



COMMITTEE OF THE WHOLE MEETING AGENDA

Monday, April 27, 2015 - 8:30 AM
Council Chambers
Municipal Hall, 13211 Henry Ave.
Summerland, BC

Page

1. **Call to Order**
2. **Adoption of Minutes**
3. **Adoption of Agenda**
4. **Regular Meeting Agenda Review**
5. **New Business**

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5.1 2014 Financial Statements

Recommendation:

'THAT Council authorize the allocation of the 2014 surplus to reserve accounts outlined in this report.'

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5.2 Terms of Reference - Committees

Recommendation:

THAT Council discuss the recommendation made by the Select Committee regarding the proposed terms of reference:

Recommendation made by the Select Committee:

'THAT the Terms of Reference for the Agricultural Advisory Committee, the Water Advisory Committee, the Sister City Advisory Committee, Climate Action Committee and Summerland Official Community Plan Bylaw Review Committee, be adopted as presented; and further THAT the Advisory Design Panel be discontinued.'

6. **Resolution to Close Meeting to the Public**

6.1 Resolution to Close Meeting to the Public

Recommendation:

THAT this meeting return to a Regular Meeting and now be closed to the public pursuant to Sections 90(1)(c) and (e) of the Community Charter for Council to discuss labour relations or other employee relations; and the disposition of municipal owned land.

7. Adjourn



THE CORPORATION OF THE DISTRICT OF SUMMERLAND COUNCIL REPORT

DATE: April 16, 2015
TO: Linda Tynan, Chief Administrative Officer
FROM: Lorrie Coates, Director of Finance
SUBJECT: 2014 Financial Results

STAFF RECOMMENDATION:

That Council pass the following resolution:

'THAT Council authorize the allocation of the 2014 surplus to reserve accounts outlined in this report.'

PURPOSE

To obtain Council approval for the allocations of surplus reflected in the 2014 financial statements and to provide a summary of the operations for each fund as well as an explanation of the significant variances between the financial plan and the actual results.

BACKGROUND and DISCUSSION:

Attached to this report are summary statements for each fund, prepared on the same basis as the financial plan along with explanations of significant variances. A listing of the reserve account and statutory reserve fund and surplus balances is also attached.

The following is a high level review of the 2014 results.

General Fund - \$256,442 contributed to surplus

Revenues – over budget by \$564,101	5.12% variance
Landfill Fees	over budget \$140,000 increased activity
Transit Fares	under budget \$ 15,000 first full year of operation
Recreation Revenue	over budget \$ 11,000 arena 10% over, aquatic and programs 4.65% down
Property Rental	over budget \$ 12,000 RCMP building rental - 2015 budget increase
Investment income	over budget \$ 43,000 2015 budget increase
Penalties and interest on taxes	over budget \$ 27,000 2015 budget increase
Other Grants	over budget \$ 30,000 2 years of CARIP grant
Transfer from Reserves	over budget \$222,000 funding landfill closure costs
Sundry Revenue	over budget \$ 45,000 GST review \$15,500;
Election recovery \$5,800; MIA dividend \$8,600; Road markers \$8,600	

Expenditures – under budget by \$411,137 3.92% variance

Departmental expenditures - under budget \$430,352

Legal costs and settlements \$87,000 over budget.

Policing costs \$104,900 under budget, \$100,000 used to increase the reserve for unexpected policing costs such as major crime or retroactive contract costs.

Works operations \$320,000 under budget – see attached schedule of programs
Wages \$147,000 underspent (vacancies due to hiring or banked time) Climate Action \$16,000 underspent and transferred to reserve; Transit \$54,000 underspent and the net budget transferred to reserve; Municipal Properties maintenance overspent \$44,000 to address some of the deferred maintenance.

Landfill operations - \$129,000 over budget. Closure and post closure costs liability of \$280,000 fully funded with the 2014 cost \$63,000. Increased activity accounts for the remainder of the variance.

Development Services \$46,000 under budget in the economic development program. These funds provided \$14,000 additional funds for the directional signs.

Cemetery Operations \$26,000 under budget due to lower maintenance costs.

Recreation and Cultural (including Parks Maintenance) \$102,000 under budget
Administration \$33,000 under, Swimming Programs \$17,000 under and Parks Maintenance \$38,000 under.

Transfer to reserves \$30,000 over budget. Total transfers \$242,000. This category includes the transfers that are part of the core budget each year. These are the transfer to reserve for:

Landfill net operations	\$159,000
Trails	\$ 10,000
Climate Action	\$ 70,000

Discretionary Expenditures – over budget by \$719,000

Capital/Operating projects - \$150,000 under budget. \$130,000 was transferred to reserve accounts to fund the carryforward of projects to 2015

Transfer to reserves - \$820,000 over budget – total transfers \$871,000

\$281,000 of operational net budgets transferred to reserve including:

net payroll clearing	\$ 71,000
policing	\$102,000
transit	\$ 39,000
fire services major capital	\$ 50,000

\$130,000 of instream projects carried forward to 2015

\$460,000 allocation of surplus for these purposes:

Fire Services – District share of grant opportunities	\$ 25,000
Works – roads and sidewalk projects	\$120,000
Works – Canyon View Perpetual Slide study	\$ 40,000
Administration – Risk to Roll	\$ 75,000
Administration – Legal Costs and Claims	\$ 75,000
Administration – Council Priorities	\$125,000

Water Fund - \$286,550 contributed to surplus

Revenues – over budget by \$31,214 .71% variance

Water rates and parcel taxes for 2014 exceeded budget by \$28,000.

