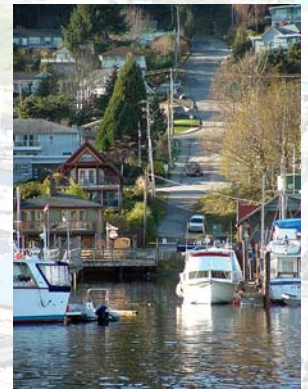
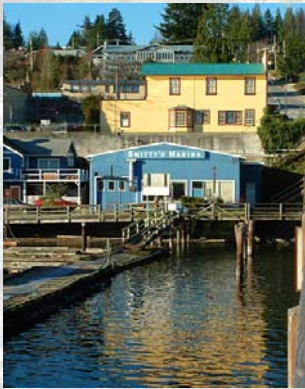




# TOWN OF GIBSONS

## 2006 ANNUAL REPORT





# **PREFACE TO THE 2006 ANNUAL REPORT**

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Section 98 of the *Community Charter* requires a municipality to prepare an annual report regarding financial and operational information related to the municipality. This annual report must be made available to the public before June 30<sup>th</sup> of each year.

As part of the annual report, municipalities are required to include a progress report respecting the previous year in relation to objectives and measures established for that year. The report also sets out current and future year objectives and measures that will be used in determining progress towards those objectives. This results in a rolling three-year reporting cycle of reporting on achievement of objectives for the previous year, and then setting objectives and measures for the current and following year.

Section 99 further requires the municipal council to annually consider, at a council meeting or other public meeting, the municipal annual report and any submissions or questions from the public. This "annual meeting" must occur at least fourteen days after the report is made available to the public and notice must be published as to the date, time, and place of that meeting.

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# CHIEF ADMINISTRATIVE OFFICER

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Bill Beamish  
Chief Administrative Officer

Bill Beamish has been the Chief Administrative Officer for Gibsons since 2002.

Appointed by Council as an officer of the municipality, the Chief Administrative Officer is accountable for the overall management and administration of the Town of Gibsons. The CAO reports directly to Council and to the Mayor who is also the Chief Executive Officer.

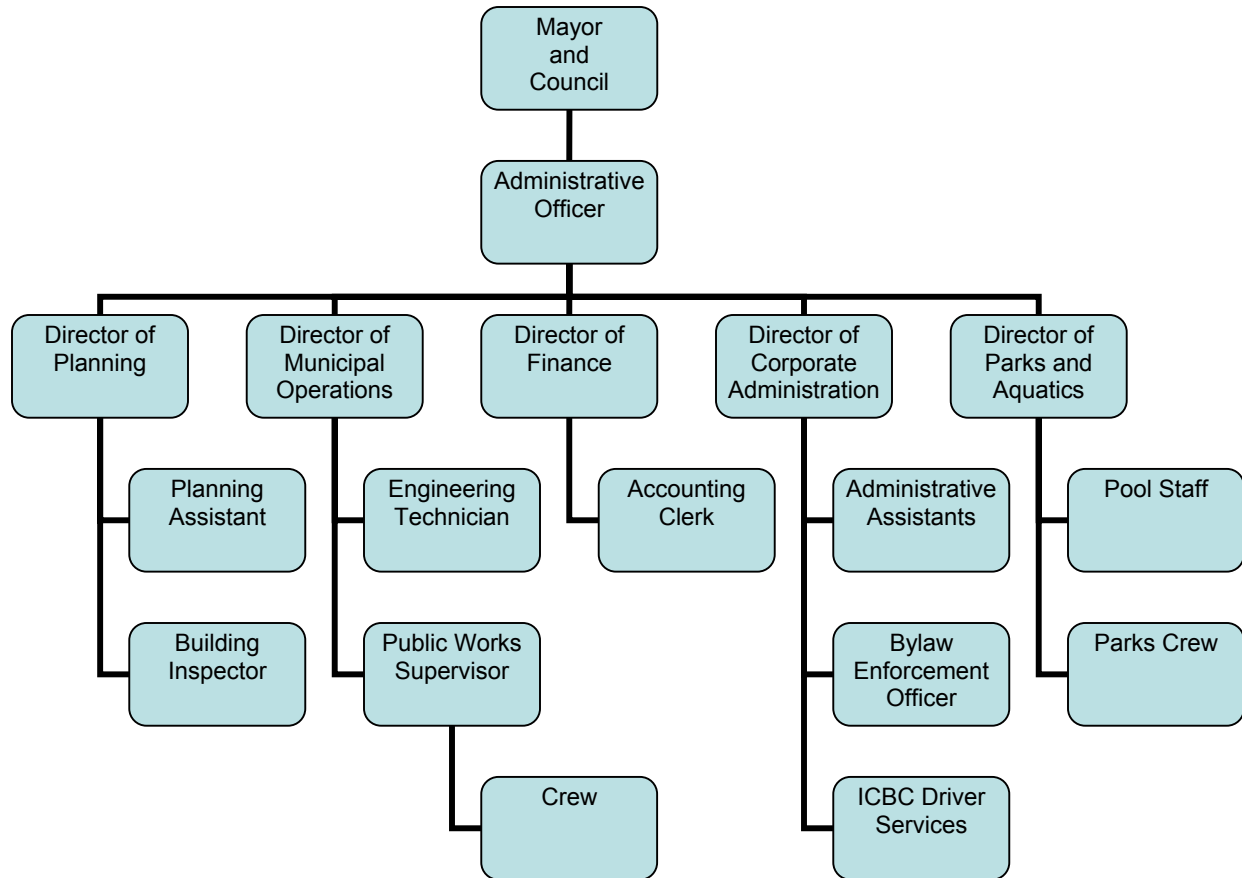


As the senior staff position, the CAO is responsible to oversee and direct the day to day activities of the other managers and through them to ensure that decisions, directions and policies of council are carried out. The activities, accomplishments, and goals of the directors and their departments are thoroughly described in subsequent parts of this Annual Report. Highlights of the 2006 Annual Report include:

- Orientation of the new Council who were elected in November 2005;
- Adoption of the Upper Gibsons Neighbourhood Plan;
- Significant progress made on overhauling the Records Management System;
- Recognition and Award for the “Official Community Plan – Smart Plan, Bylaw”;
- Community support for and Participation in the “Communities in Bloom Program”;
- A significant reduction in the frequency and cost of vandalism against town properties;
- Completion of construction and opening of the New Wastewater Treatment Plant on Stewart Road; and,
- Commencement of construction of the new community recreation centre at Brothers Park.



The following is an organization chart for the Town of Gibsons that shows the allocation of positions within each of the five operational departments: Administration, Parks & Aquatics, Public Works, Planning, and Finance. A new position, Assistant Planner, was added to the Town's compliment of employees in 2005.



## MAJOR ACTIVITIES IN 2006

Although administrative activities account for a major portion of workload for this position, the CAO is also involved in a variety of special projects that are assigned by Council. These are primarily related to issues management, long term planning and the review or development of council policies. In 2006 the following special projects were implemented or continued by the CAO:

1. Gibsons, Elphinstone (Area E) & West Howe Sound (Area F) Restructure Study and Referendum

The CAO continued to act as support for the Restructure Committee and to facilitate the work of Tom Reid, consultant, in preparing information for public meetings and for the Technical Report that was issued in October 2005.

This activity included attendance at committee meetings and public consultation meetings and being the lead staff person and contact for the Town of Gibsons.

Other senior staff of the Town were involved in this project by providing comment on drafts of the Technical Report and attending key meetings of the Committee.

With the approval of the Minister of Community Services for a referendum on restructure, the CAO and staff worked with the Sunshine Coast Referendum Process Committee and Ministry Staff to update data in the 2005 Technical Report which was presented to the public at a series of public forums leading up to the referendum on November 18, 2006. The results of the referendum did not support restructure.

Restructure Committee membership at January 1, 2006, included Agnes Labonte, Brian Sadler, Tucker Forsyth, and Joan Beck.

## 2. Vandalism Costs and Statistics

Vandalism against Town property is a concern for council and for residents of the community. In 2003, the Town commenced recording incidents of vandalism and their costs which represent lost opportunities for investment in recreation or other important community projects.



Although there has been a significant year over year reduction in the cost of vandalism to the town, the most frequent type of vandalism activity continues to be the theft of or damage to municipal street signs. In 2006, the most costly item was damage to the door and washroom at Dougall Park for a replacement cost, including labour, of \$660.00.

The reduction in vandalism costs since 2003 reflects the Town's commitment to reducing opportunities by changing the way we do business and the ongoing support and assistance provided to the Town by the RCMP, the Citizens on Patrol (COPS) and by local residents who observe and report incidents when they are occurring.

Reduced vandalism is also one of the benefits of creating a liveable and walkable community where the residents and visitors feel safe in the parks and open spaces provided by and maintained by the Town. Regular programs like 'Music in the Landing' and the many events held in area parks encourage people to frequent areas and help to reduce vandalism and other problems.

Information about vandalism is reported to the RCMP and to the Citizens of Patrol to assist them in their crime prevention activities.

3. 2006 Union of BC Municipalities Conference

The 2006 Union of BC Conference was held in Victoria on October 23-27th . The theme of the conference was “Vibrant Integrated Communities”. Over 2,010 people registered to attend the conference, a new UBCM record.

Mayor Janyk, Councillors Tretick, Koopmans, Johnson, Curry, and the Chief Administrative Officer attended as representatives of the Town of Gibsons. Council participated in the conference forums and policy sessions as well as attending meetings with:

- Honourable Ida Chong, Minister of Community Services;
- Honourable Colin Hansen, Minister of Economic Development;
- Honourable Stan Hagan Minister of Tourism (SCRD);
- Assistant Deputy Minister Peter Milburn, Ministry of Transportation; and,
- Assistant Deputy Minister Tim Sheldon of Forests & Range (SCRD).

Council appreciated the attendance of MLA Nicholas Simons at the meetings with provincial government Ministers and staff.

4. Community Centre Project – Assist to the Sunshine Coast Regional District

The CAO continued to liaise with the SCR D and to work on issues related to location for the Community Center in Gibsons and the referendum that was held in June 2005.

Construction of this project commenced in the summer of 2006 and it is projected to be completed in December 2007 or in 2008.

5. Defense of Zoning Bylaw

The Town, through its lawyers, Lidstone Young Anderson, successfully defended against an action brought by a property owner who was challenging the parking provisions of the Zoning Bylaw.

Costs were awarded to the Town.

6. Gibsons Community Dialogue

Based on the premise that "A community that talks together is alive", Gibsons Community Dialogue is an opportunity for residents of Gibsons to think together about issues of shared concern. Our interest is to provide public space to talk about concerns, ideas, and opportunities in an atmosphere of genuine respect, listening, and consideration for everyone's viewpoints.

Dialogue sessions are held monthly on the fourth Tuesday at 7pm. Notes for most sessions held since February 2005 are in the town website for reference. The commitment and participation of community members who attend Dialogue regularly and the assistance of Julie Clark has been greatly appreciated.

In November, a Dialogue was held in respect to the referendum and was attended by approximately 40 area residents. The CAO continued to attend workshops at the Simon Fraser University Centre for Dialogue.

#### 7. Adoption of a Grow-Op Bylaw

Illegal marijuana grow operations and methamphetamine laboratories are a problem and threat to safety for law enforcement and other emergency services, for local communities that see increased criminal activity and addiction, for neighbours whose security and safety are threatened, for property owners whose investments can be lost or values significantly reduced and from unsuspecting home buyers who may purchase a home that has been rendered unsafe from mould, compromised electrical wiring and the presence of unauthorized and unpermitted alterations including 'traps' constructed to foil or injure investigators or home invaders.

In response to this community problem many local governments have adopted, or are considering adopting, bylaws that provide new or additional authorities for the police and inspectors to regulate activities or to ensure that compromised buildings are fully restored after an illegal grown operation or methamphetamine laboratory has been discovered.

Council identified the development and adoption of a bylaw to deal with illegal marijuana grow operations and methamphetamine laboratories as a priority for 2006. After referral to the police, the Ministry of Health and the local community a Grow-Op Bylaw was adopted by council on December 5, 2006.

#### 8. Climate Change

In 2006 many coastal communities like Gibsons were pummelled by weather events characterized by levels of intensity and frequency not previously experienced. Significant damage was done to private and public lands resulting from snow, heavy rains, and windstorms. In December, over 240,000 B.C. Hydro customers were without power and more one-million people were affected by a lengthy boil water order from local health authorities. In addition, municipal governments in the Lower Mainland have been hit with a \$12million bill for recovery and clean up 29,000 trees that were lost in winter storms, including 10,000 trees felled in Vancouver's Stanley Park alone.

The Town of Gibsons council is responding to local concerns by engaging the community and by working with the University of British Columbia to identify our

community vulnerabilities and to develop and implement adaptive strategies and best practices for Gibsons and possibly for other coastal communities. In 2007 council will initiate a study of the Gibsons harbour and waterfront areas to determine what kind of development is possible and desired by the community. At the same time we are working to identify risks and to determine if new development standards are required to ensure existing and proposed development and community infrastructure is protected from the effects of climate change.

Of paramount concern are: the impacts of rising sea water levels on waterfront development and on the town's aquifer that provides two thirds of the community water supply; the need to establish new standards for residential and commercial construction that will adequately deal with increased rainfall and storm water run off, rising water levels and any changes to the ground water table; protection of harbour infrastructure from storm surges and heavy winds; tree maintenance and management of trees in public areas and on private lands that will be impacted from winds and storm events; and, creating an awareness in the community of the need to invest in protective and adaptive measures today, before it is too late to adequately respond to changing environmental conditions.

#### 9. Council Orientation and Strategic Planning

In January Council and Senior Staff met together to discuss the current operations and programs of the Town and plans for 2006 and beyond. This was the first opportunity for the newly elected council to meet with staff and to develop an understanding of the breadth and scope of projects and programs that they are involved. In addition council was provided an overview of the budget process and the resources for each department.

At this meeting council identified 51 projects that they directed staff to consider for the next three-year term.

### **OBJECTIVES FOR 2007**

2007 will be a year of change for the Town. The current CAO, Bill Beamish has provided notice that he will retire in June and the Town will be actively recruiting a replacement for the first few months of the year.

However, there are several projects that have been identified that the current CAO will continue to be involved in prior to retirement and these are:

1. Strategic Planning – work with council and staff to develop a new Strategic Plan that reflects the priorities of council (January – June);
2. Assist with the orientation of the New CAO (June);

3. Water Agreement with the SCRD: Participate with the Director of Finance and the Director of Municipal Operations in negotiations with the SCRD for a new agreement to supply water to the zone 3 area (January - June);
4. Climate Change: ongoing study of the implications and risks to our community as a result of climate change;
5. Community to Community Forum: apply for a grant for a second Community to Community Forum with the Squamish Nation and the Sunshine Coast Regional District (application deadline is June 15, 2007);
6. Grant Update: Prepare a report to council and staff as a resource on available grants from other levels of government. (January);
7. Collective Agreement: negotiate a new Collective Agreement between the town and the British Columbia Government and Services Employees Union (BCGEU) representing our employees. (January – June );
8. Aquatic Transition: facilitate the transition of eleven employees of the town who work at the Gibsons and Area Aquatic Facility to the SCRD as part of the realignment of recreation services (January –May);and,
9. Gibsons Community Dialogue: The Chief Administrative Officer will continue to host dialogue sessions in Council Chambers and will encourage community interest and participation.

New priorities and objectives will be established between the CAO and Council in July when the news CAO takes office.





# ADMINISTRATION DEPARTMENT

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James A. Gordon MCIP, P.Mgr., FCIS, P.Adm., CMC, Registered Parliamentarian  
Director of Corporate Administration

James Gordon has been the Director of Corporate Administration for the Town of Gibsons since 2003.



## STRUCTURE

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

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

The department staff consists of five full-time positions, three permanent part-time positions, and six on-call individuals for vacation and sick relief. In addition to the Director, this breakdown sees two Administrative Assistant positions in the Administration Section, one Bylaw Enforcement Officer in the Bylaw Enforcement Section, and one full-time agent and three part-time agents in the ICBC Driver Services Section. Of the on-call individuals, four fill in for the Administrative Assistants at the Clerk-Steno level on a seniority basis, and two fill in for the Bylaw Enforcement Officer on a rotational basis.

## OFFICER RESPONSIBLE FOR CORPORATE ADMINISTRATION

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

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

- keeping the corporate seal.

As a result of these prescribed duties, the Director attends all meetings of the Town Council to ensure that minutes are properly recorded and made available for public inspection, executes bylaws to give effect to the direction of the Council, and attends to routine legal and administrative matters. In 2006 the Director attended 110 meetings in a statutory capacity (one less than in 2005) totalling 233 hours and 10 minutes (43 hours and 21 minutes more than in 2005).

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

## **ADMINISTRATION SECTION**

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

This section also produces agendas for, and attends and records minutes of, council and committee meetings that occur both during and outside of regular business hours. It produces the minutes for all meetings of the Council and its committees and produces the bylaws for execution.

Records management is additional significant function assigned to this section.

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

- the duties expected of a department head, such financial control and budget preparation, leadership and mentoring, and strategic planning;
- the close supervision and consultation with various staff members;
- execute covenants, rights-of-way, easements, contracts, agreements and other legal documents on behalf of the Town;
- consultation with the Mayor, Council, Chief Administrative Officer and other department heads; and,
- the involvement in *ad hoc* projects.

One of the constant tasks is the ongoing tracking of the decisions and assignments coming out of council meetings to ensure that they are executed.

## **BYLAW ENFORCEMENT SECTION**

The Bylaw Enforcement Officer (BEO) gives effect to various regulatory bylaws administered directly by the Administration Department or as a designate on behalf of other departments or municipal officials. The BEO maintains a liaison with other enforcement agencies and works closely with the SPCA, RCMP, Department of Fisheries and Oceans, and the Provincial Conservation Officer Service. This section supervised a contract between the Town and the SPCA for the provision of animal control services until it was terminated at the Request of the SPCA in August.

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

Noteworthy elements of the 2006 service delivery include:

- successful year of administering the Business License Program as a substantial effort was undertaken to keep the list of businesses current and accurate, as well as ensuring payments are up-to-date;
- the numbers of licensed dogs increase 5% from 357 to 369 largely as a result of sending out reminder letters to the previous year's license holders (this is another increase over previous years which may reflect a growing population base);
- complaints were up again this year by 17% from 246 to 288 reflecting a 56% rise over the past 2 years - a number of the complaints required in-depth investigation;
- the number of Municipal Ticket Informations (MTI's) issued has doubled this year and are generally issued in the area of parking enforcement;
- the BEO continues to work a number of evening and weekend shifts which has been received with broad public and managerial support;
- a new Fireworks Bylaw was implemented and was considered a helpful and successful tool in minimizing the hazardous use of fireworks this Halloween;
- the BEO continued to act as the Town's liaison to the movie industry during the filming of Hannah-Rachel Production's "Mimzy";
- the cancellation of the SPCA's contract for animal control services placed a substantial extra burden on the BEO (the SPCA continues to provide our kennelling of impounded dogs on an *ad-hoc* basis);

- of the 288 complaints this year, a number were particularly noteworthy for either being time consuming (noise complaints), complex (tree cutting in a Development Permit area), or highly sensitive (secondary suites given that the matter of legalizing such suites has been before the Council for quite some time and a number of complaints remain outstanding); and,
- hiring and training of two backfill staff to help provide continuous service when the BEO is on vacation.

**2006 Year End – Bylaw Enforcement Section**

		January	February	March	April	May	June	July	August	September	October	November	December	Year Total
Traffic Control	MTI's Issued	3	5	28	13	3	0	5	0	1	8	3	2	71
	Vehicles Towed	0	0	0	0	0	0	0	0	0	0	0	0	0
	Municipal Decals	14	11	8	0	1	0	0	0	0	0	0	0	34
Animal Control	Licenses Issued	298	7	10	14	9	11	12	5	0	3	0	0	369
Business Licenses	New Licenses	2	2	9	8	8	12	4	2	4	3	2	1	57
	Renewal Licenses	323	12	14	1	19	25	5	1	2	2	0	0	385
	Total Licenses	325	14	23	9	27	37	9	3	6	5	2	1	442
Complaints	Highway	2	5	3	4	3	12	7	9	4	3	3	4	59
	Noise	1	2	2	4	2	0	4	11	16	4	2	1	49
	Dogs	6	3	3	6	3	4	3	3	0	8	4	1	44
	Property	1	3	4	6	4	16	5	6	9	2	0	0	56
	Other	1	5	8	7	9	18	7	9	5	4	4	3	80
	Total Complaints	11	18	20	27	21	50	26	38	34	21	13	9	288

**Year-to-Year Comparison**

		2005	2006	Change
Traffic Control	MTI's Issued	35	71	+103%
	Vehicles Towed	1	0	Down 1
	Municipal Decals	17	34	+100%
Animal Control	Licenses Issued	357	369	+5%
Business Licenses	New Licenses	55	57	Up 2
	Renewal Licenses	388	385	Down 3
	Total Licenses	443	442	-0.2%
	Total Revenue	\$94,633	\$102,575	Up \$7,942 or +8%
Complaints	Highway	49	59	+20%
	Noise	42	49	+17%
	Dogs	56	44	-21%
	Property	48	56	+17%
	Other	51	80	+57%
	Total Complaints	246	288	+17%

## ICBC DRIVER SERVICES SECTION

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

This function is very popular and profitable. The small staff executes over 11,000 transactions annually, captures approximately 27% of the local market share, and earned \$217,617.00 in gross commissions in 2006. The average commission per Autoplan transaction was \$33.90. Net profit to the Town for this contract service results once wages and overhead costs are deducted from the gross commissions.

### ICBC Net Profit

YEAR	NET PROFIT
2002	\$29,711
2003	\$42,091
2004	\$43,884
2005	\$38,089
2006	\$23,936

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

	2003	2004	2005	2006
Volume Of Transactions	31.6%	31.4%	29.0%	27.4%
Special Coverage Transactions	35.8%	36.6%	30.9%	30.2%
Autoplan Commission Dollars	29.8%	28.8%	27.6%	26.8%
Special Coverage Commission Dollars	45.2%	40.3%	34.0%	37.2%

On October 1, 2006 ICBC introduced a Driver Licensing Memorandum of Understanding and a new fee schedule. ICBC increased their fees for delivery of Driver Licensing Services. The fee change represented an overall 30% fee increase, a key feature of which was a 10% stipend to cover administrative services previously not compensated for. ICBC offered an incentive for Appointed Agents to sign this Agreement by March 5, 2007 by entitling compensation for driver services for the retroactive period, May 01 to October 01, 2006 which are reflected in the commissions paid.

Driver Services Commission (January 1, 2006 - April 30, 2006)	\$15,157.00
Driver Service Commission (May 1, 2006- December 31, 2006)	\$37,336.20
Driver Services commission (January 1 – December 31, 2006)	\$52,493.20
Total Commission for ICBC Autoplan & Driver Services	\$217,617.00

### Transaction Numbers

	2002 Month	2002 Y To D	2003 Month	2003 Y to D	2004 Month	2004 Y To D	2005 Month	2005 Y To D	2006 Month	2006 Y to D
Jan	664	664	664	664	816	816	770	770	859	859
Feb	550	1,214	705	1,369	802	1,618	803	1,573	806	1,665
Mar	757	1,971	767	2,136	916	2,534	934	2,507	1,046	2,711
Apr	761	2,732	645	2,781	944	3,478	1,073	3,580	1,013	3,724
May	788	3,520	926	3,707	977	4,455	1,089	4,669	1,128	4,852
Jun	698	4,218	784	4,491	1,093	5,548	1,059	5,728	1,123	5,975
Jul	833	5,051	787	5,278	1,042	6,590	926	6,654	858	6,833
Aug	717	5,768	788	6,066	1,002	7,592	1,058	7,712	1,047	7,880
Sep	712	6,480	752	6,818	983	8,575	1,059	8,771	1,071	8,951
Oct	843	7,323	858	7,676	852	9,427	920	9,691	948	9,899
Nov	690	8,013	608	8,284	854	10,281	852	10,543	759	10,658
Dec	543	8,556	632	8,916	733	11,014	692	11,235	684	11,342

## MAJOR DEPARTMENTAL ACTIVITIES IN 2006

2006 has been another busy year for the Administration Department as is witnessed by the increase in the various statistics reported by all sections of the department. While the 2006 Census does not reveal a significant population increase for the Town, the increase in the number and complexity of service requests from the public, and the corresponding political and administrative activity this entails at both the Council and department level, have seen the Administration Department's support role be used to its maximum capacity.

