debt remained unissued as at December 31, 2020:

Loan Authorization	Expiry	Gross Amount Approved	Unissued Amount	Temporary Borrowings
1264 Sewer Capital Improvements	2024	1,760,000	790,000	970,000
126 5 Water Capital Improvements	2024	3,329,000	1,129,000	2,200,000

5. Development Cost Charges

	Roads	Drainage	Water	Sewer	Total
Balance, January 1, 2019	\$ 316,103	\$ 474,041	\$ 92	\$ 308,319	\$ 1,098,555
Interest received	10,034	12,272	554	8,254	31,114
Developer contributions	219,162	41,483	53,005	72,048	385,698
Expenditures	(32,879)	(34,555)	-	(309,376)	(376,810)
Balance, December 31, 2019	512,420	493,241	53,651	79,245	1,138,557
Interest received	7,651	6,202	1,072	1,404	16,329
Developer contributions	182,416	54,701	67,789	188,940	493,846
Expenditures	(346,995)	(37,492)	-	(28,528)	(413,015)
Balance, December 31, 2020	\$ 355,492	\$ 516,652	\$ 122,512	\$ 241,061	\$ 1,235,717

Town of Gibsons

Notes to the Financial Statements

December 31, 2020

6. Accumulated Surplus

The Town segregates its accumulated surplus in the following categories:

	2020	2019
Total Operating Fund (a)	\$ 5,598,076	\$ 2,881,488
Reserve Fund (b)	1,914,731	1,797,690
Investment in tangible capital assets (c)	50,076,219	49,750,111
	<u>\$ 57,589,026</u>	<u>\$ 54,429,289</u>

(a) Included in the total are funds: 1) Funds related to the Estate of Muriel Haynes of \$206,581 (2019 - \$204,698). These funds are to be spent on capital improvements at the Gibsons Pool for the general benefit of the community of Gibsons as a whole. 2) Covid-19 Safe Restart Grant for Local Governments. These funds were provided to ensure the Town can continue to provide essential services during the effects of the pandemic.

(b) Reserve funds represent funds set aside in accordance with a bylaw or council resolution for specific purposes and are comprised of the following:

	Capital Works	Community Works	Public Parking	Park Aquisition	Affordable Housing	Community Amenity	Total
Balance, January 1, 2019	\$ 352,600	\$ 333,556	\$ 120,165	\$ 29,390	\$ 585,864	\$ 124,151	\$1,545,726
Interest Received	8,674	13,397	2,956	723	14,412	3,054	43,216
Contributions and transfers	-	500,142	-	-	1,650	-	501,792
Operating fund transfers	170,000	-	-	-	-	-	170,000
Expenditures	(6,000)	(299,593)	-	-	(34,175)	(123,276)	(463,044)
Balance, December 31, 2019	525,274	547,502	123,121	30,113	567,751	3,929	1,797,690
Interest received	6,457	8,018	1,513	370	7,073	48	23,480
Contributions and transfers	-	249,051	-	-	24,915	1,533	275,499
Operating fund transfers	167,000	-	-	-	-	-	167,000
Expenditures	(154,884)	(124,054)	-	-	(70,000)	-	(348,938)
Balance, December 31, 2020	<u>\$ 543,847</u>	<u>\$ 680,517</u>	<u>\$ 124,634</u>	<u>\$ 30,483</u>	<u>\$ 529,739</u>	<u>\$ 5,510</u>	<u>\$1,914,731</u>

Town of Gibsons
Notes to the Financial Statements

December 31, 2020

6. Accumulated Surplus (Continued)

- (c) The investment in tangible capital assets represents amounts already spent and invested in infrastructure.

	2020	2019
Tangible capital assets	\$ 59,678,727	\$ 56,729,965
Amounts financed by:		
Long-term debt	(9,602,508)	(6,979,854)
Investment in TCA	\$ 50,076,219	\$ 49,750,111

7. Commitments

(a) Integration of Regional District and Town Water Supply

The Town has entered into a Bulk Water Supply Agreement with the Sunshine Coast Regional District ("Regional District") to provide water supply to Zone 3 residents. In 2020, the Town purchased 118,040 m³ of water (2019 – 228,395 m³) at a cost of \$254,294 (2019 - \$315,036). As of August 1, 2020, the Town expanded the use of its water supply and now supplies Zone 3 with aquifer water. The Town's reliance on the Regional District supplied water is now limited to fire flow and peak demand supply for Zone 3 as required. The twenty-five year agreement commenced June 3, 2013 and expires June 2, 2038.

