



## REGULAR COUNCIL MEETING AGENDA

Monday, May 11, 2015 - 7:00 PM  
Council Chambers  
Municipal Hall, 13211 Henry Ave.  
Summerland, BC

Page

1. **Call to Order**

2. **Adoption of Minutes**

6 - 18

2.1 Adoption of Minutes

Recommendation:

THAT the Regular Council meeting minutes dated April 27th, 2015, be adopted.

3. **Resolution to Amend the Agenda**

4. **Public Hearing**

19 - 29

4.1 **Public Hearing - Mayor Waterman to read the Public Hearing Statement**

**Public Hearing for Bylaw 2014-002 Summerland Official Community Plan (2014)**

**OCP Amendment requires a majority vote of full Council (4).**

**Mayor Waterman to ask for comments from the public.**

*Following Motion for consideration by Council:*

THAT Bylaw 2014-002 'Summerland Official Community Plan (2014)', be read a third time and finally be reconsidered and adopted by Municipal Council.

5. **Public Comment Opportunity - 15 minutes maximum**

**(2 minutes per speaker)**

**Comments/Questions must pertain to Agenda items**

**\*agenda items that can be commented on by the public are highlighted**

**(exception: no comments on any item with a statutory requirement, such as Zoning/OCP Amendments; DVP and TUP applications)**

**6. Mayor's Report**

**7. CAO's Report**

**8. Unfinished Business**

**9. Correspondence**

30 - 61

9.1 **Correspondence**

- Kettle Valley Steam Railway - Safety Presence/BC Safety Authority
- Monthly Planning and Subdivision Report (April 2015)
- Telus - High Speed Internet
- Community Foundation - 2015 Grant Disbursement
- Letter from Mary Trainer re Naming Trail (Trout Creek)

**10. Development Services Department Reports**

62 - 70

10.1 Temporary Use Permit for 9114 Hoofbeat Street

*Mayor Waterman to ask public for comment.*

Recommendation:

THAT a Temporary Use Permit be issued to allow agri-tourism accommodation on Lot 7, DL 473, ODYD, Plan 147 located at 9114 Hoofbeat Street, for a three year period subject to the conditions shown on the permit attached as Schedule 'C' to the Director of Development Services staff report dated May 11th, 2015.

71 - 73

10.2 Development Variance Permit - 14806 Biagioni Avenue

*Mayor Waterman to ask public for comment.*

Recommendation:

THAT a Development Variance Permit to vary Section 2, Table C.2.2 - Type and Extent of Servicing of the Subdivision and Development Servicing Bylaw to waive the requirement for connection to the District of Summerland Sanitary Sewer System as a condition of building permit, for Lot 3, Block 2, DL 473, ODYD, Plan 1005, located at 14806 Biagioni Avenue for the construction of a place of worship, be approved.

**11. Staff and Other Reports**

11.1 Recommendations from the Committee of the Whole

74 - 117

11.2 **2014 Annual Financial Statements/MNP Auditors - Audit Finding Report**

Recommendation:

THAT Council accept the unaudited 2014 Annual Financial Statements for the District of Summerland and receive the Audit Findings Report for the years ended December 31, 2014 authored by MNP LLP, Certified Professional Accountants (MNP).

- 118 - 121      11.3      Expenditures from Statutory Reserve Funds  
Recommendation:  
  
1. THAT Bylaw 2015-012 'Development Cost Charge (Roads) Reserve Fund Expenditure (Prairie Valley Road and Jubilee Road)', be introduced and read a first, second and third time.  
  
2. THAT Bylaw 2015-013 'Tax Sale Reserve Fund Expenditure (RCMP Building Generator)', be introduced and read a first, second and third time.
- 122 - 129      11.4      2015-2019 Financial Plan Bylaw  
Recommendation:  
  
THAT the 'Five Year Financial Plan 2015-2019 Bylaw No. 2015-016', be introduced and read a first, second and third time.
- 130 - 134      11.5      2015 Property Tax Rates  
Recommendation:  
  
THAT Bylaw 2015 Tax Rates Bylaw No. 2015-014, be introduced and read a first, second and third time.
- 135 - 147      11.6      Update to the Fees and Charges Bylaw  
Recommendation:  
  
THAT Bylaw 2015-015 (Electric Fees and Charges - Schedule A; Water Fees, Charges Rates and Fines - Schedule B; Sewer Fees and Charges - Schedule O), pertaining to the Amendment of Fees and Charges Bylaw No. 98-001, be introduced and read a first, second and third time.
- 148 - 149      11.7      Okanagan Similkameen Conservation Alliance (OSCA) 2015 Meadowlark Nature Festival Grant-in-Aid Request  
Recommendation:  
  
THAT Council consider the 2015 Grant-In-Aid request from the Okanagan-Similkameen Conservation Alliance (OSCA) for hosting of the 2015 Meadowlark Nature Festival.
- 150 - 155      11.8      Water Leak Billing Adjustment Policy  
Recommendation:  
  
THAT Policy No. 200.8 - Water Leak Billing Adjustment be approved, adopted and implemented.

## 12. New Business

### 13. Bylaws

156 - 163

- 13.1 Bylaw 2015-003 Amendment of Zoning Bylaw No. 2000-450 (5815 Hwy 97)  
Recommendation:

THAT Bylaw 2015-003 Amendment of Zoning Bylaw No. 2000-450 (5815 Hwy 97), be adopted.

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- 13.2 Zoning/OCP Amendment Application for Lot 22, DL 488, Plan 310 (4816 Nixon Road)
- Bylaw 2015-007 - to amend OCP to change the designation of 4816 Nixon Road from Agricultural to Low Density, and
  - Bylaw 2015-010 - to amend Zoning Bylaw to rezone 4816 Nixon Road from A1-Agricultural Small Acreage to RSD2-Residential Large Lot. OCP amendment requires a majority vote of full Council (4).

Recommendation:

1. THAT Bylaw No. 2015-007, Amendment of Official Community Plan Bylaw (2008) No. 2000-310 (4816 Nixon Road), be adopted, and
2. THAT Bylaw No. 2015-010, Amendment of Zoning Bylaw Number 2000-450 (4816 Nixon Road), be adopted.

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- 13.3 Bylaw 2015-008 Zoning Amendment Lot B, DL 488, Plan 26797 (2705 Johnson Street)

Recommendation:

THAT Bylaw 2015-008 Amendment of Zoning Bylaw 2000-450 (CR1-Country Residential 1 - 2705 Johnson Street), be adopted.

182 - 195

- 13.4 Bylaw 2015-009 Minor Text Amendments to Zoning Bylaw 2000-450

Recommendation:

THAT Bylaw 2015-009 Amendment of Zoning Bylaw No. 2000-450 (Minor Text Amendments), be adopted.

### 14. Councillor's Report

- 14.1 Councillor Doug Holmes - Introduction of 'Notice of Motion' re Buskers Policy

Recommendation:

THAT Council direct staff to draft a Policy to provide the opportunity for buskers and street performers, such policy to include addressing the issue of permits, fees, conditions and guidelines.

### 15. Public/Media Question Period

\*Public/Media Question Period - up to 15 minutes on any matter of Local Government Interest



**(2 minutes per speaker)**

- 16. Adjourn**



MINUTES OF THE REGULAR MEETING  
HELD AT DISTRICT OF SUMMERLAND  
COUNCIL CHAMBERS  
13211 HENRY AVENUE, SUMMERLAND, BC  
ON MONDAY, APRIL 27, 2015

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MEMBERS PRESENT:

Mayor Peter Waterman

Councillor Richard Barkwill  
Councillor Toni Boot  
Councillor Erin Carlson  
Councillor Doug Holmes  
Councillor Janet Peake  
Councillor Erin Trainer

Staff Present:

Linda Tynan, CAO

Lorrie Coates, Director of Finance  
Don Darling, Director of Works and Utilities  
Maureen Fugeta, Corporate Officer  
Ian McIntosh, Director of Development Services  
Maarten Stam, Manager of Works

1. CALL TO ORDER

Mayor Waterman called the meeting to order at 7:00 p.m.

2. ADOPTION OF MINUTES

2.1 Adoption of Minutes

Moved and Seconded,

THAT the Special and Regular Council meeting minutes dated April 13th, 2015,  
be adopted.

Carried.

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3. RESOLUTION TO ADOPT THE AGENDA

The Corporate Officer stated that there are three amendments to tonight's Regular meeting, as follows:

1. Item 15.2 Domestic Water Service
2. Item 15.3 No Post Barriers – to defer
3. Item 16.1 Attendance at the FCM conference

Moved and Seconded,

THAT the Regular Council meeting be adopted, as amended.

Carried.

4. DELEGATIONS

- 4.1 Delegation: Summerland Rotary Club (Sunday Market)  
*Members: Paul Barber and Roch Fortin*

Paul Barber and Roch Fortin on behalf of the Summerland Rotary Club were requesting in-kind support and assistance in making the Summerland Sunday Market a reality.

Moved and Seconded,

THAT the requests from the Summerland Rotary Club for a proposed Sunday Market as outlined in their correspondence dated April 21<sup>st</sup>, 2015, be referred to staff.

Carried.

5. PUBLIC HEARING FOR 4816 NIXON ROAD - BYLAWS 2015-007; 2015-010 AND 2015-011

- 5.1 Zoning/OCP Amendment Application for Lot 22, DL 488, Plan 310 (4816 Nixon Rd) - Bylaws 2015-007; 2015-010 and 2015-011  
*Official Community Plan Bylaw must receive an affirmative vote of a majority of all Council members (4).*

Mayor Waterman read the Public Hearing Statement at 7:18 p.m.

The Director of Development Services provided a brief overview of the Zoning/OCP Amendment for 4816 Nixon Road.

Mayor Waterman invited members of the public to speak, stating their name and address at the lectern.

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Sally Gfeller, 5011 Nixon Rd

- requested clarification of walkway connection
- dedicated park and pedestrian access
- concerned elderly and young people on the street (sidewalk?)

Mike Daviduk, 5001 Weldon

- concerned with parking in cul-de-sac
- pedestrian network in Trout Creek
- are pets allowed on walkway

Sharon Mansiere, 4416 Williams

- thank you to the family; didn't expect this type of development
- concerned with habitat
- would like to see this area as another Adams Bird Sanctuary
- concerned with 'pinch points' in subdivision

Aldo Clinaz, 5002 Weldon

- concerned with parking
- how to deal with parking in cul-de-sac
- no parking signs and enforcement of same

Taylor Arkenstine, 5006 Weldon

- safety for young children and elderly on the street
- parking area will be busy in cul-de-sac

Kim Arkenstine, 5006 Weldon

- consideration for entrance to development on a different road
- installation of speed bumps

Stephanie (?), 5002 Nixon Road

- supports the development
- good fit for our neighbourhood

Jul Yates, 6011 Nixon Road

- concerned with parking in cul-de-sac
- entrance into development to come off of Croil; existing walking path

Sharon Mansiere, 4416 Williams

- concerned with poplar trees being removed

Mike Holler, Prairie Valley Road

- communities for the people
- project looks awesome
- protecting certain areas is great
- we have to enjoy these spaces

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Taylor Arkenstine, 5006 Weldon

- do not overuse the land; will lose species
- very important to preserve what we have for future generations to come

Public Hearing ended at 7:38 p.m.

Council discussed preservation of land, environmental values, walkway and zoning.

Moved and Seconded,

- 1) THAT Bylaw 2015-007 to amend Official Community Plan Bylaw 2000-310 to:

- change the designation of Lot 22, DL 488, Plan 310, located at 4816 Nixon Road from Agricultural to Low Density Residential, be read a second and third time;

AND THAT Bylaw 2015-010 to amend Zoning Bylaw 2000-450 to:

- rezone Lot 22, DL 488, Plan 310, located at 4816 Nixon Road from A1-Agricultural Small Acreage Zone to RSD2-Residential Large Lot, be read a second and third time;

AND FURTHER THAT adoption of the bylaw amendments be considered in conjunction with a Section 219 Covenant registered on the title of the property prohibiting subdivision unless it is in substantial conformance with the plan attached as Schedule 'C' to the Director of Development Services staff report dated April 13<sup>th</sup>, 2015, including dedication of parkland as shown on the plan;

- 2) THAT Bylaw 2015-011 to amend Official Community Plan Bylaw 2014-002 (currently at third reading) to:

- change the designation of Lot 22, DL 488, Plan 310, located at 4816 Nixon Road from Agricultural to Low Density Residential be read a second and third time.

Carried.

6. PUBLIC HEARING FOR 2705 JOHNSON ST - BYLAW 2015-008

6.1 Bylaw 2015-008 - Zoning Amendment Lot B, DL 488, Plan 26797 (2705 Johnson Street)

Mayor Waterman read the Public Hearing Statement at 7:50 p.m.

The Director of Development Services provided a brief overview of the Zoning Amendment (site specific) for 2705 Johnson Street.

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Mayor Waterman invited members of the public to speak, stating their name and address at the lectern.

Darone Davis, 2520 Johnson

- lives directly across the street from the applicant
- fully supports the application for a home occupation that involves canine boarding

Public Hearing ended at 7:58 p.m.

Council discussed dog runs outside the property, indoor kennels, site specific situation and fencing of property.

Moved and Seconded,

THAT Zoning Bylaw Amendment (Minor Text Amendments) Bylaw 2015-009 be read a second and third time.

Carried.

7. PUBLIC HEARING FOR MINOR TEXT AMENDMENTS BYLAW 2015-009

7.1 Bylaw 2015-009 - Minor Text Amendments to Zoning Bylaw 2000-450

Mayor Waterman read the public hearing stated at 8:05 p.m.

The Director of Development Services provided a brief overview of the Minor Text Amendments to the Zoning Bylaw.

Mayor Waterman invited members of the public to speak, stating their name and address at the lectern. There were none. Public Hearing ended at 8:10 p.m.

Moved and Seconded,

THAT Zoning Bylaw Amendment (Minor Text Amendments) Bylaw 2015-009 be read a second and third time.

Carried.

8. PUBLIC COMMENT OPPORTUNITY - 15 MINUTES MAXIMUM

(2 minutes per speaker)

**Comments/Questions must pertain to Agenda items**

**\*agenda items that can be commented on by the public are highlighted**

(exception: no comments on any item with a statutory requirement, such as Zoning/OCP Amendments; DVP and TUP applications)

Kirsten Derosier; 10720 Prairie Valley Road

- barriers block off access into my back yard
- assumed there would be sidewalks installed and/or low lying curbs
- hard time getting trailer out
- driveway very tight
- not safe and look cheap
- not an acceptable option for me and I'm not happy

Dawn Richards, 14119 Prairie Valley Road

- speaking on Item 15.2 Second Water Service
- most people seem to be in agreement with rates as outlined in letter sent
- are the rates based on arable land or just lot size
- individuals who decided not to have the separate irrigation line; this should be re-addressed by staff

Stu (?) 11101 Prairie Valley Road

- moved to Summerland 12 years ago
- we were promised a sidewalk
- concerned with safety of children who are now walking on the barrier
- want this fixed
- Phase 1: what it should look like with bike path; sidewalk; benches; lighting

Terra White, 11316 Prairie Valley Road

- no longer have access for utility trailer to back yard
- Difficulty backing in and out of our driveway; you need to back into your driveway
- Barriers create a very narrow opening; hit it
- Safety for children; kids walk on top of it; no longer a safe zone

Holly Karnish, 11110 Prairie Valley Road

- Promised a sidewalk
- Meetings shown two plans; there were options; no discussion
- Extremely busy road; made it wider; people drive faster; more dangerous
- Disgusting; embarrassing

Frank (?)

- Item 15.2 Domestic 2<sup>nd</sup> Water Service - Irrigation issue
- Poor transition in communication re irrigation; paying for irrigation water; \$70.00 for a year; poorly communicated expectations;

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Al Tinka, 6719 Beggs Street

- word 'arable' missing from recommendation (Item 15.2 – Domestic 2<sup>nd</sup> Water Service)

Mike Holler, Prairie Valley Road

- speaking on behalf of daughter and son-in-law who live on Prairie Valley Rd
- barriers do not service any real purpose
- difficult for large trucks coming down the road (eg bikers; pedestrians); makes for dangerous situation

Christy Thiessen, Ganzveld Avenue

- Unsightly barriers; kids walking to school
- Residents concerned; no parking
- Parking inside the white lane; additional vehicles
- In the absence of a proper sidewalk; parked vehicle onto a very busy road

Jenny Chick, 6831 Faircrest

- Barriers; permanent; home is a big investment
- Property value has definitely gone down
- Concerned with safety of children

9. MAYOR'S REPORT

Attended the following events and activities:

- SADI fundraiser at Zia's Restaurant; silent and live auction
- Anti-Bullying presentation at Penticton Lakeside Resort
- Earth Week
- Philosopher's Café – Henry Michaels-First Nations knowledge keeper; Don Gayton – biologist and writer
- Trails BC – AGM at the IOOF

April 28<sup>th</sup> designated National Day of Mourning for workers who lost their lives on the job

Celebration of Life for past public works employee, Gary Williams taking place tomorrow at Providence Funeral Home.

10. CAO'S REPORT

- Continuing meetings with staff; introduced to initiatives
- opportunity to meet with a number of residents
- attending a Trail Society meeting tomorrow to discuss upcoming Test of Humanity bike race and ATV users
- working with FortisBC to bring proposed 'Agreement' back to the Council table



11. DEVELOPMENT SERVICES DEPARTMENT REPORTS

- 11.1 Official Community Plan (OCP) Amendment re Urban Growth Strategy  
*OCP Amendment requires a majority vote of full Council (4).*  
*Public Hearing to be held Monday, May 11th, 2015.*

The Director of Development Services provided a brief overview of the OCP Amendment re Urban Growth Strategy.

Council discussed consultations, environmental and agricultural assessment, future vision for the properties and rationale for properties not included in the amendment.

Moved and Seconded,

THAT 2nd and 3rd readings of Summerland Official Community Plan Bylaw No. 2014-002, be rescinded;

AND THAT Summerland Official Community Plan Bylaw No. 2014-002 as amended, be given 2nd reading;

AND FURTHER THAT a public hearing be scheduled for Monday, May 11th, 2015.

Carried.

- 11.2 Development Variance Permit Application for Lot 10, DL 454, ODYD, Plan 26226 - 7706 Higgin Avenue  
*Mayor Waterman to ask for comments from the public.*

The Director of Development Services provided a brief overview of the application for a Development Variance Permit for 7706 Higgin Avenue.

Mayor Waterman invited members of the public to speak, stating their name and address at the lectern.

Mary Anne Smirle, 7718 Higgin

- opposed to the variance
- concerned with size of carriage house

Glen Hiebert, owner of 7706 Higgin

- property is not to subdivide
- utilize the space available; footprint for the garage in the back
- to be used when kids come home
- process of building this so we can't subdivide
- space over top of garage, turn into a living area

Council discussed carriage house allowance, secondary suites and a variance being an instrument for land use planning.

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Moved and Seconded,

THAT the request for a Development Variance Permit to vary Section 7.4.1(c) of the Zoning Bylaw to increase the maximum gross floor area of a carriage house from 60.0m<sup>2</sup> (646ft<sup>2</sup>) to 77m<sup>2</sup> (826ft<sup>2</sup>), be denied.

DEFEATED

Moved and Seconded,

THAT the request for a Development Variance Permit to vary Section 7.4.1(c) of the Zoning Bylaw to increase the maximum gross floor area of a carriage house from 60.0m<sup>2</sup> (646ft<sup>2</sup>) to 77m<sup>2</sup> (826ft<sup>2</sup>), be approved.

Carried.

- 11.3 Development Variance Permit Application for Lot B, DL 455, ODYD, Plan KAP51373 - 5492 Solly Road  
*Mayor Waterman to ask for comments from the public.*

Moved and Seconded,

THAT a Development Variance Permit to vary Section 4.5.4 of the Zoning Bylaw to allow an accessory building in the front yard of the property, be approved;

AND THAT the variance only apply for a carriage house developed in substantial conformance with the plans attached to the Director of Development Services report dated April 27<sup>th</sup>, 2015, as Schedule 'B'.

Carried.

- 11.4 Development Permit for 17818 Matsu Drive

Moved and Seconded,

THAT a Development Permit for Lot 25, DL 454, ODYD, Plan 160, located at 17818 Matsu Drive to allow the property to be subdivided in substantial conformance with the plan attached as Schedule C, provided that a restrictive covenant is registered on the title of the property to ensure the site is developed in accordance with the environmental assessment provided in support of this application, be approved.

Carried.

11.5 Proposed Street Name for Dale Avenue Subdivision

Moved and Seconded,

THAT 'Lighthouse' be added to the approved list of names in accordance with the terms of Street Naming Policy 300.1.

Carried.

Motion re Extension of Meeting

Moved and Seconded,

THAT the Regular Council meeting be continued after 10:00 p.m.

Carried.

Mayor Waterman called for a five minute break at 9:50 p.m.

Meeting reconvened at 9:55 p.m.

12. STAFF AND OTHER REPORTS

12.1 Recommendations from the Committee of the Whole:

The Corporate Officer introduced two 'recommendations' from this morning's Committee of the Whole meeting:

1. 2014 Financial Statements
2. Terms of Reference – Committees

2014 Financial Statements

Moved and Seconded,

THAT Council authorize the allocation of the 2014 surplus to reserve accounts outlined in the Director of Finance staff report dated April 16<sup>th</sup>, 2015.

Carried.

Terms of Reference – Committees

Moved and Seconded,

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 amended;

AND THAT the Advisory Design Panel, be discontinued.

Carried.

12.2 Domestic Second Water Service

The Corporate Officer stated that the first paragraph of the recommendation is to add the word 'arable' prior to the word 'acres' in all instances.

Moved and Seconded,

THAT the Fees and Charges Bylaw 98-001 (Schedule 'B') Water Rates and Fees, be amended to include the following charge:

Domestic Second Water Service

'WHERE a property is under 2.0 arable acres (.81 ha) and there is an existing second water service in place as of April 15, 2015 and the purpose of the second water service is Domestic Seasonal Water Use, the annual charge shall be \$44.00 for properties that are .5 arable acres or less; \$112.00 for properties that are between .51 and 1.0 arable acres; \$184.00 for properties that are between 1.01 and 1.5 arable acres; and \$254.00 for properties that are between 1.51 and 1.99 arable acres;

AND THAT any property owner with a Domestic Second Water Service with a meter shall not be charged for that metered consumption;

AND FURTHER THAT the revenue from this annual charge be reserved to fund costs associated with water metering and the review of water rates.'

Carried.

12.3 No-Post Barriers - Prairie Valley Road

The Corporate Officer stated that the following is to be referred back to staff.

Moved and Seconded,

THAT Item 12.3 No Post Barriers – Prairie Valley Road be referred back to staff for re-consideration and discussions on alternative options; and a future report back to Council.

Carried.

12.4 Trans Canada Trail - Safety Improvements

Moved and Seconded,

THAT staff be authorized to proceed with design and construction of safety improvements to the Fenwick Road entrance of the Trans Canada Trail at an estimated cost of \$30,000 and further, that staff be directed to include a transfer of \$30,000 from General Revenue Reserve to Capital Projects on the final Five Year Financial Plan to be used for this purpose.

Carried.

12.5 BC Transit - GradPASS Transit Program

Moved and Seconded,

THAT Council support the GradPASS Transit Program, to promote public transit as a lifestyle choice to Grade 12 students;

AND THAT Council approve the graduating Grade 12 students to ride the bus free of charge for any two consecutive days in June, 2015.

Carried.

13. COUNCILLOR'S REPORT

Councillor Trainer:

- Earth week; thanks to the volunteers (M. Holler, B. Thorburn and Lisa Scott)
- Trout Creek clean up – 35 bags of trash collected
- Attended TrailsBC AGM
- Sign up for Bike to Work week May 25<sup>th</sup> to 29<sup>th</sup> ([biketoworkweek.ca/Summerland](http://biketoworkweek.ca/Summerland))

Councillor Barkwill:

- Attended TrailsBC AGM
- Friday, May 1<sup>st</sup> – BC Federation of Labour to discuss minimum wage; Lier House, Penticton

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Councillor Boot:

- Attended RDOS meeting April 16<sup>th</sup>
- Took part in Earth Week activities
- Attended Business After Business
- April 28<sup>th</sup> to May 1<sup>st</sup> – attending SILGA
- Attended seminar and workshop on food security
- Bought a bike and helmet; ready to go bike to work week

Councillor Carlson:

- Toured the new Library site under construction; Summerland is lucky to be participating in a great new Library building
- Took part in Earth Week activities (infilling plants at Dale Meadows Park)
- Condolences to the Brown family

Councillor Holmes:

- Attended Cultural Plan Task Force inaugural meeting; Denise Espeut-Post as Chair and Barbara Thorburn as Vice-Chair
- Cultural Plan Task Force members attended ArtsBC in Penticton
- Looking forward to Gord Hume workshop
- Completed painting of 'banner'

Councillor Peake:

Attended the following events and activities:

- ArtsBC conference
- Philosophers Café
- Sister City Committee meeting
- TrailsBC AGM (TOTA new mandate; trails; biking and hiking)

14. PUBLIC/MEDIA QUESTION PERIOD

**\*Public/Media Question Period - up to 15 minutes on any matter of Local Government Interest  
(2 minutes per speaker)**

Media comment: thank you to Councillor Carlson in mentioning the Brown family and the death of Denis Brown, a long time Summerland resident.

15. ADJOURN

The Regular Council meeting adjourned at 10:53 p.m.

Certified Correct:

\_\_\_\_\_  
Mayor  
/mf

\_\_\_\_\_  
Corporate Officer

## THE CORPORATION OF THE DISTRICT OF SUMMERLAND

### ITEM 4 - PUBLIC HEARING

<b>DATE:</b>	<b>May 11<sup>th</sup>, 2015 – Regular Council Meeting</b>
<b>TOPIC:</b>	<b>Bylaw 2014-002 Summerland Official Community Plan (2014)</b>
<b>PROPOSAL:</b>	<b>Public Hearing Official Community Plan – Bylaw 2014-002</b>
<b>PROPOSED BY:</b>	<b>Development Services Staff</b>

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#### **SUMMARY:**

To provide a comprehensive overview of the information for the Public Hearing of the updated version of the proposed amendment to the OCP relating to the Urban Growth Strategy.

#### **BACKGROUND:**

In 2013, Summerland Council directed staff to undertake a comprehensive public review of the current Urban Growth Strategy. This process was initiated in February of 2013 with the final report presented to Council and the public on December 9, 2013. Staff were directed to prepare an amendment to our Official Community Plan based on the final report. An amended OCP was prepared that proposed an ALR land exchange. The bylaw eventually received third reading and applications were forwarded to the Agricultural Land Commission (ALC). A new Council was elected in November and directed staff to preserve the existing ALR boundary. The applications to the ALC to both include and exclude land from the ALR were withdrawn. Subsequently, an OCP review steering committee was created to review all OCP amendments since 2008. The committee has provided recommendations outlined below to revise the proposed urban growth amendment. This proposed revision to bylaw 2014-002 is strictly in response to the comments received during the consultation process.

Specific changes that have been made to the Urban Growth Area (UGA) as a result of the OCP steering committee and public consultation include mapping changes and revised text that:

- Remove ALR areas from the proposed UGA
- Remove a smaller portion of Victoria Rd South from the proposed UGA

Copies of all material received relative to the proposed updated OCP is available at Municipal Hall.

The amendments will be incorporated into a new bylaw which will be known as 'Summerland Official Community Plan (2014) bylaw No. 2014-002'.

#### **COMMUNICATION:**

Sufficient public process has been undertaken to make some informed revisions to the proposed growth strategy. The community was heard with respect to the preservation of farmland. The urban growth

boundary in the OCP amendment has been revised to reflect the wishes of the electorate. The document still includes the demographic updates and the supported infill component of the growth strategy.

In October 2013, a professional planning firm was hired to complete an intensive public engagement exercise, process was successfully completed with 1,300 residents participating.

1<sup>st</sup> Public Hearing held on March 3<sup>rd</sup>, 2014.

Town Hall Meeting April 7<sup>th</sup>, 2014.

2<sup>nd</sup> Public Hearing held on April 22<sup>nd</sup>, 2014.

Pursuant to Section 879 of the *Local Government Act*; consultation opportunities were provided to the Regional District Okanagan-Similkameen; Penticton Indian Band; School District #67 and the Ministry of Environment.

**COSTS:**

There are no implications on the District's Financial Plan with respect to the proposed amendments provided the District continues with the policy that developers pay for any utility servicing that their developments require.

**OPTIONS AND ALTERNATIVES:**

1. Council could consider third reading and adoption to Bylaw 2014-002, immediately following the Public Hearing.
2. Schedule a meeting to consider 3<sup>rd</sup> reading at a later date (no further discussions or receipt of information would be allowed after completion of public hearing).

**ATTACHMENTS:**

1. Staff Report dated April 27<sup>th</sup>, 2015 from Director of Development Services.
2. Bylaw 2014-002 – Summerland Official Community Plan (2014). **Note:** Schedule 'A' to the Bylaw and Associated Maps have been placed in Councillor drop box (due to size).

AUTHOR:

REVIEWED BY:

\_\_\_\_\_  
CORPORATE OFFICER

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



## **THE CORPORATION OF THE DISTRICT OF SUMMERLAND**

### **BYLAW NUMBER 2014-002 A BYLAW TO ADOPT AN OFFICIAL COMMUNITY PLAN FOR THE DISTRICT OF SUMMERLAND**

WHEREAS the Council of the District of Summerland wishes to adopt an official community plan pursuant to Part 26 of the *Local Government Act*;

AND WHEREAS Council may adopt an official community plan by bylaw and each reading of the bylaw must receive an affirmative vote of a majority of all members of Council;

AND WHEREAS after first reading of the bylaw the local government must, in sequence, consider the plan in conjunction with its financial plan, and any waste management plan that is applicable in the municipality or regional district;

AND WHEREAS if the plan applies to land in an agricultural land reserve established under the *Agricultural Land Commission Act*, refer the plan to the Provincial Agricultural Land Commission for comment;

AND WHEREAS during development of the official community plan, Council provided opportunities for consultation with persons, organizations and authorities it considered will be affected by the proposal plan including the Board of the Regional District of Okanagan-Similkameen; the Penticton Indian Band and the Board of School District No. 67 (Okanagan-Skaha) and the Provincial Ministry of Transportation, the Ministry of Environment and the Agricultural Land Commission;

AND WHEREAS pursuant to section 879 of the *Local Government Act* Council provided several opportunities for consultation with the public including open houses and consideration by the Summerland Advisory Planning Commission;

AND WHEREAS before Council gives third reading to the bylaw, Council shall hold a public hearing on the proposed official community plan in accordance with section 890 through 892 of the *Local Government Act*;

AND WHEREAS after the bylaw adopting the official community plan has received final reading, the plan is an official community plan of the municipality;

NOW THEREFORE the Municipal Council of the Corporation of the District of Summerland, in open meeting assembled, enacts as follows:

1. 'Summerland Official Community Plan (2014)' attached hereto as Schedule 'A' and forming part of this bylaw is adopted as the official community plan of the District of Summerland.
2. If any statement, section, sub-section, clause, sub-clause or phrase of this bylaw and the official community plan adopted by this bylaw is for any reason held to be invalid by a decision of a court of competent jurisdiction, the decision shall not

affect the validity of the remaining portions of the bylaw and official community plan.

3. Summerland Official Community Plan Bylaw Number 2000-310, together with all amendments, is hereby repealed.
4. This bylaw may be cited for all purposes as the 'Summerland Official Community Plan (2014) Bylaw No. 2014-002'.

Read a first time by the Municipal Council this 11<sup>th</sup> day of February, 2014.

Considered at Public Hearings on the 3<sup>rd</sup> day of March, 2014 and the 22<sup>nd</sup> day of April, 2014.

Read a second and third time this 28<sup>th</sup> day of April, 2014.

Second and third reading rescinded this 27<sup>th</sup> day of April, 2015.

Read a second time, as amended this 27<sup>th</sup> day of April, 2015.

Considered at Public Hearing on the 11<sup>th</sup> day of May, 2015.

Read a third time this       day of       , 2015.

Finally reconsidered and adopted by the Municipal Council this       day of       , 2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**STAFF REPORT – REGULAR COUNCIL MEETING APRIL 27<sup>th</sup>, 2015**

**THE CORPORATION OF THE  
DISTRICT OF SUMMERLAND  
COUNCIL REPORT**



DATE: April 27<sup>th</sup> 2015  
TO: Linda Tynan, Chief Administrative Officer  
FROM: Ian McIntosh, Director of Development Services  
SUBJECT: Official Community Plan (OCP) Amendment re: Urban Growth Strategy

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**RECOMMENDATION:**

THAT Council pass the following resolutions:

THAT 2<sup>nd</sup> and 3<sup>rd</sup> readings of Bylaw 2014-002 be rescinded;

AND THAT that Bylaw 2014-002 as amended be given 2<sup>nd</sup> reading;

AND FURTHER THAT a public hearing be scheduled for Monday, May 11<sup>th</sup> 2015.

**PURPOSE:**

To provide a comprehensive overview of the updated version of the proposed amendment to the OCP relating to the Urban Growth Strategy.

**BACKGROUND:**

The former Council directed staff to undertake a comprehensive public review of the current Urban Growth Strategy in 2013. This process was initiated in February of 2013 with the final report presented to Council and the public on December 9, 2013. Staff were directed to prepare an amendment to our Official Community Plan based on the final report. An OCP amendment was prepared that proposed an ALR land exchange. The bylaw eventually received third reading and applications were forwarded to the Agricultural Land Commission (ALC). A new Council was elected in November and directed staff to preserve the existing ALR boundary. The applications to the ALC to both include and exclude land from the ALR were withdrawn. Subsequently, an OCP review steering committee was created to review all OCP amendments since 2008. The committee has provided recommendations outlined below to revise the proposed urban growth amendment. This proposed revision to bylaw 2014-002 is strictly in response to the comments received during the consultation process.

**DISCUSSION:**

Sufficient public process has been undertaken to make some informed revisions to the proposed growth strategy. The community was heard with respect to the preservation of farmland. The urban growth boundary in the OCP amendment has been revised to reflect the wishes of the electorate. The document still includes the demographic updates and the supported infill component of the growth strategy. Specific changes that have been made to the Urban Growth Area (UGA) as a result of the OCP steering committee and public consultation include mapping changes and revised text that:

- Remove ALR areas from the proposed UGA
- Remove a smaller portion of Victoria Rd South from the proposed UGA

The proposed Urban Growth Area changes are shown on the attached Schedule "A". The complete revised version of the OCP amendment is included as Schedule "B".

This OCP amendment was circulated to the Works and Utilities department, Finance department Development Services department and Administration. A review by these departments did not identify any concerns with the proposed amendments.

Council has consulted with the RDOS, First Nations, School District 67, the Agricultural Land Commission and various provincial ministries. Staff are recommending that consultation with federal government agencies is not required. District staff are satisfied that all appropriate consultation has taken place. The requirements of Section 879 - Consultation during OCP development of the Local Government Act have therefore been fulfilled.

The bylaw 2014-002 was forwarded to the Okanagan Skaha School District 67 for consultation. The requirements of Section 881 – Planning of School Facilities have therefore been fulfilled.

The proposed bylaw amendment has been considered in conjunction with the District of Summerland's financial plan and waste management plan. Financial comments are noted below and the proposed amendments to bylaw 2014-002 do not impact the waste management plan. The requirements of Section 882 – Adoption procedures have therefore been fulfilled.

This application was also presented to the Advisory Planning Commission meeting held on April 2, 2015. After reviewing the application and hearing from the public in attendance and support staff, the Commission passed the following recommendation:

***THAT the Advisory Planning Commission support the proposed removal of the ALR lands from the UGA but do not support the inclusion of Hunter's Hill or Victoria Road South areas unless additional public consultation is undertaken to confirm public support for these proposed changes.***

#### FINANCIAL IMPLICATIONS:

There are no implications on the District's Financial Plan with respect to the proposed amendments provided the District continues with the policy that developers pay for any utility servicing that their developments require.

#### CONCLUSION:

There has been considerable public consultation over this issue including a civic election. Bylaw 2014-002 has received significant scrutiny. The select committee of council originally proposed leaving the Hunters Hill area in the UGA however revised their position following input from the APC. The proposed amendments are in response to this consultation and the recommendations of the select committee of council. These amendments essentially remove the ALR lands from the urban growth area and reduce the land proposed for removal in the Victoria Road South area. It is recommended that bylaw 2014-002 be adopted as amended.

#### ALTERNATIVES TO STAFF RECOMMENDATION:

Council could reject the amendments, reject bylaw 2014-002 in its entirety, or send the bylaw back for further review.