## BYLAWS AND OTHER STATUTORY PROCEDURES

The first few months of the year saw the wrap-up of the general municipal election held in November 2005. Candidates were required to submit campaign financing disclosure statements by March 20. If submitted within thirty days after that date, a \$500 late filing penalty applied. If submitted later than April 19 or not submitted at all, the candidate is disqualified from running for office until after the next general municipal election. Ten of the eleven candidates submitted the required documents prior to the March 20 deadline. One candidate did not submit documents at all and subsequently has been reported to the Inspector as being disqualified.

Also in the first few months of the year, sixteen major bylaws were consolidated following the repeal of the Municipal Ticket Information Bylaw and the adoption of fifteen subsequent amendment bylaws in 2005. This was both an operational move, to locate all relevant aspects of enforcing specific regulatory bylaws in the source bylaw, as well as a part of a larger housekeeping move that ensures all amended bylaws are up-to-date in complete and consistent consolidated versions.

Other miscellaneous activities included adopting twenty-eight bylaws, tracking 751 resolutions of Council from regularly scheduled meetings and several hundred more from forty special meetings of Council, and addressing three requests made pursuant to

the *Freedom of Information and Protection of Privacy Act*. Noteworthy among the adopted bylaws was a Nuisance Bylaw dealing with the production of controlled substances. This comprehensive bylaw addresses the costs to the Town in dealing with "grow ops" and other drug labs and was modelled on successful bylaws employed elsewhere in the province.

## **GENERAL ADMINISTRATION ACTIVITIES**

Four noteworthy general administrative activities took place in 2006:

- electronic agendas for all council and committee meetings were introduced in January. This places all agenda materials into one electronic document to allow for better and more consistent formatting, allows just one document to be more easily stored for archival purposes, allows the entire agenda to be more transportable in terms of posting on the Towns web site or emailing to Councillors and committee members, and, finally, allows the Town to potentially move towards paperless agendas if computers are installed in Council Chambers.
- also in January red paper was started to be used for confidential materials such as closed meeting agendas. This allows for enhanced information security as the documents on this colour of paper stand out when left lying around and does not photocopy well. The axiom "shred the red" has been instilled in the organizational culture of the Town office to remind staff and elected/appointed officials to be conscientious of the significance of the material on the red paper and to properly dispose of it if not being securely filed.
- the terms of reference for all standing committees were updated.
- the Director participated in the Council retreat held on January 10 to 12.

## **STAFFING ACTIVITIES**

Just one significant staffing event occurred in 2006. Jane Bell left the ICBC section after fifteen years with the Town. Her experience and tremendous sense of humour will be missed by all. To fill the vacancy, Janet Palser was hired from the Aquatic Centre where she had been a lifeguard for several years.

## **TRAINING AND PROFESSIONAL DEVELOPMENT**

2006 was a reasonably sparse year for training.

The staff of the ICBC section benefited from a focused training effort to replace the skills lost with the departure of Jane Bell. The following courses or training conferences were attended in 2006:

- Wendy Shields - Administrative Assistant's conference in Victoria;

- Mary Nelson - ICBC Garage Policy;
- Silvana Williams - Introduction to Commercial Autoplan;
- Janet Palser - Autoplan Basics for Brokers; and,
- all attended a training session on Bill 93 (separates basic mandatory insurance (through ICBC) from optional insurance (available through other providers)).

The Bylaw Enforcement Officer attended his annual training conference which was held in Kamloops this year.

The Director attended the following legal seminars:

- Bull Houser Tupper - Labour and Employment Law Seminar; and,
- Lidstone Young Anderson - Local Government Law Seminar.

Finally, on November 30<sup>th</sup> the entire department staff, along with all other Town Hall staff, attended a half-day workshop on conflict resolution skills. Not only was this session entertaining but useful skills were acquired and it was a rare opportunity for the entire department to interact in a training session.

## **STATUS OF 2006 OBJECTIVES**

Objective 1 Renew the waterfront recreation lease with the Integrated Land Management Bureau of the Ministry of Agriculture Lands (formerly Land and Water B.C. Inc.)

Measure Provide the required survey plan in the fall and secure a signed lease before December 31, 2006

Status Due to a prolonged discussion between the Town, the Integrated Land Management Bureau, the surveyor, and the Surveyor General's office about the details the survey would be required to contain, the ILMB granted the Town a one-year extension on the renewal of the lease to December 1, 2007. The details of the survey have been sorted out and the fieldwork will take place over the summer of 2007 for deliver to the Town in September.

Objective 2 Complete the records management program overhaul

Measure Compete this project by December 31, 2006

Status Tremendous effort was put into attaining this objective but was still not complete by December 31, 2006 despite making significant progress.

Objective 3 Development of electronic agendas for Council and Committees



Measure Implement by March 31, 2006

Status This project was completed ahead of schedule as it was implemented for the first council meeting of 2006 (January 3).

Objective 4 Amend Business License Bylaw to permit art vendors in Holland Park

Measure Have amendment bylaw adopted by May 31, 2006

Status This matter was referred by the Council to the Public Arts Committee in July where the concept was abandoned.

Objective 5 Complete the survey of Lot 31 Gibsons Way (former Loitz property) to permit soil remediation work

Measure Have survey completed by January 31, 2006

Status This project was completed in May with the delay being a result of our survey's workload.

Objective 6 Finalize Brothers Memorial Park consolidation

Measure Have the two lots consolidated by June 30, 2006

Status The consolidation plan was registered in the Land Title Office on July 5.

Objective 7 Conclude Fireworks Bylaw coast-wide harmonization

Measure Have harmonization successfully completed in time to allow for adoption of the bylaw by July 31, 2006

Status Attempts by the Town to harmonize a fireworks bylaw coast-wide were rebuffed by the other jurisdiction so the Town proceeded unilaterally to adopt such a bylaw on July 18.

Objective 8 Undertake and complete consultation with the GLBA regarding proposed changes to loading zones in Lower Gibsons

Measure Have consultation completed by July 31, 2006

Status This matter was taken out of the hands of the Administration Department and included in a parking study being undertaken by the Planning Department.

Objective 9 Complete reservation of Lot 12 Headlands Road as park

Measure Have Lot 12 designated as park by August 31, 2006

Status Lot 12 was dedicated as park by subdivision instead of by reservation. The plan of subdivision was submitted to the Land Title Office in December.

Objective 10 Complete the covenant on Lot 9 Shaw Road for the drainage detention pond to drain Lot 8

Measure Have covenant registered in the Land Title Office by April 30, 2006

Status This was completed on May 6.

Objective 11 Continue to pursue a Free Crown Grant for the accreted foreshore in Winegarden Waterfront Park

Measure Have support for the grant included in the Ministry of Community Services' 2006-2007 budget

Status The required sponsorship letter was received from the Ministry of Community Services indicating that the grant was included in their budget. Application for the Free Crown Grant will be made to the Integrate Land Management Bureau of the Ministry of Agriculture and Lands.

Objective 12 Undertake and complete the scanning and saving to an alternate storage medium of all minutes and bylaws

Measure Have project completed by December 31, 2006

Status This project was started in 2006 with the scanning of bylaws. Progress is slow due to this being undertaken on a part-time basis. So far approximately 600 of the 1060 bylaws have been scanned and the minutes have yet to be started. This project will be ongoing into 2007.

Objective 13 Focus on a comprehensive Municipal Decal Program

Measure Significantly increase the number of decals issued in 2006 over 2005

Status           The number of decals issued in 2006 increased by 100% over 2005 rising from 17 to 34.

Objective 14 Seek a renewal to the SPCA contract

Measure        Have a contract renewal signed by expiration of the existing contract on April 30, 2006

Status           In August the SPCA asked that the contract be terminated due to a staff shortage on their part. The Town consented and the job of animal control has reverted to the BEO.

Objective 15 Develop a bylaw on the regulation of light pollution as directed by Council

Measure        Have a draft bylaw prepared by December 31, 2006

Status           This task has not been undertaken due to insufficient time.

## **DEPARTMENTAL BUDGET**

The department's budget is included under the Town's budget for general administration.

## **OBJECTIVES FOR 2007**

Objective 1 Renew the waterfront recreation lease with the Integrated Land Management Bureau of the Ministry of Agriculture and Lands

Measure        Have new lease signed by December 1, 2007

Objective 2 Renew leases with Shell Canada, the Sunshine Coast Museum and Archive Society, and the Vancouver Coastal Health Authority

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

Objective 3 Complete the Records Management Program overhaul

Measure        Have this large project completed in 2007 and into the operation and maintenance phase.

Objective 4 Secure a Free Crown Grant for the accreted foreshore in Winegarden Waterfront Park

Measure        Make application to the Integrate Land Management Bureau of the Ministry of Agriculture and Lands

Objective 5 Complete the scanning and saving to an alternate storage medium of all minutes and bylaws

Measure Have project completed by December 31, 2007

Objective 6 Develop a bylaw on the regulation of light pollution as directed by Council

Measure Have a draft bylaw prepared by December 31, 2007

## **OBJECTIVES FOR 2008**

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

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

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

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

# FINANCE DEPARTMENT

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Ian C. Poole CA  
Director of Finance



## PURPOSE AND STRUCTURE

Ian Poole has been the Director of Finance for the Town since 1992.

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

In 2006, the department processed:

- a bi-weekly payroll totalling \$2.037 Million covering 28.07 FTE's;
- processed over 3,500 supplier invoices with a purchasing value of \$8.323 Million;
- printed and mailed approximately 2,100 property taxation notices with a Town revenue value of \$1,899,000; and,
- processed approximately 1,575 cheques for services purchased by the Town.

One of the major functions of the department is to manage the annual budget process and have approved by Council a Financial Plan bylaw by May 15th of the year. This process involves the assistance of the senior management team and numerous budget review meetings with Council and committee. The financial plan for 2006 is shown below.

**TOWN OF GIBSONS FINANCIAL PLAN  
FOR THE FIVE YEAR PERIOD 2006 TO 2010**

**CONSOLIDATED ALL FUNDS**

<b>REVENUES</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
Taxation					
Property Taxes - Existing	1,813,750	1,879,638	1,917,231	1,955,575	1,747,294
Property Taxes - Growth	0	54,413	56,389	57,517	58,667
1% Utility Tax	59,450	60,639	61,852	63,089	64,351
Rev. cont. to capital	29,500	367,000	192,000	142,500	142,750
Parcel Taxes - Water & Sewer	507,300	607,816	582,080	581,445	682,607
Utility User Fees - Existing	916,510	1,104,810	1,357,620	1,296,192	1,255,765
User Fee Growth	0	27,495	33,144	40,729	38,886
Fees and Charges	501,090	511,112	521,334	531,761	542,396
Other Sources					
Sale of services	533,238	543,903	554,781	565,876	577,194
Other Revenue	390,456	443,920	452,798	461,854	471,091
Government Grants (ops)	273,776	281,989	290,449	299,162	308,137
Government Grants	780,700	320,000	122,000	201,000	510,900
Proceeds from Borrowing	1,395,182	1,093,800	1,011,300	518,800	1,374,215
Transfers Between Funds					
From Development Cost Chg.	205,750	1,107,230	1,400,850	1,757,340	774,428
From Capital Reserve Funds	197,500	2,000	40,000	50,000	0
From Reserve Funds	822,668	126,000	150,000	100,000	230,585
Surplus Accounts	264,920	39,303	0	34,015	10,600
<b>TOTAL REVENUES</b>	<b>8,691,790</b>	<b>8,571,068</b>	<b>8,743,828</b>	<b>8,656,855</b>	<b>8,789,866</b>
<b>EXPENDITURES</b>					
Municipal Debt					
Debt Interest	172,033	261,987	319,337	366,744	411,372
Debt Principal	123,336	204,891	203,393	230,731	247,177
Capital Expenditures (All Funds)	3,423,800	3,325,500	3,275,000	2,951,000	3,172,250
Municipal Operations					
General Government	1,382,961	1,410,620	1,438,833	1,467,609	1,496,961
Protective Services	207,720	211,874	216,112	220,434	224,843
Transportation Services	847,707	864,661	881,954	899,593	917,585
Planning Services	468,175	359,039	366,219	373,544	381,015
Recreation and Parks	478,209	487,773	497,529	507,479	517,629
Water	627,629	640,182	652,985	666,045	679,366
Sewer	715,398	729,706	744,300	759,186	774,370
Transfers to Reserves					
To Reserve Funds	89,332	74,836	76,301	77,794	129,316
To Surplus Accounts	155,490	0	71,864	136,695	137,983
<b>TOTAL EXPENDITURES</b>	<b>8,691,790</b>	<b>8,571,068</b>	<b>8,743,828</b>	<b>8,656,855</b>	<b>8,789,866</b>

## MAJOR DEPARTMENTAL ACTIVITIES IN 2006

- Prepared for the annual field visit of our auditors, BDO Dunwoody LLP, in March, 2006, and presented to Council the 2005 audited financial statements for their review on June 20, 2006.
- Submitted the required Statement of Financial Information (SOFI) and Local Government Data Entry, for fiscal 2005, reports to Ministry officials in June, 2006.
- Conducted a Budget Open House for the public on April 10th with the purpose to inform and obtain opinions from the public on Council's expenditure plan for 2006.
- Held Annual Parcel Tax Roll Review Panel on May 16th as required by statute to adjudicate new parcels added to our tax roll. In 2006 with the addition of the new Recreation Facility Parcel Tax we sent over 2,100 letters to taxpayers. We received 6 replies for a waiver of taxation and Council declined all requests.
- Renewed the annual property insurance policy in September, 2006 with policy coverage for \$17.70 Million of Town assets. (policy was extended 6 months to change renewal date so that it did not expire at taxation time)
- Provided financial information to the Restructure Committee and their consultant leading up to a November referendum vote.

## OBJECTIVES FOR 2007

Departmental Objectives - 2007	Performance Measure
<ul style="list-style-type: none"> <li>• Conduct and complete the annual budgeting cycle with assistance of senior managers and present to Council.</li> </ul>	<ul style="list-style-type: none"> <li>• Adoption of budget and financial plan bylaws before May 15th.</li> </ul>
<ul style="list-style-type: none"> <li>• Complete audited financial statements.</li> </ul>	<ul style="list-style-type: none"> <li>• Issuance of a clean audit opinion by the auditors.</li> </ul>
<ul style="list-style-type: none"> <li>• File SOFI and Electronic Local Government Data Entry (LGDE) forms to Ministry.</li> </ul>	<ul style="list-style-type: none"> <li>• File forms by June 30th.</li> </ul>
<ul style="list-style-type: none"> <li>• Expand alternate payment systems for payment of taxes to include a monthly withdrawal from taxpayers' bank account.</li> </ul>	<ul style="list-style-type: none"> <li>• Customers using Interac and on-line banking system for 2007 taxes with 5% usage.</li> </ul>
<ul style="list-style-type: none"> <li>• Hold a business taxpayer workshop to inform and</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance by 30 plus business taxpayers and obtain valuable</li> </ul>

<p>obtain business community input on service delivery.</p> <ul style="list-style-type: none"> <li>• Participate on the management collective bargaining team.</li> <li>• Issue an RFP for banking services.</li> <li>• Upgrade payroll module.</li> <li>• Obtain vacation relief staff for accounting clerk position.</li> <li>• Keep abreast of new accounting reporting practices.</li> </ul>	<p>information regarding services.</p> <ul style="list-style-type: none"> <li>• Adoption of a new collective agreement for 2007 and beyond.</li> <li>• New financial services agreement.</li> <li>• Successful implementation before year-end.</li> <li>• Successfully fill temporary position before year-end.</li> <li>• Attend GFOA annual conference education session.</li> </ul>
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## OBJECTIVES FOR 2008

Departmental Objectives - 2008	Performance Measure
<ul style="list-style-type: none"> <li>• Conduct and complete the annual budgeting cycle with assistance of senior managers and present to Council.</li> <li>• Hold public open house on budget matters.</li> <li>• Complete audited financial statements.</li> <li>• File SOFI and Electronic LGDE forms to Ministry.</li> <li>• Expand alternate payment system for taxes to include automatic monthly withdrawal.</li> </ul>	<ul style="list-style-type: none"> <li>• Adoption of budget and financial plan bylaws before May 15th.</li> <li>• Attendance by at least 20 members of the public.</li> <li>• Issuance of a clean audit opinion by the auditors.</li> <li>• File forms by June 30th.</li> <li>• Successful use by taxpayers and integration into our accounting payment systems.</li> </ul>



<ul style="list-style-type: none"><li>• Introduction of electronic Home Owner Grant claim process</li><li>• Inventory of capital assets sub-ledger in preparation for taxable capital asset reporting in 2009</li></ul>	<ul style="list-style-type: none"><li>• Successful use by taxpayers.</li><li>• Completion of a detailed sub-ledger that provides the information for capital asset reporting.</li></ul>
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# PLANNING AND BUILDING DEPARTMENT

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Chris Marshall MCIP  
Director of Planning



Chris Marshall has been the Director of Planning since 1998.

## PURPOSE

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

## MUNICIPAL PLANNER

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

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

- Requirements of the Official Community Plan;
- The Board of Variance;
- Zoning Regulations;
- Regulation of Signs;
- Designation of Development Permit Applications;
- Development Variance Permits; and,
- Subdivision and Development Requirements.

The work of the Municipal Planner is broken up into two main categories including "Long Term Planning" and "Short Term Planning". Long term planning includes work on the

Official Community Plan, Neighbourhood Plans, Trail Plans etc. and the short term planning is the processing of on going subdivision and development applications.

The Director of Planning is responsible to supervise and direct the work of the Planning Assistant, Municipal Inspector, and professional consultants and contractors

### **APPROVING OFFICER**

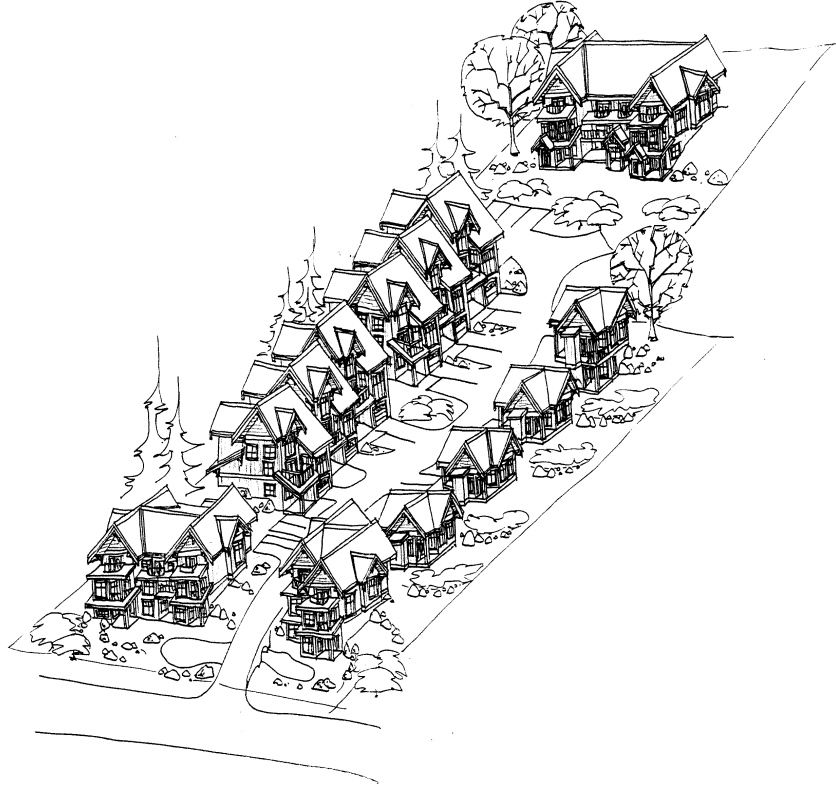
The Municipal Planner is the Approving Officer. The Approving Officer is appointed by Council but the Approving Officer is a statutory official with separate and independent jurisdiction from Council. It is the responsibility of the Approving Officer to ensure that subdivisions are in accordance with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

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

“Clearly subdivision is beyond the jurisdiction or control of the Council. Subdivision is within the exclusive jurisdiction of the Approving Officer who is appointed pursuant to the provisions of the Land Title Act...Absent statutory power, the Council cannot interfere with the administration or direction of the Approving Officers decisions.” (p. 10 Guide for Approving Officers)

### **MAJOR DEPARTMENTAL ACTIVITIES IN 2006**

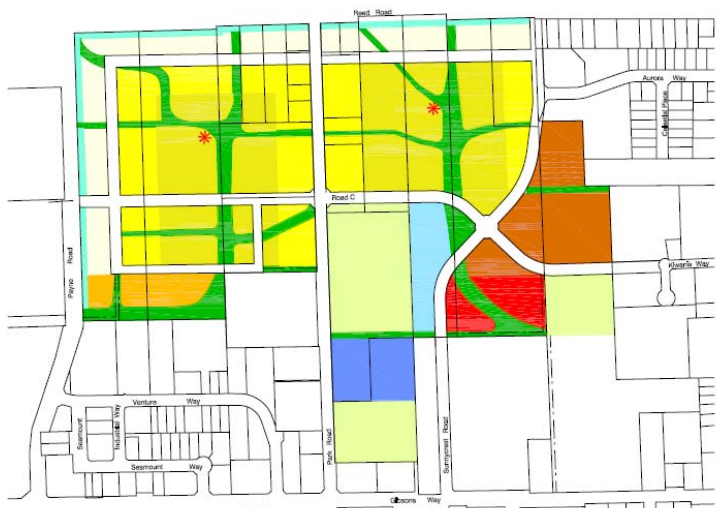
1. Attended the following meetings: Planning Committee; Advisory Heritage Commission; Board of Variance; and other standing committees and Council.
2. Facilitated meetings and workshops for Council and the Public.
3. Prepared reports for Committees and Council.
4. Acted as Approving Officer.
5. Processed all development and subdivision applications.
6. Co-ordinated work done by consultants on major planning projects.



## MAJOR PROJECTS UNDERTAKEN

### PLANNING SECTION

- Completed the Upper Gibsons Neighbourhood Plan. Work in 2006 included:
  - Three select Committee Meetings
  - Third Draft of Plan
  - Public Open House and questionnaire
  - Presentations to key stakeholders
  - Referrals to required organizations and agencies
  - Final Draft of Plan
  - Writing Bylaw Amendment to incorporate Neighbourhood Plan into Official Community Plan
  - Three readings, public hearing and final adoption of Neighbourhood Plan
- Implementation of the Upper Gibsons Neighbourhood Plan
  - Hired Urban Systems and Holland Barrs to work on the following bylaw amendments to help implement the Upper Gibsons Neighbourhood Plan:
    - Creation of new zones to match land uses in Neighbourhood Plan;
    - Commenced a review of the Development Cost Charge Bylaw; and
    - Commenced the review of the Subdivision and Development Bylaw to incorporate new road and servicing standards in the Neighbourhood Plan.



- LEGEND**
- SINGLE LOT (8.6 Acres)
  - PUBLIC PARK AND PEDESTRIAN (13.7 Acres)
  - PRIVATE OPEN SPACE (2.6 Acres)
  - PLAYING FIELD (14.2 Acres)
  - TOWNHOUSE (8.3 Acres)
  - LIVE / WORK (2.7 Acres)
  - SMALL LOT CLUSTER (16.3 Acres)
  - COTTAGE (20.8 Acres)
  - COMMERCIAL (2.9 Acres)
  - RECREATION CENTRE (3.7 Acres)
  - GOVERNMENT PLAZA (2.8 Acres)
  - \* CONCEPTUAL LOCATION OF FUTURE PARKS
- NOTE:**  
LOCAL ROAD NETWORK WITHIN SMALL LOT CLUSTER AND COTTAGE ZONES NOT YET DEFINED.