8. Pension Plan

The Town and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly-trusteed pension plan. The board of Trustees, representing plan members and employers, is responsible for administering the management of the Plan, including investment of the assets and administration of the benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2019, the Plan has about 213,000 active members and approximately 106,000 retired members. Active members include approximately 41,000 contributors from local government.

Every three years, an actuarial valuation is performed to assess the financial position of the Plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the Plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the Plan. This rate may be adjusted for the amortization of any funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation as at December 31, 2018 indicated a \$2,866 Million funding surplus for basic pension benefits on a going concern basis.

8. Pension Plan (Continued)

The Town paid \$261,820 (2019 - \$248,691) for employer contributions while employee contributions totaled \$232,711 (2019 - \$220,053) to the Plan in fiscal 2020.

The next valuation will be as at December 31, 2021, with results available in 2022. 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, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

Town of Gibsons
Notes to the Financial Statements
December 31

9. Tangible Capital Assets

	Land	Buildings	Furn. and Equip.	Vehicles	Roads	Drainage	Geo Utility	Other Tangible Capital Assets	Sewer Utility	Water Utility	Work In Progr.	2020	2019
Cost, beginning of year	\$10,964,892	\$ 7,317,478	\$ 509,158	\$ 1,472,493	\$17,007,600	\$ 6,840,829	\$ 1,250,867	\$ 3,265,282	\$14,469,244	\$15,560,326	\$ 2,908,617	\$81,566,786	\$ 77,707,652
Additions	-	77,323	165,737	184,770	-	-	-	-	248,184	2,258,902	1,583,509	4,518,425	3,862,675
Disposals	-	-	(57,222)	-	-	-	-	(40,145)	(14,409)	(19,899)	-	(131,675)	(3,541)
Transfers	-	63,642	-	-	-	-	-	-	-	74,140	(137,782)	-	-
Cost, end of year	10,964,892	7,458,443	617,673	1,657,263	17,007,600	6,840,829	1,250,867	3,225,137	14,703,019	17,873,469	4,354,344	85,953,536	81,566,786
Accumulated amortization, beginning of year	-	3,461,656	468,289	957,096	7,384,349	1,699,177	199,310	1,474,479	5,186,733	4,005,732	-	24,836,821	23,294,699
Amortization	-	181,645	34,052	81,524	485,147	88,052	26,926	99,447	235,611	327,331	-	1,559,735	1,545,013
Disposals	-	-	(57,330)	-	-	-	-	(30,109)	(14,409)	(19,899)	-	(121,747)	(2,891)
Accumulated amortization, end of year	-	3,643,301	445,011	1,038,620	7,869,496	1,787,229	226,236	1,543,817	5,407,935	4,313,164	-	26,274,809	24,836,821
Net carrying amount, end of year	\$10,964,892	\$ 3,815,142	\$ 172,662	\$ 618,643	\$ 9,138,104	\$ 5,053,600	\$ 1,024,631	\$ 1,681,320	\$ 9,295,084	\$13,560,305	\$ 4,354,344	\$59,678,727	\$ 56,729,965