Expenditures – under budget by \$255,185 6.40% variance

Operation of the Water Treatment Plant was \$179,000 under budget. Distribution Systems Operations was \$36,000 under budget

Discretionary Expenditures – under budget by \$200

Capital/Operating projects - \$48,000 under budget which was transferred to reserve accounts to fund the carryforward of projects to 2015

Transfer to reserves - \$48,000 over budget – total transfers \$263,000

\$48,000 of instream projects carried forward to 2015

\$215,000 allocation of surplus for these purposes:

Flume and water intake structure upgrade design	\$ 75,000
Rates levelling	\$100,000
Irrigator water review	\$ 40,000

Sewer Fund - \$113,240 contributed to surplus

Revenues – under budget by \$26,000 1.08% variance

Expenditures – under budget by \$133,857 5.68% variance

In maintenance and operating costs, the Waste Water Treatment plant was \$52,000 under budget.

Electric Fund - \$387,708 contributed to surplus

Revenues – over budget by \$607,000 6.08% variance

Electric rates exceeded budget expectations by \$799,000. This overage includes a one-time catch up in revenue when the meter reading day was changed to the 28th of the month District wide.

Other revenue – developer funded works is \$250,000 under budget. Funds received from property owners was applied to capital works and not the core budget.

Expenditures – under budget by \$189,963 1.97% variance

Administrative costs were \$68,000 under budget. Maintenance and operating costs were \$119,000 under budget.

Discretionary Expenditures – over budget by \$408,821

Capital/Operating projects - \$39,000 under budget. \$40,000 was transferred to reserve accounts to fund the carryforward of projects to 2015

Transfer to reserves - \$448,000 over budget – total transfers \$655,000

\$40,000 of instream projects carried forward to 2015.

\$615,000 allocation of surplus for these purposes:

Infrastructure investment	\$515,000
Rates levelling	\$100,000

Statutory Reserve Funds (Restricted Revenues)

\$250,000 of Development Cost Charges (DCC) – Roads were used to fund sidewalk projects on Prairie Valley Road and Jubilee. DCC collections were \$85,630.

Community Works Gas Tax funds of \$511,130 were received in 2014.

\$80,000 from the Tax Sale Reserve was used to partially fund the new generator at the RCMP building.

Net proceeds of \$303,560 on the sale of the Main Street properties for the construction of the new library were placed in the Land Sale Reserve.

\$12,000 was received as cash-in-lieu for parking requirements in the downtown and placed into the Parking Reserve.

\$11,910 of surplus returns from the Municipal Finance Authority related to retired debt was contributed to the Capital Reserve Fund

Investment earning are allocated to all statutory reserve funds and restricted revenues. The 2014 allocation was \$68,241.

Respectfully Submitted

Lorrie Coates

(Director)

Approved for Agenda



CAO: Linda Tynan April 22nd, 2015

**THE CORPORATION OF THE DISTRICT OF SUMMERLAND
GENERAL FUND**

	BUDGET 2014	ACTUAL 2014	ACTUAL 2013	Budget to Actual Over (Shortfall)	
				\$	%
REVENUE					
Taxation, net	7,137,986	7,157,656	6,922,767	19,670	0.28
Grants in lieu of taxes	173,000	175,534	173,136	2,534	1.46
Provincial government grants	310,230	359,761	323,467	49,531	15.97
Sales of services and rentals	2,134,865	2,291,830	1,992,774	156,965	7.35
Licenses, permits and fines	329,720	325,484	300,090	-4,236	-1.28
Penalties and interest on taxes	90,000	116,595	96,437	26,595	29.55
Return on investments	26,600	69,736	118,261	43,136	162.17
Franchise	101,000	101,152	108,003	152	0.15
Sundry	29,500	77,416	59,682	47,916	162.43
Actuarial adjustment on MFA debt	82,181	82,181	68,383		
Other fiscal services	2,600	2,684	4,304	84	3.23
Transfer from water fund			55,000		
Transfer from electric fund	600,000	600,000	600,000		
Transfer from surplus and reserve for future expenditure	1,353	223,107	403,578	221,754	
Total Revenues	11,019,035	11,583,136	11,225,883	564,101	5.12
EXPENDITURE					
Departmental expenditure					
General government	1,608,043	1,690,415	1,760,170	-82,372	-5.12
Protective services	2,273,209	2,124,971	2,059,584	148,238	6.52
Works	1,779,372	1,459,623	1,874,310	319,749	17.97
Environmental health services	979,440	1,108,896	1,002,940	-129,456	-13.22
Environmental development services	598,268	552,388	669,466	45,880	7.67
Public health and welfare services	106,375	80,017	99,678	26,358	24.78
Recreational and cultural services	2,076,515	1,974,560	2,057,410	101,955	4.91
Subtotal	9,421,222	8,990,870	9,523,559	430,352	4.57
Debt charges					
Principal	534,339	534,337	320,539	2	
Interest	306,250	296,800	278,691	9,450	3.09
Bank charges	12,000	10,440	10,784	1,560	13.00
Other fiscal services					
Transfer to reserve for future expenditure	211,600	241,827	86,121	-30,227	-14.28
Total Operating Expenditures	10,485,411	10,074,274	10,219,694	411,137	3.92
FUNDS AVAILABLE FOR DISCRETIONARY SPENDING	533,624	1,508,862	1,006,189	975,238	182.76
Operating	168,300	117,909	44,685	50,391	
Capital	364,000	263,632	724,910	100,368	
Correction of prior year funding			-807,945		
Reserves/Surplus	1,324	870,879	592,545	-869,555	
	533,624	1,252,420	554,195	-718,796	
SURPLUS		256,442	451,994	256,442	