Respectfully Submitted

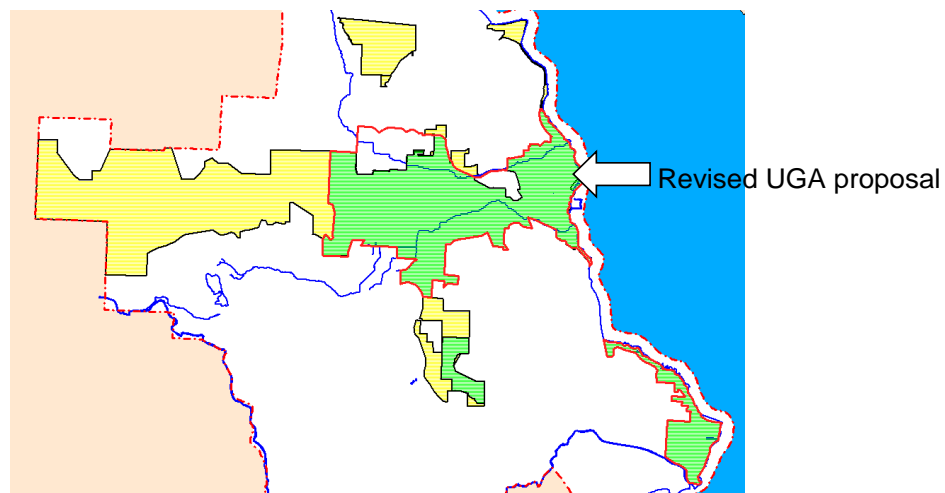
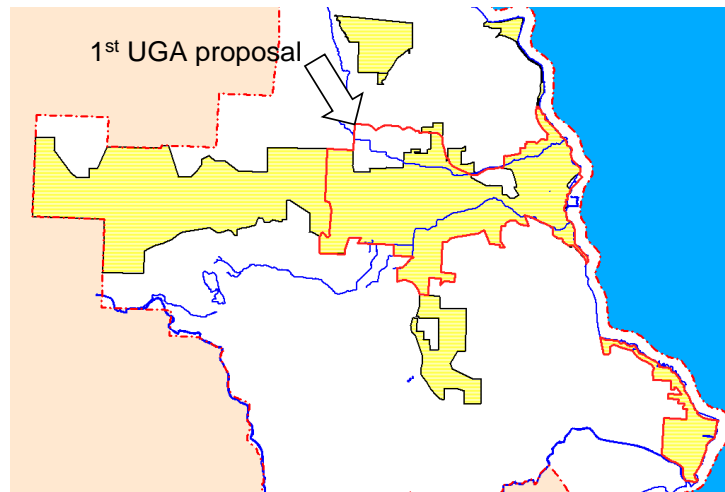
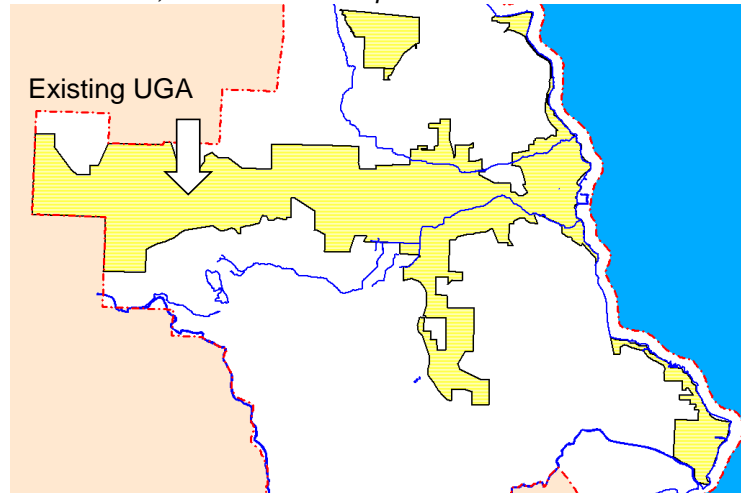


**Approved for Agenda**



CAO: Linda Tynan April 22<sup>nd</sup>, 2015

**Schedule "A" – Existing, Proposed, and Revised Urban Growth Areas**  
*Ian McIntosh, Director of Development Services*



Schedule "B" – Revised OCP Document with Schedules

OCP document

<file:///\\SUMMERPOST\\Development%20Services\\OCP\\OCP%20Review%20Committee%202015\\FINAL%20DRAFT%202015%20OCP%20Amendment%20for%20new%20Growth%20Strategy.docx>

Schedules

<..\\2014 Amendment\\Schedules\\00 All Schedules 1.pdf>

Item 4 - Public Hearing - OCP -  
- Emails Received - May 6, 2015.

**Maureen Fugeta**

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**From:** Linda Tynan  
**Sent:** May 6, 2015 4:07 PM  
**To:** Maureen Fugeta  
**Subject:** FW: OCP Amendment to remove North Prairie Valley from Urban Growth Boundary

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**From:** malcolm mcnaughton [mailto:mkm00@hotmail.com]  
**Sent:** May 6, 2015 8:51 AM  
**To:** Lorraine Bennest; Peter Waterman (Home); Richard Barkwill; Erin Carlson (Home); Erin Trainer; Linda Tynan; Toni Boot; Doug Holmes; Janet Peake  
**Subject:** RE: OCP Amendment to remove North Prairie Valley from Urban Growth Boundary

I would agree with Lorraine but for different reasons. From a planning perspective, removing West Prairie Valley from the growth area without a plan for future development of the area is short sighted. There are long term implications for expanding, contracting or otherwise adjusting the growth boundary that do not seem to have been reviewed, studied or analyzed in the context of the current proposal. I am left wondering why there is a need to contract the boundary in this area now without providing an alternative vision of what the area will be in the next 5, 10, 25 or 50 years....

Although the Summerland Hills development as proposed is dead, it does not mean that further visioning and planning for this area should not be done before making significant OCP changes.

You were elected as a reaction to the previous Council's actions in this very matter, I would think that consultation and a pro-active approach would be paramount in dealing with these important issues.

One of the things that I see as missing (perhaps it exists and I am unaware), is a strategic plan for the District lands both vacant and developed as well as a long term facilities plan for the community. Based on the monetary and social value of these assets to the community, they should have a long term plan that is integrated into the long term financial (capital) plan for the community. This would help ensure that future assets are well planned and funded. Think ambulance station, RCMP detachment... what is next? the firehall? the pool? the arena? Lets not forget the museum and the art gallery.... So how does removing the west Prairie Valley lands and disposition of said lands fit into the the bigger picture and where is the guiding policy document that lays this out?

Thank you for your careful consideration of this matter.

Malcolm McNaughton MCIP, RPP

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**From:** lbennest@telus.net  
**Date:** Tue, 5 May 2015 22:07:16 -0700  
**Subject:** OCP Amendment to remove North Prairie Valley from Urban Growth Boundary  
**To:** peterwaterman@gmail.com; rbarkwill@summerland.ca; carlsone123@gmail.com; etrainer@summerland.ca; ltynan@summerland.ca; tboot@summerland.ca; dholmes@summerland.ca; jpeake@summerland.ca

greetings

below please see a cut and paste from a recent council agenda - there is a significant change proposed for the OCP - altho it is not mentioned specifically in the memo the plan is to remove the North Prairie Valley lands from the Urban Growth Boundary - this is a major change to our OCP and the public hearing is next week - please consider carefully whether the statements made in the briefing memo cut and paste below are true

altho the staff recommendation states that there has been sufficient consultation with regard to these proposed changes there has never been a prior proposal to simply remove the NPV lands from the UGB - the previous proposals were for a swap of lands - that is not the current proposal - the concept of decreasing our potential urban area is worthy of discussion and careful consideration by the community

it has significant potential financial implications for the DOS as much of this land is owned by the community - it has significant potential impact on our infrastructure as this land has been planned for development since our 1996 OCP was adopted

the previous proposal for these NPV lands failed due to a failure to consult with the Penticton Indian Band - altho the usual local government consultation processes were followed the failure to access the crown lands involved in the proposal held up the development process until an economic downturn occurred and the proposal was withdrawn

I sat on Summerland Council and the Regional District for two terms (one in the mid 90's and the other 10 years later) - it is clear with the benefit of hind sight, that the number one priority of council must be to develop a good working relationship with our nearest neighbours to the south, the Penticton Indian Band - our community is very insular and blindly ignores the reality of sharing our watershed (the second largest in the Okanagan) and sharing use of large tracts of crown land with the areas original inhabitants - are you aware of the changes in law which have occurred recently due to court decisions regarding Aboriginal Title?

council is very new to the job and has a lot of information to absorb - it is a very bad idea to go ahead with changes to the OCP which directly affect crown lands of interest to PIB and affects lands bordering PIB Reserve lands - please don't do this - please wait until you have had time to develop a relationship and understanding of how this might affect them

the proposed changes are not necessary - they do nothing beneficial for our town

a more practical solution might be to simply add the demographic updates etc. as an appendix to the OCP

sincerely

lorraine bennest

<http://www.summerland.ca/docs/default-source/default-document-library/2015-04-27-regular.pdf?sfvrsn=0>

Page 51 of 96 COUNCIL REPORT

RECOMMENDATION:

THAT Council pass the following resolutions:

THAT 2<sup>nd</sup> and 3<sup>rd</sup> readings of Bylaw 2014-002 be rescinded;

AND THAT that Bylaw 2014-002 as amended be given 2<sup>nd</sup> reading;

AND FURTHER THAT a public hearing be scheduled for Monday, May 11<sup>th</sup> 2015.

PURPOSE:



To provide a *comprehensive overview* of the updated version of the proposed amendment to the OCP relating to the Urban Growth Strategy.

*This proposed revision to bylaw 2014-002 is strictly in response to the comments received during the consultation process.*

*Sufficient public process has been undertaken to make some informed revisions to the proposed growth strategy. The community was heard with respect to the preservation of farmland. The urban growth boundary in the OCP amendment has been revised to reflect the wishes of the electorate.* The document still includes the demographic updates and the supported infill component of the growth strategy. Specific changes that have been made to the Urban Growth Area (UGA) as a result of the OCP steering committee and public consultation include mapping changes and revised text that:

- Remove ALR areas from the proposed UGA
- Remove a smaller portion of Victoria Rd South from the proposed UGA

**THE CORPORATION OF THE DISTRICT OF SUMMERLAND**  
**ITEM 10 - CORRESPONDENCE – INFORMATIONAL ITEMS**

**DATE:** May 11<sup>th</sup>, 2015 – Regular Council Meeting  
**TOPIC:** Correspondence – Information Items  
**PROPOSAL:** Correspondence and Reports Received  
**PROPOSED BY:** Staff

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**ITEMS SUMMARY:**

The following items of correspondence and interest have been received since the last meeting of Council.

DEPARTMENT	SUBJECT	ACTION
1. Administration – Letter from Kettle Valley Steam Railway	BC Safety Authority re: Simpson Rd – Grade Safety	Receive for information
2. Development Services	Monthly stat reports re: Subdivision and Planning	Receive for information
3. Administration	Telus – High-Speed Internet	Receive for information
4. Finance	Community Foundation – 2015 Grant Disbursement	Receive for information
5. Parks	Letter from Mary Trainer Re: naming trail (Trout Creek)	Staff to prepare a Report to Council

Note: Unless items listed are dealt with specifically by Council, staff will respond to requests, referrals and issues where appropriate and as outlined by District Policy and as indicated on each item.

**AUTHOR:**



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CORPORATE OFFICER

**REVIEWED BY:**



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CHIEF ADMINISTRATIVE OFFICER

Correspondence - May 11th



# KETTLE VALLEY STEAM RAILWAY

THE OKANAGAN'S HERITAGE RAILWAY  
18404 BATHVILLE ROAD, P.O. BOX 1288  
SUMMERLAND, BC V0H 1Z0  
EMAIL: KVR@TELUS.NET

WEBSITE: WWW.KETTLEVALLEYRAIL.ORG

Rcvd:	
File:	
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	Wm
Copy to:	
Action:	

RECEIVED

APR 22 2014

LEADERSHIP CENTER

City of Summerland  
Mayor and Council Members  
2311 Henry Road  
Summerland, British Columbia  
V0H 1Z0

Dear Mr. Mayor, and esteemed council members:

On December 2, 2013, a report from the British Columbia Safety Authority was released concerning the Grade Railway Safety Assessment Report, concerning Simpson Road, in Summerland.

Thus far, our files do not show a response from your office or from counsel as to possible remedies to the problems as outlines in the report.

At Kettle Valley Steam Railways, we endeavor to provide a strong safety presence in the field as well as on our property and in the community.. I am sure that council appreciates this, and expects this. It is therefore incumbent upon us to resolve identified safety concerns in a reasonable amount of time and in a prudent manner.

Please consider the report that is being sent with this letter, and contact me for a meeting that this issue may be discussed.

I appreciate your attention on this matter.

  
Kenneth Orford  
General Manager  
Kettle Valley Steam Railway  
Summerland, BC

## KETTLE VALLEY RAILWAY SOCIETY BOARD OF DIRECTORS

DOUG CLAYTON - PRESIDENT | KEN SEWELL - TREASURER | TED MORRISON - SECRETARY  
JEFF ANDREWS - DIRECTOR | KEN HEEMERYCK - DIRECTOR

*The KVSr is operated by a non-profit society dedicated to preserving BC Railway Heritage.*



**British Columbia Safety Authority Grade Railway Crossing  
Safety Assessment Report  
Simpson Road in Summerland, British Columbia**

**December 2, 2013**

British Columbia Safety Authority  
505 6<sup>th</sup> Street Suite 200 New Westminster BC V3L 0E1

1

## **Issue**

On October 31<sup>st</sup>, 2013 a serious safety condition was brought to the attention of the British Columbia Safety Authority (BCSA) by the Kettle Valley Steam Railway (KVSr). The KVSr heritage railway operates a seasonal passenger excursion train on the old Canadian Pacific (CP) Rail Line located in the District of Summerland, British Columbia. KVSr employees observed a school bus on Simpson Road stopped at a municipal stop sign at Victoria Road with a portion of the vehicle foul of the railway tracks. As a result of the reported safety condition a safety assessment was conducted by the BCSA at the Simpson Road railway crossing on November 6<sup>th</sup>, 2013.

## **Background**

The KVSr heritage railway operates a seasonal passenger train on the previously owned Canadian Pacific Railway (CPR) rail line located in the District of Summerland, British Columbia. KVSr's operating season is between May and September with additional trains running on special occasions such as Christmas. The KVSr handles approximately 25,000 passengers annually and operates the train on 11 kilometers of track between Prairie Valley Station and the Trout Creek Trestle Bridge. The train travels through three grade level railway crossings during its trip including the crossing located at the intersection of Simpson Road and Victoria Road.

## **Discussion**

For the purposes of this report, Simpson Road railway crossing is described in an east-west orientation, while the rail line and Victoria Road is described in a north-south orientation. The crossing does not have an active railway warning system in place. With no freight trains and limited passenger trains at designated times of year, the cross-product is below the threshold of 1,000 which is specified in Section 11 of the Canadian Railway-Roadway Grade Crossing Standards (CRRGCS) manual as a warrant for a grade crossing warning system. Simpson Road currently serves a few houses and a golf course before its termination west of the crossing.

A safety assessment of the Simpson Road grade crossing was undertaken on November 6, 2013.

The fundamental objectives of the assessment are to:

- i. Reduce crash risk within the grade crossing environment;
- ii. Consider the safety of all grade crossing users;
- iii. Verify compliance of the applicable sections of the Canadian Railway-Roadway Grade Crossing Standards (CRRGCS);

- iv. Give consideration to applicable sections of the British Columbia Motor Vehicle Act (BCMV);
- v. Give consideration to applicable sections of the Traffic Control Devices Manual (TCDM);
- vi. Ensure that all the crash mitigation measures/factors aimed to eliminate or reduce the identified safety problems are fully considered, evaluated and documented for review/action by the appropriate authorities.

The assessment conducted at the Simpson Road Crossing revealed that a threat to safe railway operation exists at this crossing.

The findings of the assessment are as follows:

- 1. The stop sign located on the southeast intersection of Simpson Road and Victoria Road is placed in such a way that it does not allow for adequate distance between a vehicle that has come to a stop at the road marking and the dynamic train envelope in the eastbound travel direction.
- 2. Stop sign markings have not been applied to the municipal roadway on the east and westbound approaches to the crossing.
- 3. Railway crossing ahead signs have not been installed on the Victoria Street north and southbound approaches to the Simpson Road crossing.
- 4. Railway sightlines were assessed for both sides of the Simpson Road crossing at each stopping point and it was determined that the southwest corner of the Simpson Road stopping point does not provide for adequate vehicle traffic sightlines when looking north for current railway operating speeds of 15 mph. In addition it was also determined that the stopping point on the northeast corner of Simpson Road and Victoria Road does not provide for adequate vehicle traffic sightlines when looking north with current railway operating speeds of 15 mph.

## Recommendations

As the delegated authority under the *Railway Act* and the *Railway Safety Act* of British Columbia the BCSA makes the following recommendations:

- 1. The District of Summerland Public Works Engineering Department ensure that all road signs and road markings are placed in such a way that conforms to all applicable municipal road Regulations and Standards.
- 2. The District of Summerland Public Works Engineering Department perform its own evaluation of the current design at the Simpson Road & Victoria Road Intersection and make all applicable improvements.

3. The District of Summerland Public Works Engineering Department and Kettle Valley Steam Railway develop a viable solution to ensure the safe navigation of passenger vehicles travelling eastbound through the southeast stop sign at the corner of Simpson Road to Victoria Road.

Detailed outstanding safety issues and associated Regulations and Standards are identified by this assessment are outlined in Table 1.

## BCSA, Grade Railway Crossing Safety Assessment Report at Simpson Road in Summerland, British Columbia

Table 1: Grade Crossing Safety Assessment at Simpson Road in Summerland, BC

Observations	Regulation
<b>1.0 Sightlines</b>	<b>CRRGCS Section 4 &amp; 8</b>
Railway sightline measurements were taken at stop sign (A) southwest corner of Simpson Road and it was determined that the sightlines are not sufficient when stopped at stop sign (A) in the eastbound direction. When a driver is stopped and looking northward down the track the sightlines are insufficient to safely cross the railway tracks and travel clear of the train envelope based on current railway operating speeds of 15 mph. <i>See diagram (A) for detailed sightline measurements and stop sign indications.</i>	CRRGCS Section 4.7 Departure Time – 'Design Vehicle'. Section 8.3 – sightlines for grade crossings without a grade crossing warning system.
Railway sightline measurements were taken at stop sign (B) southeast corner of Simpson Road and Victoria Road when travelling in the eastbound direction and it was determined that the sightlines are unobstructed when stopped at this location. <i>See diagram (A) for detailed sightline measurements and stop sign indications.</i>	CRRGCS Section 4.7 Departure Time – 'Design Vehicle'. Section 8.3 – sightlines for grade crossings without a grade crossing warning system.
Sightline measurements were taken at stop sign (C) northeast corner of Simpson Road and Victoria Road and it was determined that the sightlines are not sufficient when stopped at stop sign (C) in the westbound direction. When a vehicle is stopped and the driver is looking north down the track the sightlines are insufficient to safely cross the railway tracks and travel clear of the train envelope	CRRGCS Section 4.7 Departure Time – 'Design Vehicle'. Section 8.3 – sightlines for grade crossings without a grade crossing warning system.



on the west side of the track based on current railway operating speeds of 15 mph leading to an estimated 3% uphill grade. See <i>diagram (A) for detailed sightline measurements and stop sign indications.</i>	
<b>2.0 Signs and Road Markings</b>	<b>CRRGCS Section 4 &amp; 9 / BCMVA 185 (3)(5)</b>
Stop sign (B) located on the southeast corner of Simpson Road and Victoria Road does not allow for adequate distance between a vehicle that has come to a stop in the eastbound direction at the road marking and the dynamic train envelope. <i>As illustrated in Photo 3</i>	CRRGCS Table 4.1: cars 5.6 m. heavy single unit trucks 11.5m and standard single unit buses 12.2m based on Table 4.3 "local residential road". BCMVA 185 (5) <i>When a driver has stopped in accordance with this section, the driver must (c) not stop with a part of the vehicle on or over the tracks.</i>
Municipal stop sign road markings have not been applied to stop signs (A) and (C). <i>As illustrated in Diagram (B)</i>	CRRGCS 9.6 Pavement markings as specified in the Traffic Control Devices Manual (TCDM) shall be applied at unrestricted grade crossings with paved road approaches.
Railway Crossing Ahead Signs are not installed on the Victoria Street approach North and Southbound.	CRRGCS 9.3 (a) Railway Crossing Ahead Signs as specified in the TCDM shall be installed on road approaches for vehicles leading to public grade crossings with an average daily traffic exceeding 100, including on intersecting roads within 30m of the nearest rail of the grade crossing.
Vehicle traffic observed moving through the crossing either failed to stop or stopped within the dynamic envelope of the train.	BCMVA 185 (3) <i>If a stop sign is erected at a railway crossing, a driver approaching the railway crossing (a) must stop his or her vehicle (i) no closer than 5 m, and (ii) no farther than 15m from the nearest rail of the railway, and (b) must not proceed until he or she can do so safely.</i>
<b>3.0 Miscellaneous Observations</b>	<b>CRRGCS Section 6 &amp; 9 / BCMVA 185 (5) 186</b>
School bus vehicle travelling eastbound on Simpson Road making a stop at stop sign (B) with a portion of the vehicle on crossing. <i>As illustrated in Photo 4</i>	BCMVA 185 (5) <i>When a driver has stopped in accordance with this section, the driver must (c) not stop with a part of the vehicle on or over the tracks.</i>

Vehicular traffic observed moving through the Simpson Road crossing failed to make a complete stop at the stop indications signs in all but a few cases.	<i>BCMVA 186 – Except when a police officer directs otherwise, if there is a stop sign at an intersection, a driver of a vehicle must stop</i>
91 passenger vehicles were observed travelling through the crossing on Simpson Road East-West Between 09:30 and 11:30 (2hrs). Based on approximation only, daily vehicle traffic on Simpson Road is (1080) for 24hr period.	General Information
10 pedestrians and 1 bicyclist were observed travelling through the Simpson Road crossing between 09:30 and 11:30 (2hrs).	General Information
No road shoulder or sidewalks are present at the Simpson Road crossing.	General Information

**Document Reference:**

Canadian Railway-Roadway Grade Crossing Standards (CRRGCS)  
<http://www.tc.gc.ca/media/documents/railsafety/crrgcs.pdf>

British Columbia Motor Vehicle Act (BCMV)  
[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/96318\\_01](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96318_01)

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[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/96318\\_01](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96318_01)

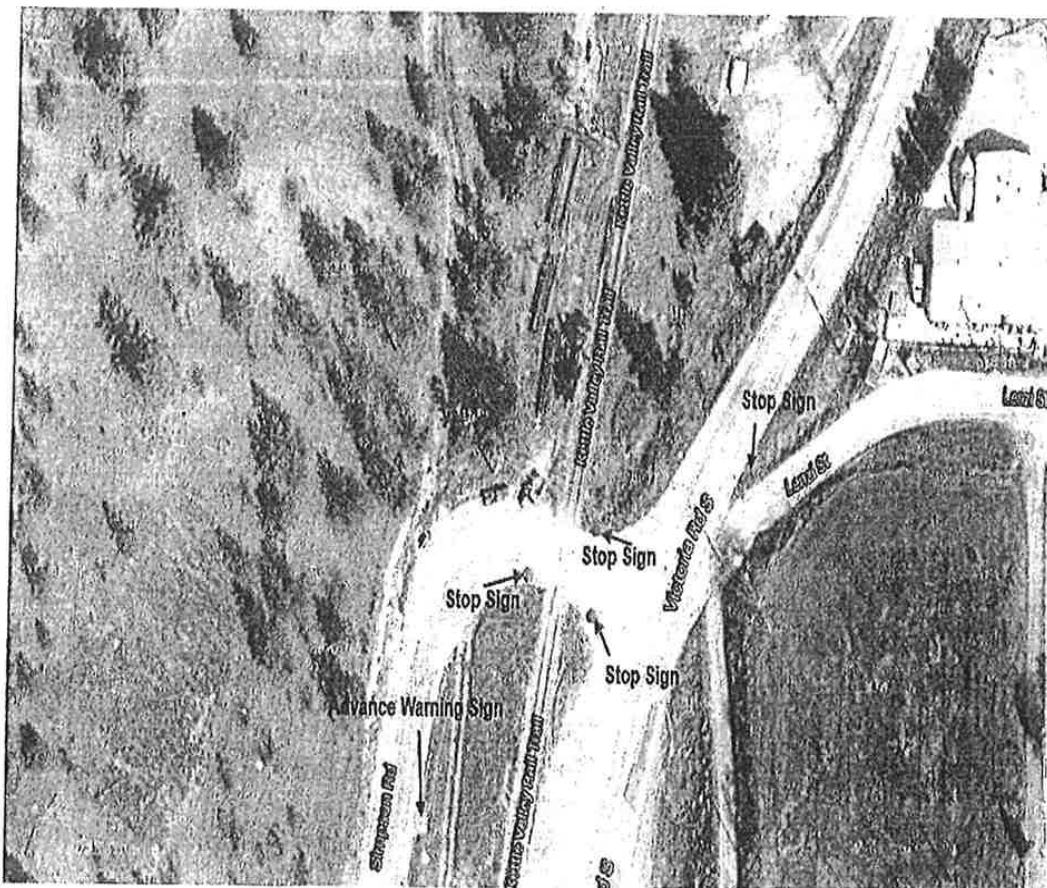


Photo 1: Overhead View of Simpson Road Crossing (Google Maps)

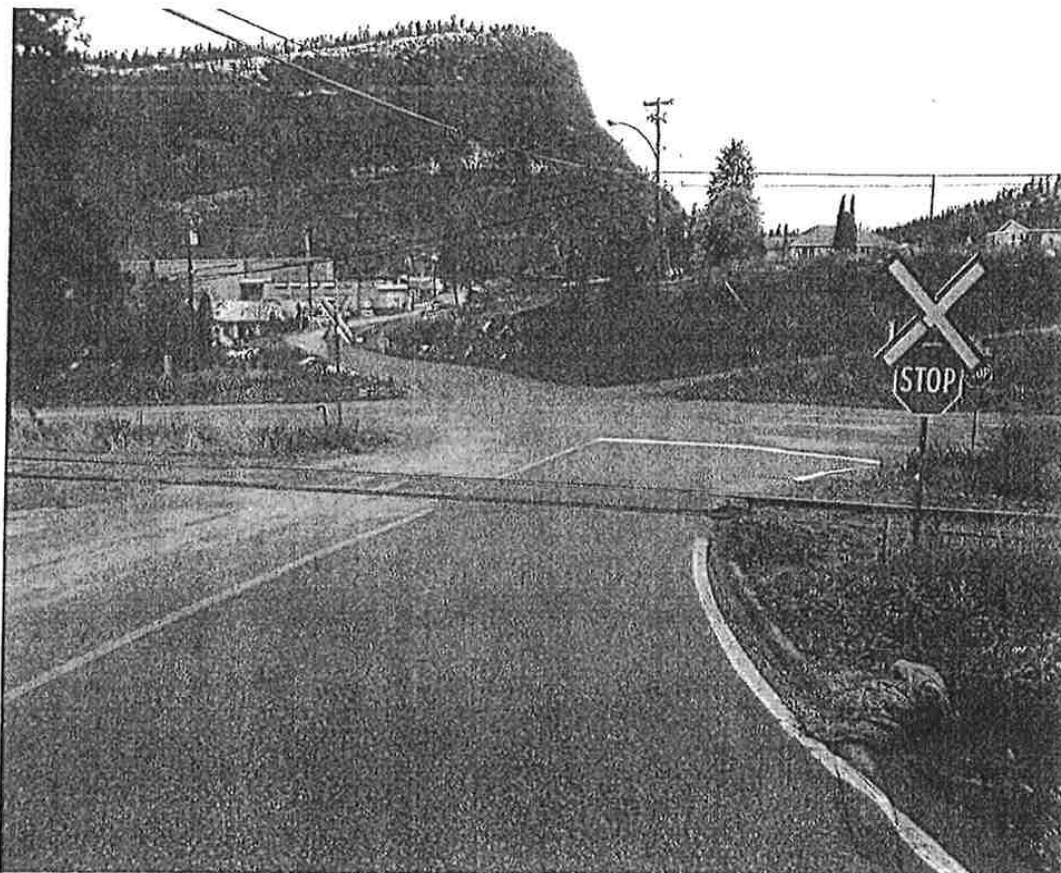


Photo 2: Simpson Road Railway Crossing Summerland BC (View Facing East)

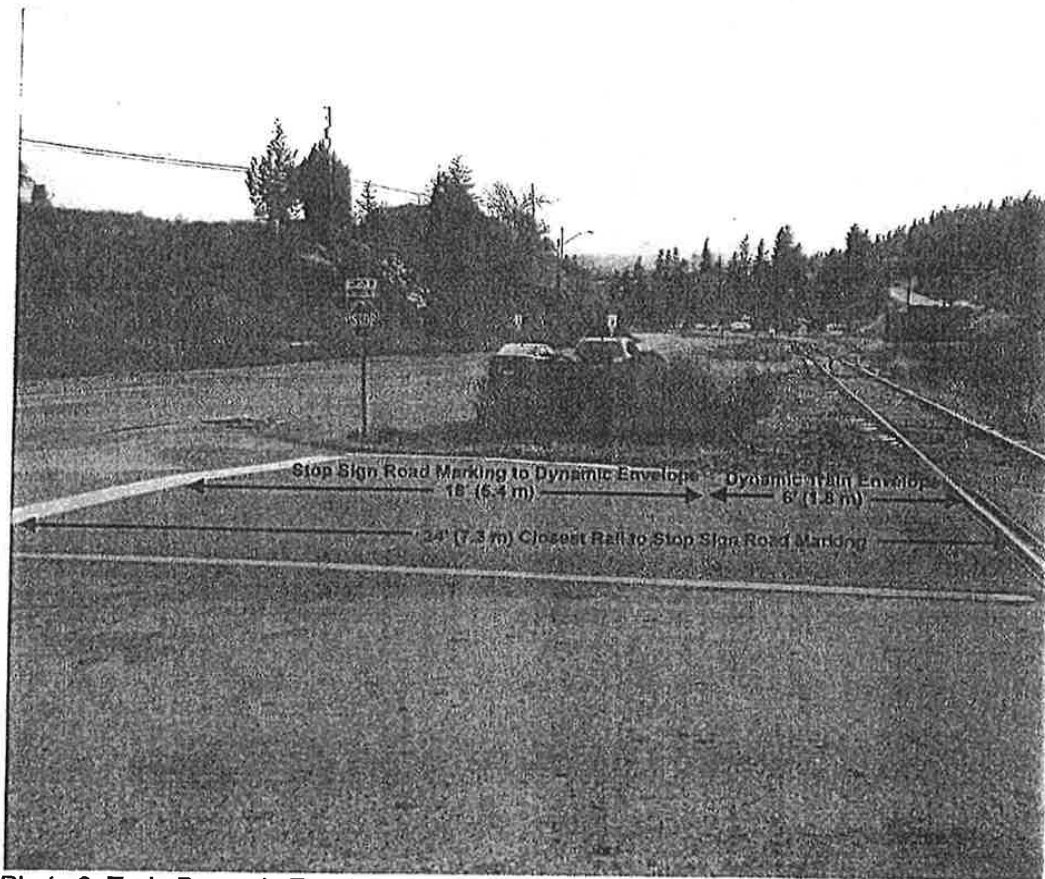


Photo 3: Train Dynamic Envelope as Stated in the MUTCD (View Facing South)

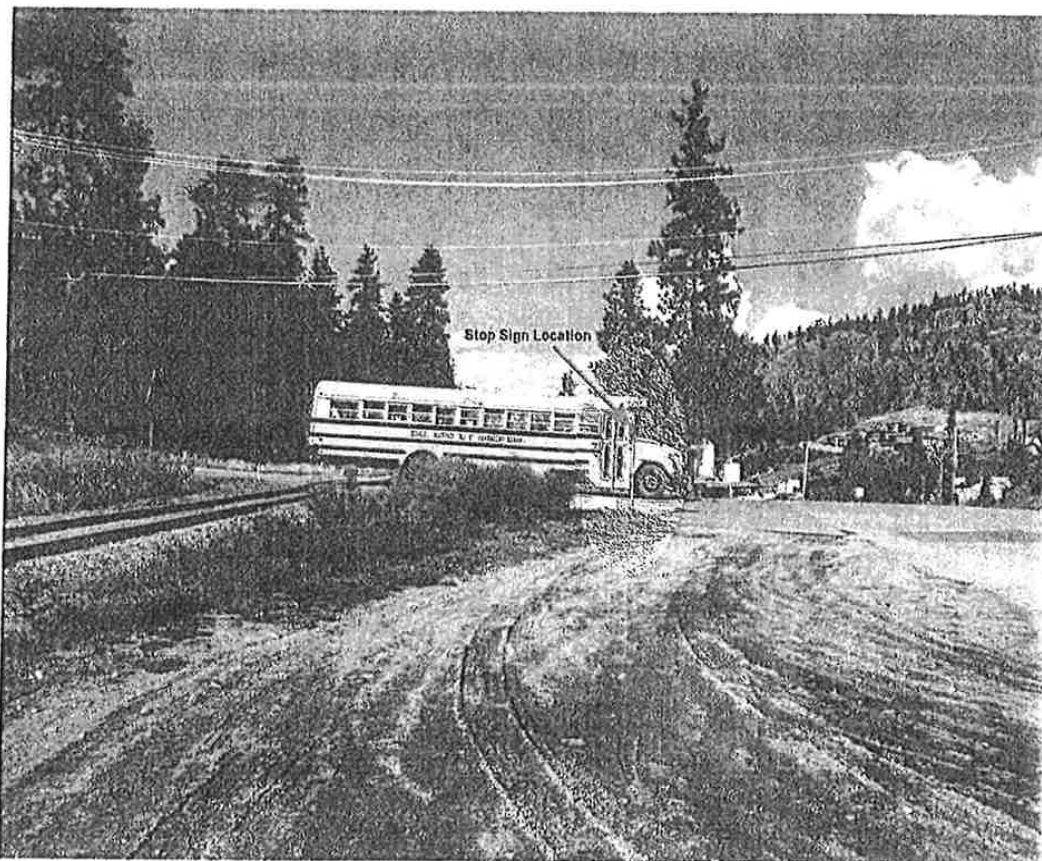


Photo 4: School bus stopped foul of the railway tracks and beyond the stopping point road marking (View Facing North)

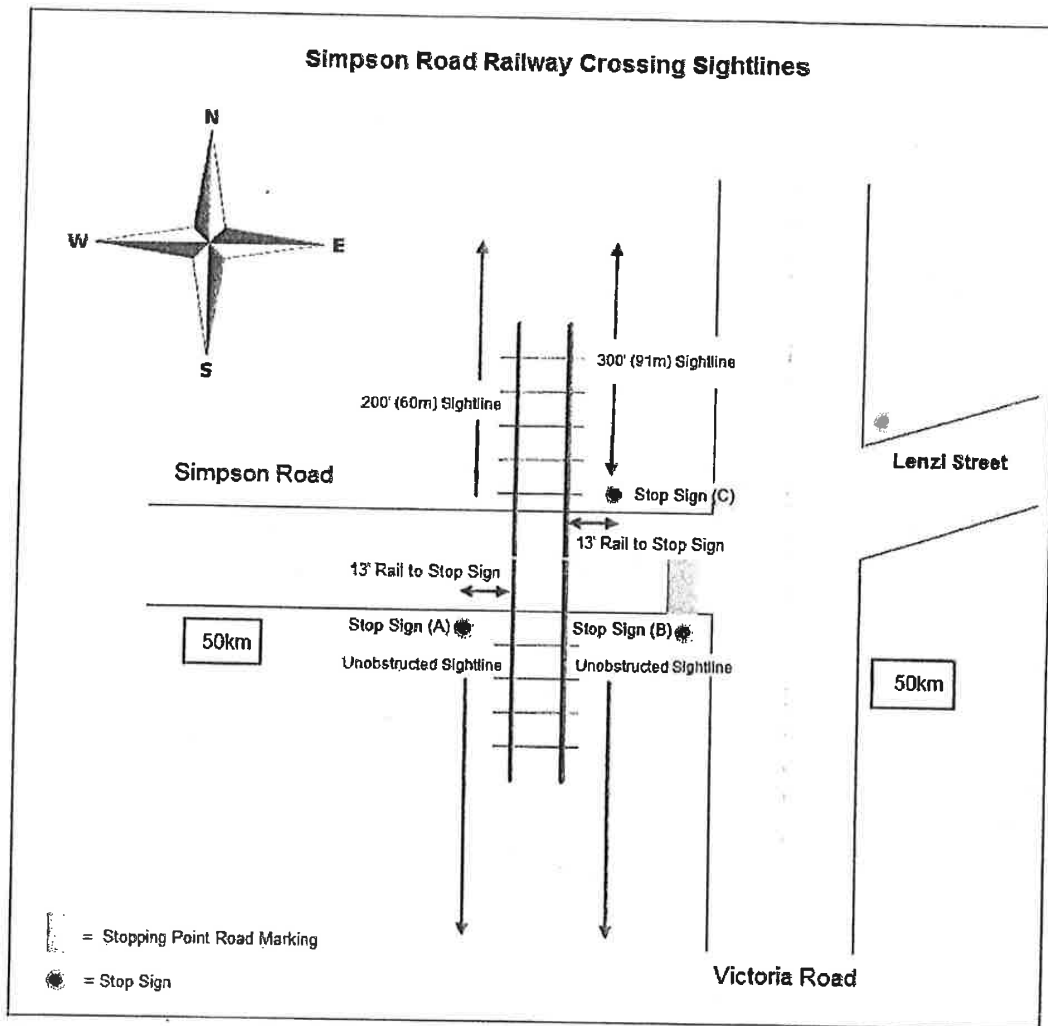
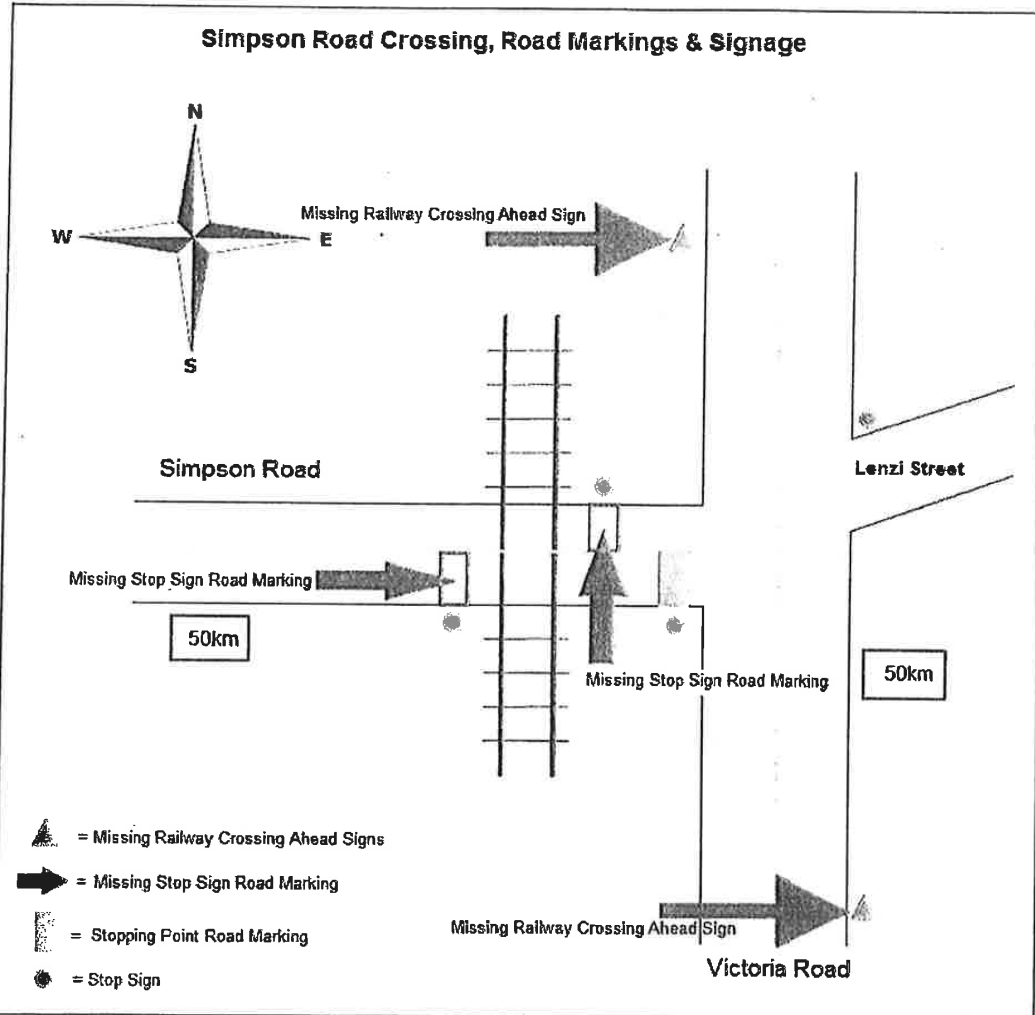
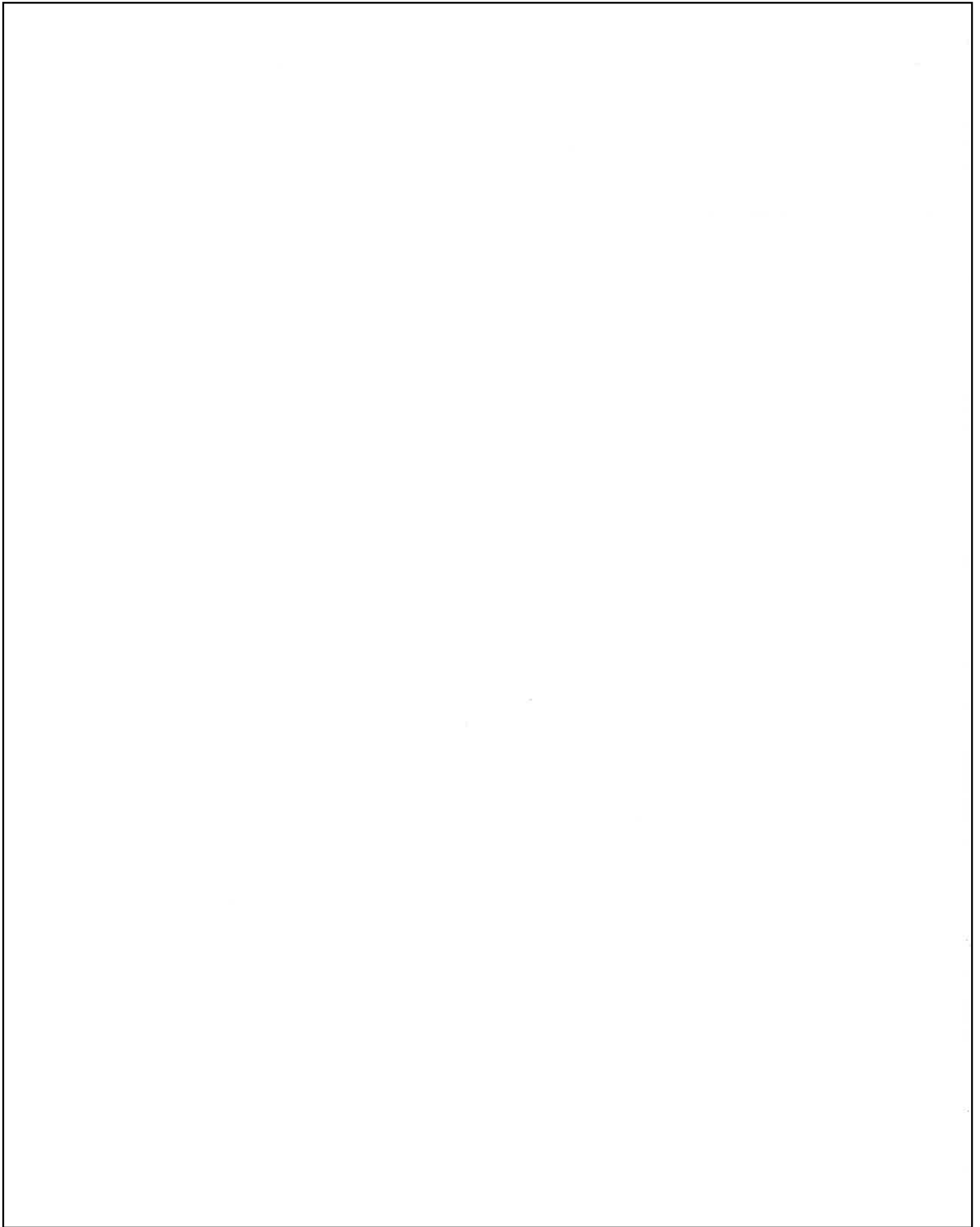