Land Use Plan

**FIGURE 8.1**

- Gospel Rock Neighbourhood Plan
  - Holland Barrs were hired in October 2005 to complete the Neighbourhood Plan. The work thus far on this project includes:
    - Establishment of an Advisory Committee made up of key community stakeholders and property owners;
    - Committee met 7 times in 2006
    - Mapping Workshop with the public
    - Visioning and Goal Setting Workshop
    - Neighbourhood Design Charrette
    - Open House to look at design options
    - GMF Grant Application for sustainable energy source
- Zoning Bylaw Review Phase 1
  - a consultant was hired to do an overhaul of the Towns Zoning Bylaw to bring it up to date and in line with new provincial and federal legislation
  - Draft of the changes proposed by the consultant were completed and reviewed by staff.



- Zoning Bylaw Review Phase 2
  - Holland Barrs were hired to work on the following issues related to the Zoning Bylaw:
    - create new zones proposed in the Upper Gibsons Neighbourhood Plan as well as the new OCP;
    - provide a public process and recommendations for the legalization of secondary suites
    - develop new zoning to protect residents views and protect the character of existing neighbourhood
  
- Gibsons Landing Parking Study
  - Itrans Consulting was hired to complete a study of the existing parking situation in Gibsons Landing. The Study was completed in February 2006 and included the following work:
    - Establishment of an Advisory Committee made up of Town Staff and residents;
    - Three meetings with the Advisory Committee;
    - Background research and interviews with staff and key stakeholders in the area;
    - Onsite Parking surveys of the area;
    - Public written surveys and interviews with merchants;
    - Newsletters;
    - Two drafts and final report; and
    - Presentation of results to Planning Committee, Council and the Gibsons Landing Business Association.
  
- Transit Feasibility Study
  - Opus Hamilton Consultants Ltd. was hired to analyse a number of options for a public transit system between Upper and Lower Gibsons. The work included:
    - Establishment of an Advisory Committee made up of residents and Town Staff;
    - Two meetings with the Advisory Committee
    - Two open houses
    - Two questionnaires
    - Two newsletters
    - Development of Options
    - Final Report will be completed in 2007
  
- Detail Design and Construction Drawings for Gibsons Way Sidewalk between Seaview Road and North Road were completed in 2006
  - A grant was applied for through the Ministry of Transportation's "Local Motion Fund" for a third of the \$670,000 budget for this project.
  
- Heritage Advisory Commission

- The second phase of the Heritage Inventory was completed in 2006
- Brothers Memorial Park Users Group
  - Committee made up of representatives of the Brothers Park Users Group was established in the Fall of 2006 and two workshops were held to determine the best location for the Skatepark.
- Skatepark Design and Construction
  - Once a new location was chosen for the skatepark, staff worked with the Skatepark Designers to create a new design for the park. This included the following work:
    - Several design options created
    - Open house at the Local High school to review the design with the youth in the Community
    - Fund raising in the community to raise funds for the additional cost of skatepark construction.
    - Skatepark construction started in February 2007 and was completed in May 2007



- Goosebird Creek Drainage Master Plan
  - Town established a Committee which included local residents, staff and representatives from the Ministry of Environment and Department of Fisheries and Oceans to establish an appropriate setback for lots fronting Goosebird Creek. This study involved the following work:
    - Three committee meetings; and



- Draft drainage master plan with suggested setbacks and proposed rehabilitation of the creek and riparian area.
- Restructure Study
  - Staff attended numerous meetings with the Sunshine Coast Regional District and developed scenarios for the changes that would be needed in the Planning Department and Building Department with a new larger municipality.
- Ice Rink and Community Centre
  - Staff worked with the Sunshine Coast Regional District staff and consultants to establish the siting, design and servicing of the new \$12 million ice rink and community centre being developed in Gibsons.
- Community Amenity and Affordable Housing Policy
  - Staff researched and wrote a number of reports around the Town's options for getting new development pay towards or build new affordable housing and amenities in the Town.
- Developer Workshops
  - The Town held two workshops with developers and professionals related to development in 2006 and established a Committee to establish ways to improve the development application process and act as a resource for Council.
- Awards
  - The Town was nominated for two awards for the recently adopted Official Community Plan and received Honourary Mention from the Planning Institute of BC and Smart Growth BC.
- Processed the following applications:
  - Rezoning applications (2);
  - Official Community Plan applications (3);
  - Development Permit applications (11);
  - Development Variance applications (6); and
  - Subdivision applications (0).

#### **BUILDING SECTION**

The Municipal Inspector had a busy year with \$9,102,000 in Building Permit values.

**TOWN OF GIBSONS  
BUILDING DEPARTMENT STATISTICS**

MONTH OF: December, 2006

PERMIT TYPES	FOR MONTH /2006		FOR MONTH /05		YEAR-TO-DATE /2006		YEAR-TO-DATE /05	
	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE
<b>RESIDENTIAL:</b>								
NEW	---	---	2	\$473,000	24	\$6,438,000	30	\$8,210,000
ADD/ALT.	1	7,000	1	49,000	31	956,000	46	956,500
<b>COMMERCIAL/INDUSTRIAL:</b>								
NEW	---	---	---	---	1	60,000	---	---
ADD/ALT.	3	38,000	---	---	8	133,000	8	400,000
<b>INSTITUTIONAL:</b>								
NEW	---	---	---	---	3	1,430,000	1	50,000
ADD/ALT	1	(10,000)-	---	---	3	60,000	1	850,000
<b>MISCELLANEOUS:</b>								
	2	5,00	2	---	22	25,000	21	90,000
<b>TOTAL:</b>	7	\$40,000	5	\$522,000	92	\$9,102,000	107	\$10,556,500
	<b>FOR MONTH /2006</b>		<b>FOR MONTH /2006</b>		<b>YEAR-TO-DATE /2006</b>		<b>YEAR-TO-DATE /2006</b>	
<b>PERMIT FEES COLLECTED</b>	\$660.00				\$87,880.59			
<b>RESIDENTIAL UNITS</b>								
Single Family Dwelling			_____ units				_____ 22 units	
Duplex	_____ bldg's		_____ units		_____ bldg's		_____ units	
MULTI:	_____ bldg's		_____ units		_____ 2 bldg's		_____ 6 units	
Rental Apartments	_____ bldg's		_____ units		_____ bldg's		_____ units	
Condo's	_____ bldg's		_____ units		_____ bldg's		_____ units	

**NOTE: INSTITUTIONAL USES INCLUDE PUBLIC ASSEMBLY  
AND PUBLIC ADMINISTRATION USES**

Peter\mthend.06\ins-r\rept.FORM-December

Peter Rempel  
MUNICIPAL BUILDING INSPECTOR



**TOWN OF GIBSONS  
BUILDING DEPARTMENT STATISTICS**

**5 YEAR REVIEW - PREPARED: JANUARY 3, 2007**

	2002		2003		2004		2005		2006		
	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE	
JANUARY	9	189,000	7	394,000	6	1,090,000	11	1,845,500	3	20,000	
FEBRUARY	4	612,500	8	332,500	12	498,000	8	226,500	8	555,000	
MARCH	9	528,150	9	354,000	13	190,000	10	701,500	9	706,000	
APRIL	8	532,400	8	322,000	9	606,000	5	647,000	7	475,000	
MAY	10	415,000	12	278,500	6	88,000	14	1,045,000	14	1,270,000	
JUNE	8	601,000	9	54,000	7	165,000	12	1,715,000	11	1,555,000	
JULY	2	261,000	11	1,199,500	11	303,500	5	296,000	9	1,047,000	
AUGUST	12	349,910	4	80,000	15	1,662,000	10	1,001,000	4	229,000	
SEPTEMBER	10	465,160	13	1,096,500	8	800,000	7	498,000	9	2,409,000	
OCTOBER	11	645,000	15	579,600	12	6,982,500	9	706,000	5	382,000	
NOVEMBER	17	940,500	10	635,200	12	12,200,000	11	1,350,000	6	414,000	
DECEMBER	16	1,524,000	7	265,000	4	4,058,500	5	522,000	7	40,000	
<b>TOTAL</b>	<b>116</b>	<b>\$7,063,620</b>	<b>113</b>	<b>\$5,590,800</b>	<b>115</b>	<b>\$23,241,000</b>	<b>107</b>	<b>\$10,556,500</b>	<b>92</b>	<b>\$9,102,000</b>	
<b>RESID. UNITS</b>	Single Family.....26 Duplex.....2 Townhouses.....18 Apts/Condo's.....0		Single Family.....13 Duplex 4 Townhouses.....7 Apts/Condo's.....0		Single Family.....11 Duplex.....4 Townhouses.....25 Apts/Condo's.....0		Single Family.....25 Duplexes.....4 Townhouses.....2 Rental.....0 Apts/Condos.....15		Single Family.....22 Duplexes.....0 Townhouses.....6 Rental.....0 Apts/Condos.....0		TOTAL UNITS.....46

File: 0650-23

Peter/Forms/Building Department 5 Year Statistics - 2001 - 2006

Peter Rempel, Municipal Inspector

## **TRAINING AND PROFESSIONAL DEVELOPMENT**

- The Director attended Planning Institute of British Columbia Annual Conference April 2006
- The Director was elected to the Planning Institute of BC Council and attended 4 Council meetings
- The Director attended Simon Fraser University Day Long Course “Current Topics in Planning Law”
- The Director attended the Lidstone Young and Anderson Day long legal workshop
- The Director attended a daylong Approving Officers course at the Local Government Management Conference
- The Municipal Inspector attended the 2006 Building Code Seminar
- The Municipal Inspector attended the Building Officials Association of British Columbia annual conference

## **DEPARTMENTAL BUDGET**

Size of the Department Budget in 2006:

- Planning Department \$339,184; and,
- Building Department \$87,227.

Revenues for 2006:

- Planning Department Development Applications \$115,516; and,
- Building Department Building Permit Applications \$117,587.

## **OBJECTIVES FOR 2007**

- Hire new Planning Assistant
- Implementation of Upper Gibsons Neighbourhood Plan including Amendments to the Subdivision and Development Bylaw, Zoning Bylaw, and Development Cost Charge Bylaw
- Completion of the Gospel Rock Neighbourhood Plan
- Development of a Community Amenity and Affordable Housing Policy
- Zoning Bylaw Review - complete Phase 1 and Phase 2
- Construction of Gibsons Way sidewalk
- Construction of the Skateboard Park
- Keeping up with large volume of inquiries and subdivision and development applications
- Completion of the Transit Feasibility Study
- Completion of the Goosebird Creek Drainage Master Plan
- Completion of the Community Amenity and Affordable Housing Policy
- Completion of the Harbour Plan

## **OBJECTIVES FOR 2008**

- Subdivision and Development Bylaw review
- Sign Bylaw Review
- Implementation of the Upper Gibsons Neighbourhood Plan
- Implementation of the Gospel Rock Neighbourhood Plan

### **Performance Measures**

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



# PUBLIC WORKS DEPARTMENT

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Bryan Shoji P.Eng.  
Director of Municipal Operations



## INTRODUCTION

Bryan Shoji has been the Director of Municipal Operations since 2002.

The Public Works department consists of 11 permanent and two temporary staff members that ensure the continuous and safe operation of the Town's infrastructure and facilities. This infrastructure includes roads (except Highway 101), street signage, sidewalks, streetlights, water supply system, wastewater collection and treatment system, drainage system, and municipal buildings. The department is also responsible for managing solid waste, including the operation of a green waste transfer facility, spring and fall clean-up programs, and management of the garbage collection contract.

The department's primary goals include:

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

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

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

**Roads:**

- 29.1 kms paved road
- 1.9 kms unpaved road
- 14 kms hard surfaced sidewalk
- 1.1 kms gravel surfaced sidewalk
- Ornamental street lighting
- Street signage

**Water Supply System:**

- 4 wells
- 2 reservoirs
- 1 pump station
- 39.4 km of distribution pipe
- 1860 residential service connections
- 119 Industrial, Commercial and Institutional (ICI) connections
- 156 hydrants

**Wastewater Collection Systems:**

- 1 secondary treatment plant
- 1 outfall
- 1 pump station
- 34.9 km of collection pipe
- 491 manholes
- 1801 residential service connections
- 119 ICI connections

**Drainage System:**

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

**Solid Waste:**

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

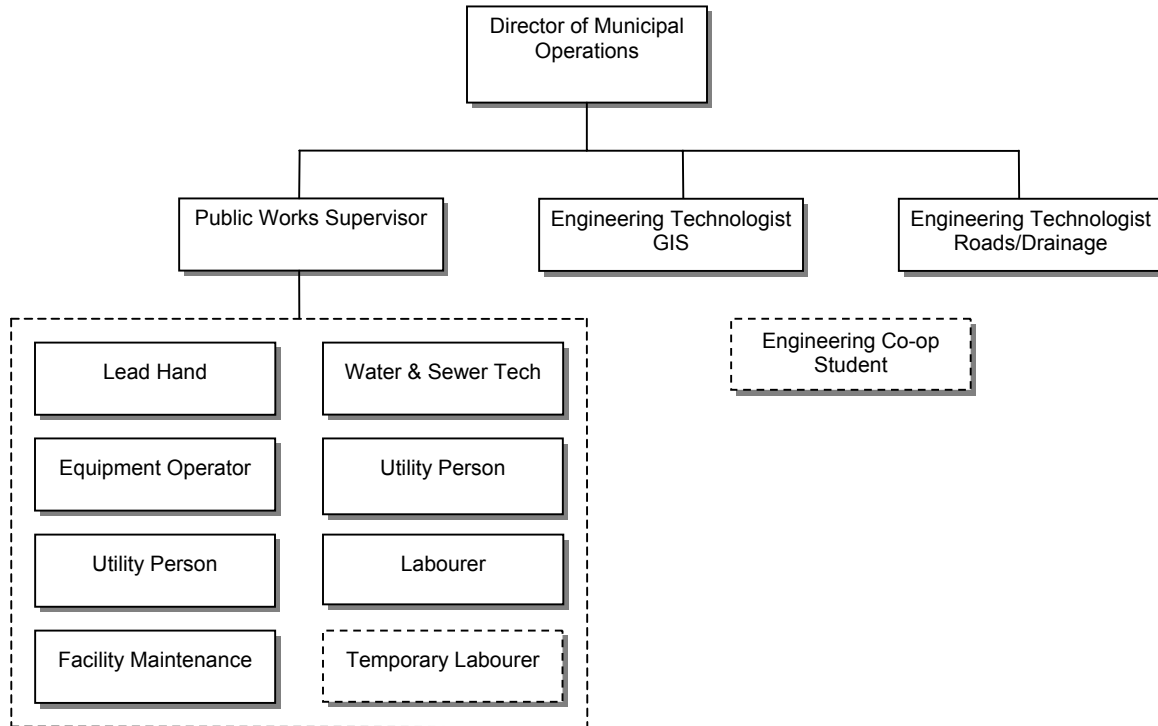
**Facilities:**

- 21 Town owned facilities, including the Municipal Hall and Works Yards.



## DEPARTMENT OVERVIEW

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



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



The Public Works Supervisor reports to the Director of Municipal Operations and is responsible for the daily system operations and maintenance, including the direct supervision of field staff.

Two Engineering Technologists also report to the Director who assist with the development and maintenance of the department's drawings, infrastructure and property data, other departmental information, including the on-going development and

operation of the Geographic Information System, land development servicing reviews and approvals, and road and drainage capital works.

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

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

## 2006 OPERATING STATISTICS

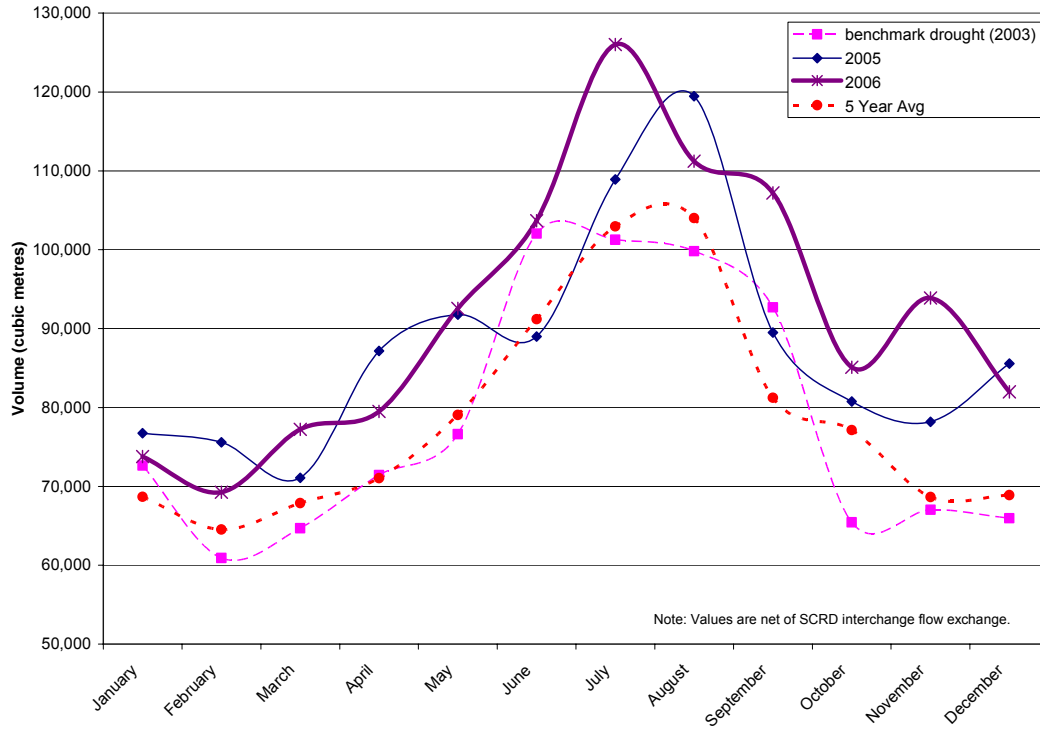
### WATER SUPPLY

Water Supplied:

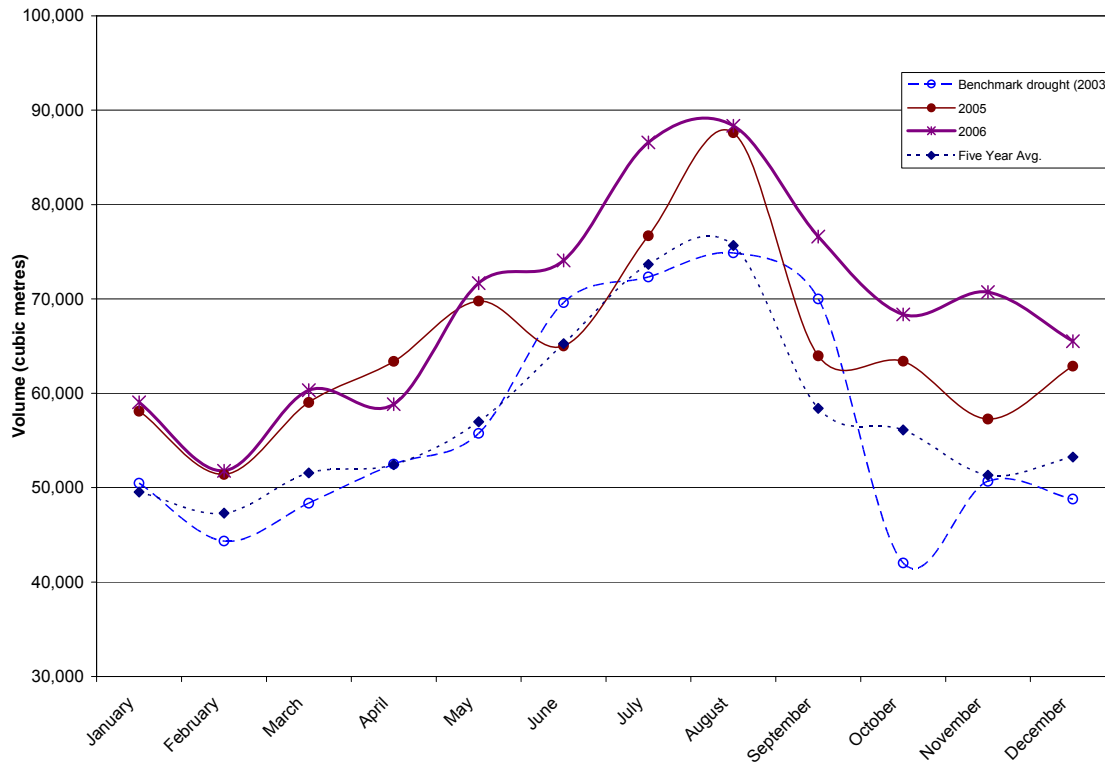
Well Sources	831,969 m <sup>3</sup>
SCRD Bulk Water	269,468 m <sup>3</sup>
<b>Total</b>	<b>1,101,437 m<sup>3</sup></b>

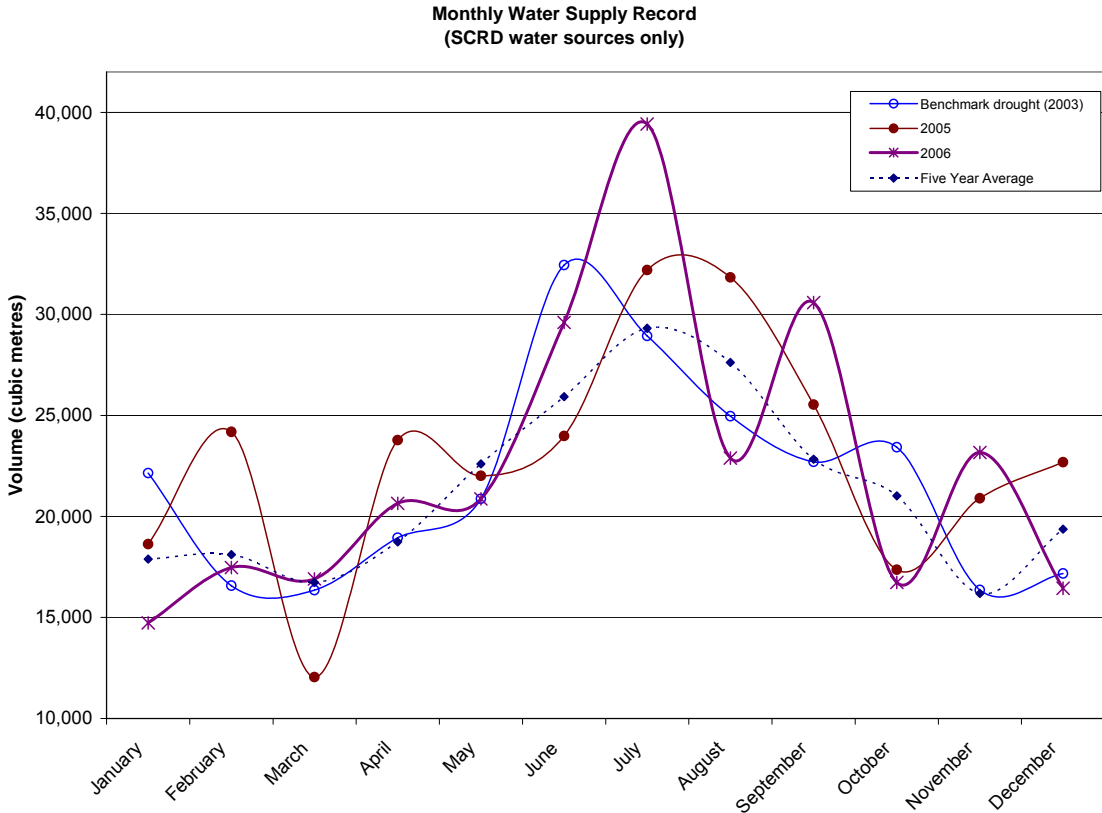
Average per capita consumption based on a population of 4200 = 262 m<sup>3</sup> (or 718 L/day), including industrial, commercial, and institutional services. Un-metered residential water usage accounts for approximately 82% of the water consumed in the Town. The average per capita consumption for residential use is estimated at 589 L/day, which is roughly a 4.5% increase from 2005.