THE CORPORATION OF THE DISTRICT OF SUMMERLAND
WATER FUND

	BUDGET 2014	ACTUAL 2014	ACTUAL 2013	Budget to Actual Over (Shortfall)	
				\$	%
REVENUE					
Water rates	2,400,500	2,422,175	2,429,471	21,675	0.90
Water tax levies	1,500,000	1,505,940	1,500,240	5,940	0.40
Sundry	247,700	251,009	233,786	3,309	1.34
Other fiscal services	7,100	7,391	11,852	291	4.10
Actuarial adjustment on MFA debt	218,349	218,348	185,137	-1	0.00
	4,373,649	4,404,863	4,360,486	31,214	0.71
EXPENDITURE					
Administrative and general	313,061	318,335	351,447	-5,274	-1.68
Maintenance and operating	1,861,877	1,607,551	1,751,378	254,326	13.66
Subtotal	2,174,938	1,925,886	2,102,824	249,052	11.45
Debt charges	1,706,471	1,700,047	1,681,431	6,424	0.38
Transfer to other funds	97,000	97,000	152,000		0.00
Transfer to reserve for future expenditure	7,100	7,391	144,653	-291	-4.10
	3,985,509	3,730,324	4,080,908	255,185	6.40
FUNDS AVAILABLE FOR DISCRETIONARY SPENDING	388,140	674,539	279,578	286,399	
Operating		29,603		-29,603	
Capital	173,000	95,304	124,652	77,696	
Reserves/Surplus	215,140	263,082		-47,942	
	388,140	387,989	124,652	151	
SURPLUS		286,550	154,926	286,550	

**THE CORPORATION OF THE DISTRICT OF SUMMERLAND
SEWER FUND**

	BUDGET 2014	ACTUAL 2014	ACTUAL 2013	Budget to Actual Over (Shortfall)	
				\$	%
REVENUE					
Sewer rates	900,513	895,210	874,150	-5,303	-0.59
Sewer Tax Levies	682,000	688,366	684,366	6,366	0.93
OBWB grants	394,067	397,126	383,360	3,059	0.78
Sundry	21,400	10,428	6,828	-10,972	-51.27
Other fiscal services	7,200	7,486	12,005	286	3.97
Actuarial adjustment on MFA debt	321,362	301,760	272,073	-19,602	-6.10
Transfer from other funds	97,000	97,000	97,000	0	0.00
	<u>2,423,542</u>	<u>2,397,375</u>	<u>2,329,781</u>	<u>-26,166</u>	<u>-1.08</u>
EXPENDITURE					
Administrative and general	175,557	158,324	176,353	-17,233	-9.82
Maintenance and operating	872,265	782,346	899,490	-89,919	-10.31
Subtotal	1,047,822	940,670	1,075,843	-107,152	-10.23
Debt charges	1,303,191	1,276,201	1,152,463	-26,990	-2.07
Transfer to reserve for future expenditure	7,200	7,486	12,005	286	3.97
	<u>2,358,213</u>	<u>2,224,356</u>	<u>2,240,311</u>	<u>133,857</u>	<u>5.68</u>
FUNDS AVAILABLE FOR DISCRETIONARY SPENDING	<u>65,329</u>	<u>173,019</u>	<u>89,470</u>	<u>107,691</u>	
Operating					
Capital	64,000	51,695	44,756	12,305	
Reserves/Surplus	1,329	8,084	1,000	-6,755	
	<u>65,329</u>	<u>59,779</u>	<u>45,756</u>	<u>5,550</u>	
SURPLUS	<u>0</u>	<u>113,240</u>	<u>43,714</u>	<u>113,240</u>	