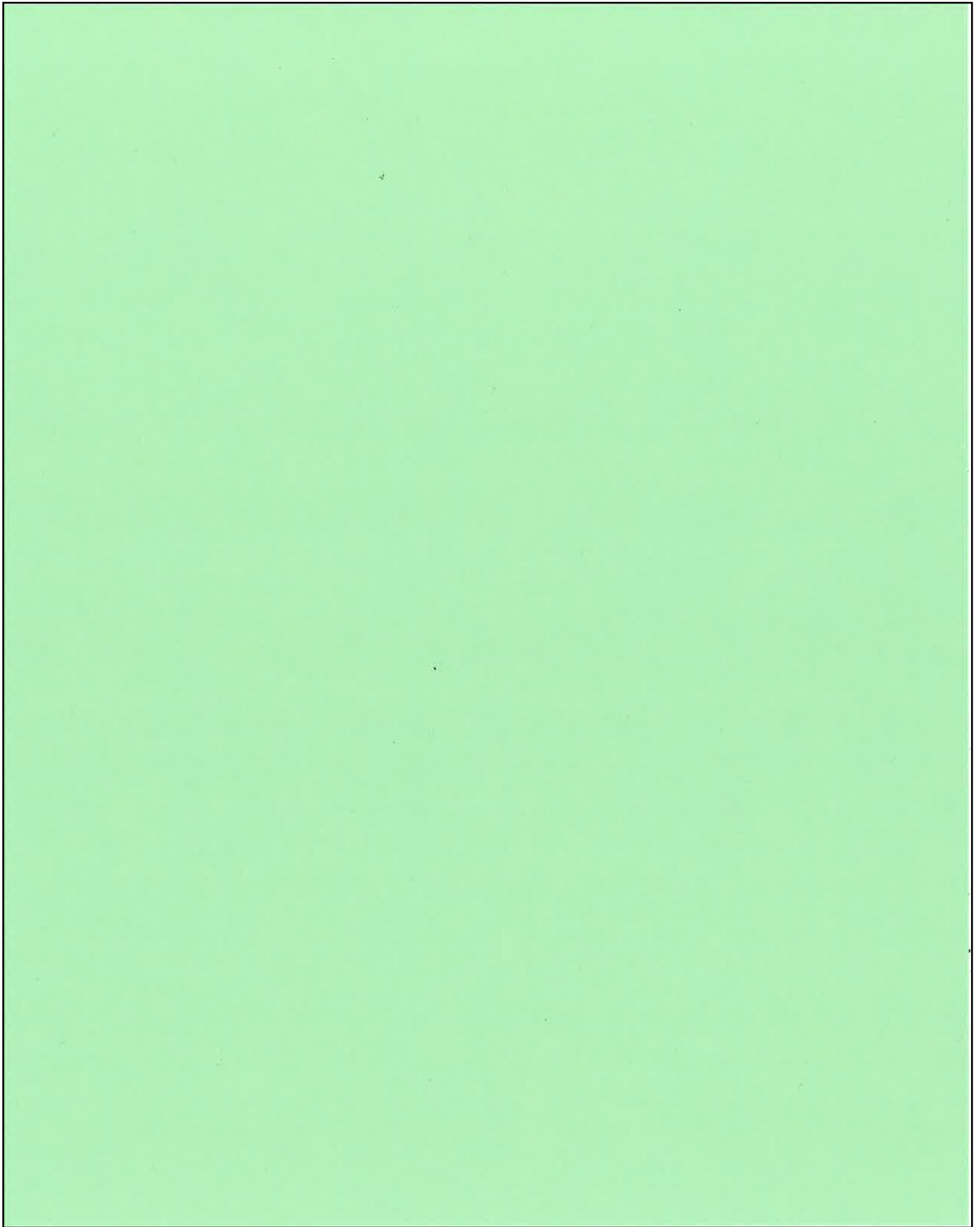
Diagram A: Simpson Road Sightlines (Stop Sign (A, B & C))





**Diagram B: Missing Stopping Point Road Marking & Missing Railway Crossing Ahead Signs.**





- Correspondence -

## Monthly Subdivision Report for April 2015

<i>Applications this month</i>	<i>Lots Applied For</i>	<i>Street</i>	<i>Address</i>	<i>Applications 2015 to date</i>	<i>Total Applications in 2014</i>	<i>Total Lots Applied for in 2015</i>	<i>Total Lots Applied for in 2014</i>
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2	10	LAKESHORE DR NIXON RD	19225 4816	7	18	18	48
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May 4, 2015

District of Summerland Planning Department

Page 1 of 1

## Monthly Planning Report for April 2015

<i>Application Type</i>	<i>This month</i>	<i>2015 to date</i>	<i>Total for 2014</i>	<i>Street</i>	<i>Address</i>	<i>Application Date</i>	<i>Approved Date</i>
<i>ALR</i>	0	1	2				
<i>Amend Covenant</i>	0	0	0				
<i>Board of Variance</i>	0	0	1				
<i>Bylaw Enforcement</i>	0	0	0				
<i>Development Permit</i>	1	4	17				
<i>Liquor License</i>	0	0	0	1546	DALE AVE 6003	Apr-29-2015	
<i>OCP</i>	0	0	2				
<i>OCP/Rezone</i>	0	0	0				
<i>Rezone</i>	0	3	7				
<i>Section 57 Notice</i>	0	0	0				
<i>Strata</i>	0	0	0				
<i>Subdivision</i>	2	6	12				
<b>Totals</b>	<b>3</b>	<b>19</b>	<b>51</b>	1542 1547	LAKESHORE DR NIXON RD 19225 4816	Apr-24-2015 Apr-30-2015	

May 4, 2015

District of Summerland Planning Division

Page 1 of 2

<i>Application Type</i>	<i>This month</i>	<i>2015 to date</i>	<i>Total for 2014</i>	<i>Street Address</i>	<i>Application Date</i>	<i>Approved Date</i>
<i>Variance Permit</i>	0	5	10		-	-
<i>Wharf</i>	0	0	0		-	-
<b>Totals</b>	<b>3</b>	<b>19</b>	<b>51</b>			

**May 4, 2015**

*District of Summerland Planning Division*

*Page 2 of 2*

## Building Statistics Summary



Date : May 01, 2015 Time : 9:13 am

Period From : Apr 2015 - Apr 2015  
 Year : 2015  
 Display Area Permit Billing : Yes  
 Display Area Project Value : Yes

Area Code : All  
 Area Status : All  
 Area Rate Type : All

These BUILDING PERMIT(S) ISSUED can be broken down as follows:

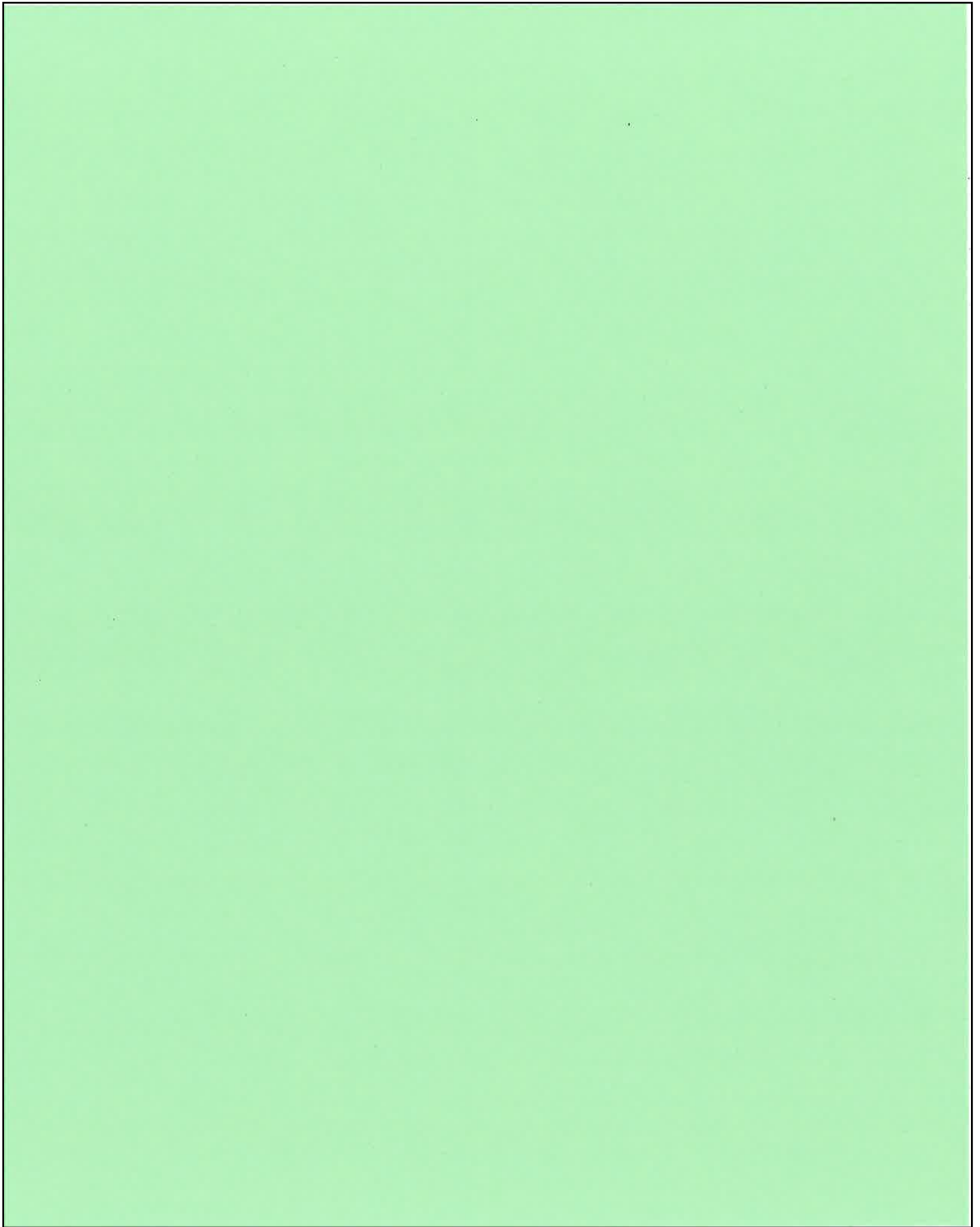
1	SINGLE FAMILY DWELLING	389,000.00
4	RESIDENTIAL ADDITIONS & ACCESS	60,700.00
3	GARAGES & CARPORTS	98,000.00
1	FARM & AGRICULTURE BUILDINGS	465,000.00
1	COMMERCIAL ADDITIONS/ALTER	2,000.00
1	INSTITUTIONAL ADDITIONS/ALTER	25,000.00
1	WOOD BURNING APPLIANCES	0.00
2	ADDITIONAL FEES FOR REPEAT INSPECTIONS	0.00
1	PLUMBING / WATER LINE	1,000.00
<b>15</b>		<b>1,040,700.00</b>

These BUILDING PERMIT COMPLETED can be broken down as follows:

1	SINGLE FAMILY DWELLING	487,000.00
1	COMMERCIAL ADDITIONS/ALTER	330,000.00
<b>2</b>		<b>817,000.00</b>

The comparative analysis of the permits issued is shown in these statistics :

	<b>April</b>		<b>Year to date</b>	
2015	1,040,700.00	15 permits	7,002,500.00	55 permits
2014	763,500.00	15 permits	2,010,000.00	35 permits
2013	3,350,000.00	20 permits	6,359,300.00	47 permits
2012	1,733,000.00	21 permits	8,032,500.00	58 permits
2011	2,717,000.00	13 permits	6,586,000.00	39 permits





TO LINDA.  
COUNCIL AGENDA

**Karen Jones**

---

**From:** K. Grace Howard <Grace.Howard@TELUS.COM> on behalf of Maureen Kirkbride <Maureen.Kirkbride@TELUS.COM>  
**Sent:** April 30, 2015 12:47 PM  
**To:** Mayor; Toni Boot; Erin Trainer; Erin Carlson; Richard Barkwill; Janet Peake; Doug Holmes  
**Cc:** dan.ashton.mla@leg.bc.ca; Steven Jenkins  
**Subject:** Announcing TELUS' 2015 capital investment in Summerland  
**Attachments:** Summerland\_2015Capex\_V1.pdf

Dear Mayor Waterman and Members of Council,

I am delighted to write that TELUS will be investing **\$2 million** in Summerland this year to meet growing demand for high-speed Internet services, update every wireless site in the community to 4G LTE, and expand the reach of Optik TV service. A news release with further details is attached.

Steve Jenkins -- TELUS' regional General Manager, based in Kelowna -- would be pleased to respond to any questions you may have regarding our significant presence in Summerland. He can be reached directly at (250) 861-2566 or [steve.jenkins@telus.com](mailto:steve.jenkins@telus.com).

Warm regards,

Maureen

**Maureen Kirkbride**

Director-Government Relations, TELUS  
2nd Floor-768 Seymour Street  
Vancouver, BC V6B 3K9

Phone: 604 697-8060 (o); 604 219-8014 (c)  
Email: [maureen.kirkbride@telus.com](mailto:maureen.kirkbride@telus.com)



## Media Release

### **TELUS investing \$2 million in Summerland in 2015**

*TELUS is increasing wireless speeds and expanding coverage, enhancing Internet capacity, helping deliver better healthcare outcomes through technology, fostering new Internet of Things solutions for businesses, and enhancing TV services*

**Summerland, B.C.** – TELUS is investing \$2 million in new communications infrastructure in Summerland this year to meet growing demand for high-speed Internet services, update every wireless site in the community to 4G LTE, and enhance Optik TV service.

This significant investment is part of TELUS' commitment to invest \$4 billion in British Columbia through 2018 to bring advanced telecommunications infrastructure to every corner of the province, enabling sustained innovation, providing access to world-class education programmes, extending critical healthcare technology to more communities, and fueling economic growth. By the end of 2018, TELUS will have invested more than \$47 billion in British Columbia since 2000.

"As Summerland continues to grow so has local demand for Internet and wireless services. Our significant investment this year will build upon the sustained work of past years to continue increasing the speed and capacity of our networks throughout the community to meet and exceed that demand," said Steve Jenkins, TELUS general manager for the Southern Interior. "I want to sincerely thank our local team who work day and night to bring our customers the latest technology and keep us connected. Our networks also provide the communications backbone for critical services such as healthcare and education, which will benefit people right here in Summerland for years to come."

"Improved Internet access is creating more and more economic opportunities for Summerland residents," said Penticton-Peachland MLA Dan Ashton. "Thanks to this investment, people from Peachland to Penticton are able to become more fully engaged with high-speed Internet connectivity."

In Summerland this year and beyond TELUS will:

#### **Services**

- Upgrade every wireless site to 4G LTE, enhancing the exceptional speed, coverage and reliability TELUS customers enjoy;
- Continue to rapidly deploy 700MHz wireless spectrum to further increase capacity;
- Commence planning for how to best put TELUS' newly-purchased AWS-3 spectrum to work adding much-needed wireless capacity;
- Increase the speed, capacity and availability of Internet services for homes and businesses;
- Enhance TELUS' Future Friendly Home solutions by adding new content; introducing a new theme pack structure to deliver the most customer-friendly basic and speciality TV packages of any TV distributor; and offering enhanced security, data storage and email services.

#### **Health**

- Further grow the important role of TELUS Health, which currently provides electronic medical records to more than 14,000 Canadian physicians as well as health benefits management solutions to more than 9,000 pharmacies, 11,000 dental clinics and 25,000 extended healthcare providers across the country. TELUS Health has invested more than \$1.5 billion to bring patient-centric solutions to market that are improving the flow of information across the healthcare continuum and enabling better health outcomes for British Columbians and all Canadians.
- Enable telehealth care with individuals living in remote communities including First Nations, improving the quality of care while reducing the need for expensive and time-consuming travel.

### **Business**

- Meet the technology requirements of the community's growing resource sector;
- Continue its focused investment in network, security, cloud computing and Internet-connected devices to facilitate Internet of Things (IoT) growth in British Columbia, driving solutions that enable local businesses to further their global competitive advantage, reduce environmental impact, and increase worker safety;
- Protect critical communications services in disaster prone areas by upgrading and strategically locating infrastructure to mitigate risk to TELUS' network, while implementing new monitoring and preparedness plans for climate-related events that could impact the company's customer service, network and team members.

### **Community**

- Expand TELUS WISE, a free Internet and smartphone safety and security educational program available to all Canadians. Since its launch in 2013, this program has reached more than 140,000 British Columbians through more than 200 community learning sessions;
- Partner with local organizations on social initiatives through TELUS Community Boards and employee charitable giving to provide an expected \$10 million in funds in 2015 alone;
- In 2014, TELUS's three Community Boards in British Columbia donated \$1.45 million in support of 133 local charitable projects, and since inception, they have collectively donated more than \$10.55 million in support of 949 local charitable projects;
- Last year, more than 5,000 British Columbian TELUS team members, retirees and family members participated in the ninth annual TELUS Days of Giving, volunteering their time at hundreds of local activities throughout the province; in 2015, TELUS expects more than 5,800 volunteers to participate in TELUS Days of Giving in British Columbia.

"TELUS' dedication to Summerland extends well beyond our investments in operations and infrastructure," continued Jenkins. "Since 2000, TELUS and our 20,000 team members, community board members and retirees who live and work throughout British Columbia have been active with their hearts and hands, donating more than \$120 million and working nearly 3.3 million volunteer hours with charitable organizations."

The capital investment disclosed in this release is consistent with TELUS' overall capital expenditure guidance for 2015, issued on February 12, 2015.

### **About TELUS**

TELUS (TSX: T, NYSE: TU) is Canada's fastest-growing national telecommunications company, with \$12 billion of annual revenue and 13.7 million customer connections, including 8.1 million wireless subscribers, 3.2 million wireline network access lines, 1.5 million Internet subscribers and 916,000 TELUS TV customers. TELUS provides a wide range of communications products and

services, including wireless, data, Internet protocol (IP), voice, television, entertainment and video, and is Canada's largest healthcare IT provider.

In support of our philosophy to give where we live, TELUS, our team members and retirees have contributed more than \$396 million to charitable and not-for-profit organizations and volunteered and more than 6 million hours of service to local communities since 2000. Created in 2005 by Executive Chairman Darren Entwistle, TELUS' 11 community boards across Canada have led the company's support of grassroots charities and will have contributed \$47 million in support of 3,700 local charities organizations by the end of 2015, enriching the lives of more than two million Canadian children and youth. TELUS was honoured to be named the most outstanding philanthropic corporation globally for 2010 by the Association of Fundraising Professionals, becoming the first Canadian company to receive this prestigious international recognition.

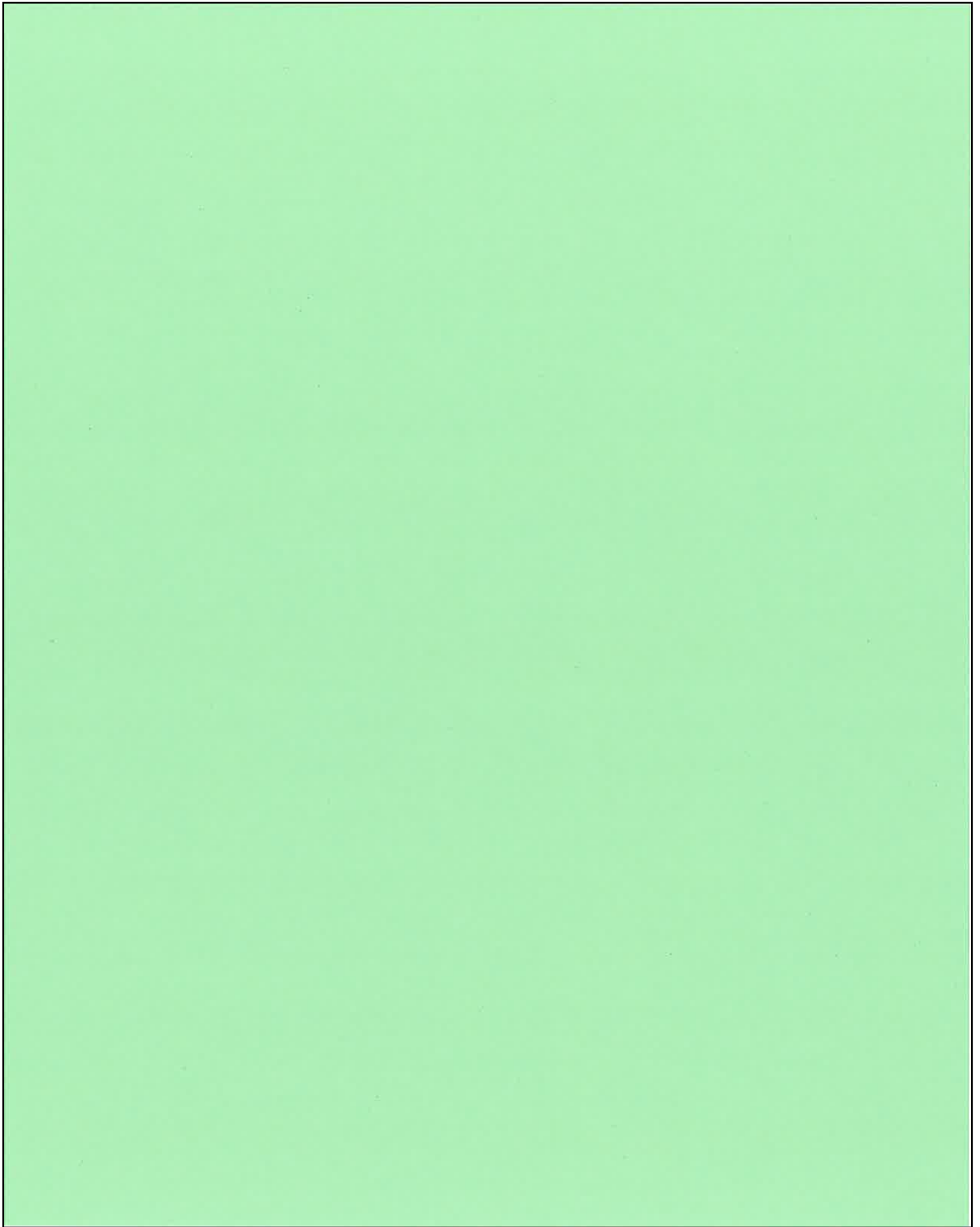
For more information about TELUS, please visit [telus.com](http://telus.com).

**Forward looking statement:**

*This news release contains statements about expected future events including TELUS' projected multi-year capital and operating expenditures, which include spectrum licence purchases, that are forward-looking. The investments described for 2015 and 2016 are subject to the ongoing review and approval of TELUS' Board of Directors. By their nature, forward-looking statements require the Company to make assumptions and predictions and are subject to inherent risks and uncertainties. There is significant risk that the forward-looking statements will not prove to be accurate. Readers are cautioned not to place undue reliance on forward-looking statements as a number of factors (such as regulatory and government decisions, the competitive environment, economic conditions, our ability to purchase spectrum licences through auctions or third-parties, and our earnings, free cash flow and financial position) could cause actual capital and operating expenditures to differ materially from those expressed in the forward-looking statements. Accordingly, this news release is subject to the disclaimer and qualified by the assumptions (including the assumptions for our 2015 annual guidance, semi-annual dividend increases through 2016, ability to sustain and complete our multi-year share purchase program through 2016), qualifications and risk factors referred to in the 2014 Management's discussion and analysis, which are specifically incorporated by reference herein, and in other TELUS public disclosure documents and filings with securities commissions in Canada (on SEDAR at [sedar.com](http://sedar.com)) and in the United States (on EDGAR at [sec.gov](http://sec.gov)). Except as required by law, TELUS disclaims any intention or obligation to update or revise forward-looking statements.*

**For more information, please contact:**

Liz Sauvé  
 TELUS Media Relations  
 (604) 719-6715  
[liz.sauve@telus.com](mailto:liz.sauve@telus.com)



Apr 15, 2015

District of Summerland  
Mayor Peter Waterman  
13211 Henry Avenue, Box 159  
Summerland, BC V0H 1Z0

**RE: 2015 Grant Disbursement**

Dear Mayor Waterman:

On behalf of the board of directors of the Community Foundation of the South Okanagan | Similkameen, I am pleased to enclose your annual fund report.

Thank you very much for your time and your support of the Community Foundation of the South Okanagan | Similkameen. We truly appreciate the faith you've placed in us to manage your donations and we look forward to working closely with you for years to come.

Sincerely,



Aaron McRann  
Executive Director  
**Community Foundation of the South Okanagan | Similkameen**

Proud member of



COMMUNITY  
FOUNDATIONS  
OF CANADA

**Summerland Community Fund**  
(Discretionary Fund)

**Fund Report as of December 31, 2014**

**Established:** October 1997

**Capital Contributions as of 31/12/2014 :** \$ 31,339

**Disbursements to Date:**

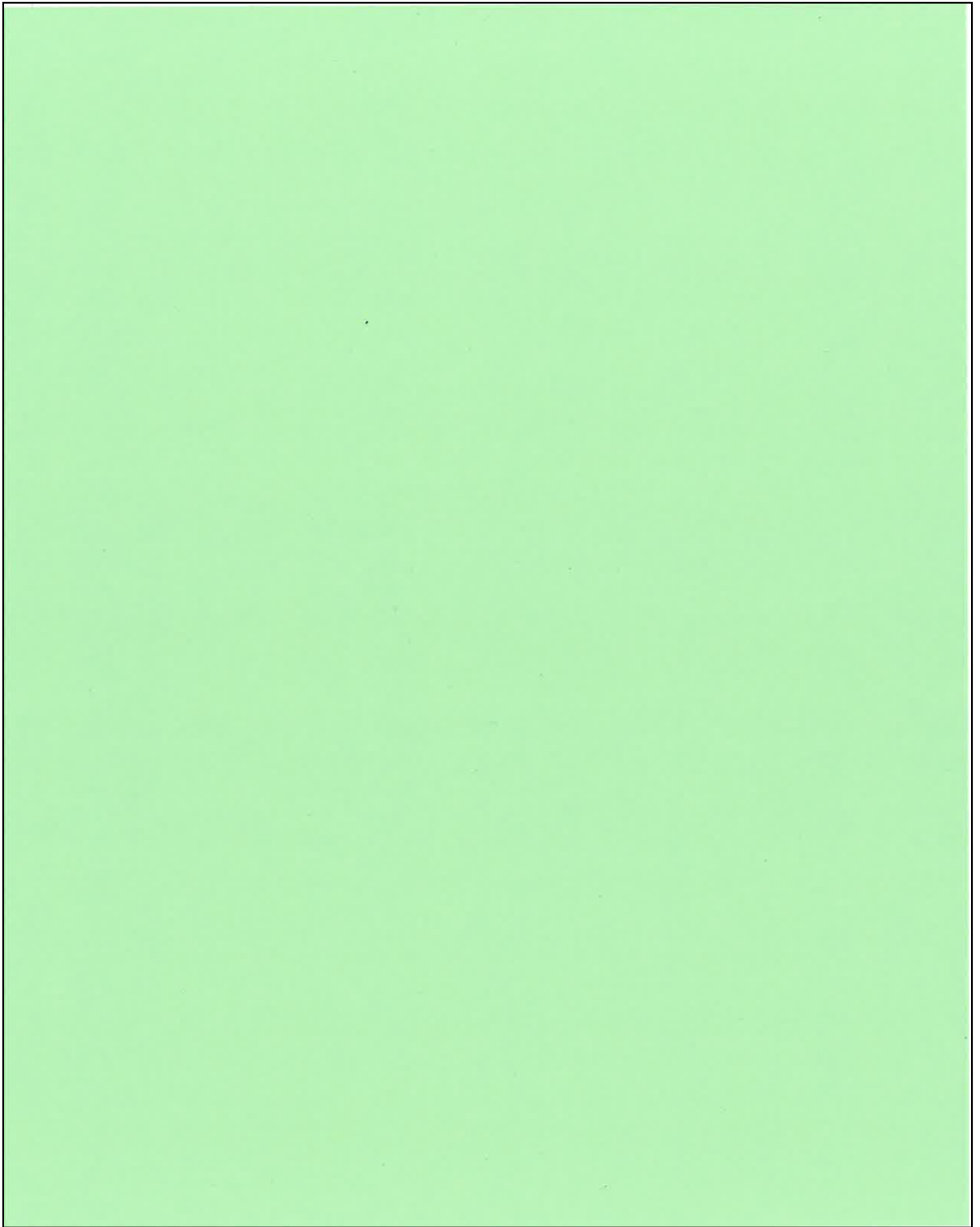
<b>2005</b>	\$	910
<b>2006</b>	\$	1,000
<b>2007</b>	\$	1,072
<b>2008</b>	\$	-
<b>2009</b>	\$	-
<b>2010</b>	\$	780
<b>2011</b>	\$	864
<b>2012</b>	\$	910
<b>2013</b>	\$	1,040
<b>2014</b>	\$	925

**Total Disbursements as of 31/12/2014 :** \$ 7,501

**Disbursement for 2015:** \$ 805

**Disbursements:**

Okanagan Similkameen Stewardship Society \$ 805





Rcvd:	
File:	
Circulated:	Agenda
For report:	Don Brennan
Copy to:	
Action:	8

Note: forwarded to staff for 'future Report to Council'

528 Miller Street  
Summerland, B.C. V0H 1Z9  
April 7, 2015

Mayor Peter Waterman & Council  
District of Summerland  
Box 159  
Summerland, BC V0H 1Z0

Dear Mayor and Council:

On behalf of the Trout Creek Community Association, I'm requesting Council's permission to begin a process to name an unnamed trail in Trout Creek owned and maintained by the District of Summerland. Our suggested process to name the trail would involve the local community.

The approximately one-kilometre-long trail extends along the lakeshore between the Summerland Campground RV Park on the west and an entry point off Landry Crescent on the east.

The benefits to naming the trail include creating public awareness of: the trail itself and its recreational value; environmental values for bird and animal habitat; and the need to help care for and preserve the trail for public use.

Our association has joined Summerland's "Adopt-a-Road" program to clean up garbage on Landry Crescent and Thornber Road, and the "Adopt-a-Trail" program to clean up garbage and debris on this unnamed trail.

To date, we have held four very successful roadside cleanups, and we will include the trail on our next cleanup April 19, 2015.

If Council gives us the green light to name the trail, we would also consider raising funds for a sign(s) explaining the history of the area.

I look forward to hearing from you.

Sincerely,

Mary Trainer  
Co-ordinator, TCCA



THE CORPORATION OF THE  
DISTRICT OF SUMMERLAND  
**COUNCIL REPORT**

DATE: May 11<sup>th</sup> 2015  
TO: Linda Tynan – Chief Administrative Officer  
FROM: Ian McIntosh – Director of Development Services  
(Report Prepared by Alex Kondor – Development Planner)  
SUBJECT: Temporary Use Permit for 9114 Hoofbeat Street

---

**STAFF RECOMMENDATION**

THAT Council pass the following resolution:

**THAT** a Temporary Use Permit be issued to allow agri-tourism accommodation on Lot 7, DL 473, ODYD, Plan 147 located at 9114 Hoofbeat Street for a three year period subject to the conditions shown on the permit attached as Schedule C.

**PURPOSE:**

To present a comprehensive review of an application for a Temporary Use Permit to allow for an agri-tourism accommodation use at 9114 Hoofbeat Street.

**BACKGROUND:**

Current Use:	Agricultural
Parcel Size:	6.973acres (2.82ha)
Zoning:	A1 – Agricultural Small Acreage Zone
OCP:	Agricultural
M.o.T. Approval:	Required

The subject property is located adjacent to Highway #97 and Hoofbeat Street. An application has been received to allow an agri-tourism accommodation use with 10 recreational vehicle sites at 9114 Hoofbeat Street. The property owners have recently acquired the property and intend to develop the site as combination of orchard, horse paddocks, and RV camping sites. The agri-tourism use is meant to accommodate members of public traveling with horses. A site sketch showing the exact location of the property is attached as Schedule "A". A detailed site-plan showing the proposed development is attached as Schedule "B". A copy of the Temporary Use Permit is attached as Schedule "C".

This property is designated Agricultural in the Official Community Plan (OCP). The property is zoned A1 – Agricultural Small Acreage in the Zoning Bylaw. The Zoning Bylaw allows for temporary use permits to be considered on properties that are zoned A1. The property is located in the Agricultural Land Reserve (ALR) which considers seasonal or temporary agri-tourism accommodation uses such as campgrounds to be permitted farm uses provided they comply with several regulations outlined in detail below.

#### DISCUSSION:

##### **Local Government Act**

Section 920 and 921 of the Local Government Act allows local governments to designate temporary use permit areas in a Zoning Bylaw. A local government may issue a temporary use permit by resolution to allow a use that is not permitted by the Zoning Bylaw, specify conditions under which the temporary use may be carried on, and regulate the construction of buildings or structures. In accordance with the Act an approved temporary use permit is valid for a maximum of 3 years and is eligible to be renewed only once.

##### **Agricultural Land Reserve**

The property is located within the Agricultural Land Reserve (ALR). Section 3(1)(a) of the Agricultural Land Reserve Use, Subdivision and Procedure Regulation imposes the following limitations on agri-tourism accommodation uses:

- Maximum of 10 spaces
- All or part of the parcel must be classified as a farm
- Total area of agri-tourism accommodation use must not exceed 5% of the parcel area
- Must be seasonal (not year round)

The proposed use appears to comply with these regulations. Specifically, according to the plans provided in Schedule "B" the RV Parking area totals 4.9% of the total lot area, there are 10 proposed RV sites, and the property has farm status under the BC Assessment Act. To ensure the development is operated on a seasonable basis staff are recommending that a specific condition be added to the Temporary Use Permit to limit the period of occupation from April 1<sup>st</sup> to October 31<sup>st</sup>. This the same period of operation given to a campground which operated previously under a temporary use permit located at 11208 Sanborn Street (Dickinson Family Farm).

##### **OCP**

The property is designated Agricultural in the Official Community (OCP). The OCP includes an objective to 'continue to strengthen the economic base of the agricultural community'. The OCP also includes policy 5.1.1.4.8 to 'support agri-tourism throughout Summerland and direct farm marketing operations as a secondary use to permitted farming operations that comply with the policies of the ALC'.

##### **Zoning Bylaw**

All lands zoned A1 – Agricultural Small Acreage are designated as temporary use permit areas. This means that property owners can apply for a temporary use permit if they own property in the A1 zone. Section 7.10 of the Zoning Bylaw has a number of specific regulations regarding temporary use permits for agri-tourism accommodation. Specifically, the Zoning Bylaw limits this use to a maximum of 10 campsites and states that no campsite maybe be closer than 60m to any adjacent residential dwelling. A complete list of bylaw regulations is attached as Schedule "D".