Town of Gibsons

Notes to the Financial Statements

December 31, 2020

10. Taxation

	Fiscal Plan 2020	2020	2019
General municipal purposes	\$ 3,425,682	\$ 3,417,853	\$ 3,336,783
Specified area requisitions	-	-	7,639
Collections for other governments			
Province of British Columbia - School	-	2,348,043	2,766,901
Regional District Hospital	-	174,278	178,295
Municipal Finance Authority	-	383	387
British Columbia Assessment Authority	-	83,756	79,243
Regional District	-	2,854,740	2,674,283
Police Tax	-	418,916	400,882
	3,425,682	9,297,969	9,444,413
Transfers to other governments			
Province of British Columbia - School	-	(2,346,399)	(2,766,729)
Regional Hospital District	-	(173,994)	(178,417)
Municipal Finance Authority	-	(383)	(387)
British Columbia Assessment Authority	-	(83,771)	(79,261)
Regional District	-	(2,853,058)	(2,674,428)
Police Tax	-	(419,787)	(401,054)
	-	(5,877,392)	(6,100,276)
Total general municipal taxes	3,425,682	3,420,577	3,344,137
Frontage, local improvement and parcel taxes			
Water system	607,626	608,148	581,106
Sewer system	871,775	871,389	829,541
	1,479,401	1,479,537	1,410,647
	\$ 4,905,083	\$ 4,900,114	\$ 4,754,784

Town of Gibsons

Notes to the Financial Statements

December 31, 2020

11. 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 Town does not meet the definition of control over GLHA according to public sector accounting standards and therefore, the transactions and balances of the GLHA are not included in these financial statements.

12. Contingent Liabilities

- (a) As a member of the Sunshine Coast Regional District, the Town is jointly and severally liable with the other member municipalities for the net capital liabilities of those authorities.
 - (b) The Sunshine Coast Regional District has requested and has been provided with demand notes drawn in its favour totaling \$266,377 (2019 - \$282,296) to provide for additional funds, should the need arise, to service its debt in which the Town shares. The demand notes are callable only if there are additional requirements to be met to service its debt in which the Town shares, and therefore have not been recorded in the statement of financial position.
 - (c) The Town is partially self-insured through the Municipal Insurance Association of British Columbia. Should the Association in aggregate 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.
-

13. Contractual Rights

(a) Contributed Tangible Capital Assets

Subdivision developers are required to provide subdivision infrastructure such as streets, lighting, sidewalks, and drainage. Upon completion these assets are turned over to the Town. Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are also recorded as revenue.

(b) RCMP Funding

The Town has entered into an agreement with the Royal Canadian Mounted Police for the occupancy of the RCMP station on Sunnycrest Road for the provision of policing services for the Town. In return, the Town has received a commitment to receive annual lease revenue of \$159,000. This agreement will be reviewed once the Town's population exceeds 5,000 according to the Canadian Census. The next Census takes place in 2021.

Town of Gibsons
Notes to the Financial Statements

December 31, 2020

13. Contractual Rights (Continued)

(c) Marina Lease

The Town has entered into a Marina Lease Agreement with Gibsons Marina Hotel Incorporated (GMHI) for a 30 year term, expiring February 28, 2042. In return, the Town has received a commitment to receive annual lease revenue which is based on a portion of annual gross revenue earned by GMHI. The annual lease revenue received in 2020 was \$146,608 (2019 - \$134,257).

14. Fiscal Plan

Fiscal plan amounts represent the Financial Plan Bylaw adopted by Council on May 5, 2020. The Financial Plan does not include certain revenues that are accounted for under Canadian public sector accounting standards. The budget amounts disclosed in the statement of operations and statement of changes in net debt include \$349,208 related to contributions from developers and \$325,700 related to government transfers that were not included as revenues in the Financial Plan Bylaw.

The Financial Plan Bylaw included certain revenues and expenses that the Town administers on behalf of the Gibsons Public Market. As these amounts do not relate to the Town's operations they are excluded from the budget amounts disclosed in the statement of operations and statement of changes in net debt.

15. 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. For additional detailed information see Statement of Operations by Segment (Schedules 3 and 4).

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. A segment of this department is the ICBC Autoplan and Driver Licensing Agency.

Finance

The Finance Department is responsible for the overall human resources, financial and risk management of the Town.

15. Segmented Information (Continued)

ICBC Autoplan and Driver Licensing Agency

This department, under an agency agreement, 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.

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

Protective Services

Protection is comprised of bylaw enforcement and building inspection.