**THE CORPORATION OF THE DISTRICT OF SUMMERLAND
ELECTRIC FUND**

	BUDGET 2014	ACTUAL 2014	ACTUAL 2013	Budget to Actual Over (Shortfall)	
				\$	%
REVENUE					
Electric rates	9,627,525	10,426,149	9,488,000	798,624	8.30
Other revenue	348,778	156,720	158,413	-192,058	-55.07
	9,976,303	10,582,869	9,646,414	606,566	6.08
EXPENDITURE					
Administrative and general	465,050	397,413	403,363	67,637	14.54
Electric supply	7,288,600	7,319,925	7,059,579	-31,325	-0.43
PCB Compliance	95,800	61,614	36,445	34,186	35.68
Maintenance and operating	1,214,892	1,095,427	1,058,462	119,465	9.83
Transfer to general revenue fund	600,000	600,000	600,000		
Transfer to reserve for future expenditure			96,000		
	9,664,342	9,474,379	9,253,849	189,963	1.97
FUNDS AVAILABLE FOR DISCRETIONARY SPENDING	311,961	1,108,490	392,565	796,529	
Operating		4,663	30,000	-4,663	
Capital	105,000	61,119	256,186	43,881	
Reserves/Surplus	206,961	655,000	85,000	-448,039	
	311,961	720,782	371,186	-408,821	
SURPLUS		387,708	21,379	387,708	

TRANSPORTATION PROGRAM	2014 BUDGET	2014 RESULTS	2013 RESULTS	2014 VARIANCE
Administration and Office	176,386	160,929	277,307	15,457
Transportation Engineering Services	201,943	191,541	261,408	10,402
Municipal Properties	66,750	80,136	43,918	-13,386
Municipal Yards and Buildings	89,475	67,001	73,341	22,474
Climate Action	1,352	-16,190	-16,001	17,542
Road Repair and Maintenance	109,705	98,194	112,844	11,511
Street Sweeping - Weekly	7,640	8,544	5,992	-904
Sidewalk Maintenance	54,790	20,644	22,699	34,146
Public Works Shop	100,405	77,184	258,201	23,221
Snow Removal and Sanding	209,590	189,631	218,568	19,959
Spring Sweeping	88,630	87,199	82,643	1,431
Creek Area Maintenance	41,760	57,821	80,107	-16,061
Patching	92,720	80,217	85,117	12,503
Line Painting	48,750	43,391	48,314	5,359
Parking	5,920	3,966	3,520	1,954
Streetside Mowing and Boulevards	59,960	20,624	58,349	39,336
Community Events	7,740	1,864	4,402	5,876
Signs - New and Replacement	62,560	44,634	53,195	17,926
Drainage Cleaning and Repair	111,750	78,022	57,629	33,728
Brush Removal	36,130	42,718	26,327	-6,588
Gravel Pit	1,550			1,550
Trout Creek Dike Maintenance	21,450	14,097	15,790	7,353
Vandalism Repairs	16,320	5,402	6,952	10,918
Developer Funded Works	10,000			10,000
Urban Transit	156,096	102,053	93,691	54,043
TOTAL EXPENDITURES	1,779,372	1,459,623	1,874,310	319,749

Balance Dec 31, 2014	Reserve Name	Source of Funds	Permitted Use of Funds	Notes
Statutory Reserve Funds related to General Fund Operations				
355,306	Cemetery Care	Established under Cemetery Care Act. Revenue from plot sales & head stone installations	Investment income used to fund ongoing care of cemetery. May not be used for any other purpose.	Established by bylaw. Cemetery Act requirement.
623,344	Scholarship, memorial and education funding	Conveyed or assigned to the District for administration as directed by agreement or statute	Investment income used for bursary and other payments to beneficiaries	Established by Statute and/or agreements
64,685	Capital Works - General	Return of debt surplus on MFA borrowing	Any capital project in the General Fund	Established by bylaw
34,586	Capital Works - Roads in lieu	Developer contributions	Roads capital projects	Established by bylaw
473,387	Parks Dedication	Cash-in-lieu from subdivisions & interest earnings.	Parkland acquisition only.	Established by bylaw. Required by Community Charter
6,961	Tax Sale Property	Legacy reserve created to hold funds from property sold at the tax sale.	Any capital project.	has not be used in 20 years
518,625	Land Sale	Revenue from sale of civic property & interest earnings.	Any capital project.	Established by bylaw. Required by Community Charter
74,601	Parking	Cash in lieu of parking spaces at development.	Is limited to the provision of new and existing off-street parking spaces.	Established by bylaw.
182,113	DCCs - Roads	DCCs & interest earnings.	May only be spent on projects identified in DCC bylaws.	Established by bylaw.
49,748	DCCs - Storm Drain	DCCs & interest earnings.	May only be spent on projects identified in DCC bylaws.	Established by bylaw.
1,009,297	DCCs - Public Open Space	DCCs & interest earnings.	May only be spent on projects identified in DCC bylaws.	Established by bylaw.
1,008,025	Community Works Fund	Gas Tax money distributed to local gov't	Capital projects as specified in agreement	
General Fund Reserve Accounts				
560,767	Equipment Pool	Internal 'rental' of District fleet	Replacement of the fleet	available to fund vehicle and equipment replacements; committed \$40,000 for the fuel cardlock system
16,224	Spirit Square Project	donation from the Credit Union	upgrades to the Spirit Square	
1,345	Citizens on Patrol	contribution from ICBC	use on any Citizens on Patrol expense	for BBQ's and playground improvement
11,955	Parks - Rodeo Grounds	donations from Summerland Horse Assoc	Improvements at the Rodeo Grounds	grounds improvements
149,671	Climate Action	CARIP grants and prior year unspent funds	reduction of greenhouse gases	
4,819	Parks - Higgins Estate	Bequest	Park improvements	
13,624	Parks - Waterpark Donations	donations	Peach Orchard Beach water park improvements	
35,815	Parks - Bench Donations	donations	park benches and tables	
31,472	Summerland Youth Centre	Summerland Lions Club	new roof at the Youth Centre	
27,740	Centre Theatre	residual funds from the joint operation of the Centre Theatre with SD 67	Used to fund any operating shortfall. Can be used to fund major repairs	
2,456,629	Allocations of surplus			\$1,019,038 committed to 2015
3,310,061		Total General Fund Reserve Accounts		
632,076		General Fund Surplus		