**Total Monthly Water Consumption Record  
(includes all water sources)**



**Monthly Water Consumption Record  
(Gibsons water sources only)**

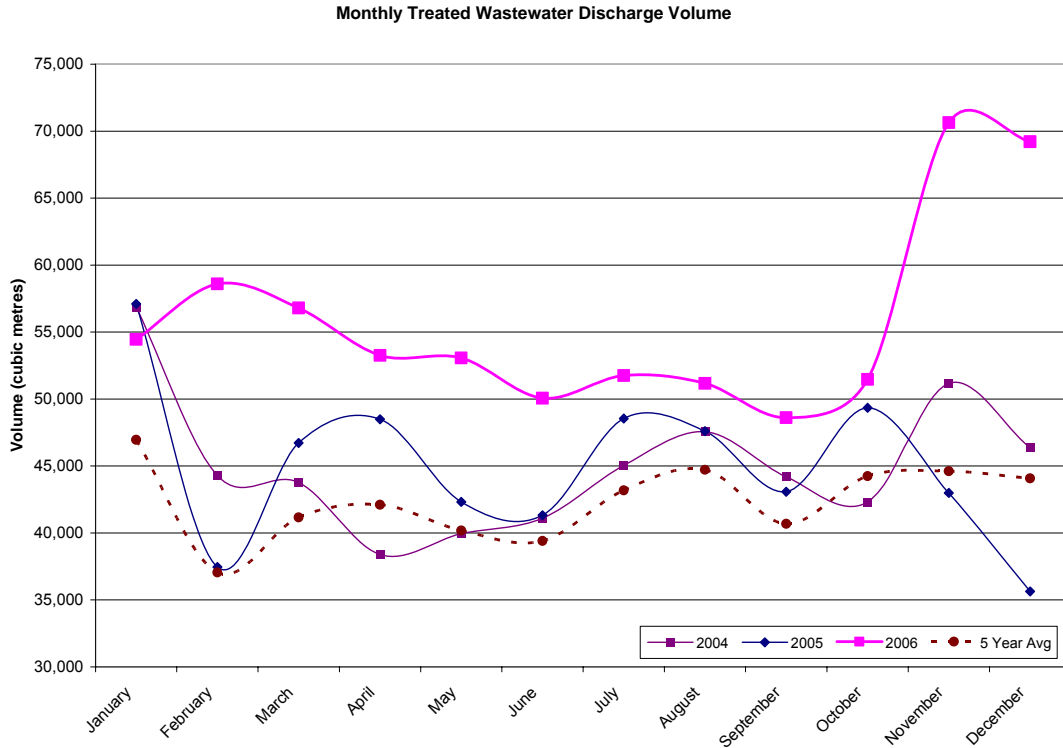




## WASTEWATER COLLECTION AND TREATMENT

### Wastewater Treated:

In 2006, the Town of Gibsons treated 669,049 m<sup>3</sup> of wastewater, which is roughly 24% more than 2005 and 35% greater than the historic five-year average. The recorded discharge volume increased significantly when the new wastewater treatment plant was commissioned in November, 2005, which may be a result of the more accurate metering technology utilized.



## MAINTENANCE SERVICE REQUESTS

The following table provides a summary of the service request volumes received by maintenance staff during the 2006 operating period. These records provide an indication of the Town's ability to provide suitable service levels. Assuming staffing and resource levels remain level, as requests rise, the Town's ability to deliver responsive service declines. This is the fourth year of capturing maintenance records.

Category	2006	2005	% Change
Facilities	32	32	0%
Drainage	75	116	(35%)
Miscellaneous	2	15	(87%)
Roads	146	240	(39%)
Wastewater	20	25	(20%)
Solid Waste	1	8	(87%)
Water	215	148	45%
<b>Total</b>	<b>491</b>	<b>584</b>	<b>(16%)</b>

As can be seen from the table, total service volumes were down roughly 16% from the previous year. Service call volumes were down in almost every function except Facilities, which remained the same as 2005 levels, and Water, which increased significantly by 45%. Much of this increase is attributed to the increased land development activity, which requires utility locates, installs and temporary shut-offs. Road related service calls remain one of the higher service request areas at roughly

30% of the total calls, as the road system is the most visible infrastructure and deficiencies are more likely to be reported by the public.

Typically, as infrastructure ages and deteriorates, service request volumes will grow on an annual basis and cause increased strain on the Town's ability to provide responsive service. The decrease in service request volumes in 2006 is viewed positively and could be an indication that the Town's recent focus on developing and implementing proactive preventative maintenance practices and planned replacement of aging infrastructure is leading to increased service levels.

## 2006 PROJECT PROGRAM

Following a very ambitious program in 2005, the Public Works Department embarked on another ambitious Capital and O&M programs, including the following projects:

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

### Facilities:

- 694 Gibsons Way Environmental Assessment (in progress).
- Community Centre Site Servicing Review (in progress)
- Skatepark Design and Construction (in progress).
- Facilities Assessment and Capital Maintenance Plan – Phase 1.

### Roads and Transportation:

- Shaw Road Sidewalk Extension (completed).
- Pavement Renewal Program – Year 1 (in progress).
- Sunnycrest Road / Gibsons Way intersection improvement design and construction (in progress).
- Gibsons Way Sidewalk – Seaview to North Road detailed design and construction (in progress).
- Hwy 101/Shaw Road Pedestrian Ramp Construction (in progress).

### Drainage:

- Inglis Road Drainage Culvert Replacement (completed).
- Gibsons Creek Outfall Assessments (in progress).
- Goosebird Creek Flood Mitigation Study (in progress).

### Water Supply and Distribution:

- Aquifer monitoring wells construction (completed).
- SCADA system implementation (completed).
- Zone 1 and 2 Uni-directional Flushing Program development (completed).
- Well Head Protection Plan (completed).
- Watermain Renewal Program – Year 1 (in progress).
- Well No. 1 Improvements (in progress).
- Water Audit and Leak Detection Study (in progress).
- Implementation of a cross-connection control program and install meter setters for future metering.
- Zone 2/3 System Separation Design and Land Acquisition.

- ☒ Sunnycrest Road Watermain Looping.
- ☒ Water conservation toilet rebate program (deferred).

**Wastewater Collection and Treatment:**

- ☑ WWTP construction and commissioning (completed).
- ☑ Prowse Road Lift Station SCADA system (completed).
- ☑ Wastewater Treatment Plant SCADA system installation (completed).
- ☑ Wastewater Collection system condition assessment & grouting – Year 1 (completed).
- ☑ Biosolids recycling feasibility study (in progress).
- ☒ Trickling Filter Building Demolition.
- ☒ Wastewater Collection Master Plan and Modeling development.

Not included in the project list above is the management of the site servicing process for seven developments totalling 48 lots and 6 strata units, as well as Engineering support and direction for the Upper Gibsons and Gospel Rock Neighbourhood Plan processes, and Area Restructuring Study.

Several projects were not started due to time and human resource constraints.

The following provides a brief description of the significant projects that were carried out in 2006.

**Community Centre Site Servicing Review:** As part of the Regional Recreation Function, the SCRD is constructing an ice based recreation centre within Brothers Memorial Park. The Town's Public Works Department is responsible for ensuring that the site servicing and road frontage improvements are designed and constructed in accordance with the Town development bylaws.



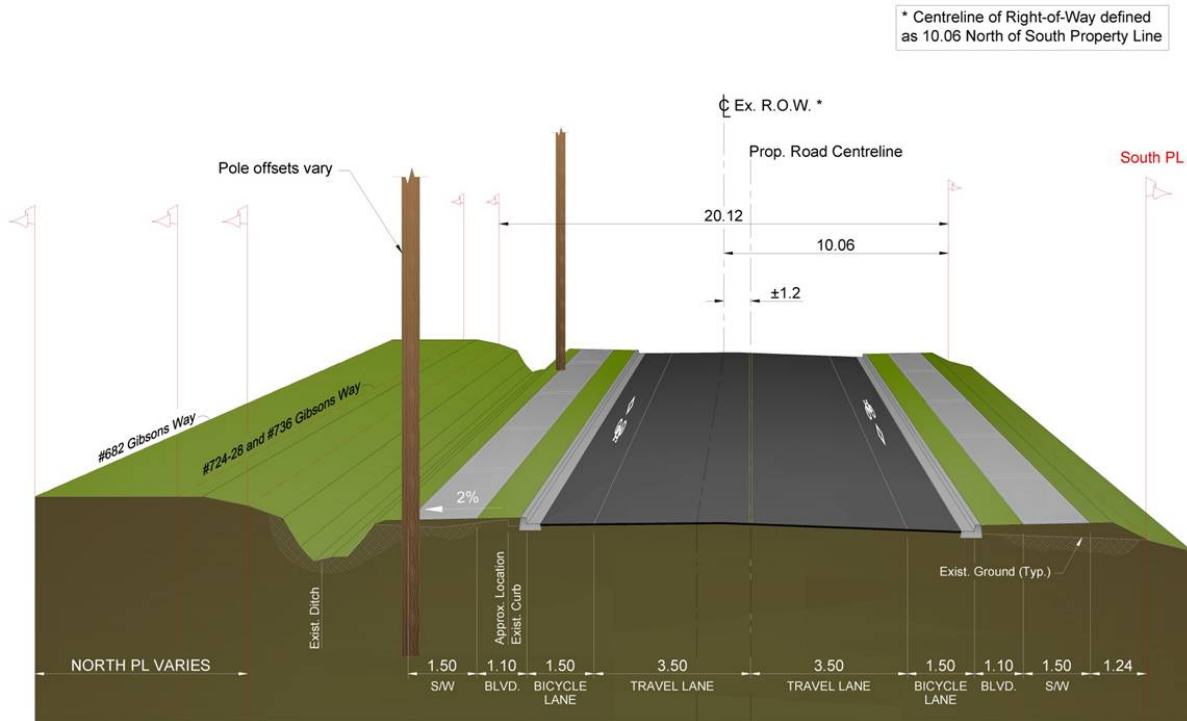
**Skateboard Park Design and Construction:** The Town retained van der Zalm & Associates to design a new skateboard park to be located in Brothers Memorial Park. The Public Works Department is responsible for the contract management aspects of this design-build project.



**Shaw Road Sidewalk Extension:** In order to facilitate pedestrian mobility between the new senior care facility and the Upper Gibsons commercial area, the Town constructed the missing link of sidewalk in an area with topographical challenges and known drainage difficulties.

**Gibsons Way Sidewalk Construction – Seaview Road to North Road:** The extension of the pedestrian pathway and creation of a shared bike lane along Gibsons

Way, from Seaview Road to North Road is identified as a priority in the Trail Master Plan. The first section of the project, from Seaview Road to Bals Lane was designed by WEB Engineering in 2005, and the remaining section to North Road was designed by R.F. Binnie and Associates in 2006. Tender documents are being prepared, however, the project will not be tendered and constructed until senior government grant funding is attained.



**Inglis Road Culvert Replacement:** In conjunction with the Inglis Road improvements required by development west of Shaw Road, an undersized storm sewer was replaced complete with proper headwall structure. This work was identified in the Charman Creek Master Drainage Plan.

**Gibsons Creek Outfall Assessment:** Through the development of Ravine Hazard Assessment for Charman and Gibsons Creeks carried out in 2005, two drainage outfalls at the foot of Hillcrest Road and Gibsons Way/Bals Lane were identified as deficient. The Town retained Golder Associates to carry out a detailed review of the deficient outfall structures and prepare improvement designs for construction in 2007 and 2008. The design work was in progress at year-end.





**Aquifer Monitoring Wells Construction:** The Town's Aquifer Protection Plan, which was developed in 2005, recommended the installation of two monitoring wells in Upper Gibsons to permit early detection of potential contaminants that could compromise the drinking water quality at the Town's production wells. These monitoring wells would also provide valuable operating information on the aquifer. The two wells were constructed in the fall of 2006 and are in operation.



**Zone 1 and 2 Uni-Directional Flushing Program Development:** As the Town supplies the majority of the Town with untreated groundwater without secondary disinfection, it is critical that all other means of preventing contamination of the water supply and distribution system are implemented. Uni-directional flushing is an industry best practice adopted to ensure that the distribution piping is fully flushed to remove debris particles that could promote the development of bacteria. This project expanded the Town's existing uni-directional flushing program from Zone 3 to all service zones throughout the Town.

**Watermain Renewal Program – Year 1:** Over 50% of the Town's watermains, representing approximately 18 kms of pipe, are constructed of asbestos cement. Asbestos cement pipe was a popular pipe material in the 1960s and 1970s and used across North America. The use of asbestos cement pipe has been well studied and documented with regards to health and is not considered a health risk, however, it is prone to breakage. Due to the high leakage and failure rate, the Town is taking a proactive approach to replacing all its asbestos cement watermain pipe, in combination with the pavement renewal program. 2006 was the first year of this program and included the replacement of 578 linear metres of pipe.



**Well Head Protection Plan:** Piteau Associates were retained to develop well head protection plans for each of the Town's four production wells to minimize the potential of well contamination. Recommendations included the installation of pitless adapters and raising of the well enclosures for Wells No. 3 and 4 in Dougall Park. Partial funding was provided by the Province through the Infrastructure Planning Grant program.

**Water Audit and Leak Detection Study:** Dayton & Knight Consulting Engineers, in partnership with Veritec Consulting, were retained to quantify the water losses in the Town's water distribution system and recommend strategies to reduce these losses. The field work and assessment will continue into 2007 with the final report being

presented mid-year. Partial funding is being provided by the Province through the Infrastructure Planning Grant program.

**Wastewater Treatment Plant Upgrades**

**Construction:** The new wastewater treatment plant reached substantial completion on April 27, 2006, and was officially opened on July 18, 2006. The treated effluent greatly exceeds all water quality regulations and is designed to accommodate the projected build-out population of the Town. The project received approximately 50% funding through the Canada/BC Infrastructure Grant program.



**SCADA System Implementation:** In conjunction with the new Wastewater Treatment Plant construction, the Town designed and built a Supervisory Control and Data Acquisition (SCADA) system to automate the control and monitoring of all Water Supply, Wastewater Collection and Wastewater Treatment mechanical systems. The SCADA system will permit earlier detection of mechanical failures or upsets, and allows the collection of real-time operating data that will assist with optimizing systems operation and reporting.

**FINANCIAL REPORT**

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

Budget Category	2006 Budget	2006 Actual	2006 Budget Variance
General Operating	\$830,907	\$728,637	\$102,270
Water Operating	\$627,629	\$609,130	\$18,499
Sewer Operating	\$715,398	\$624,304	\$91,094
<b>Total Operating:</b>	<b>\$2,173,934</b>	<b>\$1,962,071</b>	<b>\$211,863</b>
General Capital	\$1,443,000	\$101,922	\$1,341,078
Water Capital	\$583,000	\$235,659	\$347,341
Sewer Capital	\$112,000	\$59,823	\$52,177
Special Projects <sup>1</sup>	\$795,000	\$792,557	\$2,443
<b>Total Capital:</b>	<b>\$2,732,000</b>	<b>\$1,189,961</b>	<b>\$1,743,039</b>

1. Special Projects includes the Wastewater Treatment Plant Upgrade project.

From the table, it can be seen that the 2006 actual Operating expenditures were roughly 10% under budget and less than half of the Capital budget was expended. The under-expenditure of Capital funds are primarily attributed to the postponement or delay of several capital projects, including:

**General Capital Projects**

Sunnycrest Road/Gibsons Way intersection improvements	\$174,000
Gibsons Way Bike Land & Sidewalk construction	\$670,000
Pavement Renewal Program	\$305,000
Dump Truck Purchase	\$135,000

**Water Capital Projects**

Zone 2/3 System Separation Design and Land Acquisition	\$170,000
Cross Connection Control and Metering	\$90,000

**Sewer Capital Projects**

Sunnycrest Road Sewer Upgrade	\$25,000
Trickling Filter Demolition	\$30,000

**PROPOSED 2007 WORK PROGRAM AND INITIATIVES**

2007 will be a continuation of the Public Works Department's initiative to develop Master Servicing Plans for all its infrastructure, which was started in 2003. The 2007 work program includes the development of a Wastewater Collection Master Plan, Integrated Master Drainage Plan, Traffic Calming Master Plan, and Facilities Condition Assessment and Capital Maintenance Plan. In addition to its planning efforts, there are several large capital projects, valued at over \$3.7 million, slated for design and/or construction that will be sure to keep the department busy for the year. Several of these capital projects are detailed below.

As with 2006, on-going organization wide initiatives such as the Upper Gibsons Neighbourhood Plan implementation, Gospel Rock Neighbourhood Plan development, DCC Bylaw update, and Subdivision and Development Bylaw update, will also draw heavily on the Department's engineering staff.

**Proposed 2007 Public Works Project Plan**

The following provides an outline of the proposed departmental major work program for 2007 and is broken down by department function.

**Facilities**

**Skatepark Construction**

Management of the design/build contract for the construction of a new skateboard park in Upper Gibsons, adjacent to the new Community Centre. Construction is scheduled to start in February and should be completed in April, 2007.

**Facilities Condition Assessment and Capital Maintenance Plan – Phase 1**

The Town owns 21 buildings throughout the Town, some of which are occupied and operated for municipal purposes and others that are licensed or leased to private operators. This project will be the first phase in the development of a capital asset

management plan that will utilize a lifecycle approach in ensuring that the buildings are operated and maintained in a manner that will preserve and maximize its asset life.

### **Roads and Transportation**

#### **Sunnycrest Road/Gibsons Way Intersection Improvements**

This project includes the design and construction of the Sunnycrest Road/Gibsons Way intersection, including the potential relocation of the GBS driveway and sidewalk extension. The necessary property fronting the Chevron Service Station has been acquired, permitting the completion of the road improvements identified and funded by the London Drugs development. Sunnycrest Road fronting GBS will also be upgraded to the first driveway to the Sunnycrest Mall. The GBS driveway relocation and sidewalk extension are subject to acquiring the necessary property. The project has been deferred from previous years due to the Upper Gibsons Neighbourhood Plan process and adjacent development proposals.

#### **Gibsons Way Sidewalk Construction (Seaview to North Road)**

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

#### **Pavement Renewal Program – Years 1 and 2**

Road pavement upgrades as identified in the Pavement Management Program. 2007 will include the majority of the 2006 program, which was carried over due to weather delays, in addition to the full second year of the pavement renewal program which will focus on high priority roads including the remainder of Headlands, Marine Drive, Beach Road, and Bay Road. Work involves pavement replacement through full removal and replace, full depth reclamation, overlays or a combination of these methods. The work will be carried out in conjunction with the watermain replacement program.

#### **Headlands Road Intersection Improvements**

Review and re-design of the Dougall Road and Burns Road intersections to improve safety, reduce pavement area, and manage drainage. The Dougall intersection is planned for 2007 construction with Burns Road scheduled for 2008. All work will be coordinated with the Pavement Renewal Program.

#### **Traffic Calming Master Plan**

Traffic speed, noise and safety are high priority community issues. The Town receives numerous traffic complaints and requests for traffic calming measures throughout the entire town. The creation of a Traffic Calming Master Plan will ensure that the most appropriate traffic calming measures are developed and implemented in an organized, prioritized and fiscally responsible manner.

## **Drainage**

### **Charman Creek Channel Armouring**

This project was identified in the five year plan through the Charman Creek Master Drainage Plan and involves channel reconstruction and erosion protection of approximately 35 metres of Charman Creek immediately upstream of Gower Point Road, and a section adjacent to the Wastewater Treatment Plant.

### **School Road Stormwater Diversion - Design**

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

### **Gibsons Creek Outfall Improvements Phase 1**

Based on an engineering assessment of the Hillcrest and Gibsons Way drainage outfalls at Gibsons Creek, Golder Associates provided a number of recommendations to improve the stability and function of the outfall structures. This project is the first of two phases to implement the recommendations, which includes channel improvements to the upper reach of the Hillcrest outfall and bank stabilization in the Gibsons Way outfall.

### **Drainage Master Plan and Hydraulic Model**

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

## **Water Supply and Distribution**

### **Cross Connection Control and Metering Program**

This project was accepted for two thirds grant funding (total grant value = \$460,000) from the BC Community Water Improvement Program. The project is broken into two phases to be carried out over three budget years. The first phase includes the installation of service boxes at property line for high and medium water quality risk industrial, commercial and institutional (ICI) services to house a backflow prevention device and upgraded flow meter with electronic touch pad technology. The second phase extends the program to all service connections within the Town, including the provision for installation of future residential meters.

### **Zone 2/3 Separation Land Acquisition and Design**

As part of the Zone 2 and 3 water system separation strategy, the Town is required to construct a new reservoir in the vicinity of the Venture Way Industrial Park. This budget item includes the cost to acquire the appropriate land and design the reservoir, controls and piping.

### **Aquifer Mapping Program**

The Town draws 75% of its drinking water from an aquifer that extends beyond the town boundaries. This project involves the strategic installation of a network of new monitoring wells and the development of a groundwater hydraulic model to better understand the capacity and function of the aquifer. The project is subject to receiving senior government grant funding.

### **Fire Protection Improvements Design**

Detailed design of a new Zone 3 reservoir, three new PRVs, watermain upgrades, and upgrades to the Zone 2 booster pump station, to improve fire protection conditions throughout the town to meet Fire Underwriters Survey Guidelines. This project is subject to receiving a senior government funding grant.

### **Sunnycrest Road Watermain Looping**

Includes the extension of watermain along Gibsons Way fronting Gibsons Building Supply to complete a loop to Sunnycrest Road, as well as upgrading the remaining portion of the Sunnycrest Road watermain fronting Chevron.

### **Watermain Replacement Program**

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

### **Wastewater Collection and Treatment**

#### **Trickling Filter Building Demolition**

The trickling filter building is the last structure remaining from the old wastewater treatment plant that was replaced in 2006. The building is in disrepair and the roof is structurally compromised. This project includes the demolition of the timber roof structure.

#### **Wastewater Collection Master Plan**

The Town has not updated their wastewater collection master servicing plan since 1991, and has never developed a comprehensive plan that incorporates hydraulic modeling information. The project scope involves the development of a hydraulic model and comprehensive master servicing plan that will map out a long range capital improvement program to meet the needs of the Town from today until build-out.

### **Prowse Road Pump Station Engineering Assessment and Design**

The Prowse Road pump station is a critical facility that conveys wastewater from Lower Gibsons to the wastewater treatment plant. This project involves a detailed assessment of the pump station capacity to identify short and long term improvements needed to ensure that its capacity meets the needs of the growing community.

### **Public Works Administration**

#### **Development Cost Charge Bylaw Review and Update**

The DCC bylaw should be reviewed at least every five years to ensure that the projects and cost estimates accurately reflect the Town's capital requirements to support growth. The current Water DCC was last updated in 1998, Drainage DCC in 2001, Road DCC in 1995, and Sanitary Sewer DCC in 1995, therefore, all are overdue for an update. All DCC bylaws will be updated through this project.

#### **Subdivision and Development Bylaw Review and Update**

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

#### **Outstanding Rights-of-way Acquisition Program**

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

## **2008 OBJECTIVES**

The Public Works Department has been focusing on developing infrastructure servicing and renewal plans for the past five years and maintaining current service levels. These plans are needed in order to have an integrated and prioritized approach to scheduling and funding capital improvement programs. 2007 is projected to be the final year of this planning period, with the completion of an Integrated Master Drainage Plan and Wastewater Collection Master Plan, and the beginning of a new phase of capital renewal that will lead to increased service levels and operational efficiencies.

The following projects are currently listed in the Department's five year plan for 2008:

### **Facilities**

- Second phase of the Facilities Condition Assessment and Capital Asset Maintenance Plan

### **Roads & Sidewalks**

- Continuation of the pavement renewal program (17 year program).
- O'Shea Road Pedestrian Safety Improvements - Phase 2
- Industrial Park Street Light Improvements
- Kiwanis Way Widening/Extension design
- Gospel Rock Inglis Road Connector – Design
- Night Sky Friendly Street Light Replacement
- Gibsons Way Signalization Study

### **Drainage**

- School Road Diversion Construction - Ph.1
- Elphinstone School Culvert Extension
- Gibsons Creek Outfall Improvements Ph. 2
- Goosebird Creek Improvements

### **Water Supply**

- Cross-connection control and metering program
- Continuation of the Watermain replacement program
- Well Head Protection Upgrades
- Zone 2/3 separation construction
- Well No. 1 Backup Generator design/build
- Fire Protection improvements construction: PRVs and watermain.
- Gospel Rock Watermain – Design
- Leak Detection & Repairs annual program
- Voluntary metering program
- Source to Tap Assessment

### **Wastewater Collection and Treatment**

- Gospel Rock Trunk Sewer design
- Prowse Pump Station Upgrades
- Sewer rehabilitation program - design (based on I/I reduction and sewer inspection results from previous years).