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

Public Works

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

- ensuring clean and safe water to our Town, supplied through underground pipes, wells and reservoirs;
- maintaining a separate system of underground pipes to collect sewer or waste water for proper treatment prior to discharging it;

15. Segmented Information (Continued)

Public Works (Continued)

- providing and maintaining the Town's roads, sidewalks, street lights, signage and line markings, storm drainage and hydrants; and
 - providing other key services including street cleaning and the coordination of residential garbage collection services.
-

16. Uncertainty arising from COVID-19

During the year, the impact of COVID-19 in Canada and the global economy increased significantly. Impacts on the Town were primarily increased operational costs relating to the required public health protocols. As the impacts of COVID-19 continue, there could be further impact on the Town, its citizens, employees and suppliers that could affect the timing and amounts realized on the Town's assets and future ability to deliver services and projects. At this time, the full potential impact of COVID-19 on the Town is not known. Given the dynamic nature of these circumstances, the duration of disruption and the related financial impact cannot be reasonably estimated at this time. The Town's ability to continue delivering non-essential services and employ related staff will depend on the legislative mandates from the various levels of government. The Town will continue to focus on collecting receivables, managing expenditures, and leveraging existing reserve and available credit facilities to ensure it is able to continue providing essential services to its citizens.

Town of Gibsons
Schedule 1 - Long-Term Debt

For the Year Ended December 31

Loan Authorization Bylaw	Purpose	Year of Maturity	Rate	Balance 2020	Outstanding 2019
General					
1057	Road improvement	2022	2.90%	\$ 108,130	\$ 159,097
1093	Road improvements	2029	2.25%	46,515	50,741
1105	Capital improvements	2020	4.50%	-	34,853
1126	RCMP Building	2031	3.56%	1,482,606	1,588,311
1231	Road improvement	2027	2.80%	286,309	322,585
1234	Capital improvements	2021	*	22,000	44,000
1246	Road improvements	2038	3.15%	1,649,223	1,717,607
				3,594,783	3,917,194
Water					
1093	Cross connection control and water meter	2029	2.25%	473,782	516,829
1057	Water mains	2022	2.90%	72,087	106,065
1134	Zone 2 Reservoir	2032	2.90%	686,150	730,059
1186	Water mains	2034	3.30%	559,622	589,040
1272	Zone 3 Aquifer Expansion		*	2,200,000	-
				3,991,641	1,941,993
Sewer					
977	Waste Water Treatment Plant upgrade	2031	4.85%	1,046,084	1,120,667
1271	Capital improvements		*	970,000	-
				2,016,084	1,120,667
				\$ 9,602,508	\$ 6,979,854

* 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

For the Year Ended December 31	Fiscal Plan 2020	2020	2019
Government Transfers			
Federal Government			
In lieu of taxes - general	\$ 11,562	\$ 56,486	\$ 14,207
Land Transfer	-	-	638,000
	11,562	56,486	652,207
Provincial Government			
Small Communities	497,000	499,252	497,203
Planning	-	54,280	55,000
Street lighting	1,318	1,648	1,318
Other	81,995	30,120	36,516
Community Works	251,177	249,051	500,142
Covid-19 Safe ReStart Funding*	-	1,512,000	-
New Build Canada Fund**	270,700	272,768	846,278
	1,102,190	2,619,119	1,936,457
	\$ 1,113,752	\$ 2,675,605	\$ 2,588,664

* This grant is provided under the COVID-19 Safe Restart for Local Governments program from the Province of BC.

** This grant is provided under the New Build Canada - Small Communities Fund. The program is administered by the Province and includes matching Federal funding.