Balance Dec 31, 2014	Reserve Name	Source of Funds	Permitted Use of Funds	Notes
Statutory Reserve Funds related to Water				
17,701	Capital Works - Water	return of MFA surplus and debt reserve earnings	Water capital projects	
86,524	Water DCCs	DCCs & interest earnings.	May only be spent on water supply projects identified in DCC bylaws.	
Water Fund Reserve Accounts				
304,563	Allocations of surplus			\$48,081 committed to 2015
468,030		Water Fund Surplus		
Statutory Reserve Funds related to Sewer Fund Operations				
739,473	Capital Works - Sewer	fees collected on extension of the sewer benefiting area	Sewer capital projects	
1,110,269	Sewer DCCs	DCCs & interest earnings.	May only be spent on sewer projects identified in DCC bylaws.	
Sewer Fund Reserve Accounts				
14,611	Allocations of surplus			\$8,084 committed to 2015
161,257		Sewer Fund Surplus		
Electric Fund Reserve Accounts				
1,428,008	Allocations of surplus			\$55,353 committed to 2015
403,210		Electric Fund Surplus		



THE CORPORATION OF THE
DISTRICT OF SUMMERLAND
COUNCIL REPORT

DATE: April 27th 2015
TO: Mayor and Council
FROM: Linda Tynan, CAO
SUBJECT: Terms of Reference - Committees

STAFF RECOMMENDATION:

THAT council discuss the recommendation made by the Select Committee regarding the proposed terms of reference.

Recommendation made by the Select Committee:

"That the Terms of Reference for the Agricultural Advisory Committee, the Water Advisory Committee, the Sister City Advisory Committee, Climate Action Committee and Summerland Official Community Plan Bylaw Review Committee be adopted as presented; and further

That the Advisory Design Panel be discontinued.'

PURPOSE:

To review the draft terms of reference compiled by the Select Committee responsible for reviewing committee structure and pass a resolution to accept the Terms of Reference as presented or as amended.

BACKGROUND:

The select committee is comprised of Mayor Waterman, and Councillors Peake and Holmes. They have reviewed the terms of reference for the following committees:

- Agricultural Advisory Committee
- Water Advisory Committee
- Climate Action Committee
- Sister City Advisory Committee
- Summerland Official Community Plan Bylaw Review Committee
- Advisory Design Panel.

The proposed Terms of Reference for the committees are attached. The select committee also discussed whether the Advisory Design Panel is required. At this time, staff concurs that the committee is not required at this time given the detailed design guidelines contained in the Official Community Plan.

FINANCIAL IMPLICATIONS:

Not applicable.

CONCLUSION:

Council should review the recommendations made by the select committee and determine if any changes are required on the Terms of Reference for the committees. Once terms of reference are adopted, recommendations may be made at the next meeting to fill the available positions on the committees.

OPTIONS:

1. Pass a resolution adopting the terms of the reference of each of the committees as presented.
2. Amend terms of references as presented and pass a resolution adopting terms as amended.
3. Refer the matter back to staff for further review and report.

Respectfully submitted,



Linda Tynan
Chief Administrative Officer



Terms of Reference Water Advisory Committee

Purpose

The purpose of the Water Advisory Committee is to make recommendations to Council with respect to the quality and quantity of Summerland's water supply and on issues regarding the most efficient, effective use of the irrigation water supplied by the District of Summerland.

Objectives

Priorities for the committee are agricultural irrigation scheduling, potential development of a lake source of water, the impact of activities in our watershed, water conservation, water quality, water rates and other matters referred to the Committee by Council. Projects which have received Council approval are not within the mandate of the committee.