### **Public Works Administration**

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



# PARKS AND AQUATICS DEPARTMENT

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Wendy Gilbertson  
Director of Parks and Aquatics

## INTRODUCTION

Wendy Gilbertson has been the Director of Parks and Aquatics since 2004.



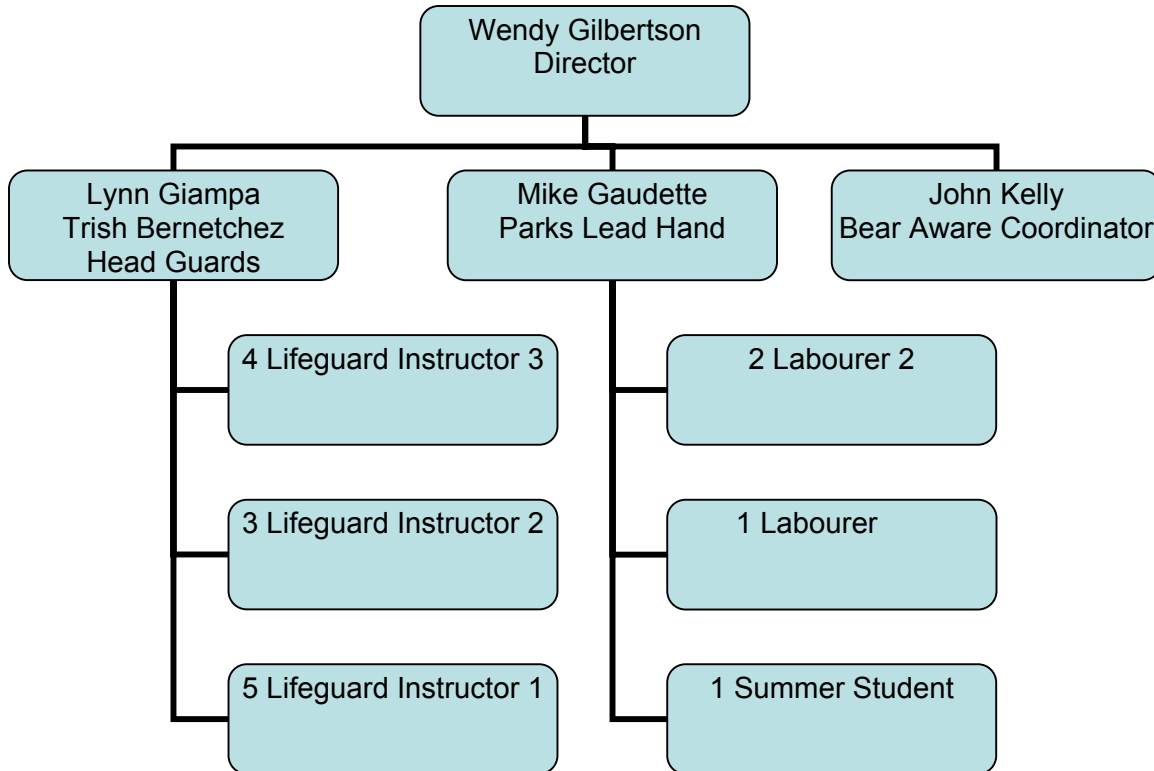
2006 was an active year for the Parks Department, and a year of preparing for change in the Aquatics Department. The Aquatic Facility transitioned from being funded through the West Howe Sound Recreation Facilities Commission function, to come under the umbrella of the Regional funding model that was consented to by voters in the 2005 Recreation Referendum. The Aquatic Facility is now part of a funding pool that includes Areas B, D, E, and F of the Sunshine Coast Regional District, the Town of Gibsons, the District of Sechelt, and the Sechelt Indian Government District. Under this funding agreement four facilities will be operated and capital improvements provided for. The facilities include the existing Gibsons and District Aquatic Centre and the Sechelt Arena, and the new Sechelt Aquatic Facility and the new Gibsons Arena and Community Centre, now under construction. The Sechelt Aquatic Facility is scheduled to open in September 2007, and the Gibsons Arena and Community Centre is scheduled to open in January 2008. A host of meetings and workshops were attended in 2006 in defining an operating model for these four facilities.

The Parks Department was busy as usual and were successful in winning an award through Communities in Bloom for having the best floral displays in British Columbia within their population category. The Parks Department had no time to “rest on their laurels” though, as the extraordinary fall and winter wind storm events kept them extremely busy cleaning up fallen trees, debris and repairing damage.



The Parks and Aquatics Department functioned with the assistance and advisement of members of the community. Forty volunteers assisted by taking part in a variety of projects, and nineteen committee members provided their input into the provision of services.

## STRUCTURE



## STAFF ACTIVITIES

As part of the Occupational Health and Safety Program, the Parks and Aquatic supervisors attended sessions pertaining to staff safety training. The training included new staff orientations, ongoing safety management and updating supervisory staff to new or revised WCB regulations. These sessions formed part of the updated Occupational Health and Safety program undertaken by the Town.

The Aquatic Supervisors attended quarterly aquatic programmer meetings held at facilities in the Lower Mainland. The supervisors and fitness instructors attended a seminar to update them on aquatic fitness trends and new techniques.

The Parks Staff attended a course on chain saw safety that was held in conjunction with their counterparts of the other local governments on the Coast. It has become regulation that operators of chainsaws take this training.

The Parks Leadhand and Labourer II attended a Level One irrigation course that instructed in the repair of irrigation systems. A seminar on Integrated Pest Management and turf maintenance was also attended.

Two seminars were attended by the Director and two Parks staff on Volunteer Management.

The Director attended sessions hosted by the Employers' Advisors for WCB on managing work place claims.

Wendy Gilbertson and Lisa Simard attended the Communities in Bloom Symposium and Awards banquet held in Prince George in September. On behalf of the Town of Gibsons, they received an honourable mention for partnering with a corporate sponsor for the artistic painting of the hydro kiosk boxes, and the trophy for the Best Floral Displays in British Columbia for their population category.

## **2006 PROJECTS AND ACTIVITIES**

### **Aquatic Facility**

The Aquatic Facility was in operation January through June, and September through December seven days per week excluding statutory holidays. For the month of July the pool operated the regular summer program five days per week, scheduling two sessions of children's learn to swim lessons in the morning, and advanced life saving in the afternoons. Public swims and fitness classes were also part of the summer program. For the month of August the aquatic facility was closed for annual maintenance.

Annual facility attendance by program:

Public Swimming	19,516
Fitness Classes	7,704
Pool Rentals	9,712
Lessons	13,881
Total Attendance	50,813

### **Parks Usage**

The parks were booked for a variety of events such as festivals, church gatherings, fund raising events, film nights, sports day and water sports.

On going activities that were booked into the parks and public spaces included Music in the Landing, the Landing Sunday Market, tennis lessons and the SCRD Summer Fun Program.

### **Applications Processed**

Applications for Public Place Use Permits – 31 applications received.

Applications for the Removal of Trees on Public Property – 5 applications received.

Applications for the Cosmetic Use of Pesticides – 8 applications received.

## Gibsons Public Arts Advisory Committee

The Town of Gibsons, in recognizing the benefits that art in public spaces will bring to the community, established the Public Arts Advisory Committee in May, with six members from the arts community appointed. Morley Baker was elected Chairman of the committee. The six committee members are artists from a variety of disciplines, and their first order of business was to establish a formal policy that was adopted by resolution, providing guidance and a mandate for both Council and this committee on matters pertaining to public art.

The purpose of this committee is to:

- Strengthen and enhance civic pride and the identity of the community.
- Demonstrate a clear belief in the importance of culture, heritage and creativity.
- Enhance public spaces for residents and visitors.
- Recognize the cultural community and their contribution to our environment.
- Leave a lasting legacy for future generations.

## Bear Aware Program

The Bear Aware Program continued in 2006 using a proactive approach to managing bear/human conflicts through public education and a campaign to ensure bear attractants were minimized. Two South African volunteers from the Canada World Youth Organization took part in this campaign working with John Kelly our Bear Aware Coordinator from September through November.



## Communities in Bloom

The volunteers from Communities in Bloom had a very busy year preparing Gibsons for the Communities in Bloom competition that was judged in the summer. The activities that the Communities in Bloom volunteers participated in included:

- Nominate Your Neighbour – Neighbours could nominate their neighbour for enhancing their neighbourhood through their gardening efforts. Certificates of recognition and gift certificates were provided by three local nurseries for those nominated.



- Tree Well Adoption Program – The tree wells of the street trees in the Landing were adopted by volunteers who planted and maintained them. The local nurseries provided a 20% discount for participants to plant their tree wells. “Adopted by” plaques were placed on the tree wells providing recognition for those who undertook the task.
- CiB Bloomin’ Business Contest – Local businesses entered a Bloomin’ Business Contest for the beautification of their businesses, with the chance of winning up to \$250 to be used towards their 2007 business license. Fifty businesses participated and received a 20% discount for participating from the local nurseries. Judging was provided by the Communities in Bloom Committee and the winners were:

Gibsons Marina, Howse’s House, Truffles, Blackfish Beer and Wine and Westwind Gallery. Honourable Mentions were awarded to Cactus Casuals, Gift of the Eagle, Leo’s, the Village Store, Sa Boothroyd, Cedars Inn, Gibsons Garden Inn and the Seamount Shell Station.

- Litter Campaign – The committee secured sponsorship from the IGA and Tim Horton’s for a group of Elphinstone High School students raising funds for a trip to Costa Rica to study turtles. The students went on a clean up campaign ensuring the Town was perfect for judging day.
- Sunshine Coast Museum and Archives – The committee and volunteers donated some planters and refurbished the gardens fronting the museum building.
- Wednesday Weeders – A group of dedicated volunteers met every Wednesday morning to assist in the maintenance of gardens through weeding. Winegarden Park and the sea walk was the focal point for 2006.



The Communities in Bloom Committee and volunteers are to be congratulated on their successful year. Through their efforts Gibsons has been featured in Gardens West and the Canadian Gardener Magazines. Gibsons was the recipient of an honourable mention for their collaboration with corporate sponsors, and won the trophy for the Best Floral Displays in 2006. A reception hosted by the Town of Gibsons was held in late September to show appreciation for the volunteers that took part in 2006. Approximately forty tree wells were adopted, fifty businesses took part in beautifying their store fronts, ten volunteer weeders, five committee members and a host of others such as the Rotary Club and Girl Guides all took part in the 2006 Communities in Bloom program. Quality Farm and Garden Supply, Sunshine Coast Nursery and B & K Landscape and Soil provided participants with 20% discounts and gifts.

### **White Tower Park**

A concerted effort to improve White Tower Park was undertaken by the Parks Department and the Canada World Youth volunteers. A vegetation survey, GIS mapping of the trails, bridges, streams, ponds, vegetation, wildlife and wildlife trees was part of the project. The parks staff and volunteers cleaned up the accumulation of residential waste, removed the downed trees that were obstructing trails, removed invasive species, unblocked the culverts, reconstructed six bridges with stringer logs donated by West Coast Log Homes and upgraded the trails, making the main trails passable by motorized scooters.



### **Armours Beach**

The old system of floats was replaced with a new system consisting of a new approach, a 40' aluminium ramp, two 12' x 40' floats and six new steel pilings. The new system provides more stability and increases the floats accessibility for those who have difficulty maintaining balance. The system no longer requires installation at the highest tide of the season, which provides a larger window of time for installation.



### **Maplewood Lane**

The small natural area neighbourhood park was cleaned up of accumulated residential waste, dangerous trees were removed and the under story cleared to improve site lines and discourage the dumping of waste in this area.

### **School Road Storage Facility**

The abandoned water reservoir was converted into a storage facility for the parks equipment. The project consisted of filling the reservoir and constructing walls and replacing the roof to make bays for parking various turf maintenance equipment and parks materials.



### Pioneer Park Heritage Cemetery

The cemetery was overhauled with new turf and heritage roses.

### The Landing

The parks staff ensured that the Landing area was seasonally decorated for Halloween and the Christmas season. Pumpkins and ghosts were hung in the trees with the help of the Canada World Youth volunteers for Halloween. For the Christmas season the hanging baskets were filled with lights and greenery from the Green Waste Station.



## BUDGET

### OPERATING BUDGET

Aquatic Facility	\$531,313
Parks	\$479,209
Total Parks and Aquatics Operating Budget	\$780,705

### CAPITAL BUDGET

Aquatic Facility	\$9,500
Parks	\$222,100
Total Parks and Aquatics Capital Budget	\$1,242,122

## 2007 OBJECTIVES

For 2007 our objective is to continue the improvements of the park areas which includes the resurfacing of the Dougall Park tennis courts, start the second phase of the White Tower Park improvements which will focus on the wetland areas and improving the drainage retention system, Labonte Park Armouring and Upper Gibsons beautification.

Tree assessments and management will be ongoing with a view to preserving trees and managing those that may be dangerous. The Bear Aware/Trails position will continue with a focus on trail management.

Of prominence will be the amalgamation of the aquatic staff into the Regional District pool of recreation staff together with the District of Sechelt arena employees. It is anticipated that the aquatic facility will be fully operated by the Regional District in September 2007.

The parks department will once again be preparing for the provincial Communities in Bloom contest and will be judged on the following eight criteria:

- Landscaped Areas
- Floral Displays
- Heritage Conservation
- Community Involvement
- Turf and Ground Covers
- Trees – Urban Forest Management
- Tidiness
- Natural and Cultural Heritage Conservation

## **2008 OBJECTIVES**

Our objective is to continue to improving existing landscaped areas, and implement the process of developing a parks master plan, through public process, that will provide a guide for the future park improvements and developments.



# FIRE DEPARTMENT

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Bob Stevens  
Fire Chief



## INTRODUCTION

### *Mission Statement*

*The aim of the Members of the Gibsons & District Volunteer Fire Department is to improve the quality of life in the fire protection district by reducing suffering from loss of life, destruction of property, and damage to the environment. This will be achieved through dedication to training, public education, fire prevention and the use of up to date equipment in order to meet the needs and expectations of the public.*

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

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

This annual report gives an in depth look at what the department accomplished during 2006 and provides statistical information on call types, when they occur and where they occur with respect to area. Most of the attached charts give a 4-year comparison that can be used to identify trends or anomalies in specific areas.

## FIRE DEPARTMENT OPERATIONS

### INCIDENTS

The table above gives a breakdown of incidents by type that the department responded to in 2006. As shown, the department responded to a total 185 incidents in 2006. This is slightly lower than the record 200 incidents recorded in 2005. The department further

breaks down the incidents into emergency and non-emergency calls. Emergency calls occur when a person calls 9-1-1 and the call meets the criteria for sending emergency crews. Non-emergency calls typically arise from a person calling the fire hall directly with a concern or complaint that requires attention but can typically be handled by 1 or 2 people. The paid staff usually handles these calls during regular business hours. Of the 185 incidents, 160 were considered emergencies and were paged out. The remaining 25 were routine calls and handled by department's staff or duty officer.



The largest dollar loss fire handled by the department was a kitchen fire in a townhouse complex. The fire was extinguished by the sprinkler system but the combined fire/smoke damage and the water damage to a lower suite accounted for an \$80,000 claim. Several other Structure Fire calls also involved kitchen fires and accounted for most of the dollar losses reported by the department. Some other calls to note were 2 Medical Aid calls where the department was called upon to use its Automatic External Defibrillator (AED), and the Rescue calls that involved removing occupants of an elevator at the Campus of Care on Shaw Road that malfunctioned several times. The attached statistical graphs give an overall comparison of call types for the last 4 years broken down by area, day of the week, time of day and month.

**Incidents Reported in 2006**

Vehicle Fire	9	Structure Fire	14
Rubbish Fire	8	Rescue	3
Mutual Aid	1	M.V.A.	11
Miscellaneous	16	Medical Aid	23
Hazardous Materials	10	False Alarm	4
Beach Fire	10	Hydro Lines	14
Chimney Fire	2	Brush Fire	8
Automatic Alarm	35	Dumpster Fire	0
Illegal Burn	16	Smoke Complaint	1
		<b>TOTAL</b>	<b>185</b>

**RESPONSE**

Fire department members committed 2195 hours of man-time responding to the 185 incidents. This averages to 11.86 man-hours per call, just slightly lower than the 12.1 man-hours per incident of 2005. A key component of any emergency response is timing. The sooner crews can arrive on the scene the better the outcome of the incident. There are many factors that affect response times and the department has little control over most of them. Early detection, early notification and prompt dispatching all combine to

start the ball rolling. Once the department's pagers have announced a call, the members drive to the fire hall, 'gear up' and drive the apparatus to the scene. A delay in any of the above steps has the potential of impacting the outcome of the incident. In terms of average response times for 2006, E-Comm dispatched our calls in 1 minute and 22 seconds, we had a unit responding in 2 minutes and 28 seconds after the page and arriving on scene in 3 minutes and 43 seconds. This gives an average total time of a 9-1-1 call being placed to having a truck on scene as 7 minutes and 33 seconds.

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



availability of enough of its members to be able to adequately handle any emergency situation. As the face of the membership changes so does the availability. In an effort to ensure an adequate response, members are required to respond to at least 20% of calls to maintain active membership. In 2006 members responded to an average of 36% of the paged calls. Past trends indicate that a weekday typically has the lowest manpower response while evenings and weekends have a better response. In 2006 the department averaged 8 firefighters per

call for the weekday calls, 15 firefighters for evenings and 12 firefighters on weekends. These numbers have remained fairly consistent over the last few years and show the importance of the paid staff being able to respond as firefighters during the day.

## **PERMITS**

Fire permits are issued by the fire department as per the bylaws of the Town and Regional District. Recent changes to these bylaws have seen the requirements for permits for backyard burning removed and so now the department only issues permits for large land clearing fires. In 2006 the department issued a total of 15 Class A burn permits and all were for Regional District properties. There were 9 permits issued in Area E and 6 issued in Area F. The total number of permits is significantly lower than the 21 permits issued in the previous year. As more development occurs in the area, the ability to comply with the permit requirements is becoming more difficult and as such more land clearing debris is being hauled away for processing.

## **FIRE PREVENTION**

Municipalities have a legal requirement to inspect all public buildings to ensure compliance with all applicable Codes and Standards. The departments' Fire Prevention Officer (FPO) fulfills this obligation and also doubles as the local E9-1-1 system coordinator. At present there are approximately 350 'inspectable' properties in the fire protection area that fall under the Fire Services Act requirement for inspection. As noted in the chart above the FPO performed 133 inspections on properties within the fire protection area in 2006. Inspection intervals are usually established by the type of

occupancy. Higher risk properties are inspected more frequently than lower risk properties and inspections are usually performed when there is a change of occupancy or ownership of a building. In addition to inspections the FPO is also a key component in plan checks for new projects planned for the area. Although plan review by the fire department is not a requirement, there is great value in providing input before the project is completed to avoid unnecessary conflicts post construction.

<b>2006 Fire Inspections</b>			
New Construction	14	Apartments	5
Schools	7	Service Stations	3
Care Homes	11	Industrial/Marina	7
Halls/Theatres	0	Public Buildings	65
Restaurants/Hotels	21	Commercial	0
		<b>TOTAL</b>	<b>133</b>

## **PUBLIC FIRE AND LIFE SAFETY EDUCATION**

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

## **PERSONNEL**

### **MANPOWER**

The department is considered to be a composite department in that it has a combination of paid staff and volunteer responders. The 3 paid staff positions are: Fire Chief – responsible for the overall administration of the department, Fire Prevention Officer – responsible for building inspections, fire investigations and public education and the Maintenance Technician – responsible for vehicle maintenance, building maintenance and equipment readiness. The staff members are also responding firefighters. A full compliment of volunteer responders for the department is 40. The department had 31 regular members and 5 recruit members at the close of 2006. Like many other groups that rely on volunteers, the fire department continually struggles with recruiting and retention of members. In an effort to attract and reward members the department began a remuneration program for members who attend the regular training sessions. The members are now receiving \$20 for each 2 hour practice session they attend. The department hopes to expand this program in future years so that it may prove to be an

incentive for prospective recruits and will help retain existing members. During the year 5 members retired and 2 recruit classes of 5 recruits each were started. Of the 10 recruits taken in 8 remained in the department at the end of the year. In looking at the member demographics the average age of current members is 38.7 and their average experience is 8.5 years. These numbers have remained fairly consistent over the last few years. Typically the longer serving members are well established in the community and are willing to make the long term commitment required by the department. Some younger members do remain with the department but they traditionally have the shortest department careers.



## TRAINING

The fire department trains to National Fire Protection Agency (NFPA) standards as mandated by the Office of the Fire Commissioner (OFC). Within the standards, there are 2 levels of competency that departments can attain. Level 1 is basic firefighting and level 2 is more advanced. The Gibsons department has chosen to train to the level 2 standard when possible. Some restrictions to attaining full level 2 competence are equipment limitations and service delivery choices. The majority of the firefighter training is performed by in-house trainers and because we have a certified evaluator we can proctor exams that are accredited by the Justice Institute of B.C. This certification is recognized on a national and international level. As with call attendance, members are required to attend a minimum number of practice sessions to maintain active membership. The requirement varies with the years of service for the individual. The more experience a member has, the less the minimum hours of practice time required. In 2006 the members participated in a total of 4924 practice hours, or an average of 133 hours per member. When considering that regular practice occurs on Wednesday nights from 7:30 pm to 9:30 pm it is easy to see how much extra time the members are committing to training. Most of the training sessions focus on practicing the basic firefighting skills and are lead by the senior members of the department. Some sessions are dedicated to more specialized subjects and require outside instructors. Some of the special courses taken in 2006 were Fire Scene Preservation, this was an on-line course taken by most of the members, CPR upgrade to new standards and Bus Extrication. A



training highlight of the year was a live burn opportunity offered to the department. The department was offered a house to burn by a developer and most members got invaluable lessons in searches, basement fires, hose work, pumping practice and fire cause determination.

## **FACILITIES**

### **NORTH ROAD**

The North Road fire hall is the department's administration building and houses the staff offices. All of the department functions and weekly training sessions are held in this hall. It houses 6 of the department vehicles and is also where the vehicle maintenance is performed. The department has occupied the building since its completion in 1984. The building has had a seismic upgrade, automatic sprinkler system, mansard restoration and new paint in recent years to make it serviceable for many years to come. The completion of a mezzanine floor in the apparatus bay early in the year has given the department some much needed storage space. This hall has at present 29 members assigned to respond to it in the event of emergency calls. The hall assignment is based on where the members live and their proximity to the fire halls.



### **CHASTER ROAD**

The Chaster Road fire hall was completed in 1992 and has served as a satellite hall since then. The hall houses a pumper/tanker truck and the department's antique truck. Until recently, the hall has been referred to as 'Hall 2' or the Chaster Road hall but near the end of the year the hall was renamed as the Cliff Mahlman Fire hall in memory of a long serving life member of the department that passed away in May. Cliff was a driving force behind the department for 36 years and is in large part responsible for the department's progressive direction. This hall has 11 members assigned to it as emergency responders.

## **APPARATUS AND EQUIPMENT**

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

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

- 1991 Mack Ladder Truck – 56’ boom, 500 gallons of water, 1250 gallon per minute pump, 1000’ large diameter hose, 5 breathing apparatus.
- 1996 Aerostar Command Vehicle – 1 breathing apparatus, first aid equipment, mobile command center.
- 1999 Ford Rapid Response Mini-Pumper – 300 gallons of water, 125 gallon per minute pump, Compressed Air Foam System, 2 breathing apparatus, first aid equipment.
- 2001 Freightliner Pumper/Tanker – 1200 gallons of water, 1050 gallon per minute pump, potable water tank, 5 breathing apparatus, first aid equipment, ground ladders.
- 2003 Ford Ranger – Fire Prevention Officer use for building inspection and fire investigation.
- 2003 Freightliner Rescue Truck – Heavy Hydraulic Tools, Air Bags, First Aid & Rescue equipment, 5 Breathing Apparatus, Generators, Ventilation Equipment, hand tools.
- 2004 Ford E300 Utility Vehicle – General purpose van used to transport members to training venues, used as a maintenance vehicle, tows Fire Safety House.