The applicants have submitted an application which demonstrates they can comply with all of the zoning bylaw regulations. Specifically, the applicants have noted that they will construct no more than 10 campsites, there will only be one campfire area and that the campsites will be limited to self-contained recreational vehicle units with a time limit of 30 consecutive days.

#### CIRCULATION COMMENTS:

This application has been circulated to the Works and Utilities Departments as well as the Fire Department. The Fire Department has noted that they require access to the existing fire hydrant

via the internal road network. The application has been referred to the Ministry of Transportation and Infrastructure for approval.

The notifications have been sent as required by legislation and no responses were received as of the writing of this report.

This application was presented to the Advisory Planning Commission meeting held on April 24th 2015. After reviewing the application the Commission passed the following recommendation.

*THAT the Advisory Planning Commission support the application as presented.*

**FINANCIAL IMPLICATIONS:**

There are no immediate cost implications to the District associated with this Development.

**CONCLUSION:**

The property owners are proposing to develop the site as combination of orchard, horse paddocks, and RV camping sites. The ALR regulations allow for campgrounds provided the site is classified as farm and use is limited to 10 campsites, takes up less than 5% of the land and is seasonal. The Zoning Bylaw allows for Temporary Use permits on land zoned A1 subject to regulations meant to compliment the ALR regulations. The applicants have demonstrated they can meet the regulations of the District's Zoning Bylaw and the ALR regulations. TUP's essentially allow Council to "test" this use and allow the permit to expire if problems arise. The Official Community Plan supports agri-tourism activities provided they are secondary to farming operations. Staff are recommending that the application be approved.

**ALTERNATIVES TO STAFF RECOMMENDATION:**

- Reject the application for a temporary use permit.
- Send the application back to staff for further consideration.

Respectfully Submitted,



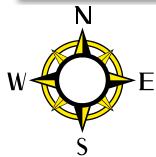
Ian McIntosh,  
Director of Development Services

Approved for Agenda



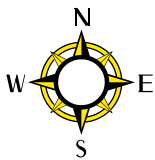
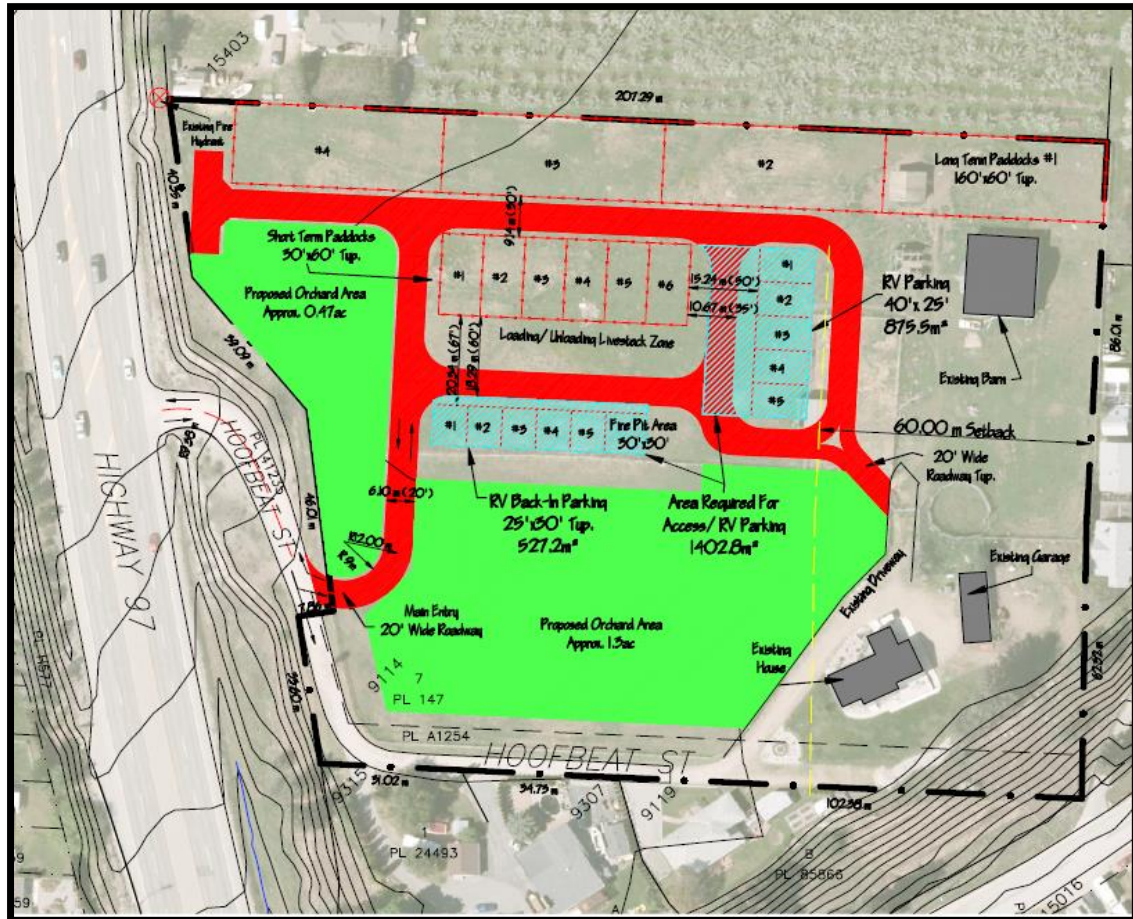
CAO – Linda Tynan      May 6, 2015

**Schedule "A" – Site Map**





## Schedule "B" – Site Plan



**Schedule "C" – Temporary Use Permit**

**District of Summerland**

**TEMPORARY USE PERMIT**

Effective Date: May 11<sup>th</sup> 2015

To: Dennis and Hazel Bridges (Owners)

Mailing Address: 9114 Hoofbeat Street  
Summerland BC V0H 1Z0

1. This permit is issued subject to compliance with all of the bylaws of the Municipality.
2. This Permit applies to and only to those lands within the Municipality described below, and any and all buildings, structures and other development thereon:

Legal Description: LOT 7, DL 473, ODYD, PLAN 147

Property Address: 9114 Hoofbeat Street

Zoning District: A1

3. That, in accordance with Section 921 of the Local Government Act, a Temporary Commercial Use Permit be issued to carry out an Agri-Tourism Accommodation Use as shown on Schedule A and in accordance with the following conditions:
  - i) The agri-tourism accommodation must be temporary limited to operation between April 1st and October 31st of any given year.
  - ii) The site must be developed as shown on Schedule A to this permit
  - iii) A maximum of 10 campsites are permitted including any approved Bed & Breakfast guest rooms;
  - iv) All or part of the parcel must be classified as farm under the Assessment Act;
  - v) The total developed area for this use including accessory buildings, landscaping and access, (driveway and parking) must be less than 5% of the total lot area.
  - vi) The proposed campsites must have the following setbacks:
    - a. Front yard setback – 15.0 meters
    - b. Side yard and rear yard setback – 30.0 meters
    - c. The proposed campsites shall be no closer than 60.0 meters to any neighbouring residential dwellings.

- vii) Campfires are only permitted in one centrally located campfire pit as approved by the District of Summerland's Fire Department.
  - viii) 10:00pm until 6:00am must be enforced by the permit holder as quiet time in the campground.
  - ix) Camping units are limited to recreational vehicles with self-contained water and septic disposal systems unless the permit holder constructs washroom facilities meeting the minimum requirements of the Provincial Health Authority.
  - x) No recreational vehicle can be located on a campsite any longer than 30 consecutive days.
4. This permit is effective for a 3 year period expiring on May 11<sup>th</sup> 2018.
5. Should the conditions of this permit as described in Section 3 above be contravened, the permit may be cancelled by resolution of Council for non-performance. Should a permit be cancelled, the temporary commercial use authorized by the permit must cease immediately and the use revert to those permitted in the land use zone for the property as designated in the District's Zoning Bylaw.
6. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit and any plans and specifications approved for the issuance of a Building Permit pursuant to this Development Permit
7. This Permit is not a Building Permit. In order to proceed with this development, building permit application and supporting information in triplicate must be submitted to the Development Services Department, Municipal Hall, Summerland, B.C.

AUTHORIZATION RESOLUTION PASSED BY COUNCIL THE \_\_\_\_ DAY OF \_\_\_\_\_,

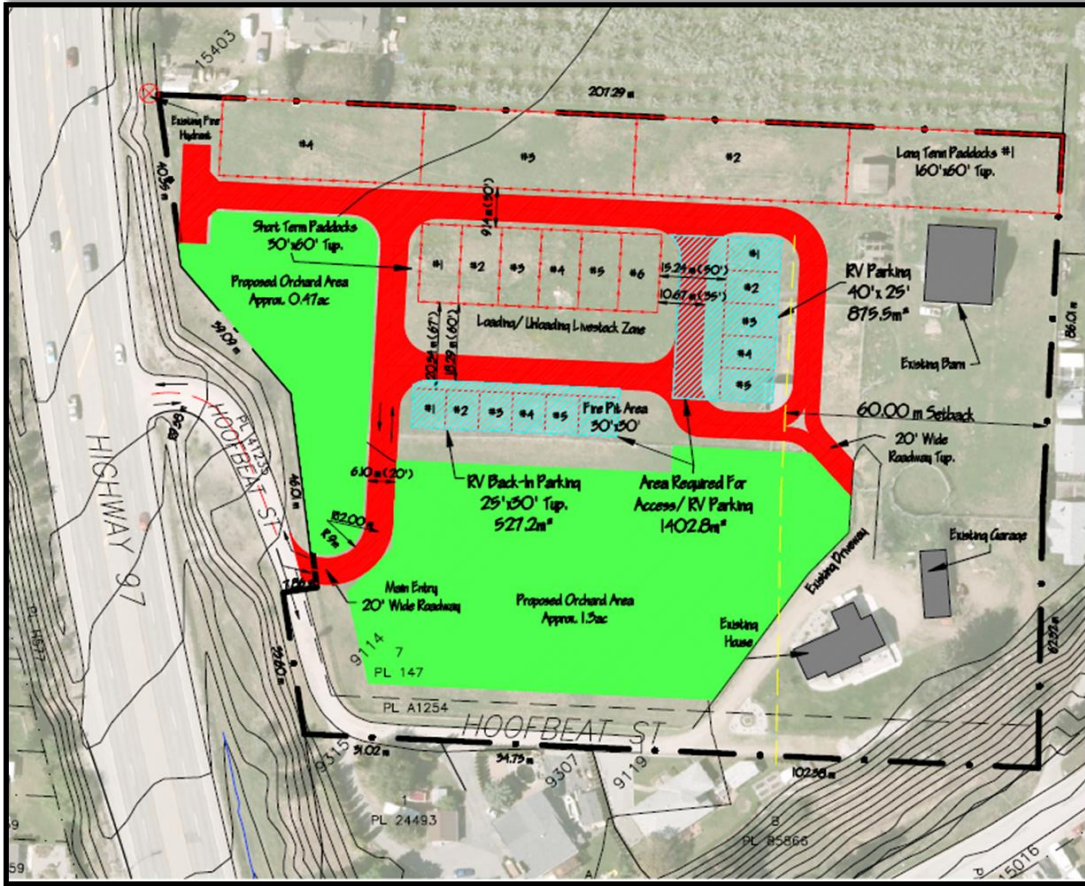
2015. ISSUED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2015.

---

Maureen Fugeta  
Corporate Officer



## Schedule A



### **Schedule “D” –Section 7.10 of Zoning Bylaw 2000-450**

#### **7.10 Temporary Use Permit Areas**

7.10.1 All lands zoned A1-Agricultural Small Acreage or A2-Agricultural Large Acreage currently located in the *Agricultural Land Reserve* are designated as a Temporary Use Permit Area.

***Bylaw 2014-029 added the following as (a) to Section 7.10.2 (November 10<sup>th</sup>, 2014):***

7.10.2 A Temporary Use Permit within the Temporary Use Permit Area for an agri-tourism accommodation or a *Campground* will be considered for approval by Council based on the following, including but not limited to:

- (a) All lands zoned CM – Heavy Commercial are designated as a Temporary Use Permit Area;
- (b) a maximum of 10 campsites will be permitted including any approved Bed & Breakfast guestrooms;
- (c) all or part of the Lot must be classified as farm under the Assessment Act;
- (d) the total developed area for such a *Use* including *Accessory Buildings, Landscaping* and access, (driveway and parking) must be less than five percent of the total *Lot Area*;
- (e) the *Lot* containing the agri-tourism accommodation or a *Campground* is at least 2.0ha in size
- (f) the proposed agri-tourism accommodation or a *Campground* has the following *Setbacks*:
  - (i) *Front Setback* – 15.0m
  - (ii) *Side Yard and Rear Setback* – 30.0m;
- (g) the proposed campsites are no closer than 60.0m to any neighbouring residential *Dwellings*.
- (h) campfires are to be limited to a single, centrally located campfire pit and must be requested as part of the Temporary Use Permit.
- (i) methods to control potential late night noise and disturbances such as around a proposed campfire facility must be included as part of the applicant's Temporary Use Permit request.
- (j) washroom facilities approved by the Provincial Health Authority are required or the permit will limit the temporary *Use* to *Recreational Vehicles* with self-contained domestic water and septic disposal systems.
- (k) no *Recreational Vehicle* can be located on a campsite any longer than 30 consecutive days.

7.10.3 The *District* may require a security bond and impose performance measures as a condition for the issuance of a Temporary Use Permit.

7.10.4 Upon expiration of a Temporary Use Permit, the *Uses* allowed on the *Lot* shall revert to those outlined under the specific zoning category placed on that *Lot*. The applicant may, prior to the expiration of the Temporary Use Permit, apply for a one time only extension of three years, approval of which is at the discretion of Council.



THE CORPORATION OF THE  
DISTRICT OF SUMMERLAND  
**COUNCIL REPORT**

DATE: May 11, 2015  
TO: Linda Tynan, Chief Administrative Officer  
FROM: Ian McIntosh, Director of Development Services  
SUBJECT: Development Variance Permit LOT 3, BLOCK 2, DL 473, ODYD, PLAN 1005  
Located 14806 Biagioni Ave

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STAFF RECOMMENDATION

That Council pass the following resolution:

THAT a Development Variance Permit to vary **Section 2, Table C.2.2-TYPE AND EXTENT OF SERVICING** of the Subdivision and Development Servicing Bylaw to waive the requirement for connection to the District of Summerland Sanitary Sewer System as a condition of building permit, for Lot 3, Block 2, DL473, ODYD, Plan 1005, located at 14806 Biagioni Avenue for the construction of a place of worship, be approved.

PURPOSE:

To present a comprehensive review of the applicant's request for a Development Variance Permit.

BACKGROUND:

Current Use:	Vacant
Parcel Size:	0.35ha (0.88ac)
Zoning:	Institutional
OCP:	Administrative
M.o.T. Approval:	n/a

This site is located east of Highway 97, at the corner of Biagioni Avenue and Fosbery Road. A map showing the property is attached as Schedule A. This site was rezoned in 2012 to allow for construction of a place of worship. The Institutional zoning requires connection to the District's sanitary sewer system. Staff recommended support of the rezoning application if the requirement to connect to the sanitary sewer was waived. Council agreed with this approach adopting the zoning change and issuing a development variance permit waiving this requirement. Development Variance Permits expire after 24 months if they are not acted on. In this case no construction has taken place and the variance has expired. The property owners have re-applied for the same variance in order to start construction.

DISCUSSION:

The Institutional use proposed for this property could function with a septic disposal system. The original analysis noted below still apply:

*In this case connection would require crossing Highway 97. It appears premature to expand the sewer across the highway at this time. One route proposed would allow approximately 30 homes in the Mayne Pl and Biagioni Ave areas to be serviced. This*

*extension would be in the neighbourhood of \$150,000. It is unlikely that the proposed use could absorb this expenditure. The recommendation in support of the zoning application suggested the rezoning only be adopted if a Development Variance Permit (DVP) was granted waiving the requirement to connect to the sewer. Future expansion of the sewer system, when warranted, could be funded by all properties receiving service including the subject property.*

*There is a concern that if the property is rezoned without the DVP, the church development may not proceed. This would result in an undeveloped, and zoned piece of property with a \$150,000 liability. Generally the level of servicing should be resolved with rezoning applications. In this case the DVP is recommended as the appropriate servicing resolution.*

Nothing with respect to this development has significantly changed however the Development Variance Permit has expired. It is recommended that a DVP be issued to allow the proposed development to proceed.

**Circulation Comments:**

The original application was circulated to the District's Engineering and Public Works department at the time. Their comments continue to apply as noted below:

*They indicate that the effluent flows for the church are anticipated to be low and that on-site disposal is a viable solution until sewer is extended into the area. They have also confirmed with the Director of Finance that, although a church is exempt from general taxation, a church can be taxed for service area improvements such as sewer infrastructure. Based on this information, the Engineering and Public Works Department has indicated that they have no objection to delaying connection of the church to the sewer system until such time as sewer is extended into the area.*

**FINANCIAL IMPLICATIONS:**

There are no financial implications with respect to this application.

**CONCLUSION:**

Extension of the sanitary sewer system across Highway 97 is premature at this time. The extension is not required for the proposed institutional use to function. The original zoning was approved based on allowing the development to proceed without connection to the sanitary sewer system. Nothing has significantly changed although the original DVP has expired. It appears reasonable to support the application and allow the proposed development to proceed.

**ALTERNATIVES TO STAFF RECOMMENDATION:**

Council could deny the Development Variance Permit application and require the institutional use to connect to the sanitary sewer system as a condition of the building permit.

Respectfully Submitted



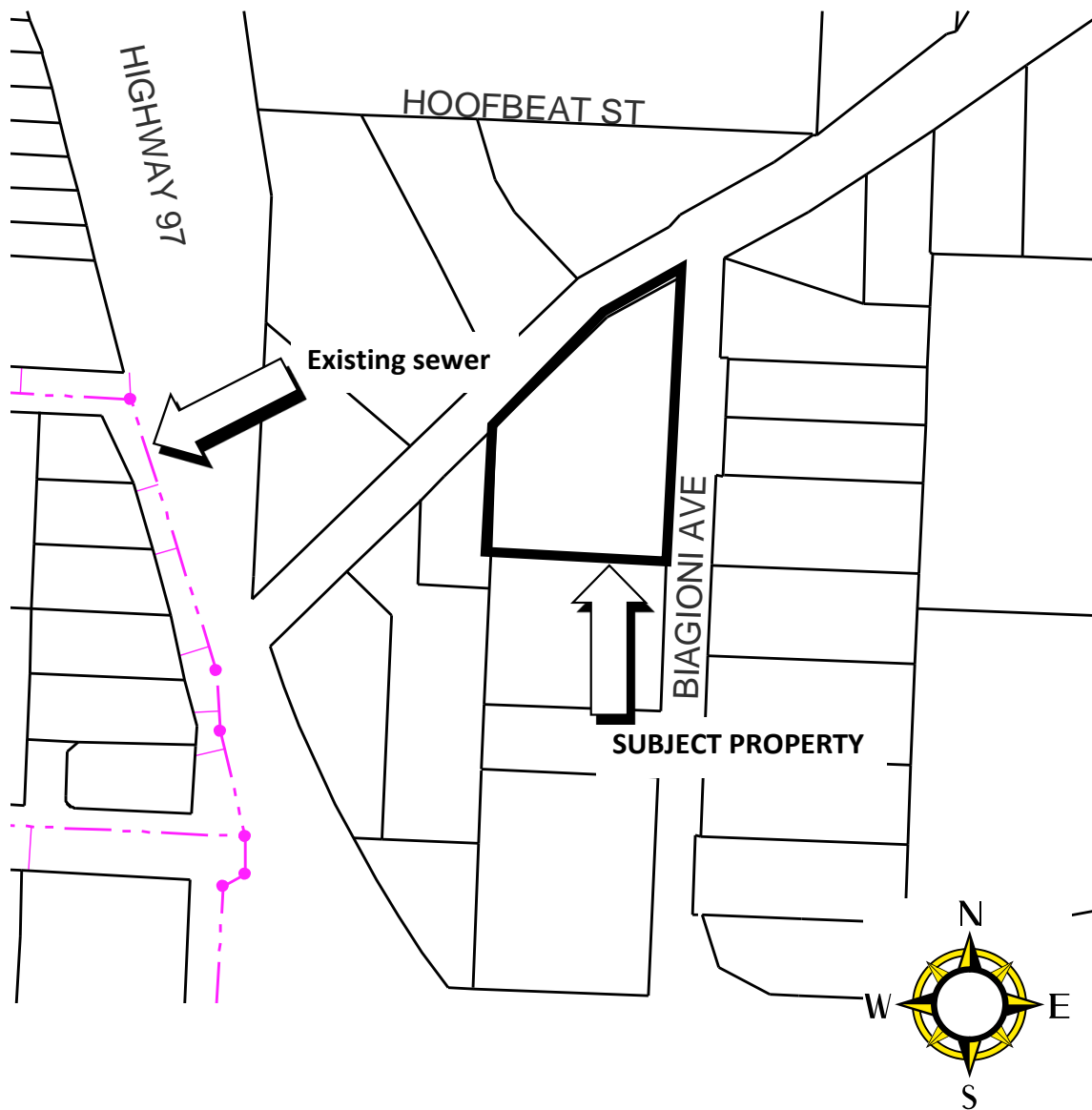
Ian McIntosh  
Director of Development Services

Approved for Agenda



CAO – Linda Tynan May 6, 2015

**Schedule "A" – Site Map**





## THE CORPORATION OF THE DISTRICT OF SUMMERLAND COUNCIL REPORT

DATE: May 6, 2015  
TO: Linda Tynan, Chief Administrative Officer  
FROM: Lorrie Coates, Director of Finance  
SUBJECT: 2014 Annual Financial Statements  
MNP Auditors – Audit Finding Report

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### STAFF RECOMMENDATION:

THAT Council accept the unaudited 2014 Annual Financial Statements for the District of Summerland and receive the Audit Findings Report for the year ended December 31, 2014 authored by MNP LLP, Certified Professional Accountants (MNP).

### PURPOSE:

The Canadian audit standards require that “those with the recognized authority have asserted that they have taken responsibility for the financial statements” prior to the issuance of the audit report. The District’s auditors, MNP, have completed the audit work and are prepared to issue an unqualified opinion that the financial statements fairly represent the financial position of the District as at December 31, 2014, once the Council has accepted the statements.

### BACKGROUND and DISCUSSION:

As noted in the Management Report, City Council has delegated to the management of the District the responsibility for the accuracy, integrity and objectivity of the financial information presented in the financial statements.

The consolidated financial statements as required by the *Community Charter* have been prepared and meet the reporting standards for local governments.

The financial statements reflect an improvement in the financial position for the District of Summerland. Council’s ongoing commitment to ensure the financial stability of the District will provide a strong framework in which to meet community requirements in future years.

**Highlights of the Financial Statements:**

- Accumulated operating surplus:

	<u>2014</u>	<u>2013</u>
General Fund	\$632,000	\$376,000
Water Fund	468,000	181,000
Sewer Fund	161,000	48,000
Electric Fund	403,000	15,000

- Funds held in reserves total \$7.6 million at December 31, 2014 and \$9.1 million in 2013, allocated as follows:

	<u>2014</u> (millions)	<u>2013</u> (millions)
Reserve accounts (in process works and surplus appropriations)	\$6.1	\$4.9
Development Charges (developer contributions)	2.9	3.0
Statutory Reserves – see below	1.5	1.2

The majority of the funds have been set aside for specific projects or purposes.

Statutory Reserves are established by bylaw and can only be used for the purposes specified in the bylaw. These are the statutory reserve funds and the balance:

	<u>2014</u>	<u>2013</u>
Tax Sale Reserve	\$ 6,961	\$ 86,453
Land Sale Reserve	518,625	211,094
Capital Reserve	856,446	834,401
Parking Reserve	<u>74,601</u>	<u>61,859</u>
	\$1,456,633	\$1,193,807

\$374,000 from the Land Sale Reserve has been allocated as a funding source for the Water System Separation in Garnet Valley as part of the Build Canada grant application

- Outstanding debt including leases

	<u>2014</u>	<u>2013</u>
Outstanding debt	\$26.0 million	\$28.2 million
Debt reduction during current year	\$2.2 million	\$1.0 million
Per capita debt	\$2,302	\$2,501

Tangible capital assets net book value totals \$107 million at December 31, 2014 (December 31, 2013 - \$109 million). A detailed schedule is found on page 16 of the financial statements. Capital asset acquisitions were \$1.5 million (2013 - \$4.7 million).

**CONCLUSION:**

As surplus and reserve balances have increased and the outstanding debt per capita has decreased in the past year, these indicators indicate improvement in the financial position of the District.

Respectfully Submitted

*Lorrie Coates*

\_\_\_\_\_  
(Director)

Approved for Agenda



\_\_\_\_\_  
CAO – Linda Tynan May 6, 2015



**The Corporation of the District of Summerland**  
**Consolidated Financial Statements**  
*Year ended December 31, 2014*

# The Corporation of the District of Summerland

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*For the year ended December 31, 2014*

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## **Management's Responsibility**

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To the Mayor and Council of The Corporation of the District of Summerland:

Management is responsible for the preparation and presentation of the accompanying consolidated financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards and ensuring that all information in the annual report is consistent with the statements. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the consolidated financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Mayor and Council are composed entirely of individuals who are neither management nor employees of the District. The Mayor and Council are responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Mayor and Council fulfill these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. The Mayor and Council are also responsible for appointing the District's external auditors.

MNP LLP, an independent firm of Chartered Accountants, is appointed by the Mayor and Council to audit the consolidated financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically with, both the Council and management to discuss their audit findings.

May 11, 2015

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Chief Financial Officer

## Independent Auditors' Report

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To the Mayor and Council of The Corporation of the District of Summerland:

We have audited the accompanying consolidated financial statements of The Corporation of the District of Summerland, which comprise the consolidated statement of financial position as at December 31, 2014, and the consolidated statements of operations and accumulated surplus, changes in net debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Consolidated Financial Statements*

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

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

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

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

### *Opinion*

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of The Corporation of the District of Summerland as at December 31, 2014 and the results of its operations, changes in net debt and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### *Other Matters*

The consolidated financial statements of The Corporation of the District of Summerland for the year ended December 31, 2013, were audited by another auditor who expressed an unmodified opinion on those statements on June 23, 2014.

Kelowna, British Columbia

May 11, 2015

*MNP LLP*

Chartered Accountants

**The Corporation of the District of Summerland**  
**Consolidated Statement of Financial Position**

*December 31, 2014, with comparative figures for 2013*

	2014	2013
<b>Financial assets</b>		
Cash and cash equivalents	5,392,164	6,669,588
Accounts receivable (Note 2)	2,838,030	2,897,185
Portfolio investments (Note 3)	5,871,936	1,838,904
Land available for resale	1,230,192	1,220,098
Deposit - Municipal Finance Authority (Note 4)	604,580	605,893
	<b>15,936,902</b>	<b>13,231,668</b>
<b>Financial liabilities</b>		
Accounts payable and accrued liabilities (Note 5)	3,334,096	3,887,952
Landfill closure and post closure liability (Note 6)	280,167	217,007
Deferred revenue (Note 7)	2,911,337	3,532,053
Deposits (Note 8)	1,521,135	1,153,681
Long-term debt (Note 9)	25,632,579	27,677,355
Obligations under capital lease (Note 10)	329,345	538,497
	<b>34,008,659</b>	<b>37,006,545</b>
<b>Net debt</b>	<b>(18,071,757)</b>	<b>(23,774,877)</b>
<b>Non-financial assets</b>		
Tangible capital assets (Note 11)	106,540,846	108,841,722
Prepays	272,109	83,864
Inventories of supplies	1,069,920	1,055,584
	<b>107,882,875</b>	<b>109,981,170</b>
<b>Accumulated surplus (Note 12)</b>	<b>89,811,118</b>	<b>86,206,293</b>

Contingent liabilities and commitments (Note 16)

\_\_\_\_\_  
Chief Financial Officer

\_\_\_\_\_  
Mayor

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

**The Corporation of the District of Summerland**  
**Consolidated Statement of Operations and Accumulated Surplus**

*For the year ended December 31, 2014*

	Budget (Note 19)	2014	2013
<b>Revenue</b>			
Taxation - net (Note 14)	9,492,986	9,527,495	9,280,509
Government transfers - Provincial (Note 15)	566,502	1,428,379	1,209,987
Government transfers - Regional (Note 15)	394,067	397,126	383,360
User fees, sales and rentals	15,308,766	16,312,069	15,077,541
Permits, licenses and fines	329,720	325,484	300,090
Investment income	43,500	109,863	177,950
Actuarial earnings	621,892	602,290	525,592
Penalties and interest on taxes	90,000	116,595	96,437
Franchise	101,000	101,152	108,003
Contribution from developers	255,000	160,312	291,860
Development cost charges	-	250,000	1,600,000
Other	592,200	192,179	221,572
Gain on disposal of tangible capital assets	-	141,590	7,520
	27,795,633	29,664,534	29,280,421
<b>Expenses</b>			
General government services	1,720,667	1,795,327	1,772,086
Protection services	2,203,757	2,030,523	1,960,836
Transportation services	1,850,939	1,372,760	1,772,393
Environmental services	935,307	1,064,763	962,410
Health services	106,375	80,017	99,679
Planning and development	624,620	552,388	668,854
Parks and recreation	2,076,515	1,976,631	2,057,417
Water services	2,225,638	1,955,490	2,102,821
Sewer services	1,047,822	940,670	1,075,846
Electrical services	9,109,342	8,871,587	8,587,851
Debt financing	1,797,241	1,771,392	1,675,291
Amortization	3,435,000	3,648,161	3,570,201
	27,133,223	26,059,709	26,305,685
<b>Annual surplus</b>	662,410	3,604,825	2,974,736
<b>Accumulated surplus, beginning of year</b>	86,206,293	86,206,293	83,231,557
<b>Accumulated surplus, end of year</b>	86,868,703	89,811,118	86,206,293

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

**The Corporation of the District of Summerland**  
**Consolidated Statement of Changes in Net Debt**

*For the year ended December 31, 2014*

	2014 (Budget Note 19)	2014	2013
<b>Annual surplus</b>	662,410	3,604,825	2,974,736
Acquisition of tangible capital assets	(2,444,358)	(1,509,255)	(4,736,660)
Amortization of tangible capital assets	3,435,000	3,648,161	3,570,201
Gain on disposal of tangible capital assets	-	(141,590)	(7,520)
Proceeds on sale of tangible capital assets	-	303,560	16,900
	1,653,052	5,905,701	1,817,657
Change in prepaids	-	(188,245)	(51,862)
Change in inventory of supplies	-	(14,336)	181,476
	1,653,052	5,703,120	1,947,271
<b>Net debt, beginning of year</b>	(23,774,877)	(23,774,877)	(25,722,148)
<b>Net debt, end of year</b>	(22,121,825)	(18,071,757)	(23,774,877)

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

**The Corporation of the District of Summerland**  
**Consolidated Statement of Cash Flows**

*For the year ended December 31, 2014*

	2014	2013
<b>Operating transactions</b>		
Annual surplus	3,604,825	2,974,736
<b>Items not involving cash</b>		
Amortization	3,648,161	3,570,201
Gain on disposal of tangible capital assets	(141,590)	(7,520)
Landfill closure and post closure costs	63,160	28,529
Development cost charges recognized as revenue	(250,000)	(1,600,000)
Gas Tax funding recognized as revenue	(488,750)	-
Proceeds from new capital leases	-	40,660
	2,830,981	2,031,870
<b>Changes in non-cash operating balances</b>		
Accounts receivable	59,155	78,262
Land held for resale	(10,094)	307,209
Prepays	(188,245)	(51,862)
Inventories of supplies	(14,336)	181,476
Accounts payable and accrued liabilities	(553,855)	756,704
Deferred revenue	118,034	706,701
Actuarial reduction of long-term debt	(602,290)	(525,592)
Deposit - Municipal Finance Authority	1,313	(28,161)
Deposits	367,454	70,498
	(822,864)	1,495,235
	5,612,942	6,501,841
<b>Capital transactions</b>		
Acquisition of tangible capital assets	(1,509,255)	(4,736,660)
Proceeds on disposal of tangible capital assets	303,560	16,900
	(1,205,695)	(4,719,760)
<b>Investing transactions</b>		
Proceeds on disposal of portfolio Investments	-	1,039,433
Acquisition of portfolio investments	(4,033,032)	(174,220)
	(4,033,032)	865,213
<b>Financing transactions</b>		
Proceeds from issuance of long-term debt	-	1,000,000
Repayment of long-term debt	(1,442,486)	(1,242,485)
Repayment of obligations under capital lease	(209,152)	(254,420)
	(1,651,638)	(496,905)
<b>Net change in cash and cash equivalents</b>	(1,277,424)	2,150,389
<b>Cash and cash equivalents, beginning of year</b>	6,669,588	4,519,199
<b>Cash and cash equivalents, end of year</b>	5,392,164	6,669,588

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



## **The Corporation of the District of Summerland Notes to the Consolidated Financial Statements**

*For the year ended December 31, 2014*

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The Corporation of the District of Summerland (the "District") was incorporated under the laws of the Province of British Columbia. Its principal activities include the provision of local government services to residents of the incorporated area. These include general government, fire protection, planning and development, parks and cultural services, utilities, and fiscal services.

### **1. Significant accounting policies**

The consolidated financial statements of the District are prepared by management in accordance with Canadian public sector accounting standards as recommended by the Public Sector Accounting Board ("PSAB") of CPA Canada. Significant accounting policies adopted by the District are as follows:

#### **(a) Basis of consolidation:**

##### **(i) Consolidated entities**

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the reporting entity. The reporting entity is comprised of all the funds of the District, segregated into General, Protective, Transportation, Environmental, Health, Planning & Development, Parks & Recreation, Water Utility, Sewer Utility and Electrical Utility funds, and those of any local boards which are owned or controlled by the District and that are accountable for the administration of their financial affairs and resources to the District.

Interdepartmental and inter-organizational transactions and balances between these funds have been eliminated during consolidation.

##### **(ii) Accounting for other government organizations and School Board transactions**

The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the other government entities and the School Boards with which the District interacts are not reflected in these consolidated financial statements. Funds collected by the District on behalf of these other entities and transmitted to them are summarized in Note 14. Funds received by the District as transfers from other government entities are summarized in Note 15.

#### **(b) Basis of accounting:**

The District follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

## **The Corporation of the District of Summerland** **Notes to the Consolidated Financial Statements**

*For the year ended December 31, 2014*

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### **1. Significant accounting policies (continued)**

(c) Revenue recognition:

Taxation revenues are recorded on an accrual basis and recognized as revenue in the year they are levied. Charges for electric, sewer and water usage are recorded as user fees when the service or product is provided. Connection fee revenues are recognized when the connection has been established. Sales of service and other revenue is recognized when the service or product is provided.

The District recognizes a government transfer as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. A government transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability. In such circumstances, the District recognizes revenue as the liability is settled.

Non-government conditional grant revenue is recognized to the extent the conditions imposed on it have been fulfilled. Unconditional grant revenue is recognized when monies are receivable. Grants for the acquisition of tangible capital assets are recognized in the period in which eligible expenditures are made.

(d) Expenditures

Expenditures are recognized as they are incurred and measurable based upon the receipt of goods or services and/or the creation of a legal obligation to pay.

(e) Deferred revenue:

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

(f) Investment income:

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance.

(g) Reserves:

Non-statutory reserves represent an appropriation of surplus for specific purposes. Statutory reserves are restricted by the Community Charter and the associated municipal bylaws that established the reserves

## **The Corporation of the District of Summerland** **Notes to the Consolidated Financial Statements**

*For the year ended December 31, 2014*

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### **1. Significant accounting policies (continued)**

(h) Cash and cash equivalents:

Cash and cash equivalents include cash and highly liquid investments with a term to maturity of 90 days or less at acquisition and readily convertible to cash.

(i) Accounts receivable

Accounts are net of an allowance for doubtful accounts and therefore represent the amounts expected to be collected.

(j) Portfolio investments

Portfolio investments are recorded at cost. When, in the opinion of management, there is a decline in the market value, which is other than temporary in nature, investments are written down to the market value.

(k) Inventory

Inventory is valued at the lower of cost and net realizable value. Cost is determined principally on a weighted average and specific item basis, or replacement cost.

(l) Work in progress

Work in progress represents capital projects under construction but not yet completed and are valued at cost.

(m) Land available for resale

Land acquired for future resale and the costs incurred to improve the condition of the property are recorded at the lower of cost and net realizable value.

(n) Long-term debt:

Long-term debt is recorded net of related sinking fund balances.

(o) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

## The Corporation of the District of Summerland Notes to the Consolidated Financial Statements

*For the year ended December 31, 2014*

### 1. Significant accounting policies (continued)

#### (i) Tangible capital assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land and landfill sites, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Useful life - years
Buildings and building improvements	20-50
Roads and sidewalks	20-50
Machinery and equipment	5-15
Water utility	10-80
Sewer utility	10-50
Electric utility	10-50

Annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

#### (ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

#### (iii) Natural resources

Natural resources that have not been purchased are not recognized as assets in the financial statements.

#### (iv) Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

#### (v) Interest capitalization

The District does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

#### (vi) Leased tangible capital assets

Leases, which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

## **The Corporation of the District of Summerland** **Notes to the Consolidated Financial Statements**

*For the year ended December 31, 2014*

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### **1. Significant accounting policies (continued)**

(p) Use of estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating provisions for accrued liabilities, and valuation of accounts receivable.

Significant estimates include assumptions used in estimating provisions for accrued liabilities, estimated useful lives of tangible capital assets and valuation of accounts receivable.

(q) Recent accounting pronouncements:

In June 2010, the Public Sector Accounting Board issued PS 3260 *Liability for Contaminated Sites* to establish recognition, measurement and disclosure standards for liabilities associated with the remediation of contaminated sites. The new section defines activities included in a liability for remediation, establishes when to recognize and how to measure a liability for remediation, and provides the related financial statement presentation and disclosure requirements. PS 3260 is effective for fiscal years beginning on or after April 1, 2014. The District has not yet determined the effect of the new section on its financial statements.