Membership

The Committee shall consist of up to (13) voting members, appointed or as otherwise directed by Council, who shall serve without compensation as follows:

- 2 soft fruit and apple representatives
- 1 grape representative
- 1 ground crop representative
- 1 pasture representative
- 1 hay representative
- 1 plant nursery representative
- 1 silviculture representative
- 1 fish hatchery representative
- 1 professional water expert
- 1 PARC resource expert
- 1 residential member of the public at large
- 1 open position

One (1) member of Council will be appointed as a liaison and will be non-voting and will not serve as the Chair.

If a committee member is continuously absent from committee meetings for a period of three (3) consecutive regularly scheduled meetings, unless the absence is because of illness or with the leave of the committee members, the member's appointment will be deemed vacant and a new volunteer will be appointed.

Term

Members shall be appointed by Council resolution to a term of two years and may reapply for a maximum of three consecutive terms. After a two year (one term) break, members can reapply to serve on the committee again.

Meeting Procedures

Every January, the Committee shall choose a Chairperson to preside over its meetings as well as a Recording Secretary. The Committee shall also choose a Vice-Chairperson, to preside in the absence of the Chairperson. All meetings to be held at the call of the Chairperson.

A quorum shall be a majority of the Committee.

Minutes of meetings of the Committee shall be prepared by the Recording Secretary, and approved by the Committee and Staff Support person.

Minutes of the meetings are to be forwarded to the Administration Department at Municipal Hall for safekeeping, and will be available for public inspection.

Agendas shall be prepared by the Chairperson in conjunction with the Staff Support person. Agendas are to be forwarded to Committee members as well as to the Administration Department a minimum of three (3) days prior to the meeting for public posting. All meetings are open to the public.

All Committee proceedings shall adhere to Council Procedure Bylaw 2000-156, Part 8 – Committees and Part 9 – Commissions as amended.

Staff Support

A Works and Utilities staff member (non-voting) will be available for meetings as required in a resource capacity and will book the meeting room.



Terms of Reference Agricultural Advisory Committee

Purpose

The Agricultural Advisory Committee (AAC) advises Council on issues important to the agri-business community including land use and economic development matters with respect to agriculture. The AAC acts as a liaison between Council and the agricultural community.

Objectives

The primary objective of the AAC is to advise Council on sustainable agricultural land use from a multiple bottom line (i.e. cultural, economic, environmental, and social) perspective.

The AAC may provide advice to Council on matters relating to agriculture and agri-business in Summerland including:

- Applications initiated under the Agricultural Land Commission (ALC) Act, which are to be considered by Council.
- Applications to amend the Official Community Plan (OCP) and Zoning Bylaw where the subject property is within the Agricultural Land Reserve (ALR).
- Applications to amend the OCP and Zoning Bylaw Amendments where the subject property is zoned agricultural.
- Assisting with the comprehensive review of the following documents as they relate to agriculture and agri-business matters of Summerland:
 - Bylaws;
 - OCP;
 - Neighbourhood and Comprehensive Development Plans;
 - Cultural and Heritage Plans;
 - Parks and Recreation Plans; and
 - Transportation Plans
- Working with Council, at Council's request, on submissions related to agricultural issues with other levels of government.
- Other matters as referred by Council.

Membership

The Committee shall consist of up to thirteen (13) voting members, appointed or as otherwise directed by Council, who shall serve without compensation as follows:

- One (1) member minimum of each of the following commodity groups, associations or interests:
 - Tree fruits
 - Wine/grapes
 - Livestock/animal husbandry
 - Forage
 - Nursery
- Three (3) members from the agricultural community at large and with direct agricultural interest and expertise. (i.e. agricultural finance, or academia).
- One (1) representative from the Pacific Agri-Research Center (PARC)
- One (1) representative from the Ministry of Agriculture, Food and Fisheries (non-voting)

Where insufficient members can be identified to represent the specific commodity groups, associations or interests identified above, additional members may be appointed from the community at large.

A non-voting Council Liaison will be appointed and is not to be the Chair.

Community experts may be called upon as non-voting members as required.

If a committee member is continuously absent from committee meetings for a period of three (3) consecutive regularly scheduled meetings, unless the absence is because of illness or with the leave of the committee members, the member's appointment will be deemed vacant and a new volunteer will be appointed.

Term

Members shall be appointed by Council resolution to a term of two years and may reapply for a maximum of three consecutive terms. After a two year (one term) break, members can reapply to serve on the committee again.

Meeting Procedures

Every January, the Committee shall choose a Chairperson to preside over its meetings. The Committee shall also choose a Vice-Chairperson, to preside in the absence of the Chairperson. All meetings to be held at the call of the Chairperson. The District will provide a Recording Secretary.

A quorum shall be a majority of the Committee.

Minutes of meetings of the Committee shall be prepared by the Recording Secretary, and approved by the Committee.