All of the vehicles are in excellent condition and suffered minimal downtime throughout the year. The department’s preventive maintenance program consists of complete monthly vehicle inspections and regular biannual servicing and it pays dividends by correcting problems while they are still minor. There were no serious repairs required of

any of the vehicles during the year. This is highlighted by the under-spend of the maintenance budget. The ancillary equipment on the apparatus is also in good condition and has required only routine maintenance. Some equipment additions were aimed at improving firefighter safety by upgrading



the traffic control devices to include large reflective signs and LED lights to mark traffic lanes. Another significant addition to the department’s equipment inventory was 2 AEDs bequeathed in memory of Cliff Mahlman. The 2 new units now allow the department to have an AED on 3 different apparatus thus improving response capabilities.

## **BUDGET**

The fire department does not have the ability to generate revenues to operate the service so the entire budget amount is derived from direct taxation. The fire department’s budget for 2006 was \$512,330. This included a surplus of \$91,333 from 2005. The budget is divided into Operating and Capital and is discussed below.

## **OPERATING**

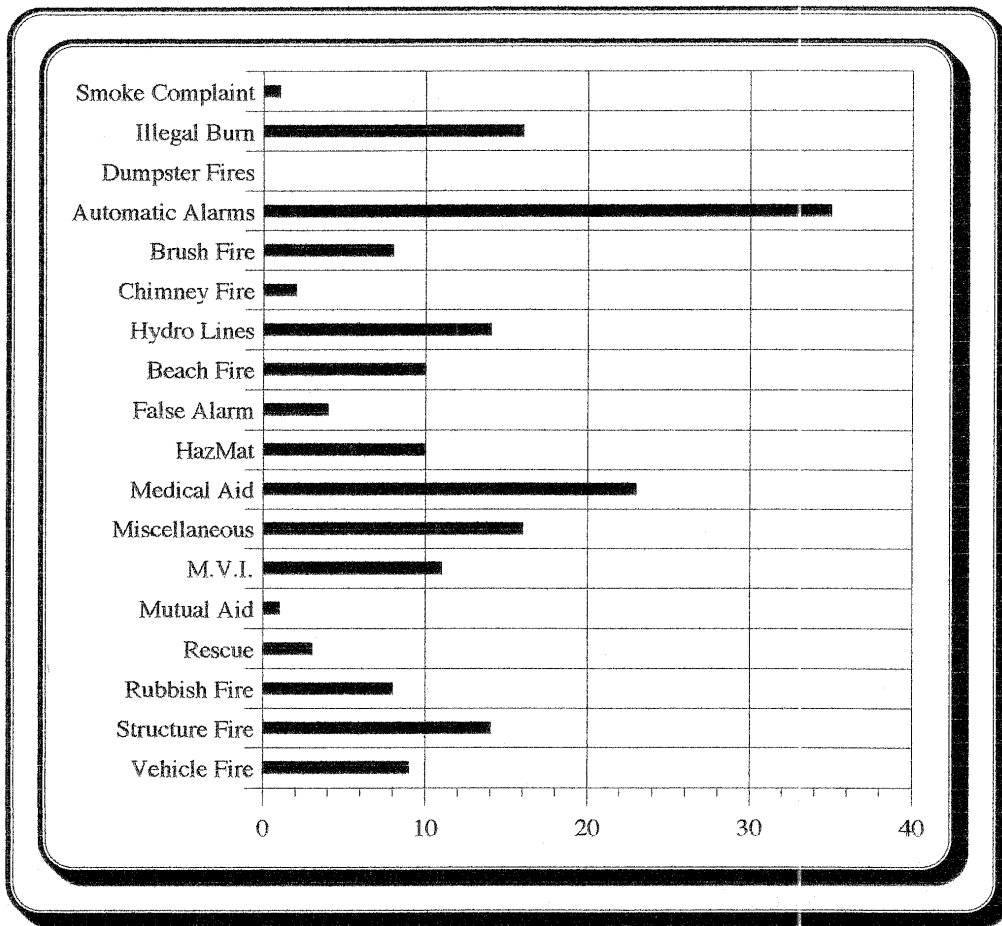
Of the amount noted above \$485,066 was expended which left a surplus amount of \$27,265 to be carried over into 2007. Most individual line items were within budgeted amounts but a few were overspent such as Fuel, due to a significant and unexpected rise in oil prices, Telephone, due to unplanned system upgrades and Heat again due to unexpected price increases and a year end billing adjustment. The most significant under-spent items were Training, Hydro and Vehicle Maintenance.

## **CAPITAL**

The department completed 2 main Capital projects in 2006. The first and most important in terms of operation was a radio system upgrade. In conjunction with other fire departments on the Coast, all of the mobile and portable radios were replaced with new Industry Canada compliant equipment. This project has been in the works for a few years and has now been completed. Another component of this project was replacement of the member's voice pagers. In an effort to reduce the financial impact, the department will be phasing the pagers in over a 3 year span. The second project was the completion of the mezzanine in the North Road fire hall apparatus bay.

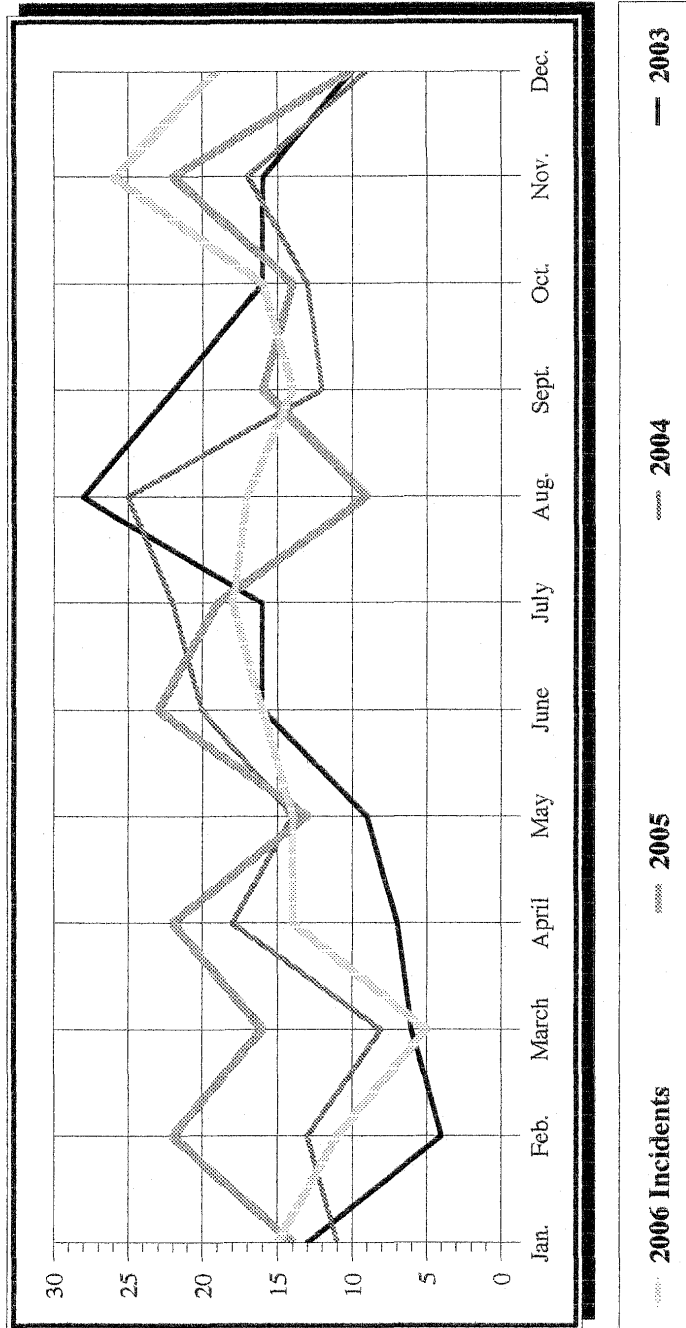


Type of Incidents	2006 Incidents	2005	2004	2003
Vehicle Fire	9	11	8	12
Structure Fire	14	12	14	11
Rubbish Fire	8	8	6	5
Rescue	3	3	0	1
Mutual Aid	1	2	1	0
M.V.I.	11	24	19	14
Miscellaneous	16	16	17	24
Medical Aid	23	16	15	15
HazMat	10	19	13	7
False Alarm	4	4	1	1
Beach Fire	10	9	5	10
Hydro Lines	14	5	1	3
Chimney Fire	2	6	6	2
Brush Fire	8	2	9	22
Automatic Alarms	35	40	39	35
Dumpster Fires	0	1	3	1
Illegal Burn	16	18	20	n/a
Smoke Complaint	1	4	5	n/a
<b>TOTALS</b>	<b>185</b>	<b>200</b>	<b>182</b>	<b>163</b>



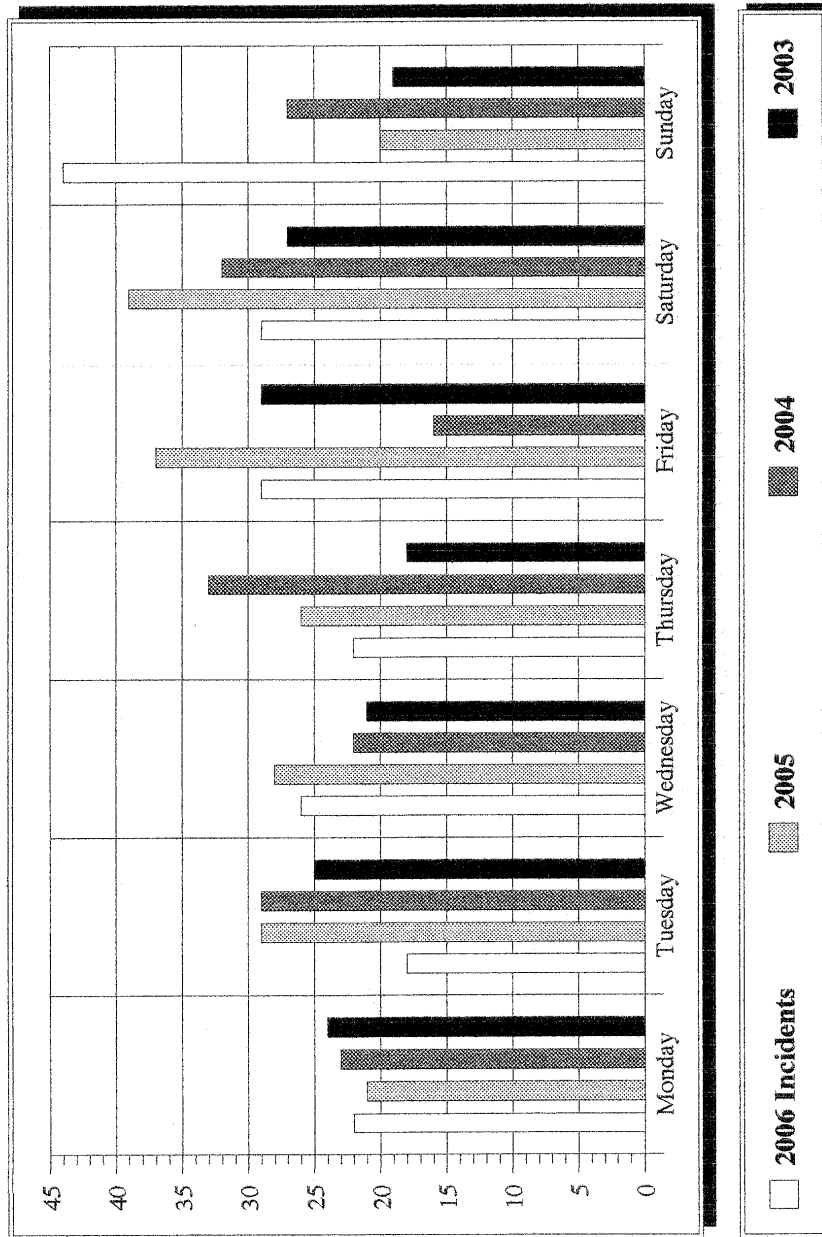
*By Month*

	2006 Incidents	2005	2004	2003
Jan.	15	14	11	13
Feb.	11	22	13	4
March	5	16	8	6
April	14	22	18	7
May	14	13	14	9
June	16	23	20	16
July	18	19	22	16
Aug.	17	9	25	28
Sept.	14	16	12	22
Oct.	16	14	13	16
Nov.	26	22	17	16
Dec.	19	10	9	10
<b>TOTALS</b>	<b>185</b>	<b>200</b>	<b>182</b>	<b>163</b>

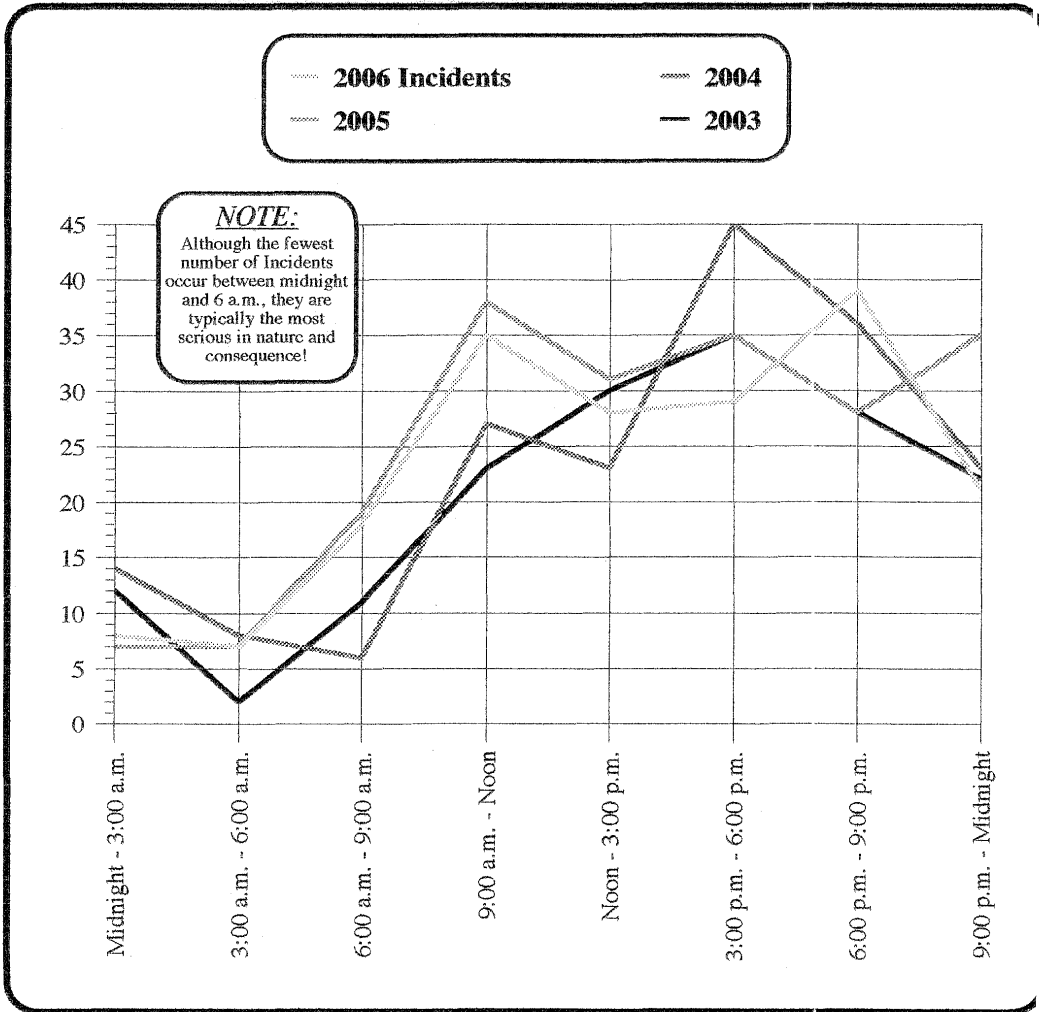


**By Day of the Week**

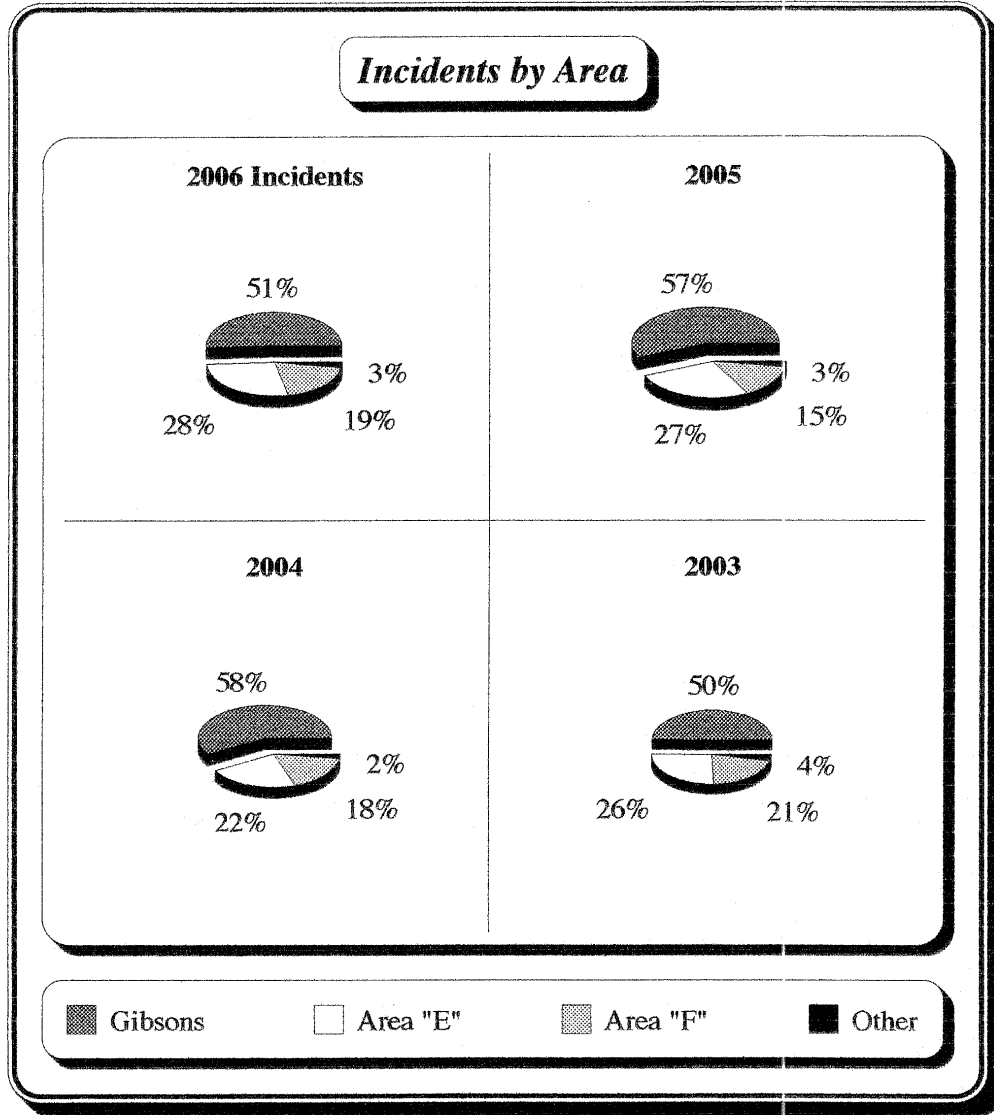
	2006 Incidents	2005	2004	2003
Monday	22	21	23	24
Tuesday	18	29	29	25
Wednesday	26	28	22	21
Thursday	22	26	33	18
Friday	29	37	16	29
Saturday	29	39	32	27
Sunday	44	20	27	19
<b>TOTALS</b>	<b>185</b>	<b>200</b>	<b>182</b>	<b>163</b>



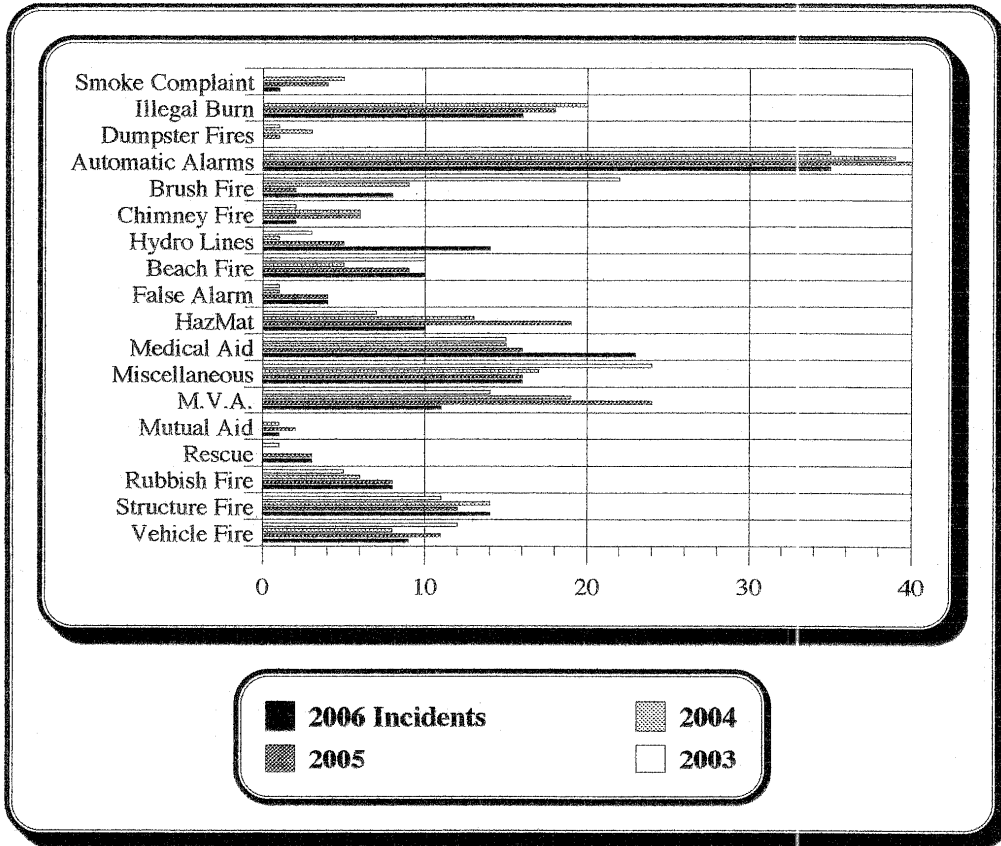
<i>Incidents by Time</i>	<b>2006 Incidents</b>	<b>2005</b>	<b>2004</b>	<b>2003</b>
Midnight - 3:00 a.m.	8	7	14	12
3:00 a.m. - 6:00 a.m.	7	7	8	2
6:00 a.m. - 9:00 a.m.	18	19	6	11
9:00 a.m. - Noon	35	38	27	23
Noon - 3:00 p.m.	28	31	23	30
3:00 p.m. - 6:00 p.m.	29	35	45	35
6:00 p.m. - 9:00 p.m.	39	28	36	28
9:00 p.m. - Midnight	21	35	23	22
<b>TOTALS</b>	<b>185</b>	<b>200</b>	<b>182</b>	<b>163</b>



<i>Incidents by Area</i>	2006 Incidents	2005	2004	2003
Gibsons	94	113	106	81
Area "E"	51	53	40	42
Area "F"	35	29	32	34
Other	5	5	4	6
<b>TOTALS</b>	<b>185</b>	<b>200</b>	<b>182</b>	<b>163</b>



Type of Incidents	2006 Incidents	2005	2004	2003
Vehicle Fire	9	11	8	12
Structure Fire	14	12	14	11
Rubbish Fire	8	8	6	5
Rescue	3	3	0	1
Mutual Aid	1	2	1	0
M.V.A.	11	24	19	14
Miscellaneous	16	16	17	24
Medical Aid	23	16	15	15
HazMat	10	19	13	7
False Alarm	4	4	1	1
Beach Fire	10	9	5	10
Hydro Lines	14	5	1	3
Chimney Fire	2	6	6	2
Brush Fire	8	2	9	22
Automatic Alarms	35	40	39	35
Dumpster Fires	0	1	3	1
Illegal Burn	16	18	20	0
Smoke Complaint	1	4	5	0
<b>TOTALS</b>	<b>185</b>	<b>200</b>	<b>182</b>	<b>163</b>