**The Corporation of the District of Summerland**  
**Notes to the Consolidated Financial Statements**

*For the year ended December 31, 2014*

**2. Accounts receivable**

	2014	2013
Property taxes	784,674	776,649
Utilities	1,495,316	1,417,579
Other governments	171,024	96,332
Trade and other	387,016	606,625
	<u>2,838,030</u>	<u>2,897,185</u>

**3. Portfolio investments**

	2014	2013
Cash and bond funds	32,492	31,251
Money market funds	64,607	63,911
Guaranteed Investment Certificates	1,773,249	1,743,742
Term Deposits	4,001,588	-
	<u>5,871,936</u>	<u>1,838,904</u>

The income from portfolio investments for the year was \$123,247 (2013 - \$174,220). The market value of the District's portfolio investments was \$5,871,936 (2013 - \$1,838,904).

**4. Municipal Finance Authority debt reserve**

The District issues its debt instruments through the Municipal Finance Authority. As a condition of these borrowings, a portion of the debenture proceeds are withheld by the Municipal Finance Authority as a debt reserve fund. The District also executes demand notes in connection with each debenture whereby the District may be required to loan certain amounts to the Municipal Finance Authority. These demand notes are contingent in nature and are not reflected in the accounts. The details of the cash deposits and demand notes at the end of the year are as follows:

	Demand notes	Cash deposits	2014 Total	2013 Total
General fund	179,202	76,415	255,617	315,225
Water fund	567,605	262,393	829,998	822,608
Sewer fund	419,340	265,772	685,112	677,626
	<u>1,166,147</u>	<u>604,580</u>	<u>1,770,727</u>	<u>1,815,459</u>

**The Corporation of the District of Summerland**  
**Notes to the Consolidated Financial Statements**

*For the year ended December 31, 2014*

**5. Accounts payable and accrued liabilities**

	<u>2014</u>	<u>2013</u>
Trade and other	2,242,316	2,740,054
Wages and benefits	722,377	775,701
Due to funds held in trust	369,403	372,197
	<u>3,334,096</u>	<u>3,887,952</u>

**6. Landfill closure and post closure costs**

	<u>2014</u>	<u>2013</u>
Landfill closure costs	180,509	141,932
Landfill post closure costs	99,658	75,075
	<u>280,167</u>	<u>217,007</u>

In accordance with PS 3270, liabilities with respect to permanently closing and monitoring a landfill are incurred as landfill capacity is used. Landfill closure costs include placing a permanent cover over the face of the landfill. Post closure costs include landfill gas monitoring, leachate collection system operation and general site maintenance for a period of 25 years after the landfill is closed.

Landfill closure costs are estimated based on the unused capacity of the landfill site. In a report dated March 19, 2014, TRUE Consulting has projected the remaining life of the 950,000 m3 of airspace in the landfill to be 52 years, closing in the year 2067. Landfill closure costs are estimated at \$180,509 (2013 — \$141,932). As at December 31, 2014, the landfill closure costs are fully funded whereas the 2013 balance was unfunded.

Post closure costs are estimated to manage the closed landfill for a period of 25 years, the statutory period required by the Province, using a number of factors including the unused capacity of the landfill, the probable closure date, the annual maintenance costs and the present value discount rate. The discount rate is the difference between the long-term Municipal Financing Authority borrowing rate and the current Consumer Price Index. The estimate of the annual costs is \$150,000. Total post closure costs are estimated to be \$99,658 for 2014 (2013 - \$75,075) based on 10.6% of the landfill capacity used to this date and a 52 year lifespan to 2067 and a discount rate of 2.17%. Post closure costs are expected to be funded by annual budget appropriations in the years in which they are incurred.

**The Corporation of the District of Summerland**  
**Notes to the Consolidated Financial Statements**

*For the year ended December 31, 2014*

**7. Deferred revenue**

	Opening balance	Contributions received	Externally restricted investment income	Revenue recognized	Ending balance
Federal gas tax	488,750	511,130	8,145	(1,008,025)	-
Development charges	3,043,303	85,630	32,404	(250,000)	2,911,337
	3,532,053	596,760	40,549	(1,258,025)	2,911,337

Gas tax revenue is provided by the Government of Canada. The use of the funding is established by a funding agreement between the District and the Province of British Columbia. Gas tax funding may be used towards designated community energy, water, wastewater, solid waste and capacity building projects as specified in the funding agreements. The city collects development cost charges to pay for a proportionate share of infrastructure related to new growth. When the related costs are incurred, the development cost charges are recognized as revenue.

**8. Deposits**

	2014	2013
Property taxes and business licenses	882,433	764,148
Other	638,702	389,533
	1,521,135	1,153,681



**The Corporation of the District of Summerland**  
**Notes to the Consolidated Financial Statements**

*For the year ended December 31, 2014*

**9. Long-term debt**

Long-term debt reported on the consolidated statement of financial position is made up of the following:

	<u>2014</u>	<u>2013</u>
Outstanding debt- beginning of year	27,677,355	28,445,432
Repayment of debt	(1,442,486)	(1,242,485)
Actuarial reduction of principal	(602,290)	(525,592)
New borrowing	-	1,000,000
Outstanding debt - end of year	<u>25,632,579</u>	<u>27,677,355</u>

Future payments on net outstanding debt for the next five years and thereafter are as follows:

	General Fund	Water Fund	Sewer Fund	Total
2015	453,645	890,524	685,578	2,029,747
2016	464,361	926,475	718,175	2,109,011
2017	475,535	963,879	672,091	2,111,505
2018	487,185	1,002,795	703,873	2,193,853
2019	299,332	1,043,284	737,171	2,079,787
2020 and thereafter	3,596,458	7,936,647	3,575,572	15,108,676
	<u>5,776,516</u>	<u>12,763,604</u>	<u>7,092,459</u>	<u>25,632,579</u>

**The Corporation of the District of Summerland**  
**Notes to the Consolidated Financial Statements**

*For the year ended December 31, 2014*

**9. Long-term debt (cont'd)**

Bylaw Number	Purpose	Year Maturing	% Rate	2014 Cash Payments		Balance Outstanding	
				Interest	Principal	2014	2013
General fund							
99-038	Road Improvements	2014	3.150	31,500	49,807	-	90,970
00-083	Road Improvements	2026	5.690	30,500	30,243	464,313	518,625
00-083	Road Improvements	2030	4.500	90,000	67,164	1,714,793	1,790,342
00-399	RCMP Building	2030	4.200	131,250	104,943	2,797,410	2,910,916
	Prairie Valley Road	2018	variable	17,226	200,000	800,000	1,000,000
						5,776,516	6,310,853
Water fund							
99-039	Water works upgrade	2019	2.100	31,500	33,149	343,947	404,065
00-161	Water works upgrade	2025	4.170	250,200	201,491	3,867,667	4,143,421
00-213	Thirsk Dam Expansion	2026	4.660	279,600	201,491	4,143,421	4,408,569
00-195	Water works upgrade	2027	4.820	289,200	201,490	4,408,569	4,663,518
						12,763,604	13,619,573
Sewer fund							
96-043	Sewer Treatment plant land	2016	4.430	44,300	30,243	149,204	218,521
(a) 98-034	Sewer System construction	2023	4.650	418,500	188,572	4,538,857	4,930,885
(a) 99-040	Sewer System construction	2019	2.100	31,500	33,149	343,947	404,065
(a) 00-192	Sewer System construction	2025	4.170	33,360	26,865	515,689	552,456
(a) 00-207	Sewer System construction	2026	4.660	93,200	67,164	1,381,140	1,469,523
(a) 00-192	Sewer System construction	2029	4.130	8,260	6,716	163,622	171,479
						7,092,459	7,746,929
				1,780,096	1,442,486	25,632,579	27,677,355

(a) Recovered from specific area taxation

# The Corporation of the District of Summerland

## Notes to the Consolidated Financial Statements

*For the year ended December 31, 2014*

### 10. Obligations under capital leases

	<u>2014</u>	<u>2013</u>
Obligation under capital lease, Prime minus 1%, blended monthly payments of \$713, due May 2018.	28,249	36,150
Obligation under capital lease, Prime minus 1%, blended monthly payments of \$5,089, due February 2014.	-	7,579
Obligation under capital lease, Prime minus 1%, blended monthly payments of \$3,678, due November 2015.	39,819	82,690
Obligation under capital lease, Prime minus 1%, blended monthly payments of \$9,834, due March 2016.	145,730	259,593
Obligation under capital lease, Prime minus 1%, blended monthly payments of \$3,304, due December 2017.	115,547	152,485
	<u>329,345</u>	<u>538,497</u>

Obligations under capital leases are secured by a fire truck, Hyundai loader, Caterpillar loader and a mower. Interest paid relating to the above obligations on capital leases was \$11,373 (2013 - \$13,426). The future minimum lease payments for the next four years are:

2015	206,670
2016	77,705
2017	48,201
2018	3,330
	<u>335,906</u>
Less imputed interest:	<u>(6,561)</u>
	<u>329,345</u>

## The Corporation of the District of Summerland Notes to the Consolidated Financial Statements

*For the year ended December 31, 2014*

### 11. Tangible capital assets

	<u>2014</u>								<u>2013</u>
	Land	Land Improvements	Buildings	Machinery and Equipment	Roads and Sidewalks	Water Utility	Sewer Utility	Electric Utility	Total
Cost, beginning of year	5,802,884	3,178,669	12,693,204	9,857,974	35,155,529	47,083,452	33,793,057	9,568,251	157,133,020
Additions	-	136,312	12,261	266,526	489,139	81,073	26,794	181,361	1,193,466
Work in Process	-	17,403	-	150,798	-	49,227	35,916	62,445	315,789
Disposals	(1,000)	-	(532,574)	-	(28,893)	-	-	-	(562,467)
Cost, end of year	5,801,884	3,332,384	12,172,891	10,275,298	35,615,775	47,213,752	33,855,767	9,812,057	158,079,808
Accumulated amortization, beginning of year	-	-	5,506,164	5,518,552	15,508,468	8,898,068	10,212,581	2,647,465	48,291,298
Amortization	-	-	248,444	474,723	860,211	1,085,401	687,573	291,809	3,648,161
Disposals	-	-	(372,802)	-	(27,695)	-	-	-	(400,497)
Accumulated amortization, end of year	-	-	5,381,806	5,993,275	16,340,984	9,983,469	10,900,154	2,939,274	51,538,962
Net carrying amount, end of year	5,801,884	3,332,384	6,791,085	4,282,023	19,274,791	37,230,283	22,955,613	6,872,783	106,540,846

The net book value of tangible capital assets not being amortized as they are under construction or development or have been removed from service is \$315,789 for 2014 (\$NIL in 2013). Assets held under capital leases of \$984,510 (2013 - \$1,304,234) with related accumulated amortization of \$193,571 (2013 - \$221,105) are included in Machinery and Equipment. No contributed infrastructure tangible capital assets were recognized in the consolidated financial statements during the year.

## The Corporation of the District of Summerland Notes to the Consolidated Financial Statements

*For the year ended December 31, 2014*

### 12. Accumulated surplus

The District segregates its accumulated surplus in the following categories:

	2014	2013
Current funds	6,767,538	4,603,623
Community Works	1,008,025	-
Unfunded liability - landfill closure and post closure costs	-	217,007
Net current funds	<u>7,775,563</u>	<u>4,386,616</u>
Investment in tangible capital assets	80,578,921	80,625,870
Reserve funds		
Tax sale	6,961	86,453
Land sale	518,625	211,094
Capital works	856,446	834,401
Parking	<u>74,601</u>	<u>61,859</u>
	<u>89,811,118</u>	<u>86,206,293</u>

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

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

### 13. Statutory reserve funds

	Opening balance	Contributions received	Investment income	Expenditure	Ending balance
Tax sale	86,453	-	508	(80,000)	6,961
Land sale	211,094	303,560	3,971	-	518,625
Capital	834,401	12,844	9,201	-	856,446
Parking	61,859	12,000	742	-	74,601
	<u>1,193,807</u>	<u>328,405</u>	<u>14,423</u>	<u>(80,000)</u>	<u>1,456,634</u>

## The Corporation of the District of Summerland Notes to the Consolidated Financial Statements

*For the year ended December 31, 2014*

### 14. Taxation - net

Taxation revenue, reported on the consolidated statement of operations, is made up of the following:

	2014	2013
Property taxes and payments-in-lieu	9,527,495	9,280,509
Collections for other governments		
Province of British Columbia - school tax	5,183,292	5,145,335
Regional District	570,366	564,543
Regional Hospital District	690,606	617,902
Municipal Finance Authority	450	450
British Columbia Assessment Authority	143,427	142,552
Okanagan Regional Library	454,670	436,804
	16,570,306	16,188,095
Transfers		
Regional District	570,366	564,543
Province of British Columbia - school tax	5,183,292	5,145,335
Regional Hospital District	690,606	617,902
Municipal Finance Authority	450	450
British Columbia Assessment Authority	143,427	142,552
Okanagan Regional Library	454,670	436,804
	7,042,811	6,907,586
Available for general municipal purposes	9,527,495	9,280,509

# **The Corporation of the District of Summerland** **Notes to the Consolidated Financial Statements**

*For the year ended December 31, 2014*

## **15. Government transfers**

The government transfers reported on the consolidated statement of operations are:

	<u>2014</u>	<u>2013</u>
Provincial Transfers		
Small community grants	233,586	235,050
Traffic fine revenue sharing	49,140	48,954
Infrastructure grants	-	886,520
Community Works	1,089,828	-
Other contributions	55,825	39,463
	<u>1,428,379</u>	<u>1,209,987</u>
Regional transfers		
Okanagan basin water board	397,126	383,360
Total government transfer revenues	<u>1,825,505</u>	<u>1,593,347</u>

## The Corporation of the District of Summerland Notes to the Consolidated Financial Statements

*For the year ended December 31, 2014*

### 16. Contingent liabilities and commitments

- (a) The District is responsible, as a member of the Regional District of the Okanagan-Similkameen, for its proportion of any operating deficits or long-term debt related to functions in which it participates.
- (b) The District and its employees contribute to the Municipal Pension Plan (Plan), a jointly trusteesd pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The Plan has about 179,000 active members and approximately 71,000 retired members. Active members include approximately 87 contributors from the Corporation of the District of Summerland.

The most recent actuarial valuation as at December 31, 2012 indicated a \$1.37 billion funding deficit for basic pension benefits. The next valuation will be as at December 31, 2015 with results available in 2016. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan. The Corporation of the District of Summerland paid \$468,891 (2013 - \$481,945) for employer contributions while employees contributed \$401,459 (2013 - \$407,799) to the Plan in fiscal 2014.

- (c) A claim has been filed against the District in relation to claims for loss and compensation arising from a highway widening project undertaken by the District. The District and its lawyers have reviewed the claim and believe that the District did not trespass on the Property and the Plaintiffs have been fully compensated. At the date of the financial statements, neither the outcome nor the potential settlement can be foreseen at this time. No provision has been made in the financial statements.

### 17. Funds held in trust

At the year end, the District held \$978,649 (2013 - \$969,498) in trust. These funds are not included in these consolidated financial statements. Certain assets have been conveyed or assigned to the District to be administered as directed by agreement or statute. The District holds the assets for the benefit of and stand in fiduciary relationship to the beneficiaries. The following trust funds and assets are excluded from the District's consolidated financial statements:

	2014	2013
Summerland scholarship	28,968	30,643
Cemetery perpetual care	355,306	351,091
Abernethy memorial	76,083	75,259
Summerland education funding	518,293	512,505
	<u>978,649</u>	<u>969,498</u>



## The Corporation of the District of Summerland Notes to the Consolidated Financial Statements

*For the year ended December 31, 2014*

### 18. Expenditures by object

	2014	2013
Salaries, wages and employee benefits	6,630,951	7,184,255
Contracted and general services	4,421,198	4,257,773
Materials, goods, supplies and utilities	9,474,380	9,546,603
Debt financing	1,771,392	1,675,291
Amortization	3,648,161	3,570,201
Other	113,627	71,562
	<u>26,059,709</u>	<u>26,305,685</u>

### 19. Annual Budget

The financial statements have included the Annual Budget as approved by Council on May 14, 2014. No amendments subsequent to this date have been included. The following is a reconciliation of the budget presentation required for the financial statements and the annual financial plan bylaw:

	2014	2013
Annual Surplus	662,410	5,770,069
Capital Expenditures	(2,444,358)	(3,660,863)
Principal Repayment of Debt	(2,273,533)	(2,722,109)
Transfers from Accumulated Surplus	4,055,481	612,903
Net Annual Budget from 2014 Financial Plan	<u>-</u>	<u>-</u>

### 20. Comparative figures

Certain comparative figures have been reclassified to conform to the financial statement presentation adopted for the current year.

## The Corporation of the District of Summerland Notes to the Consolidated Financial Statements

For the year ended December 31, 2014

### 21. Segmented Information

The Corporation of the District of Summerland is a municipal government which provides a wide range of services to the citizens and businesses for Summerland. The District is governed by an elected Council comprised of a Mayor and six Councilors whose authority is set in the Community Charter and Local Government Act. The District's operations and activities are organized and reported by Funds and departments. The General Fund reports on operations, funded primarily by property taxes, which include services provided by the District such as general government services, protective services, transportation services environmental services, health services planning and developmental services, parks and recreation services. The utility operations are comprised of the water, sewer and electrical systems, and each accounting for its own operations and programs within their own funds. Operating results of the following segments are reported as follows:

**General government services** are comprised of a number of functions including Corporate Services and Finance which involves staff working closely with Council and community partners to coordinate the delivery of a wide range of functions and services. Corporate Services is responsible for Administration, Information Technology, Human Resources and Legislative Service functions. Finance is responsible for the collection of tax revenues, utility billing and all treasury and accounting functions. Revenues associated with this segment include all those amounts that cannot be directly attributed to other segments including taxation, grants in lieu, and interest revenue.

**Protective services** include police services under contract with the Royal Canadian Mounted Police, bylaw enforcement and animal control under contract to a third party, emergency measures services, and building inspection. Fire protection is provided by a composite department responsible for fire suppression, fire inspections and public education training.

**Transportation services** include equipment and civic building maintenance, occupational health and safety, and the maintenance of roads, signs, sidewalks, street lighting and storm drains. This segment is also responsible for the planning and implementation of the capital works program for all infrastructure as well as climate action program reporting.

**Environmental services** include garbage collection and recycling.

**Health services** include the operations related to cemetery functions.

**Planning and Development services** include all planning and building related process, long range and current planning, land use applications and economic development functions.

**Parks and Recreation services** include providing and coordinating leisure and recreational services, and maintaining recreational facilities, parks and trails.

**Water services** include the operating activities that relate to the treatment, distribution and maintenance of the water system including the Thirsk dam and water treatment plant.

**Sewer services** include the operating activities that relate to the collection and treatment of wastewater, maintenance of the related equipment including the wastewater treatment plant.

**Electrical services** include the operating activities that relate to power distribution and maintenance of the electrical system and related equipment.

## The Corporation of the District of Summerland Notes to the Consolidated Financial Statements

*For the year ended December 31, 2014*

### 21. Segmented Information (cont'd)

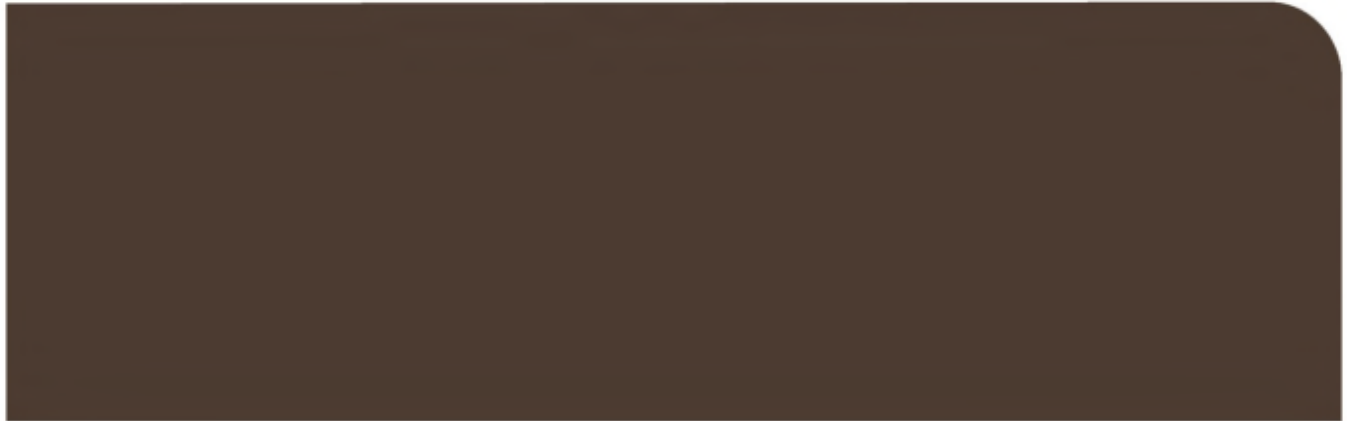
	General Government Services	Protective Services	Transportation Services	Environmental Services	Health Services	Planning & Develop Services	Parks & Recreation Services	Water Services	Sewer Services	Electrical Services	Actual 2014
<b>Revenue</b>											
Property Tax	7,333,189	-	-	-	-	-	-	-	-	-	7,333,189
Parcel Tax	-	-	-	-	-	-	-	1,505,940	688,366	-	2,194,306
Government Transfers - Provincial	1,282,606	21,210	55,825	-	-	-	68,738	-	-	-	1,428,379
Government Transfers - Regional	-	-	-	-	-	-	-	-	397,126	-	397,126
User fees, Sales, and Rentals	129,283	4,471	-	1,267,980	45,285	-	813,173	2,631,612	901,824	10,518,441	16,312,069
Permits, Licenses and Fines	128,026	17,635	-	-	-	179,823	-	-	-	-	325,484
Investment Income	94,987	-	-	-	-	-	-	7,390	7,486	-	109,863
Actuarial Earnings	82,181	-	-	-	-	-	-	218,349	301,760	-	602,290
Penalties and Interest on Taxes	116,595	-	-	-	-	-	-	-	-	-	116,595
Franchise	101,152	-	-	-	-	-	-	-	-	-	101,152
Contributions From Developers	-	-	-	-	-	-	-	33,943	13,582	112,787	160,312
Development Cost Charges	-	-	250,000	-	-	-	-	-	-	-	250,000
Other	72,946	-	30,556	-	-	-	-	22,069	2,180	64,428	192,179
Gain on Disposal	141,590	-	-	-	-	-	-	-	-	-	141,590
	9,482,555	43,316	336,381	1,267,980	45,285	179,823	881,911	4,419,303	2,312,324	10,695,656	29,664,534
<b>Expenditures</b>											
Labour and Benefits	1,275,860	617,054	822,988	219,727	59,945	303,573	1,231,144	886,823	510,818	703,019	6,630,951
Contracted Services	642,486	1,318,810	456,494	788,852	10,134	240,390	356,367	239,867	114,220	253,578	4,421,198
Materials and Supplies	213,265	93,421	91,566	24,223	9,938	8,425	389,120	811,839	314,792	7,914,990	9,871,579
Administrative Recovery	(366,000)	-	-	(31,199)	-	-	-	-	-	-	(397,199)
Interest	305,583	-	-	-	-	-	-	844,078	621,731	-	1,771,392
Amortization	1,583,378	-	-	-	-	-	-	1,085,401	687,573	291,809	3,648,161
Other	29,716	1,238	1,712	63,160	-	-	-	16,961	840	-	113,627
	3,684,288	2,030,523	1,372,760	1,064,763	80,017	552,388	1,976,631	3,884,969	2,249,974	9,163,396	26,059,709
<b>Surplus for the year</b>	5,798,267	(1,987,207)	(1,036,379)	203,217	(34,732)	(372,565)	(1,094,720)	534,334	62,350	1,532,260	3,604,825

## The Corporation of the District of Summerland Notes to the Consolidated Financial Statements

*For the year ended December 31, 2014*

### 21. Segmented Information (cont'd)

	General Government Services	Protective Services	Transportation Services	Environmental Services	Health Services	Planning and Develop Services	Parks and Recreation Services	Water Services	Sewer Services	Electrical Services	Actual 2013
<b>Revenue</b>											
Property Tax	7,095,903	-	-	-	-	-	-	-	-	-	7,095,903
Parcel Tax	-	-	-	-	-	-	-	1,500,240	684,366	-	2,184,606
Government Transfers - Provincial	1,209,987	-	-	-	-	-	-	-	-	-	1,209,987
Government Transfers - Regional	-	-	-	-	-	-	-	-	383,360	-	383,360
User fees, Sales, and Rentals	144,292	-	521,102	475,730	39,230	-	798,102	2,637,444	879,410	9,582,231	15,077,541
Permits, Licenses and Fines	133,421	19,374	-	-	-	147,295	-	-	-	-	300,090
Investment Income	154,092	-	-	-	-	-	-	11,853	12,005	-	177,950
Actuarial Earnings	68,383	-	-	-	-	-	-	185,136	272,073	-	525,592
Penalties and Interest on Taxes	96,437	-	-	-	-	-	-	-	-	-	96,437
Franchise	108,003	-	-	-	-	-	-	-	-	-	108,003
Contributions From Developers	-	-	-	-	-	-	-	22,195	6,031	263,634	291,860
Development Cost Charges	-	-	1,600,000	-	-	-	-	-	-	-	1,600,000
Other	139,668	4,108	-	-	-	-	-	17,244	879	59,673	221,572
Gain on Disposal	7,520	-	-	-	-	-	-	-	-	-	7,520
	<b>9,157,706</b>	<b>23,482</b>	<b>2,121,102</b>	<b>475,730</b>	<b>39,230</b>	<b>147,295</b>	<b>798,102</b>	<b>4,374,112</b>	<b>2,238,124</b>	<b>9,905,538</b>	<b>29,280,421</b>
<b>Expenditures</b>											
Labour and Benefits	1,425,238	670,800	984,781	188,084	64,136	341,608	1,299,817	994,279	555,534	659,978	7,184,255
Contracted Services	514,979	1,180,260	485,362	730,204	12,816	314,611	412,166	171,278	163,238	272,859	4,257,773
Materials and Supplies	143,451	108,538	300,539	44,143	22,727	12,635	345,434	920,420	356,253	7,655,013	9,909,153
Administrative Recovery	(334,000)	-	-	(28,550)	-	-	-	-	-	-	(362,550)
Interest	288,936	-	-	-	-	-	-	858,674	527,681	-	1,675,291
Amortization	1,568,107	-	-	-	-	-	-	1,065,829	683,535	252,730	3,570,201
Other	22,418	1,238	1,712	28,529	-	-	-	16,844	821	-	71,562
	<b>3,629,129</b>	<b>1,960,836</b>	<b>1,772,394</b>	<b>962,410</b>	<b>99,679</b>	<b>668,854</b>	<b>2,057,417</b>	<b>4,027,324</b>	<b>2,287,062</b>	<b>8,840,580</b>	<b>26,305,685</b>
<b>Surplus for the year</b>	<b>5,528,577</b>	<b>(1,937,354)</b>	<b>348,708</b>	<b>(486,680)</b>	<b>(60,449)</b>	<b>(521,559)</b>	<b>(1,259,315)</b>	<b>346,788</b>	<b>(48,938)</b>	<b>1,064,958</b>	<b>2,974,736</b>



**THE CORPORATION OF THE DISTRICT  
OF SUMMERLAND**

**AUDIT FINDINGS REPORT**

Year Ending December 31, 2014

For presentation to the Mayor and Council



May 11, 2015

The Mayor and Council of The Corporation of the District of Summerland

Dear Mayor and Council:

We are pleased to put forward this report to discuss the results of our audit of the financial statements of The Corporation of the District of Summerland ("the District") for the year ended December 31, 2014. In this report, we cover those significant matters which, in our opinion, you should be aware of as the Mayor and Council.

We have completed our audit of the financial statements of the District and are prepared to sign our independent auditors' report after the Mayor and Council's review and approval of the financial statements.

Our report will provide an unqualified opinion to the Mayor and Council of the District. A draft copy of our proposed independent auditors' report is included as Appendix A to this report.

We would like to express our appreciation for the excellent cooperation we have received from management and employees with whom we worked.

We appreciate having the opportunity to meet with you and to respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Yours truly,

A handwritten signature in black ink that reads 'MNP LLP'.

MNP LLP

/ae  
encls.

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## 1. MNP AUDIT PROCESS

As auditors, we report to the Mayor and Council on the results of our examination of the District's financial statements. This report summarizes our audit process and discusses issues that are of relevance to the Mayor and Council of the District.

- Our audit was carried out in accordance with Canadian generally accepted auditing standards.
- Our audit procedures included a review of all significant accounting and management reporting systems.
  - Each material year-end balance, key transaction and other event considered significant to the financial statements was separately examined.
- Our audit process focused on understanding the controls utilized in management's reporting systems to the extent necessary to identify overall and specific financial reporting risks.
  - This risk assessment enabled us to concentrate our audit procedures on the areas where differences were most likely to arise.
  - Where possible, reliance was placed on the controls within these systems to reduce the extent of our testing of transactions and year-end balances.
- Our assessment was not, nor was it intended to be, sufficient to conclude on the effectiveness or efficiency of internal controls.





- During the course of our audit, we have:
  - Examined, on a test basis, evidence supporting the amounts and disclosures in the financial statements;
  - Assessed the accounting principles used and significant estimates made by management;
  - Obtained an understanding of the District and its environment, including management's internal controls (regardless of whether we relied on them for the purpose of the audit), sufficient to identify and assess the risks of material misstatement of the financial statements and to design and perform audit procedures;
  - Reviewed and assessed those accounting systems deemed necessary to support our audit opinion;
  - Evaluated the overall financial statement presentation;
  - Performed a subsequent events review with management;
  - Reviewed and assessed the status of contingencies, commitments and guarantees;
  - Reviewed and assessed exposure to environmental liabilities.
- We have obtained written representations from management in order to confirm oral representations given to us and reduce the possibility of misunderstanding. Specifically, we have obtained written confirmation of significant representations provided on matters that are:
  - Directly related to items that are material, either individually or in the aggregate, to the financial statements;
  - Not directly related to items that are material to the financial statements, but are significant, either individually or in the aggregate, to the engagement; and
  - Matters relevant to management judgments or estimates that are material, either individually or in the aggregate, to the financial statements.

## 2. SIGNIFICANT AUDIT FINDINGS

As a part of our commitment to providing superior client service we strive to maintain effective two-way communication. To aid the Mayor and Council in its role overseeing the financial reporting process, including its review and approval of the financial statements, we are pleased to provide you with the following significant findings:

### AREAS OF AUDIT EMPHASIS

- The following lists the key areas of our audit emphasis for your Municipality:
  - Financial Statement Presentation and Disclosure
  - Contingencies, Lawsuits and Commitments
  - Fraud and Error
  - Detailed information on Areas of Audit Emphasis is included as Appendix B to this report.

### FINAL MATERIALITY

- Final materiality used to assess the significance of misstatements or omissions identified during the audit and determine the level of audit testing performed was \$360,000 (previous years materiality utilized by predecessor auditor was \$585,000).

### DIFFICULTIES ENCOUNTERED

- We have satisfactorily completed our audit procedures for each of the significant account balances and transaction streams. No limitations were placed on the scope or timing of our audit.

### SIGNIFICANT DEFICIENCIES IN INTERNAL CONTROL

- While our review of controls was not sufficient to express an opinion as to their effectiveness or efficiency, no significant deficiencies in internal control have come to our attention. However, we may not be aware of all the significant deficiencies in internal control that do, in fact, exist.

### IDENTIFIED OR SUSPECTED FRAUD

- No incidents of fraud, or suspected fraud, came to our attention in the course of our audit.

## **IDENTIFIED OR SUSPECTED NON-COMPLIANCE WITH LAWS AND REGULATIONS**

- Nothing has come to our attention that would suggest there is non-compliance with laws and regulations that would have a material effect on the financial statements.

## **MATTERS ARISING IN CONNECTION WITH RELATED PARTIES**

- No related party transactions were identified.

## **GOING CONCERN**

- We have not identified any material uncertainties related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern.

## **SIGNIFICANT ACCOUNTING POLICIES**

- The accounting policies used by the entity are appropriate and have been consistently applied.
- No new accounting policies or changes in accounting policies were noted.

## **SIGNIFICANT MANAGEMENT ESTIMATES**

- The preparation of the financial statements is subject to significant accounting estimates made by management. All significant management estimates were reviewed for the current period and no material differences were noted.
- The following is a summary of significant management estimates and provisions:
  - Provision for legal contingencies – no provision deemed necessary.
  - Amortization period for tangible assets – amortized over the estimated useful life, using the straight-line method, over 5 to 80 years.
  - Landfill closure and post closure liability – accrual calculated based generally accepted methodologies for such calculations and on factors outlined in a report obtained from TRUE Consulting.

## **MATTERS ARISING FROM MANAGEMENT DISCUSSIONS**

- We would like to formally acknowledge the excellent cooperation and assistance we received from the management and staff.
- There were no disagreements with management, significant difficulties or other irregularities encountered during the course of our audit.

## **SIGNIFICANT DIFFERENCES**

- No significant differences were proposed to management with respect to the December 31, 2014 financial statements.

## **MODIFICATIONS TO THE INDEPENDENT AUDITORS' REPORT**

- Our independent auditors' report will provide an unmodified opinion to the Mayor and Council.
- No emphasis of matter, or other matter, paragraphs were included in the independent auditors' report, other than the reference to the previous year being audited by another accounting firm.

## **INDEPENDENCE**

- We confirm to the Mayor and Council that we are independent of the District.
- Our letter to the Mayor and the Council discussing our independence is included under separate cover.

**We would also be pleased to discuss any other issues and/or concerns of the Mayor and Council.**



## APPENDIX A: DRAFT INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of The Corporation of the District of Summerland:

We have audited the accompanying financial statements of The Corporation of the District of Summerland, which comprise the consolidated statement of financial position as at December 31, 2014 and the consolidated statements of operations, change in net debt, cash flows and related schedules for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for Financial Statements*

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

### *Auditors' Responsibility*

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement.

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

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

### *Opinion*

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2014 and its financial performance and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### *Other Matters*

The consolidated financial statements of The Corporation of the District of Summerland for the year ended December 31, 2013, were audited by another auditor who expressed an unmodified opinion on those statements on June 23, 2014.

Kelowna, British Columbia

May 11, 2015

Chartered Accountants

## **APPENDIX B: AREAS OF AUDIT EMPHASIS**

### **FINANCIAL STATEMENT PRESENTATION AND DISCLOSURE**

#### **Audit Procedures:**

- We have reviewed the financial statements and concluded that the corresponding presentation and disclosure is in accordance with Canadian Public Sector Accounting Standards.
- We have participated in discussions with Management on all significant transactions during the course of the past 12 months, and have assisted in ensuring appropriate treatment and disclosure.

*We have concluded that the District's financial statements have been appropriately presented and appropriate disclosures have been made in accordance with Canadian Public Sector Accounting Standards.*

### **CONTINGENCIES, LAWSUITS AND COMMITMENTS**

#### **Audit Procedures:**

- We made detailed inquiries of Management and reviewed both minute books and legal files to identify potential contingencies, lawsuits and commitments. No items not already brought to our attention and/or disclosed in the notes to the financial statements were noted.
- We have received all relevant legal letters and Management's representation letter attesting to the completeness of issues of this nature.

*We have concluded that contingencies, lawsuits and commitments have been appropriately accounted for and disclosed in the District's financial statements.*

### **FRAUD AND ERROR**

#### **Audit Procedures:**

- Obtained from Management an assessment of the entity's susceptibility to material misstatements arising from fraud or error.
- Discussed with Management the entity's susceptibility to material misstatements arising from fraud or error.
- Obtained Management representations concerning fraud and error.

*We concur with Management's assessment that the District's susceptibility to material misstatements arising from fraud or error is reasonably low.*

## APPENDIX C: SUMMARY OF DIFFERENCES

### SIGNIFICANT ADJUSTED DIFFERENCES

DIFFERENCES NOTED	FINANCIAL STATEMENT ITEMS(S) AFFECTED	ADJUSTMENT TO BALANCE SHEET	ADJUSTMENT TO EARNINGS
TOTAL ADJUSTED DIFFERENCES (INCOME EFFECT)			\$Nil

### SIGNIFICANT UNADJUSTED DIFFERENCES

DIFFERENCES NOTED	CONSOLIDATED FINANCIAL STATEMENT ITEMS AFFECTED	POSSIBLE ADJUSTMENT TO BALANCE SHEET	POSSIBLE ADJUSTMENT TO EARNINGS
Unadjusted credit balances in accounts receivable.	Accounts Receivable – Understated Accounts Payable - Understated	(\$56,522) \$56,522	Nil
Unadjusted debit balances in accounts payable.	Accounts Payable – Understated Accounts Receivable - Understated	(\$45,626) \$45,626	Nil
2013 CARIP revenue recorded in 2014.	Revenue – Overstated Opening Equity – Understated	 \$29,056	(\$29,056)
Correction of 2013 amortization expense in 2014	Expenses – Overstated Opening Equity - Overstated	 (\$7,455)	\$7,455
<b>CURRENT DIFFERENCES</b>			<b>\$21,601</b>
<b>UNCORRECTED OPENING DIFFERENCES</b>			Nil
<b>TOTAL UNADJUSTED DIFFERENCES (INCOME EFFECT)</b>			<b>\$21,601</b>





#### ABOUT MNP

MNP is one of the largest chartered accountancy and business consulting firms in Canada. For more than 65 years, we have proudly served and responded to the needs of our clients in the public, private and not-for-profit sectors. Through partner-led engagements, we provide a cost-effective approach to doing business and personalized strategies to help you succeed.



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## THE CORPORATION OF THE DISTRICT OF SUMMERLAND COUNCIL REPORT

DATE: May 1, 2015  
TO: Linda Tynan, Chief Administrative Officer  
FROM: Lorrie Coates, Director of Finance  
SUBJECT: Expenditures from Statutory Reserve Funds

---

### STAFF RECOMMENDATION:

THAT Council pass the following resolutions:

1. THAT Bylaw 2015-012 'Development Cost Charge (Roads) Reserve Fund Expenditure (Prairie Valley Road and Jubilee Road), be introduced and read a first, second and third time.
2. THAT Bylaw 2015-013 'Tax Sale Reserve Fund Expenditure (RCMP Building Generator), be introduced and read a first, second and third time.

### PURPOSE:

To complete the funding allocations approved by Council in the 2014 to 2018 Financial Plan

### BACKGROUND and DISCUSSION:

In the annual budget process, funding from statutory reserve funds for capital projects is approved by Council. Each year, after the amount of expenditure for that year has been finalized, a bylaw is needed to complete the authorization for the use of the funds.

For these projects, the funding from the statutory reserve funds expended matches the amount authorized in the budget process.

Bylaw 2015-012 to expend \$250,000 from the DCC Roads Reserve fund for the improvements to Prairie Valley Road and Jubilee Road.

Bylaw 2015-013 to expend \$80,000 from the Tax Sale Reserve Fund for the purpose and installation of a generator for the RCMP building.