Minutes of the meetings are to be forwarded to the Administration Department at Municipal Hall for safekeeping, and will be available for public inspection.

The Chair, in conjunction with Development Services, will determine the agenda items. Agendas will be prepared by the recording secretary and are to be forwarded to Committee members as well as to the Administration Department a minimum of three (3) days prior to the meeting for public posting. All meetings are open to the public.

All Committee proceedings shall adhere to Council Procedure Bylaw 2000-156, Part 8 – Committees and Part 9 – Commissions as amended.

Staff Support

A staff member from Development Services (non-voting) will attend meetings in a resource capacity and will book the meeting room, assist in the preparation of agendas and minutes and forward recommendations to Council.



Terms of Reference Climate Action Committee

Purpose

The purpose of the Climate Action Committee is to initiate climate action, implement corporate and community climate action Plans, and provide advice on climate change and environmental considerations as requested by Council.

Objectives

The Climate Action Committee's mandate is to recommend to Council on all matters referred to the Committee, including:

- Implementing and updating Summerland's Community Climate Action Plan;
- Implementing and updating the District of Summerland's Corporate Energy and Emissions Assessment;
- Recommending Climate Action Fund expenditures;
- Undertaking and recommending additional measures to address climate change;
- Recommending plans, studies, and initiatives related to the environment; and
- Pursuing other items as directed by Council;

Membership

The Committee shall consist of nine (9) voting members, appointed or as otherwise directed by Council, who shall serve without compensation as follows:

- Eight (8) community members
- One (1) community student representative

One member of Council will be appointed as a liaison and will be non-voting and will not serve as the Chair.

Consideration will be given to include representatives with expertise in relevant areas such as climate change, the environment, energy, and community planning.

Community experts may be called upon as non-voting members as required.

If a committee member is continuously absent from committee meetings for a period of three (3) consecutive regularly scheduled meetings, unless the absence is because of illness or with the leave of the committee members, the member's appointment will be deemed vacant and a new volunteer will be appointed.

Term

Members shall be appointed by Council resolution to a term of two years and may reapply for a maximum of three consecutive terms. After a two year (one term) break, members can reapply to serve on the committee again.

Meeting Procedures

Every January, the Committee shall choose a Chairperson to preside over its meetings as well as a Recording Secretary. The Committee shall also choose a Vice-Chairperson, to preside in the absence of the Chairperson. All meetings to be held at the call of the Chairperson.

A quorum shall be a majority of the Committee.

Minutes of meetings of the Committee shall be prepared by the Recording Secretary, and approved by the Committee and Staff Support person.

Minutes of the meetings are to be forwarded to the Administration Department at Municipal Hall for safekeeping, and will be available for public inspection.

Agendas shall be prepared by the Chairperson in conjunction with the Staff Support person. Agendas are to be forwarded to Committee members as well as to the Administration Department a minimum of three (3) days prior to the meeting for public posting. All meetings are open to the public.

All Committee proceedings shall adhere to Council Procedure Bylaw 2000-156, Part 8 – Committees and Part 9 – Commissions as amended.

Staff Support

A Works and Utilities staff member (non-voting) will attend meetings in a resource capacity and will book the meeting room.

Adopted



Terms of Reference Sister City Advisory Committee

Purpose

The purpose of the Sister City Advisory Committee is to act as official liaison between Toyokoro Town elected officers, staff, Toyokoro School District personnel, and Toyokoro Sister City Committee.

Objectives

The Sister City Advisory Committee's role is to:

1. Encourage and support economic stimulation and to facilitate the exchange of information and cultural experiences between the District of Summerland and its Sister City, Toyokoro, Japan.
2. Recommend the number and duration of official visits to Toyokoro, subject to the budgetary limits established annually by Council.
3. Coordinate planning of all aspects required in receiving visiting delegations from Toyokoro (both student and adult).
4. Recruit for and coordinate a bi-annual cost recovery excursion for Summerland residents to visit Toyokoro, Japan.
5. Under the direction of the Toyokoro School District and Toyokoro Town recruit, hire, and provide ongoing support for a Summerland resident to work as an Assistant English Teacher (AET) in Toyokoro, Japan on a renewable one year contract.
6. Maintain regular communication with the Japanese Embassy in Vancouver.

Membership

The Sister City Advisory Committee shall consist of up to ten (10) members from the community at large who are appointed by Council and who shall serve without compensation.

One member of Council will be appointed to the committee as a Council liaison.

Term

Members shall be appointed by Council resolution to a term of two years. Terms will expire December 31st of even years so terms will expire during election years and the new Council can review terms and membership.

Members may serve more than one term. Appointments made partway through a year will have a renewal date of December 31st of the next even year.

Meeting Procedures

Every January, the Committee shall choose a Chairperson to preside over its meetings from among its members. The Committee shall also choose a Vice-Chairperson, to preside in the absence of the Chairperson. All meetings to be held at the call of the Chairperson.

A quorum shall be a majority of the Committee.