# AUDITED FINANCIAL STATEMENTS

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**Town of Gibsons  
Consolidated Financial Statements  
For the year ended December 31, 2006**



**Town of Gibsons  
Consolidated Financial Statements  
For the year ended December 31, 2006**

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**BDO Dunwoody LLP**  
Chartered Accountants

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Email: vancouver@bdo.ca  
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**Auditors' Report**

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**To the Mayor and Councilors of the  
Town of Gibsons**

We have audited the Consolidated Statement of Financial Position of the Town of Gibsons as at December 31, 2006 and the Consolidated Statements of Financial Activities, Current Fund Operations, Reserve Fund Operations, Capital Fund Operations and Cash Flows for the year then ended. These financial statements are the responsibility of the Town's management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Town as at December 31, 2006 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

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

Chartered Accountants

Vancouver, British Columbia  
March 16, 2007

**Town of Gibsons  
Consolidated Statement of Financial Position**

**December 31** 2006      2005

**Assets**

**Financial Assets**

Cash and short-term deposits	\$ 5,915,568	\$ 3,431,641
Taxes receivable	277,092	168,571
Accounts receivable	209,621	1,215,181
Amounts recoverable from future debt issue	-	1,068,578
	6,402,281	5,883,971

**Physical Assets**

Property and equipment (Note 1)		
General	17,498,305	17,166,677
Water	3,822,469	3,586,810
Sewer	9,626,773	8,798,881
	30,947,547	29,552,368

**\$ 37,349,828    \$ 35,436,339**

**Liabilities and Financial Position**

**Liabilities**

Accounts payable and accrued liabilities	\$ 1,248,066	\$ 1,280,311
Unearned revenue	88,124	113,134
Long-term debt (Note 2) (Schedule 1)	3,271,345	2,659,344
Development cost charges	1,640,076	1,094,723
	6,247,611	5,147,512

**Financial Position**

Financial Equity		
Current Fund	2,682,853	2,646,133
Reserve Fund	743,162	749,670
Capital Fund	-	-
	3,426,015	3,395,803

Investment in property and equipment	27,676,202	26,893,024
--------------------------------------	------------	------------

**31,102,217    30,288,827**

**\$ 37,349,828    \$ 35,436,339**

\_\_\_\_\_  
Treasurer

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

**Town of Gibsons  
Consolidated Statement of Financial Activities**

For the year ended December 31	Budget 2006	2006	2005
<b>Revenue</b>			
Taxation (Note 5)	\$ 2,515,256	\$ 2,531,196	\$ 2,479,537
Utility user rates and connection fees	943,460	958,249	866,328
Grants and contributions (Schedule 2)	1,025,452	739,471	2,875,471
Sale of services	92,486	269,717	261,284
Other revenue	936,816	1,141,023	1,357,483
Contribution from developers and others for capital	-	-	63,600
	<b>5,513,470</b>	<b>5,639,656</b>	<b>7,903,703</b>
<b>Expenses</b>			
General departmental expenditures (Schedule 3)	3,260,457	3,494,168	3,407,261
Water system	487,984	469,486	375,817
Sewer system	533,898	467,199	391,797
Motor vehicle license agency	195,202	193,640	176,842
Reserve - Municipal Finance Authority	2,940	2,906	2,107
Interest, bank charges and debt issue costs	177,923	198,868	131,724
Expenditures on property and equipment	3,423,800	1,395,178	4,415,890
	<b>8,082,204</b>	<b>6,221,445</b>	<b>8,901,438</b>
<b>Net revenue for the year before debt retirement and issue</b>	<b>(2,568,734)</b>	<b>(581,789)</b>	<b>(997,735)</b>
Retirement of debt	(171,287)	(184,846)	(177,900)
New debt/temporary borrowing	1,865,425	1,865,425	1,068,578
Repayment of temporary borrowing	-	(1,068,578)	-
	<b>(874,596)</b>	<b>30,212</b>	<b>(107,057)</b>
<b>Financial Equity, beginning of year</b>	<b>3,395,803</b>	<b>3,395,803</b>	<b>3,502,860</b>
<b>Financial Equity, end of year</b>	<b>\$ 2,521,207</b>	<b>\$ 3,426,015</b>	<b>\$ 3,395,803</b>

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

**Town of Gibsons**  
**Consolidated Statement of Current Fund Operations**

<b>For the year ended December 31</b>	<b>Budget</b>		
	<b>2006</b>	<b>2006</b>	<b>2005</b>
<b>Revenue</b>			
Taxation (Note 5)	\$ 2,515,256	\$ 2,531,196	\$ 2,479,537
Utility user rates and connection fees	943,460	958,249	866,328
Grants and contributions (Schedule 2)	1,025,452	735,831	674,715
Sale of services	92,486	269,717	261,284
Other revenue	875,306	1,024,830	1,218,264
	<u>5,451,960</u>	<u>5,519,823</u>	<u>5,500,128</u>
<b>Expenses</b>			
General departmental expenditures (Schedule 3)	3,260,457	3,494,168	3,407,261
Water system	487,984	469,486	375,817
Sewer system	563,898	467,199	391,797
Motor vehicle license agency	195,202	193,640	176,842
Reserve - Municipal Finance Authority	2,940	2,906	2,107
Interest, bank charges and debt issue costs	177,923	198,868	131,724
	<u>4,688,404</u>	<u>4,826,267</u>	<u>4,485,548</u>
<b>Net revenue before debt retirement and transfers</b>	<b>763,556</b>	<b>693,556</b>	<b>1,014,580</b>
Retirement of debt	(123,338)	(123,337)	(123,337)
Transfer to			
Reserve Fund	(86,392)	(145,927)	(150,327)
Capital Fund	(718,168)	(387,572)	(637,809)
<b>Change in Current Fund Balance</b>	<b>(164,342)</b>	<b>36,720</b>	<b>103,107</b>
<b>Current Fund Balance, beginning of year</b>	<b>2,646,133</b>	<b>2,646,133</b>	<b>2,543,026</b>
<b>Current Fund Balance, end of year</b>	<b>\$ 2,481,791</b>	<b>\$ 2,682,853</b>	<b>\$ 2,646,133</b>
<b>Represented by:</b>			
General	\$ 1,424,924	\$ 1,268,555	
Water	456,724	683,358	
Sewer	801,205	694,220	
	<u>\$ 2,682,853</u>	<u>\$ 2,646,133</u>	

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

**Town of Gibsons**  
**Consolidated Statement of Reserve Fund Operations**

<b>For the year ended December 31</b>	<b>Budget 2006</b>	<b>2006</b>	<b>2005</b>
<b>Revenue</b>			
Interest	\$ 29,987	\$ 30,435	\$ 16,835
Contribution from developers	-	24,250	45,250
<b>Net revenue before interfund transfers</b>	<b>29,987</b>	<b>54,685</b>	<b>62,085</b>
Transfer from Current Fund	86,392	145,927	150,327
Transfer to Capital Fund	(197,500)	(207,120)	(176,830)
<b>Change in Reserve Fund balance</b>	<b>(81,121)</b>	<b>(6,508)</b>	<b>35,582</b>
<b>Reserve Fund Balance, beginning of year</b>	<b>749,670</b>	<b>749,670</b>	<b>714,088</b>
<b>Reserve Fund Balance, end of year</b>	<b>\$ 668,549</b>	<b>\$ 743,162</b>	<b>\$ 749,670</b>

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

**Town of Gibsons  
Consolidated Statement of Capital Fund Operations**

For the year ended December 31	Budget 2006	2006	2005
<b>Sources of Capital Financing</b>			
Canada/BC Infrastructure Grant	\$ -	\$ 3,640	\$ 2,200,756
Debt refunds	-	-	22,571
Debenture issue and temporary borrowing	1,395,182	796,846	1,068,578
Developers	205,750	-	63,600
Senior grants	907,200	-	-
Net interfund transfers			
From Current Fund	718,168	387,572	637,809
From Reserve Fund	197,500	207,120	176,830
	<b>3,423,800</b>	<b>1,395,178</b>	<b>4,170,144</b>
<b>Expenditures on Property and Equipment</b>			
Building	35,000	35,243	8,275
Machinery and equipment	89,200	57,168	135,348
Engineering structures	1,809,600	239,217	416,773
Water services	583,000	235,659	130,762
Sewer services	907,000	827,891	3,724,732
	<b>3,423,800</b>	<b>1,395,178</b>	<b>4,415,890</b>
<b>Change in Capital Fund Balance</b>	-	-	(245,746)
<b>Capital Fund Balance, beginning of year</b>	-	-	245,746
<b>Capital Fund Balance, end of year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

**Town of Gibsons  
Consolidated Statement of Cash Flows**

For the year ended December 31	2006	2005
<b>Cash provided by (used in)</b>		
<b>Operating activities</b>		
Net revenue for the year	\$ 30,212	\$ (107,057)
Development cost charges recognized	-	(63,600)
Internal temporary borrowing	1,068,578	(1,068,578)
Changes in non-cash operating balances		
Accounts and taxes receivable	897,039	(942,651)
Accounts payable and accrued liabilities	(32,245)	727,116
Other	(25,010)	4,308
	<b>1,938,574</b>	<b>(1,450,462)</b>
<b>Financing activities</b>		
Development cost charges and contributions	488,779	219,575
Interest on development cost charges	56,574	24,591
	<b>545,353</b>	<b>244,166</b>
<b>Increase (decrease) in cash during the year</b>	<b>2,483,927</b>	<b>(1,206,296)</b>
<b>Cash and equivalents, beginning of year</b>	<b>3,431,641</b>	<b>4,637,937</b>
<b>Cash and equivalents, end of year</b>	<b>\$ 5,915,568</b>	<b>\$ 3,431,641</b>

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



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**Town of Gibsons**  
**Summary of Significant Accounting Policies**

**December 31, 2006**

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

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

**Principles of Consolidation**

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

**Basis of Accounting**

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

**Budget Amounts**

Budget amounts reflect the Statutory Annual Budget adopted by Council on May 9, 2006 which are not audited.

**Property and Equipment**

In accordance with an accounting policy issued by the Ministry of Community Services, property and equipment is recorded at cost and is not amortized.

**Regional Services**

The Town shares aquatic centre and fire protection services costs with the Sunshine Coast Regional District.

Aquatic centre costs are shared approximately 10% by the Town and 90% by the Regional District. Revenues and expenditures are disclosed on a gross basis with the Regional District's share of the costs included as revenue under "grants and contributions"

Fire Protection Services costs are shared approximately 50% by the Town and 50% by the Regional District. Revenues and expenditures are disclosed on a net basis under "Taxation".

**Unearned Revenue**

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

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**Town of Gibsons**  
**Summary of Significant Accounting Policies**

December 31, 2006

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**Use of Estimates**

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

**Town of Gibsons**  
**Notes to Consolidated Financial Statements**

**December 31, 2006**

**1. Property and Equipment**

	2006	2005
General		
Land	\$ 1,351,049	\$ 1,351,049
Building	2,814,017	2,778,773
Equipment	2,802,158	2,744,990
Engineering structures	10,531,081	10,291,865
	<b>\$ 17,498,305</b>	<b>\$ 17,166,677</b>
Water		
Land	\$ 7,684	\$ 7,684
Engineering structures	3,814,785	3,579,126
	<b>\$ 3,822,469</b>	<b>\$ 3,586,810</b>
Sewer		
Engineering structures	<b>\$ 9,626,773</b>	<b>\$ 8,798,881</b>

**2. Long-Term Debt**

(a) Future principal requirements on existing debt:

2007	\$ 235,931
2008	175,282
2009	162,482
2010	170,121
2011	132,797
2012 and onwards	2,394,732
	<b>\$ 3,271,345</b>

(b) The following approved debt remained unissued as at December 31, 2006:

Loan Authorization Bylaw	Expiry	Gross Amount Approved	Unissued Amount	Temporary Borrowings
991 Aquatic Centre Improvements	2009	\$ 684,415	\$ 684,415	-
1049 Road Rehabilitation Project	2011	\$ 165,800	\$ 165,800	-

**Town of Gibsons**  
**Notes to Consolidated Financial Statements**

**December 31, 2006**

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**3. Commitments**

(a) Marina Facilities

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

(b) Integration of Regional District and Town Water Supply

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

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

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

Nature of Services	Approximate Annual Cost	Expiry of Term	Contract Length
Residential garbage pickup and disposal	\$ 94,000	2009	3 years

**4. Pension Plan**

The Town and its employees contribute to the Municipal Pension Plan (the plan), a jointly-trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the plan. The pension plan is a multi-employer contributory defined benefit pension plan with about 140,000 active members, including approximately 51,000 retired members. Active members include approximately 31,000 contributors from local governments..

Every three years, an actuarial valuation is performed to assess the financial position of the plan and the adequacy of plan funding. The most recent valuation as at December 31, 2003 indicated an unfunded liability of \$789 million for basic pension benefits. The actuary does not attribute portions of the unfunded liability to individual employers. The Town of Gibsons paid \$127,679 (2005 - \$105,523) for employer contributions to the plan in fiscal 2006.

The next valuation will be as at December 31, 2006 with results available in 2007.

**Town of Gibsons**  
**Notes to Consolidated Financial Statements**

**December 31, 2006**

**5. Taxation**

	Budget 2006	2006	2005
General municipal purposes	\$ 1,959,510	\$ 1,966,027	\$ 1,959,047
Specified area requisitions	48,446	48,366	48,447
Collections for other governments			
Province of British Columbia - School	2,156,337	2,165,245	2,007,894
Regional Hospital District	82,718	81,379	73,247
Municipal Finance Authority	179	179	145
British Columbia Assessment Authority	67,514	67,789	62,914
Regional District	1,083,480	1,336,601	608,272
	5,398,184	5,665,586	4,759,966
Transfer to Other Governments			
Province of British Columbia - School	2,156,337	2,165,283	2,007,894
Regional Hospital District	82,718	81,379	73,296
Municipal Finance Authority	179	179	145
British Columbia Assessment Authority	67,514	67,790	62,910
Regional District	1,083,480	1,337,267	608,232
	3,390,228	3,651,898	2,752,477
Total general municipal taxes	2,007,956	2,013,688	2,007,489
Frontage, local improvement and parcel taxes			
Water system	49,400	49,486	48,750
Sewer system	457,900	468,022	423,298
	507,300	517,508	472,048
	\$ 2,515,256	\$ 2,531,196	\$ 2,479,537

**Town of Gibsons  
Notes to Consolidated Financial Statements**

**December 31, 2006**

**6. Gibsons Landing Harbour Authority**

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

The following summarizes the transactions and balances of the Gibsons Landing Harbour Authority as of its latest fiscal year ended March 31, 2006 as presented in their annual unaudited financial statements:

	2006	2005
<b>Assets</b>		
Cash and investments	\$ 138,284	\$ 97,014
Other assets	72,604	44,868
Property and equipment	640,773	563,881
	\$ 851,661	\$ 705,763
<b>Liabilities</b>	\$ 170,070	\$ 65,998
Deferred capital contributions	81,249	-
Internally restricted net assets	5,000	26,760
Externally restricted net assets	61,655	27,029
Net assets	533,687	585,976
	\$ 851,661	\$ 705,763
<b>Revenues for the year</b>		
Moorage	\$ 132,388	\$ 119,365
Other revenues	76,162	127,917
	208,550	247,282
<b>Expenses for the year</b>		
Wages	98,128	90,971
Other expenses	149,845	125,075
	247,973	216,046
<b>Excess (deficiency) of revenues over expenses for the year</b>	\$ (39,423)	\$ 31,236

**Town of Gibsons  
Notes to Consolidated Financial Statements**

**December 31, 2006**

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**7. Contingent Liabilities**

- a) As a member of the Sunshine Coast Regional District, the Town is responsible for its portion of any operating deficit or long-term debt related to functions in which it participates.
- b) The Sunshine Coast Regional District has requested and has been provided with demand notes drawn in its favour totaling \$153,923 (2005 - \$106,008) to provide for additional funds, should the need arise, to service its debt in which the Town shares.
- c) The Town is partially self-insured through the Municipal Insurance Association of British Columbia. Should the Association pay out claims in excess of premiums received, it is possible that the Town, along with the other participants, would be required to contribute towards the deficit.

**8. Investment in Property and Equipment**

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

	2006	2005
Balance, beginning of year	<b>\$ 26,893,024</b>	\$ 23,367,812
Contributions for acquisition of property and equipment:		
From current fund	387,572	637,809
From reserve fund	207,120	176,830
From capital fund	-	268,317
From senior government grants	3,640	2,200,756
Contributions for repayment of debt:		
From current fund	123,337	123,337
From sinking fund earnings	61,509	54,563
From developers	-	63,600
Balance, end of year	<b>\$ 27,676,202</b>	\$ 26,893,024

**Town of Gibsons**  
**Schedule 1 - Consolidated Long-Term Debt**

**For the year ended December 31, 2006**

Security Issuing By-law	Purpose	Year of Maturity	Rate	Balance Outstanding	
				2006	2005
<b>General</b>					
881	Local improvement	2018	5.500%	\$ 302,976	\$ 321,104
890	Downtown revitalization	2019	5.490%	834,417	879,282
911	Local improvement	2010	6.450%	160,726	196,240
958	Road improvements	2007	*	38,000	77,000
				<u>1,336,119</u>	<u>1,473,626</u>
<b>Sewer</b>					
559	System improvements	2007	6.900%	30,569	59,682
679	Treatment plant	2008	8.125%	39,232	57,458
977	Waste Water Treatment Plant upgrade - temporary borrowing			-	1,068,578
576	Waste Water Treatment Plant upgrade	2031	4.850%	1,865,425	-
				<u>1,935,226</u>	<u>1,185,718</u>
				<u>\$ 3,271,345</u>	<u>\$ 2,659,344</u>

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



**Town of Gibsons**  
**Schedule 2 - Consolidated Grants and Contributions**

<b>For the year ended December 31</b>	<b>Budget</b>		
	<b>2006</b>	<b>2006</b>	<b>2005</b>
<b>Federal grants</b>			
In lieu of taxes - general	\$ 9,000	\$ 7,824	\$ 8,819
In lieu of taxes - water	225	225	225
In lieu of taxes - sewer	2,034	2,169	2,034
	<u>11,259</u>	<u>10,218</u>	<u>11,078</u>
<b>Provincial grants</b>			
Revenue sharing	216,735	278,887	216,735
Community Works	668,497	73,279	73,317
Planning - general	13,500	18,981	14,750
Street lighting	1,095	1,099	1,096
Planning - water	87,800	-	8,000
	<u>987,627</u>	<u>372,246</u>	<u>313,898</u>
<b>Regional district operating grants</b>			
Aquatic Centre	26,566	353,367	349,739
<b>Other capital grants</b>			
Canada/BC Infrastructure Grant	-	3,640	2,200,756
<b>Total Grants to Town</b>	<u>1,025,452</u>	<u>739,471</u>	<u>2,875,471</u>
<b>Provincial Home Owners' Grants</b>	<u>729,478</u>	<u>859,692</u>	<u>729,478</u>
<b>Total government grants to Town and Taxpayers</b>	<u>\$ 1,754,930</u>	<u>\$ 1,599,163</u>	<u>\$ 3,604,949</u>

**Town of Gibsons**  
**Schedule 3 - General Departmental Expenditures**

For the year ended December 31	Budget		
	2006	2006	2005
<b>General government services</b>			
Council indemnity, election and travel	\$ 123,775	\$ 142,558	\$ 106,965
Administrative salaries and unallocated benefits	495,742	490,964	485,547
Public relations	30,720	32,422	16,469
Printing and stationery	19,000	19,754	18,057
Postage	5,850	6,331	6,113
Telephone and fax	10,500	10,808	10,317
Professional services	206,488	209,664	129,713
Conventions and delegations	13,749	13,956	15,033
Memberships and dues	4,500	4,585	4,663
Insurance	53,815	46,281	51,642
Equipment maintenance	22,930	26,012	17,441
Building maintenance	39,495	48,746	44,580
Grants	82,565	76,852	128,962
Recruiting	10,000	5,655	3,261
	<b>1,119,129</b>	<b>1,134,588</b>	<b>1,038,763</b>
<b>Protective services</b>			
Fire protection	-	412	201,596
Building inspection	91,180	87,227	84,783
Animal control	31,300	11,826	22,295
Bylaw enforcement	85,240	78,502	71,901
	<b>207,720</b>	<b>177,967</b>	<b>380,575</b>
<b>Transportation Services</b>			
Common services			
Administration	377,102	305,075	260,233
Workshop and yard	37,946	33,647	31,227
Road transportation			
Road surfaces	110,353	109,313	111,183
Snow removal	19,330	28,612	22,304
Drainage	60,625	31,313	100,634
Street lighting	34,000	30,885	33,875
Traffic services	20,417	19,031	21,047
	<b>659,773</b>	<b>557,876</b>	<b>580,503</b>
<b>Environmental services</b>			
Garbage and waste collection	257,526	258,001	232,583
	<b>257,526</b>	<b>258,001</b>	<b>232,583</b>
<b>Carried forward</b>	<b>\$ 2,244,148</b>	<b>\$ 2,128,432</b>	<b>\$ 2,232,424</b>

**Town of Gibsons**  
**Schedule 3 - General Departmental Expenditures - Continued**

<u>For the year ended December 31</u>	<u>Budget 2006</u>	<u>2006</u>	<u>2005</u>
<b>Brought Forward</b>	<b>\$ 2,244,148</b>	<b>\$ 2,128,432</b>	<b>\$ 2,232,424</b>
<b>Planning and economic development services</b>			
Planning and zoning	467,100	352,130	269,283
Economic development	70,000	81,312	78,070
	<u>537,100</u>	<u>433,442</u>	<u>347,353</u>
<b>Recreation services</b>			
Aquatic centre			
Administration	-	389,422	379,820
Building maintenance	-	112,944	99,755
	<u>-</u>	<u>502,366</u>	<u>479,575</u>
Parks and playgrounds	479,209	429,928	347,909
	<u>479,209</u>	<u>932,294</u>	<u>827,484</u>
<b>Total general departmental expenditures</b>	<b>\$ 3,260,457</b>	<b>\$ 3,494,168</b>	<b>\$ 3,407,261</b>

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

**December 31** 2006                      2005

**Assets**

**Current**

Cash and short-term deposits	\$ 3,532,330	\$ 1,587,248
Accounts receivable		
Province of British Columbia	77,635	951,212
Other	131,986	263,969
Due from sewer capital fund	-	1,068,578
Taxes receivable	277,092	168,571
Deposit - Municipal Finance Authority	27,495	26,290
	<b>4,046,538</b>	<b>4,065,868</b>

**Capital fund**

Property and equipment (Note 1)	17,498,305	17,166,677
---------------------------------	------------	------------

**\$ 21,544,843    \$ 21,232,545**

**Liabilities**

**Operating fund**

Accounts payable and accrued liabilities	\$ 1,080,144	\$ 1,215,307
Due to water operating fund	604,163	745,975
Due to sewer operating fund	821,688	696,607
Due to sewer capital fund	-	-
Unearned revenue	88,124	113,134
Provision for future expenditures	897,194	974,859
Reserve - Municipal Finance Authority	27,495	26,290
Fund balance	527,730	293,696
	<b>4,046,538</b>	<b>4,065,868</b>

**Capital fund**

Long-term debt (Note 2) (Schedule 1)	1,336,119	1,473,626
Investment in property and equipment	16,162,186	15,693,051

**17,498,305    17,166,677**

**\$ 21,544,843    \$ 21,232,545**

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

<b>For the year ended December 31</b>	<b>2006</b>	<b>2005</b>
<b>Operating fund balance</b>		
Balance, beginning of year	\$ 293,696	\$ 501,286
Surplus (deficit) for the year	234,034	(207,590)
<b>Balance, end of year</b>	<b>\$ 527,730</b>	<b>\$ 293,696</b>
<b>Investment in Property and Equipment</b>		
Balance, beginning of year	\$ 15,693,051	\$ 14,999,839
Contributions from operating fund for:		
Acquisition of property and equipment	124,508	383,566
Reduction of long-term debt	113,188	113,188
Reserve fund for:		
Acquisition of property and equipment	207,120	176,830
Contribution from Municipal Finance Authority		
Sinking fund for debt reduction	24,319	19,628
<b>Balance, end of year</b>	<b>\$ 16,162,186</b>	<b>\$ 15,693,051</b>