FINANCIAL IMPLICATIONS

At the end of 2014, subsequent to these allocations, the Development Cost Charge (Roads) Reserve Fund has a balance of \$182,113 and the Tax Sale Reserve Fund has a balance of \$6,961.

Respectfully Submitted

*Lorrie Coates*

---

(Director of Finance)

Approved for Agenda



---

CAO – Linda Tynan May 6, 2015

**THE CORPORATION OF THE DISTRICT OF SUMMERLAND**

**BYLAW NUMBER 2015-012**

**A Bylaw Authorizing the Expenditures of Monies in the  
Development Cost Charge Reserve Fund  
(Prairie Valley Road and Jubilee Road)**

---

WHEREAS this is an unappropriated balance in the Development Cost Charge (Roads) Reserve Fund of \$432,113 as at December 31, 2014, which amount has been accumulated by additions to the fund and interest earnings;

AND WHEREAS it is deemed appropriate to expend a portion of the monies set aside in the Development Cost Charge (Roads) Reserve Fund for the purpose of road and sidewalk improvements on Prairie Valley Road and Jubilee Road with the amount expended out of the Reserve Fund in total to be \$250,000;

NOW THEREFORE the Council of the Corporation of the District of Summerland, in open meeting assembled, enacts as follows:

1. The sum of \$175,000 is hereby appropriated from the Development Cost Charge (Roads) Reserve Fund for the purposes of road and sidewalk improvements on Prairie Valley Road.
2. The sum of \$75,000 is hereby appropriated from the Development Cost Charge (Roads) Reserve Fund for the purposes of road and sidewalk improvements on Jubilee Road.
3. This bylaw may be cited as 'Bylaw No. 2015-012 Development Cost Charge (Roads) Reserve Fund Expenditure (Prairie Valley Road and Jubilee Road)'.
4. This bylaw shall take effect immediately upon adoption.

Read a first, second and third time this                      day of                      2015.

Adopted by the Municipal Council this                      day of                      2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**THE CORPORATION OF THE DISTRICT OF SUMMERLAND**

**BYLAW NUMBER 2015-013**

**A Bylaw Authorizing the Expenditures of Monies in the  
Tax Sale Reserve Fund  
(RCMP building generator)**

---

WHEREAS this is an unappropriated balance in the Tax Sale Reserve Fund of \$86,961 as at December 31, 2014, which amount has been accumulated by additions to the fund and interest earnings;

AND WHEREAS it is deemed appropriate to expend a portion of the monies set aside in the Tax Sale Reserve Fund for the purpose of purchasing and installing a generator at the RCMP building with the amount expended out of the Reserve Fund in total to be \$80,000;

NOW THEREFORE the Council of the Corporation of the District of Summerland, in open meeting assembled, enacts as follows:

1. The sum of \$80,000 is hereby appropriated from the Tax Sale Reserve Fund for the purposes of purchasing and installing a generator at the RCMP building.
2. This bylaw may be cited as 'Bylaw No. 2015-013 Tax Sale Reserve Fund Expenditure (RCMP building generator)'.
3. This bylaw shall take effect immediately upon adoption.

Read a first, second and third time this                      day of                      2015.

Adopted by the Municipal Council this                      day of                      2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer



## THE CORPORATION OF THE DISTRICT OF SUMMERLAND COUNCIL REPORT

DATE: May 6, 2015  
TO: Linda Tynan, Chief Administrative Officer  
FROM: Lorrie Coates, Director of Finance  
SUBJECT: 2015-2019 Financial Plan Bylaw

---

### STAFF RECOMMENDATION:

That Council pass the following resolution:

That the 'Five Year Financial Plan 2015-2019 Bylaw No. 2015-016', be introduced and read a first, second and third time.

### PURPOSE:

To consider adoption of the financial plan bylaw to be used to prepare the tax rates for 2015.

### BACKGROUND and DISCUSSION:

The Community Charter sets the requirement for the five year financial plan to be adopted before May 15 each year and that the tax rates bylaw for the year be adopted after the financial plan. Following four meetings dedicated to the review of the financial plan and where Council received the input of the community, this resolution was passed on February 23 to approve the financial plan:

"THAT Council give approval to the funding of the core budget;

AND THAT Council give approval to a 3% property tax increase, a 5% water rate increase for all non-irrigator water, a 5% sewer rate increase and a 2.625% electric rate increase in each year of the 5 year financial plan;

AND FURTHER THAT Council approve the recommended discretionary spending lists."

The bylaw to be considered at this meeting is the next step required by the Community Charter and it is based on the resolution of February 23 with adjustments outlined in this report.

A further requirement of the Community Charter is that the five year financial plan set out the objectives and policies of the District. Revenue Policy – Number 200.4 adopted by Council on November 10, 2014 is attached to the bylaw and fulfills this requirement.

### Revenue

The non market change in the assessment roll is slightly different than previously estimated and has generated \$85,000 in new property tax revenue. The transfer from the electric fund is increased \$115,000 as directed by Council to provide a grant in aid to the Okanagan Regional Library. Based on the 2014 results, the budget is increased by \$45,000 for interest earnings and penalty and interest charges on property taxes; \$13,000 for property rental revenue from the RCMP building; and \$57,000 for the MMBC recycling revenue. There will be an additional \$19,000 in Small Communities and Traffic Fine Revenue in 2015. Electric rates have been increased an additional 1.65% for 6 months based on a 2.2% increase by FortisBC on July 1.

### Core Expenses

Where appropriate based on the 2014 results or new information, the core operational expenses have been reallocated within departments. For example, the interim CAO was on contract and the budget has been moved from wages to contracted services.

Additional staffing for relief coverage of vacation and peak operations of \$54,000 has been allocated to departments as needed. As well, funding for a .5 FTE in corporate services has been added to provide additional resources in the legislative services area. Staffing budgets in the Works department have been reduced by \$60,000

During the budget review meetings, it was identified that the sidewalk maintenance budget needed to be increased by \$11,000 and the transit budget increased by \$19,000. These increases are included in the five year plan. As well, \$50,000 for the landfill closure and post closure costs has been added.

### Discretionary Spending

There are several projects added to this category that are funded from grants or reserve account allocations:

Wildfire Fuel Management	\$40,000
Conkle Mountain trail improvements	\$30,000
Citizen survey	\$15,000
Facilities roof replacements	\$20,000

The grant in aid to the Okanagan Regional Library of \$115,000 was added to this section.

A listing of the capital and operating projects carried forward to 2015 and included in the financial plan is attached to this report.

### CONCLUSION:

Once the 2015-2019 Financial Plan Bylaw has been adopted, Council can adopt the bylaw to set the property tax rates for 2015.

Respectfully Submitted

*Lorrie Coates*

\_\_\_\_\_  
(Director)

Approved for Agenda



\_\_\_\_\_  
CAO – Linda Tynan May 7, 2015

**CAPITAL AND OPERATING PROJECTS CARRIED FORWARD TO 2015****General**

Web site design	17,951
Phone system	60,000
RCMP building generator	41,598
FDM software update	9,090
Fire Training Facility	134,332
Climate Action - trees	5,000
Roads and sidewalk projects – gas tax funds	425,000
Peach Orchard Campground plumbing	10,000
Peach Orchard Waterpark waterline upgrade	2,419
Lakeshore Trail development	91,113
On line registration for recreation programs	20,000
Standby generator at Works Yard	71,800
Disconnect switch installations	5,300
Canyonview perpetual slide study	40,000
Prairie Valley Road project	45,000
Scale at the landfill	9,655
Gravel sales and pit development	4,575
Agricultural land lease	22,000
Subdivision bylaw revision	21,212
Integrated asset management and long term funding plan	150,000

**Water**

Isintok Dam leak repair / monitoring	17,183
Boom repair & replacement at dams	6,593
VFD for pumps	4,180
Cathodic protection installation Giants Head Road	20,126

**Sewer**

Blower control upgrade	2,691
Gas detection upgrade at plant	5,465

**Electric**

Business continuance evaluation	40,000
Meters	15,353



**THE CORPORATION OF THE DISTRICT OF SUMMERLAND**

**BYLAW NUMBER 2015-016**

**Five Year Financial Plan, 2015-2019**

---

WHEREAS pursuant to section 165 of the *Community Charter*, the District must, by bylaw, adopt a financial plan before the annual property tax bylaw is adopted;

NOW THEREFORE the Municipal Council of The Corporation of the District of Summerland in open meeting assembled, enacts as follows:

1. Schedule 'A' entitled '2015-2019 Financial Plan' which is attached to and forms part of this bylaw is hereby declared to be the Five Year Financial Plan of the District of Summerland for the period of January 1, 2015 to and including December 31, 2019.
2. Schedule 'B' entitled Revenue Policy which is attached to and forms part of this bylaw is hereby declared to be the District of Summerland Revenue Policy.
3. This bylaw may be cited for all purposes as 'Five Year Financial Plan 2015-2019 Bylaw No. 2015-016'.

Read a first, second and third time this      day of      2015.

Adopted by Municipal Council this      day of      2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**THE CORPORATION OF THE DISTRICT OF SUMMERLAND**  
**Schedule A - 2014 - 2018 Financial Plan, as Amended**  
**Amended Bylaw No. 2004-001**

	2015		2016		2017		2018		2019	
<b>Revenue</b>										
Property Value Tax	7,423,190	23%	7,719,274	22%	8,024,241	27%	8,335,807	27%	8,654,170	27%
Parcel Taxes	2,194,300	7%	2,194,300	6%	2,194,300	7%	2,194,300	7%	2,194,300	7%
Fees and Charges	15,911,575	48%	16,500,087	48%	17,104,990	57%	17,735,003	57%	18,401,999	57%
Other Sources	7,310,962	22%	8,158,766	24%	2,716,053	9%	2,702,041	9%	2,791,690	9%
	<u>32,840,026</u>	<u>100%</u>	<u>34,572,426</u>	<u>100%</u>	<u>30,039,585</u>	<u>100%</u>	<u>30,967,151</u>	<u>100%</u>	<u>32,042,159</u>	<u>100%</u>
<b>Expenses</b>										
General Government	1,664,541		1,300,875		1,307,419		1,338,820		1,370,876	
Protective Services	2,283,648		2,307,444		2,331,606		2,346,107		2,360,738	
Works & Environmental Health Services	3,535,160		3,291,238		3,331,697		3,362,932		3,394,614	
Planning, Development, & Building Services	638,116		692,139		636,326		657,899		679,949	
Parks, Recreation, and Community Services	2,101,921		2,051,575		2,086,894		2,098,878		2,110,954	
Utilities	12,714,185		13,161,690		13,629,404		14,118,304		14,629,413	
Debt Interest	1,733,370		1,749,430		1,714,190		1,701,466		1,688,742	
Amortization	3,673,000		3,835,000		4,044,000		4,142,000		4,231,000	
	<u>28,343,941</u>		<u>28,389,390</u>		<u>29,081,537</u>		<u>29,766,407</u>		<u>30,466,285</u>	
<b>Annual Surplus</b>	4,496,085		6,183,036		958,048		1,200,744		1,575,874	
<b>Add Back:</b>										
Transfer from investment in tangible capital assets equal to amortization	3,673,000		3,835,000		4,044,000		4,142,000		4,231,000	
Capital Expenditures	(8,915,609)		(9,133,743)		(2,611,733)		(2,530,758)		(3,397,883)	
Borrowing Proceeds	1,296,250		1,459,750		30,000		300,000		300,000	
Debt Principal	(2,029,748)		(2,314,568)		(2,597,249)		(2,649,354)		(2,535,287)	
Transfers from Special Funds	108,460		265,540		795,000		-		380,000	
Transfers to Special Funds	-		-		-		-		-	
Development Cost Charges	-		-		-		-		-	
Transfers to Accumulated Surplus	(726,997)		(716,368)		(769,419)		(663,985)		(705,057)	
Transfers from Accumulated Surplus	2,098,558		421,353		151,353		201,353		151,353	
<b>NET BUDGET</b>	<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>	

**SCHEDULE 'B' to BYLAW 2015-016 – Five Year Financial Plan 2015-2019**

**POLICY STATEMENT AND REGULATIONS**

**Number: 200.4**

**REVENUE POLICY**

**POLICY OBJECTIVE**

The Community Charter requires all municipalities to develop specific statements of policy on certain revenues and taxes. This policy will meet the requirements of the Community Charter by stating policy related to the proportion of total revenue by revenue source, the distribution of property taxes among the property classes and the use of permissive tax exemptions.

**POLICY**

**A. PROPORTION OF REVENUE BY SOURCE**

**Property Value Taxes**

The District of Summerland (District) will attempt to keep the proportional share of revenue from property value taxes at a level similar to historical amounts, adjusted for non-market changes and the changing priorities of the Council.

The District will continue to use property value taxation as a primary source of revenue in the general fund. When new sources of revenue are made available to the District from senior governments, these revenues will be used to reduce dependency on property value taxation wherever possible.

**Parcel taxes**

Parcel taxes will continue to be utilized to raise revenues where Council determines they are more appropriate than property value taxes. Parcel taxes are most appropriate in situations such as utility services where only a portion of the community benefits from the service.

**Fees and charges**

Fees and charges will be utilized when they are both easily attributable to the service user and directly beneficial to those who utilize the service. The proportion of the costs recovered by the fees and charges will vary with the nature of the service provided.

The District will establish cost recovery policies for fee-supported services. The policies will consider whether the benefits received from the service are public and/or private.

The District will review fees/charges every two years, at a minimum, to ensure that they keep pace with changes in the cost-of-living as well as changes in the methods or levels of service delivery.

The District will consider market rates and charges levied by other public and private organizations for similar services in establishing rates, fees and charges.

#### Proceeds of borrowing

Borrowing will be considered when determining the funding source of large capital projects that provide benefits to taxpayers over a long period of time (20 years or more). The District will consider leasing opportunities when acquiring assets that provide benefits over a shorter period of time.

#### Other revenue sources

The District will actively pursue alternative revenue sources to reduce reliance on property value taxes.

The District will utilize surplus funds when appropriate. The *Community Charter* does not allow municipalities to plan an operating deficit (i.e. where expenditures exceed revenues). To ensure this situation does not occur, revenue projections are conservative and authorized expenditures are closely monitored. The combination of conservative revenue projections and controlled expenditures should produce a modest annual operating surplus. Council will review options and provide direction to staff regarding the allocation of any operating surplus.

The District will establish and utilize reserve funds when appropriate. Reserve funds shall be set aside to:

- a. Provide sources of funds for future capital expenditures;
- b. Provide a source of funding for areas of expenditure that fluctuate significantly from year to year ( ex. snow removal);
- c. Protect the District from uncontrollable or unexpected increases in expenditures or unforeseen reductions in revenues, or a combination of the two; and
- d. Provide for working capital to ensure sufficient cash flow to meet the District's needs throughout the year.

The District will utilize development cost charges to help fund capital projects deemed to be required in whole or in part due to development in the community. These charges will be set by bylaw and reviewed at a minimum every 5 years to ensure that project estimates remain reasonable and the development costs charges are aligned with the strategic goals of Council.

The District will develop and pursue new and creative partnerships with government, community institutions (churches, schools), and community groups as well as private and non-profit organizations to generate revenues, reduce costs and enhance service to the community

**B. DISTRIBUTION OF PROPERTY VALUE TAXES**

Council will set tax rates with the goal of tax stability. This is accomplished by Council first considering the historical proportion of taxes paid by each property classification before consideration of non-market changes in the property classes and then the tax levy on a typical home and the average assessed value for a business.

**C. USE OF PERMISSIVE TAX EXEMPTIONS**

The District believes that the Permissive Tax Exemption is an appropriate way to recognize the value of the services provided to the community by non-profit organizations. Permissive tax exemptions will be considered annually by Council. All applications for permissive tax exemptions will be reviewed in accordance with the current Permissive Tax Exemption Policy. Permissive Tax Exemptions will be reviewed at least every three years to ensure that the organization and property still meets the criteria established by Council.

Adopted: November 10, 2014



THE CORPORATION OF THE  
DISTRICT OF SUMMERLAND  
**COUNCIL REPORT**

DATE: May 5, 2015  
TO: Linda Tynan, Chief Administrative Officer  
FROM: Lorrie Coates, Director of Finance  
SUBJECT: 2015 Property Tax Rates

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**STAFF RECOMMENDATION:**

That Council pass the following resolution:

THAT Bylaw 2015 Tax Rates Bylaw No. 2015-014, be introduced and read a first, second and third time.

**PURPOSE:**

To adopt the property tax rates to be used to levy the taxes for 2015.

**BACKGROUND and DISCUSSION:**

Each year, Council must adopt a bylaw before May 15 to set the rates for property taxes. The bylaw contains the rates that are set by the District. There are additional tax rates used to levy taxes within the District that are set by other bodies, such as the Province for the school tax that are not contained in the bylaw.

The tax rate is calculated by dividing the property tax revenue required, as determined in the five year financial plan, by the assessed value of the properties.

The 2015 tax rates are based on a 3% increase in general taxation.

The assessed value of properties in the District of Summerland increased by 4.6%. Growth, or the non market change was an increase of 1.4%. The remainder of the increase, 3.2%, is due to the market change. Individual neighbourhood changes in assessment ranged from 28.3% to .1%

Residential properties have 93% of the assessed value and represent 84% of the property taxes levied. Business/other properties have 5% of the assessed value and represent 13% of the property taxes levied.

**CONCLUSION:**

Once Bylaw No. 2015-014, Property Tax Rates has been adopted, staff will generate the 2015 property tax notices.

Respectfully Submitted

Lorrie Coates  
Director of Finance

Approved for Agenda

CAO – Linda Tynan May 6, 2015

## THE CORPORATION OF THE DISTRICT OF SUMMERLAND

### BYLAW NUMBER 2015-014

#### 2015 Tax Rates

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WHEREAS pursuant to section 197 of the *Community* Charter, Council must, by bylaw, impose property value taxes for the year by establishing tax rates for the municipal revenue proposed to be raised for the year from property value taxes as provided in the financial plan, and the amounts to be collected for the year by means of rates established by the municipality to meet its taxing obligations in relation to another local government or other public body;

NOW THEREFORE, the Council of the Corporation of the District of Summerland in open meeting assembled, enacts as follows:

1. The following taxation rates are hereby imposed and levied for the year 2015:
  - a) For general purposes of the Municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "A" of the Schedule attached to and forming part of this bylaw.
  - b) For purposes of the Regional District of Okanagan-Similkameen on the assessed value of land and improvements taxable for hospital assessment base purposes, rates appearing in Column "B" of the Schedule attached to and forming part of this bylaw.
  - c) For purposes of the Regional District of Okanagan-Similkameen for the Sterile Insect Release Program on the assessed land taxable for hospital assessment base purposes, rates appearing in Column "C" of the Schedule attached to and forming part of this bylaw.
  - d) For the purposes of the Regional District of Okanagan-Similkameen for 911 Emergency Call System and the Mosquito Control Program on the assessed improvements taxable for hospital assessment base purposes, rates appearing in Column "D" of the Schedule attached to and forming part of this bylaw.
  - e) For hospital purposes on the assessed value of land and improvements taxable for hospital assessment base purposes, rates appearing in Column "E" of the Schedule attached to and forming a part of this bylaw.
  - f) For the purposes of the Okanagan Regional Library on the assessed value of land

and improvements taxable for general municipal purposes, rates appearing in Column "F" of the Schedule attached to and forming a part of this bylaw.

- g) For the purposes of the Prairie Valley Road Rosedale Avenue Debt on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "G" of the Schedule attached to and forming a part of this bylaw.
  - h) For the purposes of the RCMP Detachment Building Debt on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "H" of the Schedule attached to and forming a part of this bylaw.
- 2. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).
  - 3. On or after the 3rd day of July, 2015, the Director of Finance for the Corporation of the District of Summerland shall add to the current year's taxes unpaid at 4:00 p.m. on the 3rd day of July, 2015, on each parcel of land on the assessment roll, ten per cent (10%) of the amount thereof and the said unpaid taxes, together with amounts added as aforesaid shall from the 3rd day of July, 2015, to deemed to be the amount of the current year's taxes upon such land.
  - 4. This Bylaw may be cited as "2015 Tax Rates Bylaw Number 2015-014".

Read a first, second and third time this       day of       2015.

Adopted by Municipal Council this       day of       2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer





## SCHEDULE TO BY-LAW 2015-014

## 2015 Tax Rates (dollars of tax per \$1,000 taxable values)

Property Class	A General Municipal & Debt	B R.D.O.S.	C R.D.O.S. S.I.R.	D R.D.O.S. 911 / Mosquito Control	Multiples for General Purposes
1 Residential	2.98356	0.19277	0.09220	0.05708	1.00000
2 Utilities	21.36414	0.67471	0.32271	0.19980	7.16062
3 Supportive Housing	3.04253	0.19277	0.09220	0.05708	1.01976
4 Major Industry	7.60632	0.65543	0.31349	0.19409	2.54941
5 Light Industry	6.06456	0.65543	0.31349	0.19409	2.03266
6 Business / Other	8.20348	0.47229	0.22590	0.13986	2.74956
7 Managed Forest Land	9.12758	0.57832	0.27661	0.17125	3.05929
8 Recreation / Non-Profit	5.82813	0.19277	0.09220	0.05708	1.95341
9 Farm	8.37649	0.19277	0.09220	0.05708	2.80755

Property Class	E O.S.R.H.D.	F Regional Library	G Prairie Valley Rosedale Levy	H RCMP Building Levy
1 Residential	0.31637	0.19676	0.06744	0.10136
2 Utilities	1.10731	1.40896	0.48293	0.72578
3 Supportive Housing	0.31637	0.20065	0.06878	0.10336
4 Major Industry	1.07567	0.50163	0.17194	0.25840
5 Light Industry	1.07567	0.39996	0.13709	0.20602
6 Business / Other	0.77512	0.54102	0.18544	0.27869
7 Managed Forest Land	0.94912	0.60196	0.20633	0.31008
8 Recreation / Non-Profit	0.31637	0.38436	0.13174	0.19799
9 Farm	0.31637	0.55243	0.18935	0.28456



## THE CORPORATION OF THE DISTRICT OF SUMMERLAND COUNCIL REPORT

**DATE:** April 30, 2015  
**TO:** Linda Tynan, Chief Administrative Officer  
**FROM:** Lorrie Coates, Director of Finance  
**SUBJECT:** Update to the Fees and Charges Bylaw

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### **STAFF RECOMMENDATION:**

That Council pass the following resolution:

THAT the Bylaw 2015-015 (Electric Fees and Charges – Schedule A; Water Fees, Charges, Rates and Fines – Schedule B; Sewer Fees and Charges – Schedule O) pertaining to the Amendment of Fees and Charges Bylaw Number 98-001 be read a first, second and third time.

### **PURPOSE:**

For Council to consider approving a 1.65% electric rate increase effective July 1, 2015 and to update the fees and charges bylaw for the previously approved annual charge for a domestic water second service and the increase in the fee at the sani dump. The bylaw amendment includes the increase to electric rates as well.

### **BACKGROUND and DISCUSSION:**

Council has considered the addition of a charge for a domestic water second service based on arable acreage and the increase of the sani dump fee as the rate was not covering costs. The amendment to the fees and charges bylaw reflect Council's decision on these fees and the changes will be effective when the bylaw is adopted.

FortisBC has advised the District of a fee increase of 2.2% effective July 1, 2015. This is the second increase in 2015 following a 3.5% increase January 1. As the purchase of power represents approximately 75% of the budget in the electric fund, staff are recommending an increase of 1.65%, effective July 1, 2015.

### **FINANCIAL IMPLICATIONS:**

The additional revenue related to the domestic water second service is expected to be \$21,300. These funds will be allocated to a reserve account and used to provide funding for unexpected costs related to the metered water program.

The increase in the sani dump fee to \$10 will cover the costs to operate the service which includes pumping and hauling to deal with the waste.

The District will collect an estimated additional \$81,000 in electric fees, which will be passed on to FortisBC as the cost to purchase power will increase.

**ALTERNATIVES TO STAFF RECOMMENDATION:**

Council could choose to vary the amount of the increase in the electric rates. This would result in an amendment to the Financial Plan and the bylaw before Council tonight cannot be read.

Respectfully Submitted,

*Lorrie Coates*

*(Director of Finance)*

Approved for Agenda

A handwritten signature in black ink, appearing to read 'L. Tynan', is written over a horizontal line.

CAO – Linda Tynan May 6, 2015

**THE CORPORATION OF THE DISTRICT OF SUMMERLAND**

**BYLAW NUMBER 2015-015**

**A BYLAW TO AMEND BYLAW NUMBER 98-001, A  
BYLAW TO AUTHORIZE THE CHARGING OF FEES FOR  
VARIOUS MUNICIPAL SERVICES (ELECTRIC FEES AND  
CHARGES, WATER FEES, CHARGES, RATES AND  
FINES AND SEWER FEES AND CHARGES)**

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The Municipal Council of the Corporation of the District of Summerland, in open meeting assembled, enacts as follows:

1. That Schedule "A" - Electric Rates of Bylaw Number 98-001 be deleted and replaced with a revised Schedule "A" - Electric Fees and Charges, attached to this bylaw.
2. This Bylaw shall amend electrical fees and charges effective July 1, 2015.
3. That Schedule "B" – Water Fees, Charges, Rates and Fines of Bylaw Number 98-001 be deleted and replaced with a revised Schedule "B" – Water Fees, Charges, Rates and Fines, attached to this bylaw.
4. That Schedule "O" – Sewer Fees and Charges of Bylaw Number 98-001 be deleted and replaced with a revised Schedule "O", attached to this bylaw.
5. This Bylaw shall amend water and sewer fees and charges upon adoption.
6. This bylaw may be cited as "Bylaw Number 2015-015, Amendment of Fees and Charges Bylaw No. 98-001 (Electric Fees and Charges, Water Fees, Charges, Rates and Fines and Sewer Fees and Charges)"

Read a first, second and third time this            day of            2015.

Adopted by Municipal Council this            day of            2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**SCHEDULE 'A', BYLAW 98-001  
ELECTRIC FEES AND CHARGES (effective July 1<sup>st</sup>, 2015 billing)**

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**RATE CODES E01 TO E08 – RESIDENTIAL**

<u>Basic Charge:</u>	\$16.33 per month
<i>plus</i>	
<u>Energy Charge:</u>	
First 1,000 KWH per month	\$ 0.1059 per KWH
Over 1,000 KWH per month	\$ 0.1165 per KWH
<u>Demand Charge:</u>	
Where a customer's load exceeds 24 KW, a Demand Charge of \$15.18 per KW shall apply to such excess demand	

**RATE CODE E10 – GENERAL COMMERCIAL**

<u>Basic Charge:</u>	\$20.01 per month
<i>plus</i>	
<u>Energy Charge:</u>	
All electrical energy used	\$ 0.1051 per KWH
<i>plus</i>	
<u>Demand Charge:</u>	
Per KVA of "Billing Demand" exceeding 40 KVA	\$10.45

**RATE CODE E12 – GENERAL COMMERCIAL, GST EXEMPT**

Same as Rate Code E10, without G.S.T. charged

**RATE CODE E14 – GENERAL COMMERCIAL, PST EXEMPT**

Same as Rate Code E10, without P.S.T. charged

**RATE CODE E15 – PRIMARY POWER LESS THAN 500 KVA DEMAND**

This rate applies where the customer owns and maintains all of the equipment past the load side of the metering unit.

<u>Basic Charge:</u>	\$20.01 per month
<i>plus</i>	
<u>Energy Charge:</u>	
All electrical energy used	\$ 0.1018 per KWH
<i>plus</i>	
<u>Demand Charge:</u>	
Per KVA of "Billing Demand" exceeding 40 KVA	\$10.31

#### RATE CODE E17 – PRIMARY POWER OVER 500 KVA BUT LESS THAN 1,000 KVA DEMAND

This rate applies where the customer owns and maintains all of the equipment past the load side of the metering unit.

<u>Basic Charge:</u>	\$1,007.87 per month
<i>plus</i>	
<u>Energy Charge:</u>	
All electrical energy used	\$ 0.0604 per KWH
<i>plus</i>	
<u>Demand Charge:</u>	
Per KVA of "Billing Demand"	\$10.18

#### RATE CODE 19 – PRIMARY POWER OVER 1,000 KVA DEMAND

This rate applies where the customer owns and maintains all of the equipment past the load side of the metering unit.

<u>Basic charge:</u>	\$1,138.94 per month
<i>plus</i>	
<u>Energy charge:</u>	
All electrical energy used	\$ 0.0587 per KWH
<i>plus</i>	
<u>Demand Charge:</u>	
Per KVA of "Billing Demand" per month	\$10.18

#### RATE CODE E20 - IRRIGATION

Seasonal Use – May to September only.

<u>Basic Charge:</u>	\$16.33 per month
<i>plus</i>	
<u>Energy Charge:</u>	
All electrical energy used	\$ 0.1059 per KWH

#### RATE CODE E22 – CABLE T.V. (UNMETERED)

Service connections for Shaw Cable line amplifiers shall be charged for the calculated average monthly KWH consumption or not less than 250 KWH at the General Service Rate Code "E10".

#### RATE CODE E25 – MUNICIPAL ENERGY

All electrical energy consumed	\$ 0.0862 per KWH
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#### RATE CODE E26 – FLAT RATE POWER

<u>Basic Charge:</u>	\$205.80 per month
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#### RATE CODE E31 TO E40 – STREET LIGHTS (WITHOUT POLES)

E31 – 100 watt, dusk to dawn high pressure sodium	\$23.10 per month
E32 – 175 watt, dusk to dawn mercury vapour	\$26.47 per month
E33 – 175 watt, mercury vapour	\$26.47 per month
E34 – 250 watt, mercury vapour	\$32.46 per month
E35 – 400 watt, mercury vapour	\$43.80 per month
E36 – 100 watt, high pressure sodium	\$23.10 per month
E37 – 150 watt, high pressure sodium	\$25.00 per month
E38 – 250 watt, high pressure sodium	\$32.46 per month
E39 – 400 watt, high pressure sodium	\$43.80 per month
E40 – 250 watt, metal halide	\$32.46 per month

#### RATE CODE E50 – HIGHWAY 97 LIGHTING

Ministry of Transportation and Highways will be charged for Highway lighting according to the calculated monthly consumption as supplied by their Engineering Department and billed at our general commercial Rate Code “E10” for all power used for control devices and control lights. Streetlights will be charged at \$0.0397 per watt per month, from information supplied by their Engineering Department.

#### OTHER STREET LIGHT RATE CODE (WITH POLES)

E52 – 100 watt, dusk to dawn high pressure	\$459.25 per month
E60 – Unmetered Street lights	\$ 34.34 per month
E61 – Unmetered Street lights	\$ 21.37 per month
E62 – Unmetered Street lights	\$ 49.61 per month

#### District of Summerland rate codes – charge per location

E54 – 175 watt, dusk to dawn mercury vapour	\$3,106.68 per month
E56 – 400 watt, mercury vapour	\$2,016.41 per month
E58 – 250 watt, high pressure sodium	\$1,265.61 per month
E59 – 150 watt, high pressure sodium	\$4,564.92 per month

#### OTHER RATES AND CHARGES

<u>Disputed Meter</u> – fee for meter testing by Industry Canada (refundable if found to be outside allowable limits)	\$140.00
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#### ELECTRIC HEATING INSTALLATION CHARGE

The following non-refundable surcharge will apply to all new and established electric heating customers who increase their electrically heated floor space:

##### Single and two family dwellings, including work shops, garages and other detached structures:

Single storey, no basement	\$ 0.350 per sq. ft.
Single storey, with basement	\$ 0.583 per sq. ft.
Second storey	\$ 0.291 per sq. ft.

##### Apartments and rest homes:

All electrically heated area:	\$ 0.350 per sq. ft.
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Electric furnaces and heaters totaling 5 kw or more, controlled by one thermostat:

Charge per kilowatt connected load \$38.98

*plus*

Charge for additional units of less than 5 kw per thermostat \$19.46

Commercial and Industrial buildings:

All electrically heated area \$0.52 per sq.ft.

*or*

Per kilowatt of connected heaters, whichever is the greater \$48.67 per kw

DEFINITIONS:

"Billing Demand" means the greater of

- (a) the maximum demand in KVA for the current month, or
- (b) seventy-five percent (75%) of the maximum demand in KVA registered during the previous eleven-month period.

**ELECTRICAL SERVICE FIXED RATES**

*Any items which are not listed in the Electrical Service Fixed Rates will be charged out at a Fixed Quoted Rate based on actual cost.*

**OVERHEAD**

**1. Temporary Construction Service**

- Single phase up to 200 amps \$ 180

**2. New Permanent Service / Service Change**

- Single phase up to 200 amps \$ 580
- Single phase
  - 400 amp 120/240 V \$ 1,700
  - 600 amp 120/240 V \$ 2,650
- Three phase
  - 400 amp 120/208 V \$ 3,200
  - 600 amp 120/208 V \$ 3,500
  - 800 amp 120/208 V \$ 3,800

#### **UNDERGROUND**

##### **1. Temporary Construction Service**

- Single phase up to 200 amps \$ 180

##### **2. New Permanent Service or Service Change**

- Single phase up to 200 amps \$ 695
- Single phase
  - 400 amp 120/240 V \$ 1,800
  - 600 amp 120/240 V \$ 2,600
- Three phase
  - 400 amp 120/208 V \$ 3,200
  - 600 amp 120/208 V \$ 3,300
  - 800 amp 120/208 V \$ 3,500

#### **SERVICE DISCONNECT AND RECONNECT**

(Owner requested, work completed between 7:00 am and 3:00 pm)

- Meter Technician required \$ 72
- Linemen required \$ 180
- Owner requested - lineman and truck \$ 180
- Arborist – disconnect or drop line \$ 180

#### **SERVICE DISCONNECT OR RECONNECT**

(Owner requested, work **not** completed between 7:00 am and 3:00 pm)

- Linemen callout \$ 273

#### **MISCELLANEOUS ELECTRICAL SERVICE FIXED RATES**

- 35' wooden service pole supply and install \$ 1,400
- Electrical System Modeling \$ 700

#### **COSTS NOT INCLUDED IN THE ELECTRICAL SERVICE FIXED RATES**

- *Applicable taxes*
- *Single or Three Phase services over 30 metres*
- *Supply and installation of transformers*
- *Supply and installation of concrete structures*
- *Supply and installation of ducting*
- *Rock excavation by blasting*
- *Well-point dewatering*
- *Crossing of high pressure gas mains*
- *Sidewalk and boulevard restoration*
- *Adjustment of existing infrastructure that is in conflict*
- *Reconnection to existing private infrastructure*

*Supply and installation of wooden service poles*

**SCHEDULE 'B' BYLAW 98-001**  
**WATER FEES, CHARGES, RATES AND FINES**

Words in this Schedule shall have the same meaning and interpretation as in the Water Utilities Bylaw 2014-020.

**DOMESTIC, COMMERCIAL and IRRIGATOR WATER USER RATES**

Domestic Water Use

Each domestic water account will be billed as follows:

1. Monthly mandatory Base Fee of \$28.45 for the supply and system maintenance necessary for each account's access to water, **plus**
2. Domestic Water Use Fee of \$0.31 per cubic metre:
  - a. up to a maximum of 25 cubic metres, **plus**
  - b. volume calculated based on the depth of water required to maintain vegetative growth over 70% of each parcel to a maximum parcel size of 0.81 ha (2.00 ac). The Domestic Water Volume calculation is based on the following water depths:

Billing Period	Water Depth
Dec 28 – Jan 27	0 mm
Jan 28 – Feb 27	0 mm
Feb 28 – Mar 27	0 mm
Mar 28 - Apr 27	35 mm
Apr 28 - May 27	95 mm
May 28 - Jun 27	150 mm
Jun 28 - Jul 27	180 mm
Jul 28 - Aug 27	175 mm
Aug 28 - Sep 27	110 mm
Sep 28 - Oct 27	50 mm
Oct 28 – Nov 27	0 mm
Nov 28 – Dec 27	0 mm

For properties on the Irrigation Water Parcel Tax Roll, the parcel size for calculating domestic water volume shall be the parcel size minus the arable acreage on the Irrigation Roll. In no case shall the lot size used for calculating domestic water volume exceed 0.81 ha (2.00 ac)

**plus**

3. Domestic Additional Water Use Fee of \$1.18 per cubic metre for any volume in excess of the Domestic Water Volume allowed in Section 2, calculated for each account.
4. Commercial Water Use

Each commercial water account will be billed as follows:

1. Base Fee of \$28.45 for the supply and system maintenance necessary for each account's access to water, **plus**
2. Commercial Water Use Fee of \$0.31 per cubic metre for all water used.

#### 5. Irrigator Water Use

Each irrigator water account included in the Irrigation Water Parcel Tax Roll will be billed as follows:

- I. Annual rate per arable 0.405 hectare (1 acre) – non greenhouse \$144.89
- II. Annual rate per arable 0.405 hectare (1 acre) – greenhouse \$312.83
- III. Annual rate per arable 0.405 hectare (1 acre) – ground water \$ 95.26  
collection for properties adjacent to Garnett Lake

#### 6. Environmental Levy

Charge for environmental levy per domestic water connection per month \$3.38

#### 7. Fixed Service Pipe Fees

Costs NOT included in the Fixed Service Pipe Fees

- *Applicable taxes*
- *Irrigation service installations or extensions*
- *Depths over 4.0 metres*
- *Flagging*
- *Rock excavation by blasting*
- *Well-point dewatering*
- *Crossing of high pressure gas mains*
- *Sidewalk and boulevard restoration*
- *Adjustment of existing infrastructure that is in conflict*
- *Reconnection to existing private infrastructure*

- I. Domestic Water Service Installation
  - 19 mm service \$ 1,850.00
  - 25 mm service \$ 2,100.00
  - 38 mm service \$ 2,350.00
  - 50 mm service \$ 2,600.00
- II. Irrigation or Domestic Water Service Removal
  - 19 mm service \$ 1,025.00
  - 25 mm service \$ 1,025.00
  - 50 mm service \$ 1,025.00

III.	Irrigation Conversion to 19 mm Domestic Water Service	
	• 19 mm irrigation service	\$ 2,050.00
	• 25 mm irrigation service	\$ 2,050.00
	• 50 mm irrigation service	\$ 2,050.00
IV.	Domestic Water Service Extension	
	• 19 mm service	\$ 1,125.00
	• 25 mm service	\$ 1,275.00
	• 50 mm galvanized service	\$ 1,834.00
	• 50 mm copper	\$ 1,890.00

#### 8. Service Fees

Water Turn On or Turn Off - per site attendance	\$ 44.00
Water Turn Off fee	\$ 44.00
Water Meter Testing	\$ 40.00
Hydrant Use Permit	\$ 30.00 plus \$10.00 per day
Pit Meter Installation – single family domestic only payment) month for 12 months	\$ 1,500.00 (one time or \$125.00 per month for 12 months
Domestic Seasonal Meter (blue box) – up to 25 mm payment) months	\$ 1,500.00 (one time or \$125.00 per month for 12 months
Irrigation Extension Application	\$ 44.00
Advance Irrigation Application	\$ 44.00
Water System Modelling	\$ 700.00
Water Account Transfer	\$ 15.00
Field test for meter accuracy – meter found accurate	\$ 30.00
Field test for meter accuracy – meter found inaccurate	no charge
After Hours Call-Out Rate	\$ 178.00 per hour

#### 9. Fine Schedule

Unmetered Water Use	\$ 500.00
Water used by other than occupant	\$ 50.00
Wasting water	\$ 100.00
Unauthorized connection	\$ 100.00
Tamper with water system	\$ 100.00
Unauthorized use of fire hydrant	\$ 100.00
Unauthorized use of valve or stop cock	\$ 100.00
Fail to maintain access to water meter	\$ 50.00
Sell water without permit	\$ 100.00

Give water without permit	\$ 100.00
Water use not in accordance with the Water Utilities Bylaw 2014-019, Part 9	\$ 100.00

#### **10. Domestic Second Water Service**

Where a property is under .81 arable ha (2.0 arable acres) and there is an existing second water service in place as of July 1, 2015, and the purpose of the second water service is Domestic Seasonal Water Use, the annual charge shall be as follows:

Arable acres of .5 or less	\$ 44.00
Arable acres of .51 to 1.0	\$112.00
Arable acres of 1.01 to 1.5	\$184.00
Arable acres of 1.51 to 1.99	\$254.00

This fee includes the supply and system maintenance necessary for each account's access to water and the domestic seasonal water use.