Town of Gibsons

Schedule 3 - Statement of Operations by Segment

For the Year Ended December 31, 2020	General Government Services	ICBC Autoplan Licence Agency	Planning and Economic Devel. Services	Protective Services	Public Works	Park Services	Unallocated	Water Utility	Sewer Utility	Total 2020 Actual	Total 2020 Fiscal Plan
Revenues											
Taxation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,420,577	\$ 608,148	\$ 871,389	\$ 4,900,114	\$ 4,905,083
Utility user rates and connection fees	-	-	-	-	-	-	-	1,157,148	848,613	2,005,760	2,044,024
Government transfers	279,170	-	54,280	-	1,648	-	2,067,738	-	272,768	2,675,604	1,113,752
Other contributions	2,400	-	-	-	-	-	-	3,659	142,886	148,945	-
Sales of services	4,771	-	10,310	-	631,353	-	-	-	-	646,434	1,039,048
Other revenue	215,354	327,781	322,330	-	134,175	5,482	443,439	49,181	44,412	1,542,153	1,397,419
Contributions from developers	37,492	-	24,915	-	432,153	1,533	-	-	28,528	524,621	349,208
Total Revenues	539,187	327,781	79,195	332,640	1,199,329	7,015	5,931,754	1,818,136	2,208,596	12,443,631	10,848,534
Expenses											
Operating											
Goods and Services	943,088	5,774	332,166	25,032	918,209	255,046	-	649,607	615,023	3,743,945	4,512,688
Labour	1,012,127	229,774	319,503	225,248	672,320	505,702	-	296,708	350,303	3,611,684	3,857,872
Debt interest and other	178,232	-	-	-	-	-	-	82,366	98,004	358,601	187,840
Amortization of tangible capital assets	996,794	-	-	-	-	-	-	327,331	235,611	1,559,736	1,545,013
Loss on disposal of tangible capital assets	3,130,241	235,548	651,669	250,280	1,590,529	760,748	-	1,356,012	1,298,941	9,273,966	10,103,413
	9,928	-	-	-	-	-	-	-	-	9,928	-
Total Expenses	3,140,169	235,548	651,669	250,280	1,590,529	760,748	-	1,356,012	1,298,941	9,283,894	10,103,413
Excess (deficiency) in revenues over expenses	\$ (2,600,982)	\$ 92,233	\$ (572,474)	\$ 82,360	\$ (391,200)	\$ (753,733)	\$ 5,931,754	\$ 462,124	\$ 909,655	\$ 3,159,737	\$ 745,121

Town of Gibsons

Schedule 4 - Statement of Operations by Segment

For the Year Ended December 31, 2019	General Government Services	ICBC Autoplan Driver Licence Agency	Protective Services	Planning and Economic Devel. Services	Public Works	Park Services	Unallocated	Water Utility	Sewer Utility	Total 2019 Actual	Total 2019 Fiscal Plan
Revenues											
Taxation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,344,137	\$ 581,106	\$ 829,541	\$ 4,754,784	\$ 4,720,716
Utility user rates and connection fees	-	-	-	-	-	-	-	1,110,272	776,725	1,886,997	1,925,574
Government transfers	503,878	-	-	55,000	672,098	-	511,410	-	846,278	2,588,664	2,472,379
Other contributions	2,000	-	-	-	-	-	-	-	40,368	42,368	-
Sales of services	5,169	-	15,534	-	578,522	-	-	-	-	599,225	1,050,936
Other revenue	283,279	362,747	465,900	-	171,002	4,943	442,813	44,466	50,547	1,825,697	1,256,212
Contributions from developers	40,064	-	-	1,650	103,469	-	-	-	309,377	454,560	766,655
Total Revenues	834,390	362,747	481,434	56,650	1,525,091	4,943	4,298,360	1,735,844	2,852,836	12,152,295	12,192,472
Expenses											
Operating											
Goods and Services	1,007,270	7,624	24,380	276,342	871,827	358,227	-	751,256	619,754	3,916,679	4,163,568
Labour	941,277	268,156	220,556	205,190	778,405	555,030	-	280,362	354,776	3,603,752	3,607,752
Debt interest and other	203,581	-	-	-	-	-	-	97,330	90,473	391,384	197,300
Amortization of tangible capital assets	986,543	-	-	-	-	-	-	302,551	255,919	1,545,013	1,390,100
Loss on disposal of tangible capital assets	3,138,671	275,780	244,936	481,532	1,650,232	913,257	-	1,431,499	1,320,922	9,456,828	9,358,720
	650	-	-	-	-	-	-	-	-	650	-
Total Expenses	3,139,321	275,780	244,936	481,532	1,650,232	913,257	-	1,431,499	1,320,922	9,457,478	9,358,720
Excess (deficiency) in revenues over expenses	\$ (2,304,931)	\$ 86,967	\$ 236,498	\$ (424,882)	\$ (125,141)	\$ (908,314)	\$ 4,298,360	\$ 304,345	\$ 1,531,914	\$ 2,694,817	\$ 2,833,752

Town of Gibsons

Schedule A - COVID-19 Safe Restart Grants for Local Governments

Unaudited

Grant Funding Received	\$ 1,512,000
Less amount allocated to eligible categories:	
Facility reopening and operating costs	\$ 70,929
Computer and other electronic technology costs	155,572
Other related costs	72,051
	<hr/>
Total allocations	298,552
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Balance as at December 31, 2020	\$ 1,213,448

In November 2020, the Town of Gibsons was the recipient of a \$1,512,000 grant under the COVID-19 Safe Restart for Local Governments program from the Province of BC.