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

<b>For the year ended December 31</b>	<b>2006</b>	<b>2005</b>
<b>Revenue</b>		
Taxation (Note 5)	\$ 2,013,688	\$ 2,007,489
Grants and contributions (Schedule 2)		
Federal government	7,824	8,819
Province of British Columbia	372,246	305,898
Regional District	353,367	349,739
Sale of services		
General government services	189,182	189,123
Transportation services	140,233	137,903
Recreation and cultural services	188,893	178,547
Capital equipment recoveries	72,647	77,009
Other revenue		
Licences, permits and fines	344,606	228,660
Rents	122,156	136,708
Motor Vehicle and I.C.B.C. Commissions	217,617	214,931
Interest on investments	147,751	76,831
Penalties and interest on taxes	59,360	50,248
Donations	94,681	483,711
Sundry	22,498	16,173
Appropriation from provision for future expenditures	237,745	107,458
	<u>4,584,494</u>	<u>4,569,247</u>
<b>Expenditures</b>		
General departmental expenditures (Schedule 3)		
General government	1,134,588	1,038,763
Protective services	177,967	380,575
Transportation services	557,876	580,503
Environmental services	258,001	232,583
Planning and economic development services	433,442	347,353
Recreation and cultural services	932,294	827,484
Motor vehicle licence agency	193,640	176,842
Debt charges		
Principal	113,188	113,188
Interest	109,460	110,069
Sundry	8,284	3,861
Capital expenditures	124,508	383,566
Transfers		
Reserve fund	145,927	150,327
Provision for future expenditures	160,080	430,605
Reserve - Municipal Finance Authority	1,205	1,118
	<u>4,350,460</u>	<u>4,776,837</u>
<b>Surplus (deficit) for the year</b>	<b>\$ 234,034</b>	<b>\$ (207,590)</b>

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

December 31	2006	2005
<b>Assets</b>		
<b>Operating fund</b>		
Accounts receivable		
Due from general operating fund	\$ 604,163	\$ 745,975
	604,163	745,975
<b>Capital fund</b>		
Property and equipment (Note 1)	3,822,469	3,586,810
	3,822,469	3,586,810
	\$ 4,426,632	\$ 4,332,785
<b>Liabilities</b>		
<b>Operating fund</b>		
Accounts payable	\$ 147,439	\$ 62,617
Provision for future expenditures	-	121,218
Fund balance	456,724	562,140
	604,163	745,975
<b>Capital fund</b>		
Investment in property and equipment	3,822,469	3,586,810
	3,822,469	3,586,810
	\$ 4,426,632	\$ 4,332,785

**Town of Gibsons  
Supplementary Financial Information - Exhibit E  
Water Fund - Operating Fund balance  
and Investment in Property and equipment**

<b>For the year ended December 31</b>	<b>2006</b>	<b>2005</b>
 <b>Operating fund balance</b>		
<b>Balance</b> , beginning of year	\$ 562,140	\$ 537,731
Surplus (deficit) for the year	(105,416)	24,409
<b>Balance</b> , end of year	\$ 456,724	\$ 562,140
 <b>Investment in Property and Equipment</b>		
<b>Balance</b> , beginning of year	\$ 3,586,810	\$ 3,456,048
Contributions from operating fund for:		
Acquisition of property and equipment	235,659	30,020
Contribution from capital fund for:		
Acquisition of property and equipment	-	100,742
<b>Balance</b> , end of year	\$ 3,822,469	\$ 3,586,810



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

For the year ended December 31	2006	2005
<b>Revenue</b>		
User rates	\$ 539,736	\$ 462,184
Parcel tax (Note 5)	49,486	48,750
Connection fees	17,298	10,780
Grants and contributions (Schedule 2)	225	8,225
Miscellaneous	11,410	10,013
Appropriation from provision for future expenditures	121,218	30,020
	<b>739,373</b>	<b>569,972</b>
<b>Expenditures</b>		
Water supply		
Administration	174,826	160,634
Service of supply	194,076	167,166
Transmission, distribution and pumping	240,228	187,743
Capital expenditures	235,659	30,020
	<b>844,789</b>	<b>545,563</b>
<b>Surplus (deficit) for the year</b>	<b>\$ (105,416)</b>	<b>\$ 24,409</b>

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

December 31	2006	2005
<b>Assets</b>		
<b>Operating fund</b>		
Deposit - Municipal Finance Authority	\$ 43,579	\$ 23,224
Due from general operating fund	821,688	696,607
	865,267	719,831
<b>Capital fund</b>		
Property and equipment (Note 1)	9,626,773	8,798,881
	9,626,773	8,798,881
	<b>\$ 10,492,040</b>	<b>\$ 9,518,712</b>
<b>Liabilities</b>		
<b>Operating fund</b>		
Accounts payable	\$ 20,483	\$ 2,387
Reserve - Municipal Finance Authority	43,579	23,224
Provision for future expenditures	122,148	122,152
Fund balance	679,057	572,068
	865,267	719,831
<b>Capital fund</b>		
Due to general operating fund	-	1,068,578
Long-term debt (Note 2) (Schedule 1)	1,935,226	117,140
Investment in property and equipment	7,691,547	7,613,163
	9,626,773	8,798,881
	<b>\$ 10,492,040</b>	<b>\$ 9,518,712</b>

**Town of Gibsons  
Supplementary Financial Information - Exhibit H  
Sewer Fund - Operating Fund balance  
and Investment in Property and equipment**

<u>For the year ended December 31</u>	<u>2006</u>	<u>2005</u>
<b>Operating fund balance</b>		
Balance, beginning of year	\$ 572,068	\$ 556,961
Surplus for the year	<u>106,989</u>	<u>15,107</u>
<b>Balance, end of year</b>	<b>\$ 679,057</b>	<b>\$ 572,068</b>
<b>Investment in Property and Equipment</b>		
Balance, beginning of year	\$ 7,613,163	\$ 4,911,925
Contributions from operating fund for:		
Acquisition of property and equipment	27,405	224,223
Reduction of long-term debt	10,149	10,149
Contribution from reserve fund for:		
Acquisition of property and equipment	-	63,600
Contribution from capital fund for:		
Acquisition of property and equipment	-	167,575
Contribution from Provincial Grant	3,640	2,200,756
Contributions from Municipal Finance Authority for:		
Sinking fund for debt reduction	<u>37,190</u>	<u>34,935</u>
<b>Balance, end of year</b>	<b>\$ 7,691,547</b>	<b>\$ 7,613,163</b>

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

For the year ended December 31	2006	2005
<b>Revenue</b>		
User rates	\$ 397,259	\$ 385,524
Parcel tax (Note 5)	468,022	423,298
Connection fees	3,956	7,840
Grants and contributions (Schedule 2)	2,169	2,034
Miscellaneous	4,755	989
Appropriations from provision for future expenditures	-	21,950
	<b>876,161</b>	<b>841,635</b>
<b>Expenditures</b>		
Administration	212,922	205,249
Maintenance		
Collection system	168,813	120,127
Treatment system	267,058	247,997
Debt charges		
Principal	10,149	10,149
Interest	81,124	17,794
Capital expenditures	27,405	224,223
Transfers		
Reserve - Municipal Finance Authority	1,701	989
	<b>769,172</b>	<b>826,528</b>
<b>Surplus for the year</b>	<b>\$ 106,989</b>	<b>\$ 15,107</b>

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

December 31	2006	2005
<b>Assets</b>		
Cash and short-term deposits	\$ 2,383,238	\$ 1,844,393
<b>Liabilities and Fund Balances</b>		
<b>Development cost charges</b>		
Roads	\$ 621,447	\$ 395,669
Drainage	313,901	228,778
Water	479,338	355,136
Sewer	225,390	115,140
	1,640,076	1,094,723
<b>Fund balances</b>		
Capital works	408,437	451,308
Public parking	83,627	80,365
Parkland acquisition	251,098	217,997
	743,162	749,670
	\$ 2,383,238	\$ 1,844,393

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

**For the year ended December 31, 2006**

	Capital Works	Public Parking	Parkland Acquisition	Local Improvements	Roads	Drainage	Development Cost Charges		2006	2005
							Water	Sewer		
<b>Balance, beginning of year</b>	\$ 451,308	\$ 80,365	\$ 217,997	\$ -	\$ 395,669	\$ 228,778	\$ 355,136	\$ 115,140	\$ 1,844,393	\$ 1,628,245
Interest received	18,322	3,262	8,851	-	20,164	11,113	17,825	7,472	87,009	41,426
Contributions										
General operating fund	145,927	-	-	-	-	-	-	-	145,927	150,327
Developers	-	-	24,250	-	205,614	74,010	106,377	102,778	513,029	264,825
Expenditures	(207,120)	-	-	-	-	-	-	-	(207,120)	(240,430)
<b>Balance, end of year</b>	\$ 408,437	\$ 83,627	\$ 251,098	\$ -	\$ 621,447	\$ 313,901	\$ 479,338	\$ 225,390	\$ 2,383,238	\$ 1,844,393

# PERMISSIVE TAX EXEMPTIONS

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## 2006 Permissive Tax Exemptions

<u>Roll #</u>	<u>Civic Address</u>	<u>Name of Property Owner</u>	<u>Tax Class</u>	<u>Property Value</u>	<u>Tax Rate</u>	<u>Exemption Value</u>
7.000	85 Shaw Road	Good Samaritan Canada	1	\$8,885,000	1.9754	\$17,551.43
114.010	599 Gower Pt Rd	Gibsons Community Fellowship	8	\$187,000	5.1518	\$963.39
114.015	599 Gower Pt Rd	Gibsons Community Fellowship	8	\$184,800	5.1518	\$952.05
135.000	724 Trueman Rd	Gibsons United Church	8	\$428,600	5.1518	\$2,208.06
587.000	730 School Rd	Christian Life Assembly	8	\$1,177,200	5.1518	\$6,064.70
588.000	747 Gibsons Way	Royal Canadian Legion #109	8	\$252,000	5.1518	\$1,298.25
878.154	659 North Rd	St. Aidan & St. Bartholomew's	8	\$1,565,800	5.1518	\$8,066.69
881.000	805 North Rd	Kingdom Hall of Jehovah's Wit.	8	\$278,200	5.1518	\$1,433.23
955.005	711 Park Rd.	Calvary Baptist Church	8	\$418,300	5.1518	\$2,155.00
959.001	956 Gibsons Way	St. Mary's Catholic Church	8	\$639,100	5.1518	\$3,292.52
878.195	840 Kiwanis Way	Kiwanis Club – Sunshine Coast	1	\$752,000	1.9754	\$1,485.50
878.196	841 Kiwanis Way	Vancouver Coastal Health Auth.	1	\$2,230,000	1.9754	\$4,405.14
				<u>\$16,998,000</u>		<u>\$49,875.96</u>





# COUNCIL REMUNERATION

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## 2006 Council Remuneration, Expenses, and Benefits

<u>Councillor</u>	<u>Title</u>	<u>Annual Remuneration</u>	<u>Total Expenses</u>	<u>Total Medical Benefits</u>
Barry Janyk	Mayor	\$25,433.60	\$9,459.10	\$2,492.76
Chris Koopmans	Councillor	\$12,748.90	\$4,124.57	\$2,390.76
Gerry Tretick	Councillor/A. Mayor	\$13,502.73	\$4,318.42	\$2,360.76
Bob Curry	Councillor/A. Mayor	\$13,795.87	\$5,445.07	\$2,360.76
LeeAnn Johnson	Councillor	\$12,897.22	\$1,382.63	\$897.24



## **DECLARATIONS OF DISQUALIFICATION**

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There were no declarations of disqualification made pursuant to section 111 of the *Community Charter* in 2006.



# **COMMITTEE AND LIAISON APPOINTMENTS**

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## **STANDING COMMITTEES**

### **COMMUNITY SERVICES COMMITTEE**

#### **PURPOSE**

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

#### **RESPONSIBILITIES**

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

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

The committee will also receive the following monthly reports:

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

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

## **MEMBERSHIP**

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

The committee members for 2006 were:

- Councillor LeeAnn Johnson, Chair;
- Councillor Bob Curry;
- Councillor Chris Koopmans;
- Brad Benson;
- Sa Boothroyd; and,
- Ted Chisholm.

## **CORPORATE SERVICES COMMITTEE**

### **PURPOSE**

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

### **RESPONSIBILITIES**

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

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

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

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

### **MEMBERSHIP**

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

The committee members for 2006 were:

- Councillor Gerry Tretick, Chair;
- Mayor Barry Janyk;
- Councillor Bob Curry;
- Councillor Chris Koopmans;
- Councillor LeeAnn Johnson;
- Karen Esplen;
- Dale Eichar; and,
- Dr. Ken White.

## **PARKS AND INFRASTRUCTURE COMMITTEE**

### **PURPOSE**

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

### **RESPONSIBILITIES**

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

- roads;
- sidewalks;
- garbage collection;
- parks maintenance/development;
- water distribution;
- wastewater/storm water issues;
- trail maintenance;
- street lighting;
- signage;
- public owned lands and buildings; and,
- other issues as determined by the Chair.

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

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

## **MEMBERSHIP**

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

The committee members for 2006 were:

- Councillor Chris Koopmans, Chair;
- Councillor Bob Curry;
- Councillor Gerry Tretick;
- Peter Metcalfe;
- Brian Sadler; and,
- Larry Penonzek.

## **PLANNING COMMITTEE**

### **PURPOSE**

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

### **RESPONSIBILITIES**

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

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



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

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

### **MEMBERSHIP**

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

The committee members for 2006 were:

- Councillor Bob Curry, Chair;
- Mayor Barry Janyk;
- Councillor Chris Koopmans;
- Councillor LeeAnn Johnson;
- Councillor Gerry Tretick;
- Randy Knill;
- Nicolas Sonntag; and,
- Jim Stobie.

## **SELECT COMMITTEES**

### **ADVISORY HERITAGE COMMISSION**

#### **PURPOSE**

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

#### **MEMBERSHIP**

The committee members for 2006 were:

- Councillor LeeAnn Johnson;
- Eileen Jackson;
- Suzanne Pemberton
- Teryl Mullock;
- Barrie Stewart;
- Judith Reeve; and,
- Carol Service.

## **COMMUNITIES IN BLOOM**

### **PURPOSE**

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

### **MEMBERSHIP**

The committee members for 2006 were:

- Councillor Chris Koopmans;
- Wendy Iglesias;
- Katherine Magor;
- Greg Russell; and,
- Charis Webb.

## **UPPER GIBSONS NEIGHBOURHOOD PLAN ADVISORY COMMITTEE**

### **PURPOSE**

The UGNP Select Committee was appointed by Council. Each member of the Committee represents a larger group in the community such as seniors, youth, business associations, neighbourhood associations, property owners, and members of Council. The Committee was formed to provide input to staff and the consultant on the development of a neighbourhood plan for the Upper Gibsons Area. The Select Committee has reviewed four drafts of the Upper Gibsons Neighbourhood Plan and will ultimately recommend a final plan for the Council's adoption.

### **MEMBERSHIP**

The committee members for 2006 were:

- Mayor Barry Janyk;
- Councillor Bob Curry;
- Councillor Chris Koopmans;
- Councillor LeeAnn Johnson;
- Councillor Gerry Tretick;
- Joan Beck;
- Bruce Biles;
- Cindy Buis;
- Blane Hagedorn;
- Friedhelm Marks;
- Art Phillips;
- Pat Pratt;
- Donald Wallace;

- Jon McRae;
- Diane Coates;
- Robert Coates;
- Keith Wright; and,
- Emma Wiley.

## **GOSPEL ROCK NEIGHBOURHOOD PLAN ADVISORY COMMITTEE**

### **PURPOSE**

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

### **MEMBERSHIP**

The committee members for 2006 were:

- Councillor LeeAnn Johnson;
- Robert Barrs, Chair;
- Vince Verlaan, Vice Chair;
- Lindsay Cole;
- Celia Fisher;
- Glen Bryson;
- Cindy Buis;
- Todd Clark;
- Janet Genders;
- John Gonzaga;
- Katie Janyk;
- Angela Letman;
- Jon McRae;
- Terran Tasci;
- Michael Wilson; and,
- Leeza Singleton.

## **LIAISON APPOINTMENTS**

Community Policing Consultative Group  
Community Youth Awareness Group  
Gibsons and Area Community Centre Society  
  
Gibsons and District Aquatic Commission  
Gibsons and District Chamber of Commerce  
Gibsons and District Fire Protection Commission  
  
Gibsons and District Public Library

Councillor Curry  
Mayor Janyk  
Councillor Curry  
Councillor Koopmans  
Councillor Koopmans  
Councillor Tretick  
Mayor Janyk  
Councillor Koopmans  
Councillor Johnson

Gibsons Community Initiatives Association	Councillor Tretick
Gibsons Landing Business Association	Councillor Tretick
Gibsons Landing Harbour Authority	Councillor Koopmans
Lower Mainland Treaty Advisory Committee	Mayor Janyk
RCMP Liaison	Mayor Janyk
Seniors Network and Advisory Group	Councillor Curry
Sunshine Coast Emergency Program	Councillor Curry
Sunshine Coast Ferry Advisory Committee	Mayor Janyk
	Councillor Johnson
Sunshine Coast Museum and Archives Society	Councillor Johnson
Sunshine Coast Regional District	Mayor Janyk
SC Community Economic Development Partnership	Mayor Janyk
West Howe Sound Recreation Facilities Commission	Mayor Janyk

# **GIBSONS LANDING HARBOUR AUTHORITY**

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## **BACKGROUND**

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

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



## **BOARD MEMBERS**

The board members of the Gibsons Landing Harbour Authority for 2006 were as follows:

- Carol Doyle, President;
- Fred Strom, Vice President;
- Terry Rhodes, Treasurer;
- Tucker Forsyth;
- Gerry Harris;
- Dave McGillawee; and,
- Joan Pederson.

Bill Oakford serves as Wharf Manager.



# 2006 VOLUNTEER APPRECIATION LUNCHEON INVITEES

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## SPECIAL RECOGNITION

- Vic Bonaguro
- Barrie Custance
- Janet Genders
- Conchita Harding
- Greg Russell

## TOWN RECOGNITION

### Planning Committee

- Randy Knill
- Nicholas Sonntag
- Jim Stobie

### Community Services Committee

- Ted Chisholm
- Brad Benson
- Sa Boothroyd

### Parks & Infrastructure Committee

- Peter Metcalfe
- Larry Penonzek
- Brian Sadler

### Corporate Services Committee

- Karen Esplen
- Dale Eichar
- Ken White

### Board of Variance

- D'Arcy Burke
- Bob Urquhart
- Eric Small

### Gibsons Landing Harbour Authority

- Carol Doyle

- Fernando Ferreira
- Gerry Harris
- Bill Oakford
- Joan Pederson
- Terry Rhodes
- Fred Strom

Advisory Heritage Commission

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

Gibsons and District Aquatic Commission

- Marv Cooney
- June Feeley
- Celia Fisher
- Agnes Labonte
- Maria Pelletier
- Robin Smith

Gibsons and District Chamber of Commerce

- Mary-Ann Tiessen

Gibsons and District Public Library

- June Hillman

Gibsons and Area Community Centre Society

- Celia Fisher

Rotary Club

- Wayne Roy

Community Policing Consultative Group

- Paulette Collins

Gibsons Landing Business Association

- Catherine Evans

Gibsons and District Volunteer Fire Department

- Lani Murphy

Citizens on Patrol

- Sherril Wodynski



Sunshine Coast Museum and Archives Society

- John Hird
- Gary Morrison

Gibsons Landing Fibre Arts Festival

- Nicky Grafton

Sea Cavalcade Committee

- Jeremy Chong

Seniors Network and Advisory Group

- Graham Wray

Lions Club

- Wendy Moss

RCMP Auxiliary

- Pat Higgins

Gatekeepers

- Marion Dempster
- Richard Dempster
- Ted Peters
- Arlys Peters

Gardeners

- Greta Guzek
- Geoff Clement

Upper Gibsons Neighbourhood Plan Committee

- Joan Beck
- Bruce Biles
- Cindy Buis
- Bob Curry
- Blaine Hagedorn
- LeeAnn Johnson
- Friedhelm Marks
- Art Phillips
- Pat Pratt
- Donald Wallace
- Jon McRae
- Diane Coates
- Robert Coates
- Keith Wright
- Emma Wiley

Restructure Committee

- Agnes Labonte
- Brian Sadler
- Tucker Forsyth
- Joan Beck

Arts and Culture Committee

- Bodie Drope
- Francine Lucas
- Greta Guzek
- Janet Genders
- Morley Baker
- Nadine Tandy

Communities in Bloom

- Greg Russell
- Mary Webb
- Anne Waite
- Wendy Iglesias
- Katherine Magor
- Charis Webb
- Henry Walters
- Tricia Irwin
- Rosemary Thompson
- Anneke van Swieten
- Diane Redfern
- Joan Barrington

Gospel Rock Neighbourhood Plan Committee

- Glen Bryson
- Cindy Buis
- Todd Clark
- Janet Genders
- John Gonzaga
- Katie Janyk
- Angela Letman
- Jon McRae
- Terran Tasci
- Michael Wilson
- Leeza Singleton

Photographer

- Jan Degross

# **LONG SERVICE AWARDS**

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## **TEN YEAR**

- Jane Degnan

## **FIVE YEAR**

- Randy Little
- Scott Kelman



# CONTRIBUTIONS TO THE COMMUNITY

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## MISCELLANEOUS

A donation of \$401.00 was made to the Elves Club from the proceeds of the Town's employee Christmas dinner.

## GRANTS OF ASSISTANCE

### 2006 Subsidized Rents

<u>Group</u>	<u>Area (ft.<sup>2</sup>)</u>	<u>Rent/ft.<sup>2</sup> (\$)</u>	<u>Value (\$)</u>
SC Community Services	2,046	10.42	21,319.32
SC Assn. of Community Living	1,023	10.42	10,659.66
Gibsons School of the Arts	438	10.42	4,563.96
SC Museum and Archives	5,220	10.42	54,392.40
Gibsons Minor Ball Association	513	10.42	5,345.46
Gibsons Christian School <sup>1</sup>	0	0	0.00
Gibsons Lions Club	1,524	10.42	15,880.08
Gibsons Kinsmen Club	1,524	10.42	15,880.08
Jack & Jill Preschool	800	10.42	8,336.00
Gibsons Rugby Club	791	10.42	8,242.22
Gibsons Seniors Society	5,270	10.42	54,913.40
Gibsons Landing Heritage Society	5,094	10.42	53,079.48
Gibsons Curling Club	11,935	10.42	<u>124,362.70</u>
			<u>376,974.76</u>

<sup>1</sup> Playground

**2006 Grants of Assistance**

	<u>2006 (\$)</u>	<u>2005 (\$)</u>
Howe Sound Outrigger Race	1,000	0
Paraplegic Outrigger Racers	400	0
S.C. Lions Club (E-Waste)	1,000	0
SC Golf Club 2007 Canadian Championship	600	0
Gibsons Landing Business Association (Walking maps)	500	0
Gibsons Landing Business Association (Salmon Festival)	500	0
S.C. Regional Cultural Scan	750	0
Sunshine Coast Music Society	1,000	0
S.C. Community Athletic Society (Elphinstone Track)	25,000	0
Gibsons Landing Community Society (Youth Outreach Worker)	27,500	0
Sunshine Coast Jazz Festival	750	500
Sunshine Coast Film Society	300	400
Gibsons Public Art Society	1,000	750
S.C. Association of Community Living	1,000	1,000
Gibsons Sea Cavalcade Committee	10,000	5,000
Gibsons Landing Fibre Arts Festival	500	500
Citizens on Patrol	2,065	1,233
Canada Day Committee	2,856	2,500
Gibsons 2010 Olympic Committee	0	5,000
Ephinstone Secondary PAC	0	3,250
Gibsons Wildlife Rehabilitation Centre	0	1,000
B.C. Tree Fruit Project	0	500
Dianne Sanford - Eelgrass Mapping	0	500
Coast String Fiddlers	0	1,000
<b>Total</b>	<b>76,721</b>	<b>23,133</b>