## **SCHEDULE "O"**

### **SEWER FEES AND CHARGES**

#### **SEWER OPERATING AND MAINTENANCE USER FEE**

The sewer operating and maintenance user fee is charged for each unit of sewer effluent discharged. One unit is defined as 900 litres per day which is equivalent to the amount of effluent discharge from an average single family residential dwelling. All users of the sewer system are subject to the charge with the amount of the charge calculated on the estimated sewer effluent discharge of the user.

The user fee will be charged on a monthly basis with a minimum charge of one unit.

Per unit sewer operating and maintenance user fee:      \$24.70 per month

The sewer operating and maintenance user fee is eligible for a 10% discount if paid by the due date as indicated on the utility billing each month.

#### **SANI DUMP USER FEE**

The user fee for dumping waste into the facility located on Highway 97      \$10.00 per use

#### **SEWER CAPITAL USER FEE**

The sewer capital user fee is charged for each unit in excess of one unit of sewer effluent discharged. One unit is defined as 900 litres per day which is equivalent to the amount of effluent discharge from an average single family residential dwelling. All properties within the sewer specified area are subject to the charge.

The sewer capital user fee will be charged on an annual basis at the rate of \$200.00 per unit for each unit in excess of one.

#### **SANITARY SEWER SERVICE FIXED RATES**

*Any items which are not listed in the Sanitary Sewer Service Fixed Rates will be charged out at a Fixed Quoted Rate based on actual cost.*

##### **1. Sanitary Sewer Service Connection**

- 100 to 150 mm service c/w Cleanout      \$ 3,050.00

#### **MISCELLANEOUS SANITARY SEWER SERVICE FIXED RATES**

- Sanitary Sewer System Modelling      \$ 700.00

#### **COSTS NOT INCLUDED IN THE SANITARY SEWER SERVICE FIXED RATES**

- *Applicable taxes*
- *Depths over 4.0 metres*
- *Flagging*
- *Rock excavation by blasting*
- *Well-point dewatering*
- *Crossing of high pressure gas mains*
- *Sidewalk and boulevard restoration*
- *Adjustment of existing infrastructure that is in conflict*
- *Reconnection to existing private infrastructure*



## THE CORPORATION OF THE DISTRICT OF SUMMERLAND COUNCIL REPORT

DATE: May 5, 2015  
TO: Linda Tynan, Chief Administrative Officer  
FROM: Lorrie Coates, Director of Finance  
Authored by Renée Belyk, Manager of Financial Services  
SUBJECT: Okanagan Similkameen Conservation Alliance (OSCA) 2015 Meadowlark  
Nature Festival Grant-In-Aid Request

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### STAFF RECOMMENDATION:

THAT Council consider the 2015 Grant-In-Aid request from the Okanagan Similkameen Conservation Alliance (OSCA) for hosting of the 2015 Meadowlark Nature Festival.

### PURPOSE:

As per corporate policy, the District of Summerland endeavors to provide financial assistance to non-profit organizations who demonstrate need and exemplify exceptional performance in their respective disciplines. The OSCA is requesting \$1,500.00 in aid to present Meadowlark Summerland tours, which is part of the 2015 Meadowlark Nature Festival (Meadowlark).

### BACKGROUND

Over its 18 year history, Meadowlark has exposed thousands of local and visiting participants to conservation and environmental initiatives, encouraging their involvement and bringing them together to steward our natural environment and find common ground on which to celebrate it. People of all ages, all ability levels, and all cultural, economic and social backgrounds come together to take part in one of the world's top festivals focusing on conservation, science, natural history and the environment.

### DISCUSSION:

Meadowlark is the flagship public event presented each year by the OSCA. Meadowlark tours include canoe trips, guided walks, film screenings, indigenous cultural events, geological lectures and astronomy events, along with various conservation and environmental seminars, all designed to be entertaining, interactive and informative. The OSCA currently operates on an extensive corporate sponsorship and fundraising campaign, in attempts to ensure the future sustainability of the festival. Plans for the Meadowlark Summerland tours include two Fur Brigade Trail Tours, two Prairie Valley History and Geology Tours and a Dryland Garden Talk and Tour at the Summerland Ornamental Gardens.



The Meadowlark Festival promotes community engagement, thus strengthening community spirit. A diverse group of citizens from First Nations, government organizations, conservation groups, educational institutions, the arts and cultural sector, businesses and children's groups all join together in this wonderful learning experience and celebration of our natural environment. Over 200 dedicated volunteers from around the Okanagan and Similkameen valleys play a huge role in the success of the Festival. The Meadowlark Festival also helps to spotlight Summerland as a major eco-tourism destination and offers insight and information about more specific locations that are of interest to naturalists, birders, hikers, cyclists and environmentalists.

**FINANCIAL IMPLICATIONS:**

To date, the OSCA has applied for a total of \$24,000.00 in grants from local governments and corporation organizations, including the \$1,500.00 request to the District. Approvals thus far include \$5,000.00 from the City of Penticton and \$1,000.00 from Fortis BC.

The District of Summerland did not receive an application from OSCA prior to the September 2014 Grant-In-Aid application deadline. There was, however, a \$6,000.00 allocation in the 2015 budget for the provision of Grant-In-Aid funding in various amounts for small local groups. \$4,000.00 of this budget remains available.

**CONCLUSION:**

Celebrating its 18<sup>th</sup> year in 2015, the Meadowlark Nature Festival is a popular community event. The goal of the OSCA is to encourage conservation and stewardship of the unique habitats and ecosystem of the South Okanagan and Similkameen valleys. The Meadowlark Nature Festival provides an opportunity for people to get outdoors and into nature to know and appreciate these special places in small groups guided by acknowledged experts.

**OPTIONS:**

1. Grant approval in the amount of \$1,500.00 as requested.
2. Denial of grant request.
3. Grant approval in an alternate amount.

Respectfully Submitted

*Lorrie Coates*

\_\_\_\_\_  
(Director)

**Approved for Agenda**



\_\_\_\_\_  
CAO – Linda Tynan May 6, 2015



## THE CORPORATION OF THE DISTRICT OF SUMMERLAND COUNCIL REPORT

DATE: May 6, 2015  
TO: Linda Tynan, Chief Administrative Officer  
FROM: Lorrie Coates, Director of Finance  
Authored by Renée Belyk, Manager of Financial Services  
SUBJECT: Water Leak Billing Adjustment Policy

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### STAFF RECOMMENDATION:

That Council pass the following resolution:

THAT Policy No. 200.8 - Water Leak Billing Adjustment be approved, adopted and implemented.

### PURPOSE:

The purpose of this policy is to establish a written guideline to address billing adjustments for water leaks on the customer (or property) side of the water meter, or significant abnormalities in water consumption.

### BACKGROUND

The recommended policy will allow an adjustment where a leak has been identified on the customer side of the water meter and that leak has been repaired.

No other circumstances will be considered for an adjustment to water consumption and there is no extension of the due date or time for payment of the account.

### DISCUSSION:

Water leaks were not of high relevance in previous years, as a flat rate system was utilized for water billings. Effective January 1<sup>st</sup>, 2015, a metered system was implemented, resulting in water consumption now being of high importance to rate payers.

Information relevant to this issue can be found in Water Utilities Bylaw No. 2014-019, specifically section "10.3 Billing", including the following:

- "10.3.1 The Director of Finance is empowered to adjust any errors in water charges which are brought or come to their attention;
- 10.3.2 Where any meter fails to register or to properly indicate the quantity of water used or consumed, or where breakages occur on private property, the Director of Finance shall estimate the consumption of water and shall render an account to the customer; and

- 10.3.4 Where any account is rendered pursuant to this section. The Director of Finance, in estimating the account, shall consider previous billing periods when such meter was registering correcting, seasonal variations, changes in occupancy and any other factors which may, in the opinion of the Director of Finance, affect the consumption of water.”

Two specific instances of abnormally high consumption were recently brought to the attention of staff. In the first instance, a leak on the property side was identified which must ultimately be repaired by the customer. In the second situation, the water meter reading was verified for accuracy and consumption for the subsequent month appears to have returned to historical levels, thus indicating a “one-time” occurrence.

The proposed policy would be used in addressing the first instance as a leak was identified. The affected billings would adjusted upon notification that all repairs were complete. The second situation of a “one-time” instance of abnormal consumption, with no leak identified, leaves for more subjectivity. Staff always wants to give the customer the benefit-of-the-doubt, understanding that excessive consumption was not their intention. Adjusting billings for one customer, however, sets precedent for all other occurrences. Whether the situation involves unintentionally leaving a garden hose running for an extended period of time, cleaning a hot-tub or season filling of a swimming pool, it is very difficult to adjust billings in these situations, as sufficient information is not necessarily available.

Staff are therefore recommending only allowing adjustments for billings where leaks have specifically been identified. This approach is consistent with the process used to address discrepancies in the Electrical utility system, whereby unless the meter is identified to be faulty, the customer pays for consumption utilized.

This proposed policy is similar to many other municipalities and will provide District staff with clear and consistent procedures for dealing with this type of situation, should it arise. As per the proposed policy, assuming the customer’s account is in good standing, an adjustment may only occur after all leaks have been repaired in an acceptable time frame and the customer completes a *Water Leak Adjustment Request Form*.

#### FINANCIAL IMPLICATIONS:

The implementation of the metered system was designed to be revenue neutral. As the system has only been in place since January 1, 2015, the financial implications of this change in billing structure are not 100% known. It is anticipated instances of water leaks or significant abnormalities in water consumption will be a rarity rather than a regular occurrence and will therefore not have a large financial impact to the District.

#### OPTIONS:

1. Approve the policy as presented.
2. Refer the matter back to staff for further review and report.
3. Amend the proposed policy to Council’s discretion.
4. At the request of the account holder, allow a one-time adjustment to charge the lowest metered water rate available for abnormal consumption not caused by a leak.

CONCLUSION:

Upon reviewing the existing Water Utilities Bylaw staff feel implementation of the proposed policy along with these existing guidelines will provide a strong basis for dealing with customer issues and / or complaints relating to water leaks or abnormal levels of consumption.

Respectfully Submitted

*Lorrie Coates*

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(Director)

Approved for Agenda



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CAO – Linda Tynan May 6, 2015

## POLICY STATEMENT AND REGULATIONS

**Number: 200.8**

### WATER LEAK BILLING ADJUSTMENT POLICY

#### POLICY OBJECTIVE

To outline the circumstances under which property owners can apply for a billing adjustment due to a water leak on the customer (or property) side of the water meter or significant abnormalities in water consumption and to establish the method used to quantify the adjustment.

#### POLICY

Customers are responsible for the service and fittings to the Water Utility System beginning at the coupling on the customer's side of the meter. Any leaks in the line which are the responsibility of the customers must be repaired, by the customer, solely at their expense.

No adjustment or credit will be applied to the water bill for the customer or property side leaks, damage or deterioration or other factors except as defined within this policy.

The customer is responsible for monitoring higher than expected usage. Customers must investigate higher than expected usage to determine if the usage was caused by a property side leak. Customers should promptly repairs leaks.

The Director of Finance, or other person delegated the responsibility by the Director of Finance, may adjust water billings when all of the following requirements are met:

1. An adjustment may occur only after all leaks have been repaired and verified with an actual water meter read. Obtaining an actual meter reading may be necessary, within a minimum of two weeks, to verify whether leaks have been repaired and usage has returned to normal.
2. Reasonable efforts (including hiring a plumber) to locate the leak and initiate repairs must be taken by or on behalf of the customer within 14 calendar days after the initial notification of increased water usage was provided to the customer. Notification may include, but is not limited to: water billing with higher than historical average consumption, a written notice delivered to the owner or occupant or a courtesy phone call. Exceptions may be considered for extraordinary circumstances.
3. The customer must complete in full the *Water Leak Adjustment Request Form* and provide documentation of repairs made prior to being approved for an adjustment within 14 calendar days after the date of final repair(s).

4. There is no extension of the due date or the time for paying water bills because of a pending adjustment request. Customers are advised to pay the entire amount due with the normal payment period or enter into payment arrangements for the excessive amount in order to remain in good standing on all current billings. Reimbursements will only occur when an adjustment request is granted.
5. The customer's account must be in good standing at the time of submission of the Water Leak Adjustment Request Form.
6. The property side billing adjustment shall be limited to two billing periods. A billing period for municipal customers is 30 days.
7. The amount of the excess usage shall be determined by the District. Normal Consumption shall be determined by using historical averages when available.
8. Adjustments are limited to the water usage portion of the bill only.

Adopted:

### Leak Adjustment Request

Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Do you live on the property? ☐ Yes ☐ No

Where was the leak? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who repaired the leak? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submit your request form, with copies of all receipts related to the repair, to District Hall in personal, via Canada Post or by email.

District of Summerland  
13211 Henry Avenue  
Box 159  
Summerland, BC  
V0H 1Z0

Email: [utilities@summerland.ca](mailto:utilities@summerland.ca)

If you require additional information about the District's leak adjustment policy, please visit [www.summerland.ca](http://www.summerland.ca)

#### For Office Use Only

Application Complete ☐ Yes ☐ No

Date: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

Director of Finance Authorization: \_\_\_\_\_



THE CORPORATION OF THE  
DISTRICT OF SUMMERLAND  
**COUNCIL REPORT**

DATE: May 11<sup>th</sup>, 2015  
TO: Linda Tynan, Chief Administrative Officer  
FROM: Ian McIntosh, Director of Development Services  
SUBJECT: Bylaw 2015-003 – Amendment of Zoning Bylaw (5815 Hwy 97)

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RECOMMENDATION:

That Council pass the following resolution:

'THAT Bylaw 2015-003 Amendment of Zoning Bylaw No. 2000-450 (5815 Hwy 97), be adopted.

PURPOSE:

To consider adoption of Bylaw 2015-003.

BACKGROUND:

Bylaw 2015-003 to rezone from RSD2-Residential Large Lot zone to RSD1-Residential Medium Lot zone, was read a first time February 23<sup>rd</sup>, 2015; considered at Public Hearing on March 9<sup>th</sup>, 2015 and read a second and third time. Received Ministry of Transportation approval on March 10<sup>th</sup>, 2015. A Section 219 Covenant prohibiting subdivision unless in accordance with the plan, has been registered.

ATTACHMENTS:

1. Bylaw 2015-003 Amendment of Zoning Bylaw No. 2000-450 (5815 Hwy 97)
2. Report to Council dated February 23<sup>rd</sup>, 2015.

Respectfully submitted,

Ian McIntosh  
Director of Development Services

Approved for Agenda

CAO - Linda Tynan May 6, 2015



**THE CORPORATION OF THE DISTRICT OF SUMMERLAND**

**BYLAW NUMBER 2015-003**

**A BYLAW TO AMEND 'ZONING BYLAW NUMBER 2000-450' TO  
REZONE FROM RSD2 TO RSD1 – 5815 HWY 97**

The Municipal Council of the Corporation of the District of Summerland, in open meeting assembled, enacts as follows:

1. THAT Schedule 'B' of District of Summerland Zoning Bylaw Number 2000-450 be amended by changing the zoning classification of Lot 13, DL 488, ODYD, Plan 310 located at 5815 Hwy 97, from RSD2 – Residential Large Lot Zone to RSD1 – Residential Medium Lot Zone, as outlined on attached map Schedule A.
2. This bylaw may be cited as "Bylaw No. 2015-003, Amendment of Zoning Bylaw Number 2000-450 (5815 Hwy 97)".

Read a first time this 23<sup>rd</sup> day of February, 2015. .

Considered at a Public Hearing this 9<sup>th</sup> day of March, 2015.

Approved pursuant to section 52(3) (a) of the Transportation Act this  
10<sup>th</sup> day of March, 2015.

'Robert Bitte'

\_\_\_\_\_  
for Minister of Transportation and Infrastructure

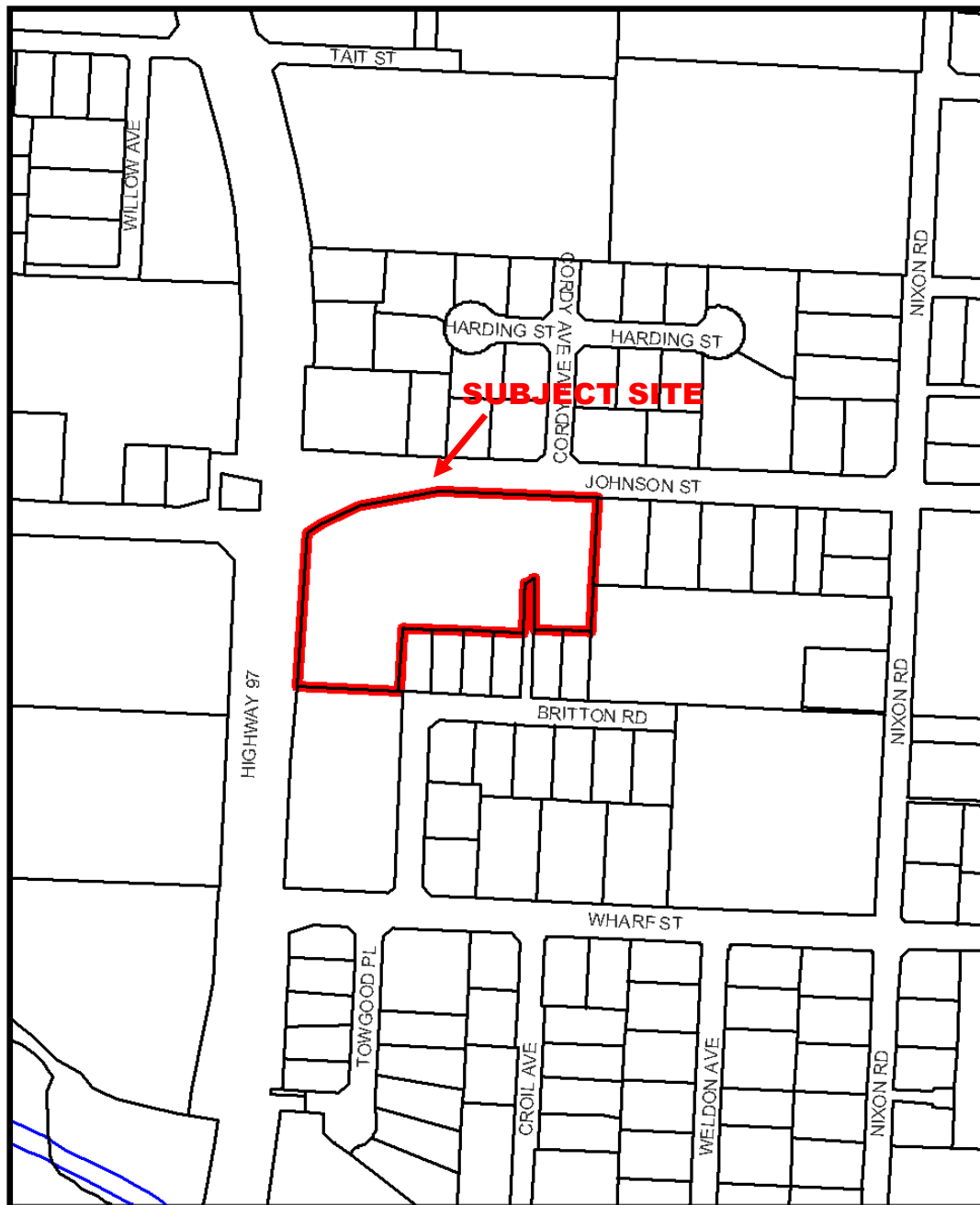
Read a second and third time this 9<sup>th</sup> day of March, 2015.

Adopted by the Municipal Council of the District of Summerland this     day of     ,  
2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**SCHEDULE 'A' to Bylaw 2015-003**



**STAFF REPORT – REGULAR COUNCIL MEETING FEBRUARY 23<sup>rd</sup>, 2015**



**THE CORPORATION OF THE  
DISTRICT OF SUMMERLAND  
COUNCIL REPORT**

**DATE:** February 23<sup>rd</sup> 2015  
**TO:** Tim Wood, Chief Administrative Officer  
**FROM:** Ian McIntosh, Director of Development Services  
(Report Prepared by Alex Kondor – Development Planner)  
**SUBJECT:** Zoning Amendment Application Remainder Lot 13, DL 488, ODYD,  
PLAN 310  
5815 Hwy 97

**STAFF RECOMMENDATION**

**THAT** Bylaw 2015-003 to amend Zoning Bylaw 2000-450 to rezone Lot 13, DL488, ODYD, Plan 310, Except Plans 41476 and KAP91223 from RSD2 to RSD1 be given first reading and proceed to public hearing;

AND THAT adoption of the zoning bylaw amendment be considered in conjunction with a 219 covenant registered on the title of the property limiting subdivision to 19 lots in substantial conformance with the plan attached as Schedule "B" to this report.

**PURPOSE:**

To present a comprehensive review of the applicant's request to amend the Zoning Bylaw.

**BACKGROUND:**

Current Use:	Vacant
Parcel Size:	1.4ha (3.6ac)
Zoning:	RSD2-Residential Large Lot
OCP:	Low Density Residential
M.o.T. Approval:	Required

This site is located at the intersection of Johnson Street and Highway #97 in the Trout Creek Neighbourhood. A map showing the property is shown on Schedule A. This site was re-designated from Agriculture to Low Density Residential on the Official Community Plan in 2009. The property was rezoned to RSD2-Residential Large Lot. A subdivision plan was developed for the site and six lots have been created as phase one of the

subdivision. A 219 covenant was registered on the title of the property at the time of rezoning requiring a sidewalk to be constructed on the north side of Johnson Street rather than along the property frontage. The property owner has submitted an application to rezone the remainder of the property to RSD1 to allow a denser residential subdivision for the remainder of the site. The proposed subdivision plan is shown on Schedule B. Rezoning the property to RSD1 would allow for an additional four lots to be created. The current RSD2 zoning allows for 15 lots while the proposed RSD1 zoning would allow 19 lots. The original subdivision plan is shown on Schedule C.

#### DISCUSSION:

##### *Official Community Plan (OCP)*

The property is designated Low Density Residential (LDR) in the OCP. This designation exists in areas with undeveloped land in mature neighbourhoods such as Trout Creek. Directing growth to areas with existing services is efficient and cost-effective for the municipality while allowing a development pattern and density that supports transit, cycling, and walking as viable alternatives to driving. The District of Summerland seeks to increase densities in areas designated Low Density Residential to a range from 4 units per hectare (1.5 units per acre) up to 22 units per hectare (9 units per acre) to more efficiently use serviced land and increase transit potential. The LDR designation supports the RSD1, RSD2, RSD3 and RDH (duplex) zones. The proposed development shown on Schedule B has a density of approximately 13 units per hectare (5 units per acre). The original design has a density of approximately 11 units per hectare (4 units per acre).

##### *Zoning*

Until recently there were no properties zoned RSD1 in the Trout Creek Neighbourhood. In 2014 Council approved the first RSD1 sized lots at 6003 Dale Avenue. The RSD1-Residential Medium Lot zone is the smallest of the residential zones supported in the Low Density Residential designation. The existing RSD2 zone has a minimum lot size of 650m<sup>2</sup> (7000ft<sup>2</sup>) while the proposed RSD1 zone has a minimum lot size of 460m<sup>2</sup> (5000ft<sup>2</sup>). The lot width in the RSD2 zone is 18m while the RSD1 zone has a lot width of 12m. Both zones have the same building set-backs. If the zoning amendment was approved this would result in slightly smaller houses located closer together.

##### *Circulation Comments*

This application was circulated to the Works and Utilities and Fire Departments. No concerns have been raised. The application requires approval from the Ministry of Transportation and Infrastructure.

This application was presented to the Advisory Planning Commission (APC) on January 30<sup>th</sup> 2015. Seven commission members were present at the meeting. Members and staff discussed lot sizes, allowable building sizes, parking requirements, and off-site construction. Ultimately, the APC members unanimously voted to support the rezoning application as presented.

FINANCIAL IMPLICATIONS:

The tax revenue from this development would increase should the number of lots increase.

CONCLUSION:

The proposed change from RSD1 to RSD2 would result in slightly smaller lots with smaller buildable areas than what is currently permitted. The proposed change would also result in a higher density of housing at this location. The proposed zoning and density is supported by the existing Official Community Plan designation. The property is located across from a neighbourhood commercial node, as well as a transit stop, and is within one block of the Trout Creek elementary school. It appears this is a reasonable location to slightly increase single family residential density that appears to have little impact on the existing character of the Trout Creek neighbourhood.

ALTERNATIVES TO STAFF RECOMMENDATION:

- Deny the application which would result in the site being developed in accordance with the RSD2 zone.
- Send the proposal back to staff for further consideration.

Respectfully Submitted



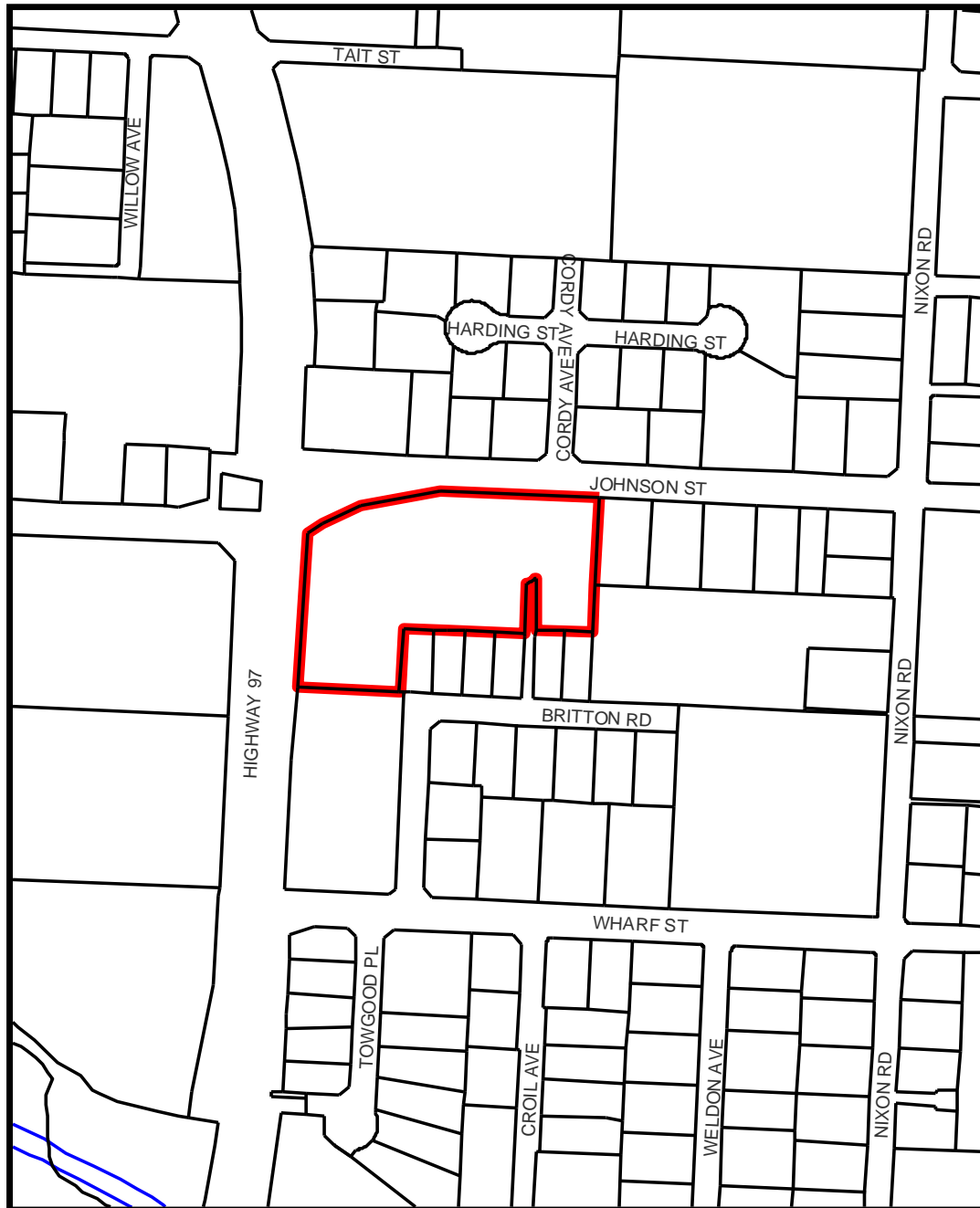
Ian McIntosh  
Director of Development Services

Approved for Agenda

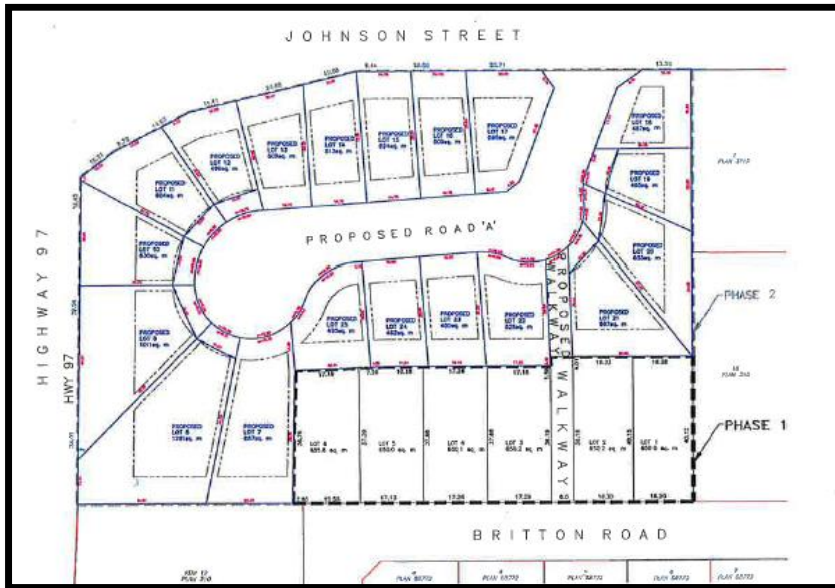
*Tim Wood*

CAO – Tim Wood February 17, 2015

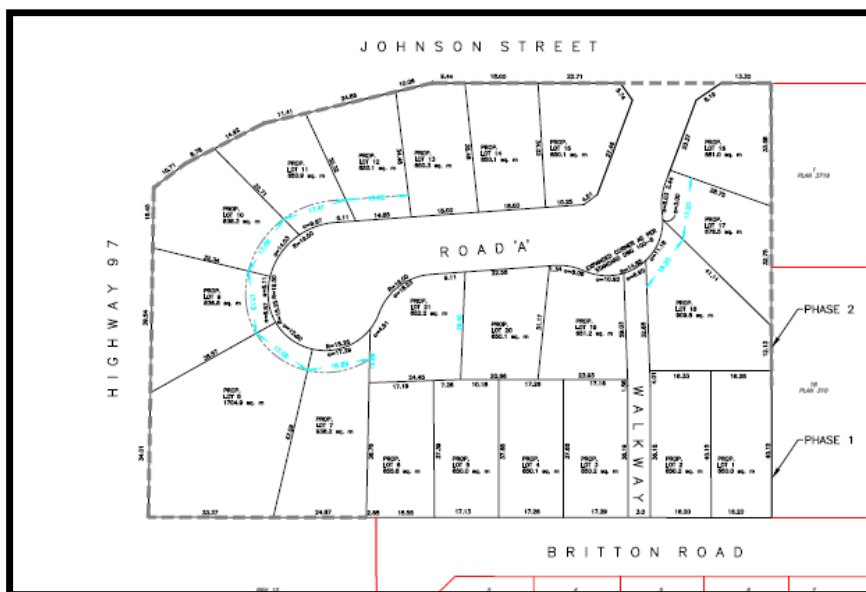
Schedule "A" Site Map



Schedule "B" Conceptual Subdivision Plan for the RSD1 Zone



Schedule "C" Conceptual Subdivision Plan for the RSD2 Zone





THE CORPORATION OF THE  
DISTRICT OF SUMMERLAND  
**COUNCIL REPORT**

DATE: May 11<sup>th</sup>, 2015  
TO: Linda Tynan, Chief Administrative Officer  
FROM: Ian McIntosh, Director of Development Services  
SUBJECT: Bylaw 2015-007 – Amendment of OCP (2008) No. 2000-310 – 4816 Nixon Rd  
Bylaw 2015-010 – Amendment of Zoning Bylaw No. 2000-450 – 4816 Nixon Rd

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RECOMMENDATION:

That Council pass the following resolutions:

1. THAT Bylaw 2015-007 Amendment of Official Community Plan Bylaw (2008) No. 2000-310 (4816 Nixon Road), be adopted.
2. THAT Bylaw 2015-010 Amendment of Zoning Bylaw No. 2000-450 (4816 Nixon Road), be adopted.

PURPOSE:

To consider adoption of Bylaws 2015-070 and 2015-010.

BACKGROUND:

Bylaw 2015-007 to change the land use designation from Agricultural to Low Density Residential, was read a first time April 13<sup>th</sup>, 2015; considered at Public Hearing April 27<sup>th</sup>, 2015 and read a second and third time.

Bylaw 2015-010 to rezone from A1-Agricultural Small Acreage Zone to RSD2-Residential Large Lot was read a first time April 13<sup>th</sup>, 2015; considered at Public Hearing April 27<sup>th</sup>, 2015 and read a second and third time. Received Ministry of Transportation approval on April 29<sup>th</sup>, 2015.

ATTACHMENTS:

1. Bylaws 2015-007 – Amendment of Official Community Plan Bylaw (2008) No. 2000-310 (4816 Nixon Rd)
2. Bylaw 2015-010 – Amendment of Zoning Bylaw No. 2000-450 (4816 Nixon Road).
3. Report to Council dated April 13<sup>th</sup>, 2015.

Respectfully submitted,

Ian McIntosh  
Director of Development Services

Approved for Agenda

CAO - Linda Tynan May 6, 2015



**THE CORPORATION OF THE DISTRICT OF SUMMERLAND**

**BYLAW NUMBER 2015-007**

**A BYLAW TO AMEND 'SUMMERLAND OFFICIAL COMMUNITY PLAN BYLAW  
(2008) NO. 2000-310' (4816 NIXON RD)**

The Municipal Council of the Corporation of the District of Summerland, in open meeting assembled, enacts as follows:

1. THAT Official Community Plan Bylaw (2008) No. 2000-310 be amended to change the land use designation of Lot 22, DL 488, Plan 310, located at 4816 Nixon Road from Agricultural to Low Density Residential, as outlined on attached map Schedule A.
2. THAT each reading of this bylaw has received a majority vote of the full Municipal Council pursuant to Section 882(2) of the *Local Government Act*.
3. This Bylaw may be cited as "Bylaw No. 2015-007, Amendment of Official Community Plan Bylaw (2008) No. 2000-310 (4816 Nixon Road).

Read a first time this 13<sup>th</sup> day of April, 2015.

Considered at a Public Hearing this 27<sup>th</sup> day of April, 2015.

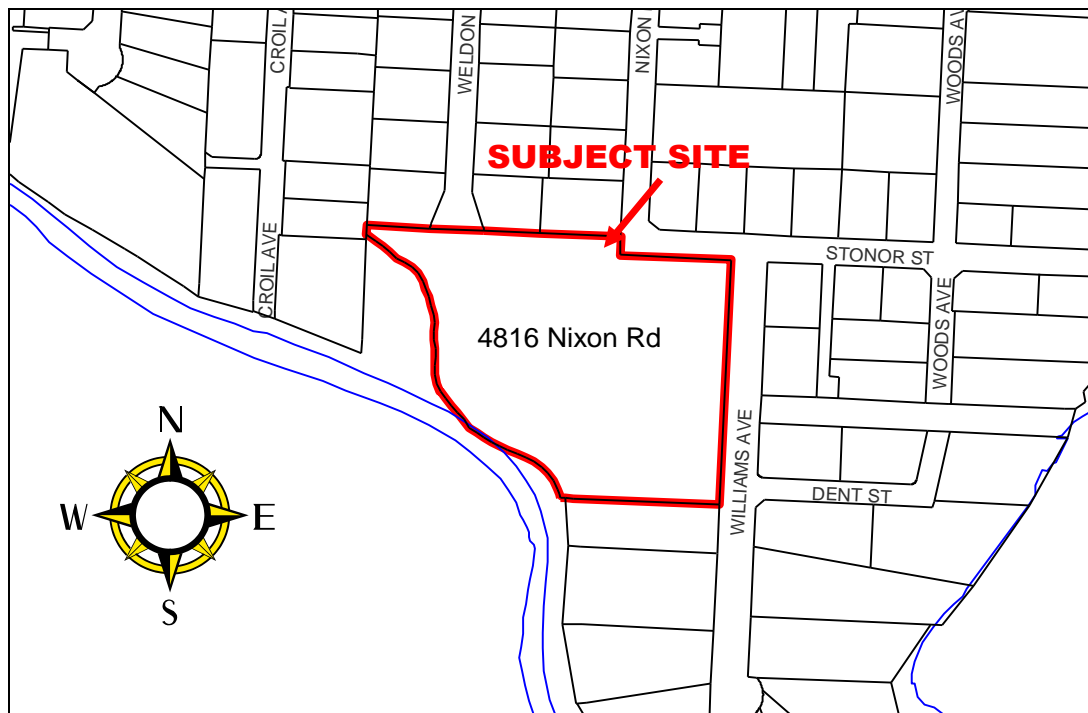
Read a second and third time by the Municipal Council this 27<sup>th</sup> day of April, 2015.