This grant funding was provided to support local governments deal with increased operating costs and lower revenue due to the COVID-19 pandemic and ensure local governments can continue to deliver the services people depend on in the community.

CONTRIBUTIONS TO THE COMMUNITY: GRANTS OF ASSISTANCE

Organization	2020	2,019
Coastal Workforce Housing Society	2,000	
Coasting Along Theatre Society		750
Coast Cultural Alliance (Arts Calendar, Arts Crawl)	1,800	1,800
Community Resource Centre - Seniors Planning Table		2,500
Dakota Ridge Nordics		750
Deer Crossing Art Farm	3,000	2,000
Friends of Parkland Society	950	
Gibsons Seniors Centre Society	5,623	4,000
Gibsons Public Art Gallery	2,000	2,000
Gibsons Public Art Gallery (Indigenous Curator)	1,500	
Howe Sound Marine Reference Guide	1,000	
Huckleberry Coast Childcare Society	1,000	1,000
Popsicle Bridge Contest		250
Restorative Justice program of the Sunshine Coast	2,707	
Salvation Army - Sunshine Coast		500
School District No. 46 (Student Bursary)	1,000	1,000
Sea Cavalcade Committee		14,707
Special Olympics Sunshine Coast		1,000
Sunday in the Park with Pride Society		1,000
Sunshine Coast Bear Alliance Society	2,000	
Sunshine Coast Branch of the BC Schizophrenia Society		1,000
Sunshine Coast Community Foundation	2,500	
Sunshine Coast Community Services Society (Parent & Tot Summer Prog.)		2,000
Sunshine Coast Community Services Society (Childre's Fest & Duck Pluck)		1,000
Sunshine Coast Community Services Society (Victim Services)	8,000	
Sunshine Coast Conservation Association	500	
Sunshine Coast Driftwood Players	1,000	
Sunshine Coast Hospice Society		1,000
Sunshine Coast Jazz Society	1,000	2,000
Tides Canada Initiative		1,000
Transportation Choices Sunshine Coast	1,000	500
	38,580	41,757

PERMISSIVE TAX EXEMPTIONS

Name of Property Owner/Occupier	Total Property Value	Tax Class	Tax Exemption*
Good Samaritan Canada (Christenson Village)	\$ 24,563,000	1	\$31,124
Gibsons Community Fellowship Society	390,000	8	\$1,951
Gibsons Community Fellowship Society	441,000	8	\$1,696
01987152 BC Ltd. (Gibsons Public Market)	1,145,000	6	\$5,330
Pentacostal Assemblies of Canada (Christian Life Assembly)	972,000	8	\$2,806
Royal Canadian Legion Branch #109	524,000	8	\$2,621
Royal Canadian Legion Branch #109	1,142,000	6	\$5,316
Gibsons Public Art Gallery	951,000	6	\$4,427
Gibsons Public Art Gallery	138,000	6	\$642
S.C. Community Services Society (Community Treasures Thrift Shop)	707,000	6	\$3,291
Parish of St. Aidan and St. Bartholomew Anglican Church	1,731,000	8	\$4,009
Sunshine Coast Kiwanis Village (Village Apartments)	2,011,000	1	\$2,280
Gibsons Congregation of Jehovah's Witnesses	368,900	8	\$1,225
Calvary Baptist Church	869,200	8	\$3,348
Roman Catholic Archbishop of Vancouver (St. Mary's Catholic Church)	1,500,900	8	\$3,814
	\$ 37,454,000		\$73,881
*Includes Statutory Exemption if applicable			

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