The Committee shall appoint one of their members as the Recording Secretary. Minutes of meetings of the Committee shall be prepared by the Recording Secretary, and must be signed by the Chairperson and the person acting as Recording Secretary.

Minutes of the meetings are to be forwarded to the Administration Department at Municipal Hall for safekeeping, and will be available for public inspection.

The Chairperson, in consultation with the Vice-Chairperson, shall be responsible for preparing an agenda which will be forwarded to the Administration Department a minimum of three (3) days prior to the meeting for public posting. All meetings are open to the public.

Recommendations are to be forwarded by letter to Council.

All Committee proceedings shall adhere to Council Procedure Bylaw 2000-156, Part 8 – Committees and Part 9 – Commissions as amended.

Staff Support

The Mayor's Assistant will assist in coordinating help from other departments and provide assistance such as photocopying and posters as required. The Mayor's Assistant will also organize receptions as needed.



Summerland Official Community Plan Bylaw Review Committee

Terms of Reference

The Official Community Plan Review Steering Committee shall aid Council in a review of all OCP Amendments since 2008. This review shall include:

- Researching all proposed amendments to the OCP since 2008;
- Advising Council on the amendment history to the OCP, proposing revisions to the OCP Growth Strategy amendment currently at third reading

Membership

The Summerland OCP Review Committee shall consist of 3 members appointed as follows, who shall serve without compensation:

- Mayor Waterman
- Councillor Boot
- Councillor Trainer

All members are required for a quorum.

Consideration will be given to include representatives with expertise in relevant areas.

The Committee shall choose a chairperson to preside over the meetings as well as a vice-chairperson to preside in the absence of the chairperson. The Committee shall also choose a recording secretary.

Terms of Office

The term of the OCP Bylaw Review Committee shall be completed once the final report has been received by Council no later than April 2015.



Terms of Reference Advisory Design Panel

Purpose

The purpose of the Advisory Design Panel is to advise Council or the Director of Planning on the design merits of plans supporting specific public & private development applications.

Objectives

The Advisory Design Panel will, consistent with the purpose described above, undertake the following:

- Advise on the design merits of all plans supporting development permit applications for the multi-family DPA, Lower Town DPA, Trout Creek DPA, Downtown DPA, and Bentley Road DPA.
- Comment on all buildings to be constructed on public property.
- Respond to requests from Council and the Planning Department for advice and information.

Membership

The Committee will consist of five (5) members appointed by Council who shall serve without compensation as follows:

- One architect or building professional;
- One landscape architect or landscape professional;
- One representative of the building industry;
- One representative of the disabled community;
- and, one community representative or building professional

An alternate architect or building professional member will be appointed annually by Council and called upon when one of the architect or building professional members is unavailable.

A non-voting Council Liaison will be appointed and is not to be the Chair.

If a committee member is continuously absent from committee meetings for a period of three (3) consecutive regularly scheduled meetings, unless the absence is because of illness or with the leave of the committee members, the member's appointment will be deemed vacant and a new volunteer will be appointed.

Term

Members shall be appointed by Council resolution to a term of two years and may reapply for a maximum of three consecutive terms. After a two year (one term) break, members can reapply to serve on the committee again.

Meeting Procedures

Every January, the Committee shall choose a Chairperson to preside over its meetings. The Committee shall also choose a Vice-Chairperson, to preside in the absence of the Chairperson and a recording secretary. All meetings to be held at the call of the Chairperson. A quorum shall be a majority of the Committee.

Minutes of meetings of the Committee shall be prepared by the Recording Secretary, and approved by the Chairperson. Minutes of the meetings are to be forwarded to the Administration Department at Municipal Hall for safekeeping, and will be available for public inspection.

Agendas shall be prepared by the Chair with consultation between the Committee Liaison and staff resource. Agendas are to be forwarded to Committee members as well as to the Administration Department a minimum of three (3) days prior to the meeting for public posting. All meetings are open to the public.

All Committee proceedings shall adhere to Council Procedure Bylaw 2000-156, Part 8 – Committees and Part 9 – Commissions as amended.

Advisory Design Panel Guidelines

The Advisory Design Panel will give consideration to the following when reviewing development applications:

- a) Professional critique on the overall design.
- b) The character of the development in relation to adjacent and surrounding development.
- c) The impact of the proposed development upon the subject property, both natural and man-made features, including the safety and preservation of natural elements.
- d) Total site development with attention to:
 - Siting of the building
 - Landscaping
 - Parking;
 - Driveway entrances;
 - Internal circulation;
 - Grade elevations

- e) Building quality with regard to materials and finishes with attention to:
 - Quality and durability of materials
 - Color and form
 - Durability of design elements
- f) Building quality with regard to livability and human needs including:
 - Building entrances;
 - Quality of view from habitable rooms
 - Privacy and noise
- g) Other aspects of design and construction as the panel feels relevant

Staff Support

A staff member (non-voting) from the Planning Department will attend meetings in a resource capacity at the request of the Chairperson.