Adopted by the Municipal Council of the District of Summerland this     day of     2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

SCHEDULE 'A' TO BYLAW NO. 2015-007



**THE CORPORATION OF THE DISTRICT OF SUMMERLAND**

**BYLAW NUMBER 2015-010**

**A BYLAW TO AMEND 'ZONING BYLAW NUMBER 2000-450' TO REZONE FROM  
A1 TO RSD2 – 4816 NIXON RD**

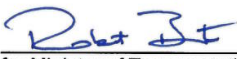
The Municipal Council of the Corporation of the District of Summerland, in open meeting assembled, enacts as follows:

1. THAT Schedule 'B' of District of Summerland Zoning Bylaw Number 2000-450 be amended by changing the zoning classification of Lot 22, DL 488, Plan 310 located at 4816 Nixon Road, from A1 – Agricultural Small Acreage Zone to RSD2 – Residential Large Lot, as outlined on attached map Schedule A.
2. This bylaw may be cited as "Bylaw No. 2015-010, Amendment of Zoning Bylaw Number 2000-450 (4816 Nixon Road)".

Read a first time this 13<sup>th</sup> day of April, 2015.

Considered at a Public Hearing this 27<sup>th</sup> day of April, 2015.

Read a second and third time this 27<sup>th</sup> day of April, 2015.

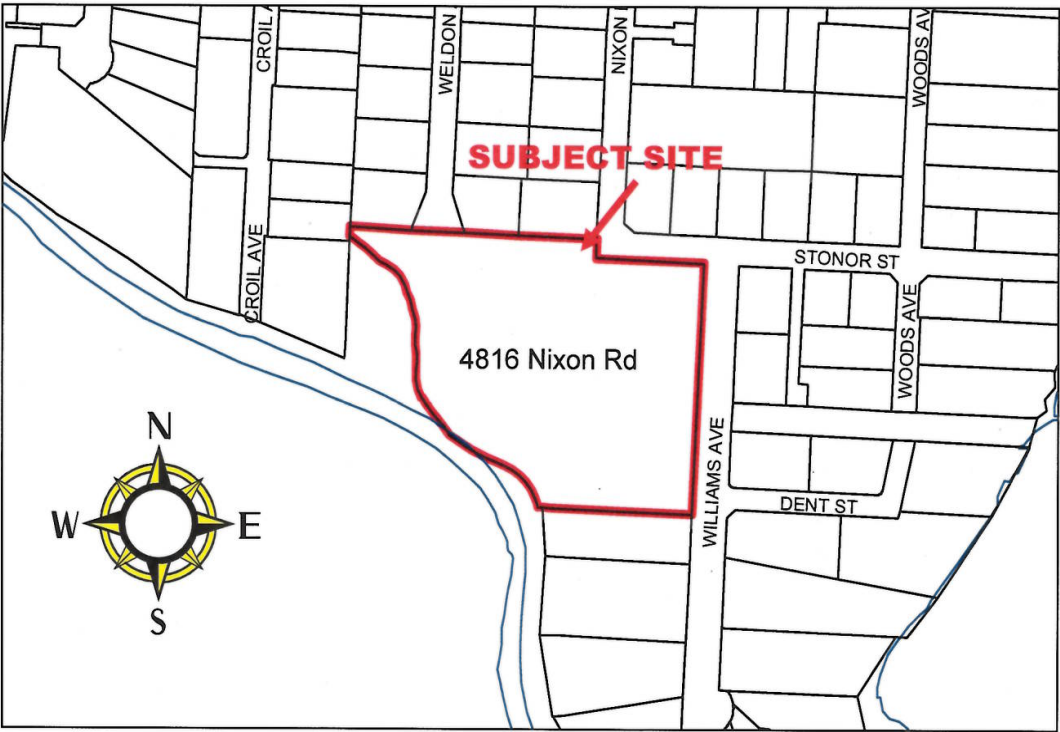
Approved pursuant to section 52(3)(a) of the *Transportation Act* this  
29<sup>th</sup> day of APRIL, 2015.  
  
for Minister of Transportation & Infrastructure

Adopted by the Municipal Council of the District of Summerland this      day of      , 2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**SCHEDULE 'A' to Bylaw 2015-010**



**STAFF REPORT – REGULAR COUNCIL MEETING APRIL 13<sup>th</sup>, 2015**



**THE CORPORATION OF THE  
DISTRICT OF SUMMERLAND  
COUNCIL REPORT**

**DATE:** April 13<sup>th</sup> 2015  
**TO:** Linda Tynan – Chief Administrative Officer  
**FROM:** Ian McIntosh – Director of Development Services  
(Report Prepared by Alex Kondor – Development Planner)  
**SUBJECT:** Zoning/OCP Amendment Application Lot 22, DL 488, Plan 310  
4816 Nixon Rd

**STAFF RECOMMENDATION**

THAT Council pass the following resolution:

1. **THAT** Bylaw **2015-007** to amend Official Community Plan Bylaw 2000-310 to:
  - change the OCP designation of Lot 22, DL 488, Plan 310, located at 4816 Nixon Road from Agricultural to Low Density Residential, be introduced and given first reading;

**AND THAT** Bylaw **2015-010** to amend Zoning Bylaw 2000-450 to:

  - rezone Lot 22, DL 488, Plan 310, located at 4816 Nixon Road from A1-Agricultural Small Acreage Zone to RSD2 – Residential Large Lot, be introduced and given first reading;

**AND FURTHER THAT** adoption of the bylaw amendments be considered in conjunction with a 219 covenant registered on the title of the property prohibiting subdivision unless it is in substantial conformance with the plan attached as Schedule “C” to this report, including dedication of parkland as shown on the plan;
2. **THAT** Bylaw **2015-011** to amend Official Community Plan Bylaw 2014-002 (currently at third reading) to:
  - change the designation of Lot 22, DL 488, Plan 310, located at 4816 Nixon Road from Agricultural to Low Density Residential be introduced and given first reading;
3. **A** public hearing be scheduled for Bylaws 2015-007, 2015-010 and 2015-011 to take place on Monday, April 27<sup>th</sup>, 2015.

**PURPOSE:**

To present a comprehensive review regarding the applicant's request to amend the Official Community Plan and rezone the property for residential development.

#### BACKGROUND:

Current Use:	Agricultural
Parcel Size:	2.3ha (5.77ac)
Zoning:	A1 - Agricultural Small Acreage Zone
OCP:	Agricultural
M.o.T. Approval:	Required

The site is adjacent to Trout Creek and is bounded by Nixon Road, Stonor Street, and Williams Avenue. The adjacent land uses are primarily residential with the exception of an orchard operated by the Pacific Agri-foods Research Centre on the south side of Trout Creek. The surrounding properties are zoned RSD2 – Residential Large Lot and RSD3 – Residential Estate Lot. This site is designated Agricultural in the Official Community Plan (OCP) but is not located in the Agricultural Land Reserve. Historically a portion of this property has been farmed and is currently planted to pears. A significant portion of the property has been left in its natural state. The property contains an existing single family dwelling and several accessory structures which are accessed from Stonor Street. The property also contains a mobile home for farm help accessed from Williams Avenue. The proposal is to re-designate the land from Agriculture to Low Density Residential and rezone from A1-Agriculture to RSD2-Residential Large Lot. A map of the property is shown on Schedule “A”.

#### DISCUSSION:

##### OCP

The property is designated Agriculture in the OCP but it is located within both the current and proposed urban growth area. Objectives of the urban growth area include promoting infill development and selective intensification of land uses within existing urban areas being respectful of ecological values, as well as, ensuring that new development does not negatively impact pre-existing neighbouring uses and recognizes natural area values. The proposed development includes dedicating approximately 1/3 of the property as park to protect environmental values on the property.

##### Development Permit Areas

The applicant is required to obtain an Environmentally Sensitive Development Permit which must be issued by Council prior to subdivision. As part of the zoning review, the site has been evaluated by a Registered Professional Biologist. Mapping has shown a large portion of the property is ESA1 which is deemed to be a highly sensitive area and is not intended to be disturbed by future development. This is mainly due to presence of habitat that is identified as critical for the Lewis’s Woodpecker which is a federally ‘threatened’ and provincially ‘red-listed’ bird species. The remaining portions of the property that contain the existing pear tree orchard and two single family dwellings are deemed ESA2, ESA3 and ESA4 which range from moderate to non-sensitive. As part of the rezoning process District staff and the property owner are recommending that the highly-environmentally sensitive areas designated as ESA1 should be dedicated to the District as parkland. This is a significant parkland dedication of private property to protect environmental values and the property owner should be commended for supporting this approach. A map showing the environmentally sensitive areas is attached as Schedule B.

The applicant is required to obtain a Watercourse Development Permit prior to subdivision as the property is adjacent to Trout Creek. This permit can be issued by the Director of Development Services. As part of the zoning review, a draft Riparian Area Regulations (RAR) assessment report has been provided. The Streamside Protection and Enhancement Area (SPEA) set-back has been determined to be 30 metres from the creek. A restrictive covenant

to ensure the terms of the final RAR report are followed will be a condition of the Development Permit and/or subdivision approval.

#### Zoning Bylaw

The RSD2 zone allows for lots with a minimum lot size of 650 square metres with a minimum width of 18m and depth of 30m. The surrounding area is a mix of RSD2 and RSD3 zoned lots. The proposed OCP amendment and subsequent rezoning would allow for infill development and build out of the property. The District's Development Services department is working with the applicant to create a subdivision plan that incorporates the protection of the environmentally sensitive areas, provides trails and connectivity to Trout Creek, and allows for the most efficient use of the land based on the proposed minimum lot size of 650 sq. metres. A neighbourhood concept map is attached as Schedule C.

#### CIRCULATION COMMENTS:

This application was circulated to the Works and Utilities Departments as well as the Fire Department. No concerns related to the OCP/Rezoning of the property were raised. If the rezoning application is approved there will be substantial servicing work required as part of the subdivision process.

This application was presented to the Advisory Planning Commission meeting held on March 13<sup>th</sup> 2015. After reviewing the application the Commission passed the following recommendation.

*THAT the Advisory Planning Commission support the application as presented.*

Should the application receive third reading, it will be forwarded to the Ministry of Transportation and Infrastructure for approval. District staff are recommending that this bylaw does not require consultation with the RDOS, adjacent municipalities, first nations, other Provincial agencies or Federal Government agencies. Staff are therefore satisfied that all appropriate consultation has taken place. The requirements of Section 879 - Consultation during OCP development of the Local Government Act have therefore been fulfilled.

The proposed bylaw amendment has been forwarded to the Okanagan Skaha School District 67 for consultation. The requirements of Section 881 – Planning of School Facilities have therefore been fulfilled.

The proposed bylaw amendment has been considered in conjunction with the District of Summerland's financial plan and waste management plan. The requirements of Section 882 – Adoption procedures have therefore been fulfilled.

#### FINANCIAL IMPLICATIONS:

There are no immediate cost implications to the District associated with this Development. There would be an increase in property tax revenue if the property is rezoned and subdivided.

#### CONCLUSION:

The proposed low density residential OCP designation and RSD2 zone are compatible with the surrounding land uses. If the OCP/Rezoning application is approved this will result in an infill development with a density similar to the surrounding neighbourhood. A relatively large portion of the property is proposed to remain in its natural state and will be preserved as parkland. It is intended that the area to be dedicated as park will be also be designated and rezoned to park in the future.

ALTERNATIVES TO STAFF RECOMMENDATION:

Council could deny the application or send it back for further review.

Respectfully Submitted,



Ian McIntosh  
Director of Development Services

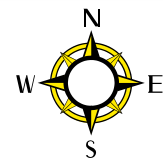
Approved for Agenda



CAO: Linda Tynan April 7<sup>th</sup>, 2015



## Schedule A – Site Map

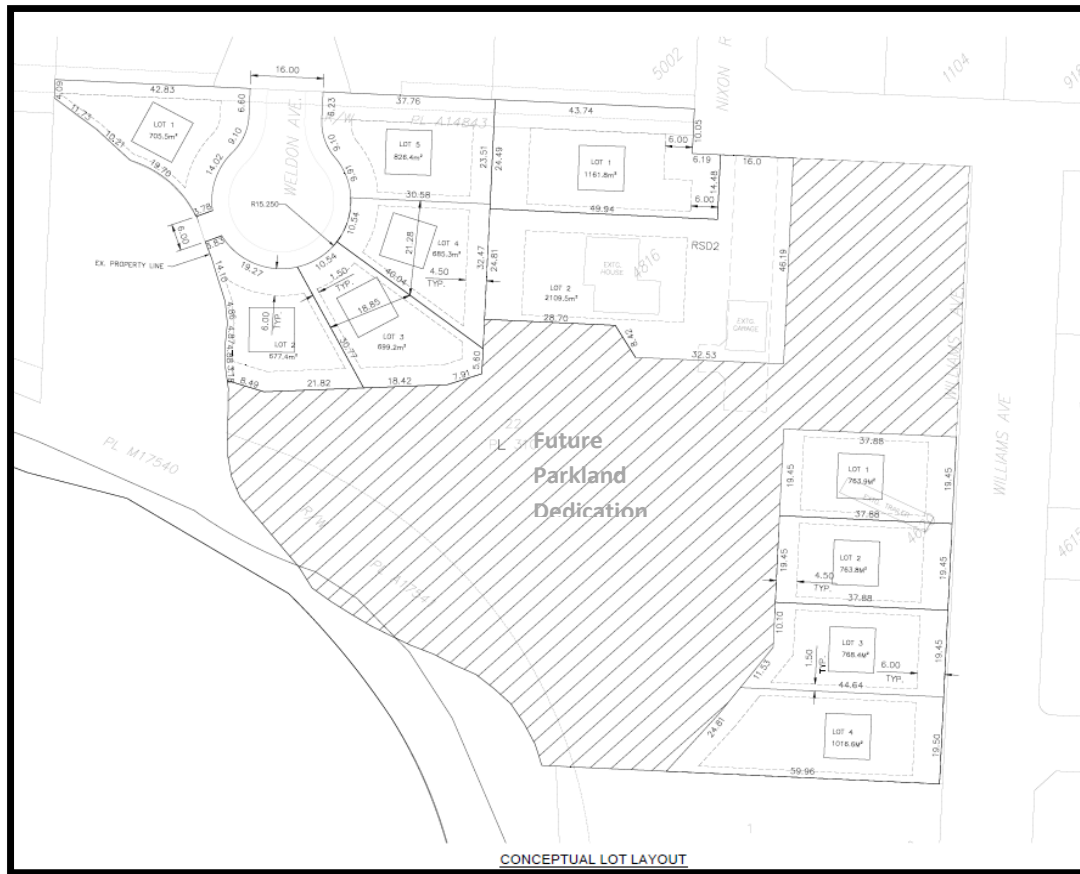


## **Schedule B – Environmentally Sensitive Areas**

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## Schedule C – Neighbourhood Concept







THE CORPORATION OF THE  
DISTRICT OF SUMMERLAND  
**COUNCIL REPORT**

DATE: May 11<sup>th</sup>, 2015  
TO: Linda Tynan, Chief Administrative Officer  
FROM: Ian McIntosh, Director of Development Services  
SUBJECT: Bylaw 2015-008 – Amendment of Zoning Bylaw No. 2000-450 (CR1 – Country Residential 1 – 2705 Johnson Street)

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RECOMMENDATION:

That Council pass the following resolution:

THAT Bylaw 2015-008 Amendment of Zoning Bylaw No. 2000-450 (CR1-Country Residential 2705 Johnson Street), be adopted.

PURPOSE:

To consider adoption of Bylaw 2015-008.

BACKGROUND:

Bylaw 2015-008 to provide a site specific zoning approval for boarding up to 5 canines as part of a home occupation, was read a first time April 13<sup>th</sup>, 2015; considered at Public Hearing April 27<sup>th</sup>, 2015 and read a second and third time. Received Ministry of Transportation approval on April 29<sup>th</sup>, 2015.

ATTACHMENTS:

1. Bylaws 2015-008 –Amendment of Zoning Bylaw No. 2000-450 (CR1 – Country Residential 1 – 2705 Johnson Street).
2. Report to Council dated April 13<sup>th</sup>, 2015.

Respectfully submitted,

Ian McIntosh  
Director of Development Services

Approved for Agenda

CAO - Linda Tynan May 6, 2015

**THE CORPORATION OF THE DISTRICT OF SUMMERLAND**

**BYLAW NUMBER 2015-008**

**A BYLAW TO AMEND 'ZONING BYLAW NUMBER 2000-450'  
TO ADD 'HOME OCCUPATION – TYPE 1, 2 OR 3 – TO BOARD UP TO 5  
CANINES' IN THE CR1 – COUNTRY RESIDENTIAL 1 ZONE LOCATED  
AT 2705 JOHNSON STREET, ONLY'**

The Municipal Council of the Corporation of the District of Summerland, in open meeting assembled, enacts as follows:

1. THAT Subsection 9.1.3 Accessory Uses of CR1 – Country Residential Zone of Schedule 'A' of District of Summerland Zoning Bylaw Number 2000-450 be amended as follows:

By adding the following Accessory Use:

'h) *Home Occupation – Type 1, 2 or 3 – to board up to 5 canines*, as a site specific accessory use on Lot B, District Lot 488, Plan 26797, located at 2705 Johnson Street.

2. This bylaw may be cited as "Bylaw No. 2015-008, Amendment of Zoning Bylaw Number 2000-450 (CR1 – Country Residential 1 – 2705 Johnson Street).

Read a first time this 13<sup>th</sup> day of April, 2015.

Considered at a Public Hearing this 27<sup>th</sup> day of April, 2015.

Read a second and third time this 27<sup>th</sup> day of April, 2015.

Approved pursuant to section 52(3)(a) of the *Transportation Act* this  
29<sup>th</sup> day of APRIL, 20



for Minister of Transportation & Infrastructure

Adopted by the Municipal Council of the Corporation of the District of Summerland this      day of 2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

## **STAFF REPORT APRIL 13<sup>TH</sup>, 2015 REGULAR COUNCIL MEETING**



### **THE CORPORATION OF THE DISTRICT OF SUMMERLAND COUNCIL REPORT**

DATE: April 13<sup>th</sup> 2015  
TO: Linda Tynan – Chief Administrative Officer  
FROM: Ian McIntosh – Director of Development Services  
(Report Prepared by Alex Kondor – Development Planner)  
SUBJECT: Zoning Amendment Lot B, District Lot 488, Plan 26797  
2705 Johnson Street

#### **STAFF RECOMMENDATION**

THAT Council pass the following resolution:

‘THAT the zoning amendment (CR1 – Country Residential 1 – 2705 Johnson St) Bylaw No. 2015-008 be introduced and given first reading;

AND FURTHER THAT a public hearing be scheduled for Monday, April 27<sup>th</sup>, 2015.’

#### **PURPOSE:**

To present a comprehensive review regarding a request for a site specific amendment to the Zoning Bylaw to operate a home occupation that involves canine boarding on the property.

#### **BACKGROUND:**

Current Use:	Residential
Parcel Size:	2,589m <sup>2</sup> (0.64ac)
Zoning:	CR1 – Country Residential 1
OCP:	Rural Residential
M.o.T. Approval:	Required

The subject property is located on Johnson Street approximately 300m west of the intersection of Johnson Street and Highway #97. There is an existing single detached house on the property. The property owners have applied to operate a ‘Holistic Dog Care’ business at this location. A critical component of this building includes the boarding of up to 5 dogs at a time overnight at the premises. There is one residence directly adjacent to the east of the subject property. There is the ‘Okanagan Hindu Temple and Cultural Society’ to the north of the property and an agricultural operation to the south and west of the site. A site map is attached as Schedule ‘A’.

The property owners used to run ‘Heidi’s Doggy Daycare’ at 4510 Gartrell Road which was zoned Agricultural and allowed for animal shelters. The property owners have relocated to 2705

Johnson Street which is zoned Country Residential and animal shelters are not permitted in this zone. The property owner is therefore applying to operate a home occupation that would allow for the boarding of up to 5 canines on the property including personal pets.

DISCUSSION:

OCP

The property is designated Rural Residential in the Official Community Plan (OCP). This designation supports the current CR1 zoning and there is no policy in the OCP to support or discourage the proposed zoning amendment to allow an expanded home occupation.

ALR

The property is located in the Agricultural Land Reserve (ALR). Home occupations are considered 'permitted uses' for land in the ALR. In accordance with Section 3(1) of the ALC Agricultural Land Reserve Use, Subdivision and Procedure regulation any home occupation must be accessory to a dwelling and must comply with municipal bylaws.

Zoning Bylaw

The property is zoned CR1 – Country Residential 1. Type 1, 2, and 3 Home Occupations as defined by the Zoning Bylaw are permitted in the CR1 zone. Home Occupations as defined by the Zoning Bylaw below specifically exclude uses that involve the boarding of animals mainly to prevent potential disturbances to the surrounding neighbourhood:

*An occupation, Business, or professional practice conducted for remuneration and contained entirely within a Dwelling or its Accessory Buildings which is clearly subordinate to the Principal Use as a Dwelling and where the proprietor is also a resident of the Dwelling where the Home Occupation occurs. This does **not** include Uses such as Automotive & Equipment Repair Shops, Autobody Repair Shops, Eating & Drinking Establishments, Commercial Kennels, Veterinary Clinics, Animal Shelters, Group Homes, Child Care Centres or Health Services.*

There are also specific regulations for Home Occupations in Section 7.6 of the Zoning Bylaw. The applicant has stated she can comply with all of the regulations of the Zoning Bylaw except for the boarding of animals. The applicant would like to board up to 5 dogs on her property and, as this does not comply with the current zoning, a text amendment to the Zoning Bylaw must be approved by Council to allow this use to take place on the subject site.

CIRCULATION COMMENTS:

This application was circulated to the Works and Utilities Departments as well as the Fire Department and no concerns were raised.

This application was presented to the Advisory Planning Commission meeting held on March 13<sup>th</sup> 2015. After reviewing the application the Commission passed the following recommendation.

*THAT the Advisory Planning Commission support the application as presented.*

Should the application receive third reading, it will be forwarded to the Ministry of Transportation and Infrastructure for approval.

FINANCIAL IMPLICATIONS:

There are no anticipated cost implications to the District associated with this application.

**CONCLUSION:**

The proposed amendment is a site specific text amendment to the Zoning Bylaw to allow a maximum of 5 canines to be boarded on the property as part of a 'holistic dog care' home occupation business. Home occupations that involve the boarding of animals are prohibited by the Zoning Bylaw to minimize potential disturbances on the surrounding neighbourhood. In this specific case the applicant has operated a similar business at another location in which dog boarding was permitted and no complaints were received. The applicants have stated their intentions to monitor the dogs to ensure that any noise from barking is minimized. The subject site is located in a rural area and no significant impacts to the surrounding neighbourhood are anticipated.

**OPTIONS:**

Council could deny the application or send it back for further review.

Respectfully Submitted,



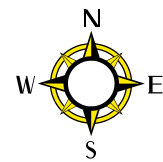
Ian McIntosh  
Director of Development Services

Approved for Agenda



CAO: Linda Tynan      April 7, 2015







THE CORPORATION OF THE  
DISTRICT OF SUMMERLAND  
**COUNCIL REPORT**

DATE: May 11<sup>th</sup>, 2015  
TO: Linda Tynan, Chief Administrative Officer  
FROM: Ian McIntosh, Director of Development Services  
SUBJECT: Bylaw 2015-009 – Amendment of Zoning Bylaw No. 2000-450 (Minor Text Amendments)

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RECOMMENDATION:

That Council pass the following resolution:

THAT Bylaw 2015-009 Amendment of Zoning Bylaw No. 2000-450 (Minor Text Amendments), be adopted.

PURPOSE:

To consider adoption of Bylaw 2015-009.

BACKGROUND:

Bylaw 2015-009 to improve existing bylaws or address inconsistencies and redundancies detected during the application of the bylaws, was read a first time April 13<sup>th</sup>, 2015; considered at Public Hearing April 27<sup>th</sup>, 2015 and read a second and third time. Received Ministry of Transportation approval on April 29<sup>th</sup>, 2015.

ATTACHMENTS:

1. Bylaws 2015-009 –Amendment of Zoning Bylaw No. 2000-450 (Minor Text Amendments).
2. Report to Council dated April 13<sup>th</sup>, 2015.

Respectfully submitted,

Ian McIntosh  
Director of Development Services

Approved for Agenda

CAO - Linda Tynan May 6, 2015

## THE CORPORATION OF THE DISTRICT OF SUMMERLAND

### BYLAW NUMBER 2015-009

#### A BYLAW TO AMEND 'ZONING BYLAW NUMBER 2000-450' (Minor Text Amendments)

The Municipal Council of the Corporation of the District of Summerland, in open meeting assembled, enacts as follows:

1. THAT the following minor text amendments be amended to improve existing bylaws or address inconsistencies and redundancies detected during the application of the bylaws:
  - a. Add '**above grade patios**' to **Section 4.2 Projections into Setbacks, as Section 4.2.1(c)**:
    - 4.2.1 No *Building* or *Structure* other than the following shall be located in the *Setbacks* required in this Bylaw. This Section is not applicable to the setbacks stated in Section 4.7.1 – Setbacks from Highways and Major Streets:
      - (c) unenclosed *Decks*, **above grade patios**, *Balconies*, *Porches* or steps, eaves, *Canopies* and *Awnings* may project into a required *Setback* provided such projections do not exceed 1.5m in the case of a *Front Yard* or an *Exterior Side Yard* (*b* and *c* in the figure below); 0.6m in the case of an *Interior Side Yard* (*c* in the figure below); or 2.0m in the case of a *Rear Yard* (*d* in the figure below);
  - b. Add '**lot coverage regulations**' for buildings in the A1 and A2 zones, by amending Section 8.1.5 and Section 8.2.5 *Development Regulations*:
    - 8.1.5 *Development Regulations* (A1)
      - (d) Maximum coverage for all *Buildings* and *Structures* outside the *Farm Home Plate* 10 percent of the Lot
      - (e) Notwithstanding Section 8.1.5(d) Maximum coverage for all *Buildings* and *Structures* where a *Lot* is 2.0ha or greater in size on which the *Principal Use* is greenhouses or plant nurseries 65 percent of the Lot

8.2.5      *Development Regulations (A2)*

- (d)      Maximum coverage for all *Buildings and Structures* outside the Farm Home Plate      10 percent of the Lot
- (e)      Notwithstanding Section 8.2.5(d) Maximum *Lot Coverage* for all *Buildings and Structures* where the *Principal Use* is greenhouses or plant nurseries      65 percent of the Lot

c. Amend **Sections 8.1.7(b)(iv) and 8.2.7(b)(iv) Additional Dwelling for Farm Help regulations:**

8.1.7      Additional Dwelling for *Farm Help* regulations (A1):

- (b)      *Additional dwelling for Farm Help* shall:
  - (iv)      conform to the following:
    - c.      may not exceed the lesser of 4.5m or one *Storey in Height*;

8.2.7      Additional Dwelling for *Farm Help* regulations (A2):

- (b)      *Additional Dwelling for Farm Help* shall:
  - (iv)      conform to the following:
    - c.      may not exceed the lesser of 4.5m or one *Storey in Height*;

d. Amend **Section 6.5 Vehicle Parking Space Design Standards re Garage Door setback by adding 6.5.1 and renumber as required:**

6.5      Vehicle Parking Space Design Standards

- 6.5.1      A garage door shall have a minimum setback of 6.0m as measured from edge of any public road right-of-way, private (strata) road, or driveway easement that provides access to the lot.

e. Amend **Section 10.2 RSD1(i) Residential Single Detached Intensive      Zone to increase the lot coverage:**

10.2.5      Development Regulations

- (a)      Maximum Lot Coverage      40 percent
- (b)      Minimum Floor Area Ratio      0.5

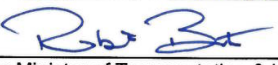
- 2.      This bylaw may be cited as "Bylaw No. 2015-009, Amendment of Zoning Bylaw Number 2000-450 (Minor Text Amendments)".



Read a first time this 13<sup>th</sup> day of April, 2015.

Considered at a Public Hearing this 27<sup>th</sup> day of April, 2015.

Read a second and third time this 27<sup>th</sup> day of April, 2015.

Approved pursuant to section 52(3)(a) of the *Transportation Act*  
this 29<sup>th</sup> day of APRIL, 2015.  
  
for Minister of Transportation & Infrastructure

Adopted by the Municipal Council of the Corporation of the District of Summerland this       day  
of       , 2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

## STAFF REPORT APRIL 13<sup>TH</sup>, 2015 REGULAR COUNCIL MEETING



### THE CORPORATION OF THE DISTRICT OF SUMMERLAND COUNCIL REPORT

DATE: April 13<sup>th</sup> 2015  
TO: Linda Tynan – Chief Administrative Officer  
FROM: Ian McIntosh – Director of Development Services  
(Report Prepared by Alex Kondor – Development Planner)  
SUBJECT: Minor Text Amendments to Zoning Bylaw 2000-450

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#### STAFF RECOMMENDATION

THAT Council pass the following resolution:

'THAT Zoning Bylaw amendment (Minor Text amendments) Bylaw 2015-009 be introduced and given first reading;

AND FURTHER THAT a public hearing be scheduled for Monday, April 27<sup>th</sup>, 2015.'

#### PURPOSE:

To present a comprehensive review of several minor text amendments to District Zoning Bylaw No. 2000-450.

#### BACKGROUND:

Approximately once a year District staff bring forward small text amendments termed 'minor' amendments meant to improve existing bylaws or address inconsistencies and redundancies detected during the application of the bylaws.

Five (5) amendments are proposed:

1. Zoning Bylaw amendment to allow patios to project into required yard set-backs.
2. Zoning Bylaw amendment to add lot coverage maximums for buildings in the A1 and A2 Zones
3. Zoning Bylaw amendment to fix a conflict relating to building height of dwellings for farm help.
4. Zoning Bylaw amendment to require that a garage door have a minimum 6.0m set-back as measured from any facing public street or driveway access easement.

5. Zoning bylaw amendment to increase the lot coverage in RSD1(i) zone from 30% to 40%

**DISCUSSION:**

**1. Zoning Bylaw amendment to allow patios to project into required yard set-backs.**

One proposed amendment to the Zoning Bylaw is to allow patios to project into a required yard set-back. Currently Zoning Bylaw Section 4.2 – Projections into Setbacks allows for similar structures such as unenclosed decks, balconies, and porches to project into a required yard set-back but does not include patios. Patios are defined in the Zoning Bylaw as “a surfaced open space meant for support of people or materials, located at or less than 0.6m above Finished Grade.” The proposed amendment is to add ‘above grade patios’ into Section 4.2 and to clarify that these ‘projections’ do not apply to the setbacks from Highway #97:

4.2.1 - No Building or Structure other than the following shall be located in the Setbacks required in this Bylaw. **This Section is not applicable to the setbacks stated in Section 4.7.1 – Setbacks from Highways and Major Streets.:**

- (c) unenclosed Decks, **above grade patios**, Balconies, Porches or steps, eaves, Canopies and Awnings may project into a required Setback provided such projections do not exceed 1.5m in the case of a Front Yard or an Exterior Side Yard (b and c in the figure below); 0.6m in the case of an Interior Side Yard (c in the figure below); or 2.0m in the case of a Rear Yard (d in the figure below);

**2. Zoning Bylaw amendment to add lot coverage regulations for buildings in the A1 and A2 Zones**

The second proposed amendment to the Zoning Bylaw is to add lot coverage regulations for buildings and structures in the in the A1 and A2 agricultural zones. Currently the maximum Lot Coverage for all building and structures where the principal use is greenhouses or plant nurseries is 65%. The previous zoning bylaw limited other buildings and structure that were not considered greenhouses or plant nurseries to 10%. This regulation appears to have been missed when the new zoning bylaw was adopted. The proposed amendment is to restore the following to the A1 and A2 zones:

Maximum lot coverage for all Buildings and Structures outside the Farm Home Plate is 10%

**3. Zoning Bylaw amendment to fix a conflict relating to building height of dwellings for farm help**

The third proposed amendment to the Zoning Bylaw is to fix a conflict in the regulations that states that the maximum height for farm dwellings “may not exceed 4.5m or one Storey in Height”. The intent is for the height to be one storey that cannot exceed 4.5m. The proposed amendment is to add the words ‘...the lesser of...’ in Section 8.1.7 (b)(iv)(c)(d) and Section 8.2.7 (b)(iv)(c) as shown below:

Additional dwelling for Farm Help shall conform to the following:  
may not exceed the lesser of 4.5m or 1 storey

**4. Zoning Bylaw amendment to require that a garage door have a minimum 6.0m set-back as measured from any facing public street or access/driveway easement.**

The fourth proposed amendment to the Zoning Bylaw is to add a new set-back requirement for garage doors as measured perpendicular to any property line abutting a public street or driveway access easement. Currently there is no set-back requirement for garage doors from public roads or driveway easements which has resulted in insufficient room to park in front of a garage door. The proposed amendment is to add the following to Zoning Bylaw Section 6.5 Vehicle Parking Space Design Standards:

A garage door shall have a minimum setback of 6.0m as measured from the edge of any facing public road right-of-way or driveway access easement that provides access to the lot.

**Zoning bylaw amendment to increase the lot coverage in RSD1(i) zone from 30% to 40%**

The fifth amendment to the Zoning Bylaw is to increase the lot coverage in the RSD1(i) zone to 40%. The existing regulation limits lot coverage to 30% of lot size. Increasing lot coverage would be consistent with the existing RSD1 zone which currently has a maximum site coverage regulation of 40%. The proposed amendment is to amend section 10.2.5 (a) of the Zoning Bylaw as follows:

Maximum Lot Coverage in the RSD1(i) zone is ~~30%~~ 40%

CIRCULATION COMMENTS:

This application was circulated to the Works and Utilities Departments as well as the Fire Department, no concerns were raised.

This application was presented to the Advisory Planning Commission meeting held on March 13<sup>th</sup> 2015. After reviewing the amendments and discussing the changes with staff the Commission supported bringing forward the proposed amendments for consideration.

FINANCIAL IMPLICATIONS:

There are no major financial implications associated with any of the proposed amendments.

CONCLUSION:

District staff are recommending adoption of these text amendments termed 'minor text' amendments to improve administration of the zoning bylaw.

ALTERNATIVES TO STAFF RECOMMENDATION:

Council could choose to only allow a few specific amendments to proceed or none at all.

Respectfully submitted,



Ian McIntosh  
Director of Development Services

Approved for Agenda



CAO: Linda Tynan April 7, 2015



***Schedule 1 - Zoning Bylaw amendment to allow patios to project into required yard setbacks.***

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**4.2 Projections into Setbacks**

4.2.1 No *Building* or *Structure* other than the following shall be located in the *Setbacks* required in this Bylaw. This Section is not applicable to the setbacks stated in Section 4.7.1 – Setbacks from Highways and Major Streets.:

- (a) chimneys, cornices, leaders, eaves, gutters, pilasters, belt courses, sills, bay windows and similar features may project into a required *Setback* provided such projections do not exceed 0.6m measured horizontally (*a, b, c, and d* in the figure below);
  - (b) fencing and retaining walls subject to the regulations of this Bylaw;
  - (c) unenclosed *Decks*, above grade patios, *Balconies*, *Porches* or steps, eaves, *Canopies* and *Awnings* may project into a required *Setback* provided such projections do not exceed 1.5m in the case of a *Front Yard* or an *Exterior Side Yard* (*b* and *c* in the figure below); 0.6m in the case of an *Interior Side Yard* (*c* in the figure below); or 2.0m in the case of a *Rear Yard* (*d* in the figure below);
-

**Schedule 2 - Zoning Bylaw amendment to add lot coverage regulations for buildings in the A1 and A2 Zones**

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8.1.5 Development Regulations

**Bylaw 2000-464 amended the following definition (g) - (December 12, 2011):**

**Bylaw 2012-017 amended the following definition (e) - (July 23<sup>rd</sup>, 2012):**

- |        |   |                                   |
|--------|---|-----------------------------------|
| (a)    | Maximum Farm Home Plate   | 905m <sup>2</sup>                 |
| (b)    | Maximum Farm Home Plate with a Temporary and/or Additional Dwelling for Farm Help   | 1,500m <sup>2</sup>               |
| (c)    | Maximum coverage for all Buildings and Structures within the Farm Home Plate  | 35 percent of the Farm Home Plate |
| (d)    | <u>Maximum coverage for all Buildings and Structures outside the Farm Home Plate</u>  | <u>10 percent of the lot</u>      |
| (d)(e) | <u>Notwithstanding Section 8.1.5 (d)</u> Maximum coverage for all Buildings and Structures where a Lot is 2.0ha or greater in size on which the Principal Use is greenhouses or plant nurseries | 65 percent of the Lot             |
-

#### 8.2.5 Development Regulations

***Bylaw 2000-464 amended the following definition (f) - (December 12, 2011):***

***Bylaw 2012-017 added the following definition as (e) - (July 23<sup>rd</sup>, 2012):***

- |                    |  |                                   |
|--------------------|--|-----------------------------------|
| (a)                | Maximum Farm Home Plate  | 1,200m <sup>2</sup>               |
| (b)                | Maximum Farm Home Plate with a Temporary Farm Workers Accommodation and/or Additional Dwelling for Farm Help   | 2,000m <sup>2</sup>               |
| (c)                | Maximum Lot Coverage for all Buildings and Structures within the Farm Home Plate   | 35 percent of the Farm Home Plate |
| (d)                | <u>Maximum coverage for all Building and Structures outside the Farm Home Plate</u>  | <u>10 percent of the Lot</u>      |
| <del>(d)</del> (e) | <u>Notwithstanding Section 8.2.5 (d)</u> Maximum Lot Coverage for all Buildings and Structures where the Principal Use is greenhouses or plant nurseries | 65 percent of the Lot             |

***Schedule 3 - Zoning Bylaw amendment to fix a 'typo' relating to building height of dwellings for farm help***

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8.1.7 Additional Dwelling for Farm Help regulations:

- (a) Where the *Lot Area* equals or exceeds 2.0ha of arable land, and the intensity of farming requires permanent farm help, one *Additional Dwelling for Farm Help* per Lot may be constructed, sited within the *Farm Home Plate*.
  - (b) *Additional Dwelling for Farm Help* shall:
    - (i) be limited to a *Lot* classified as farmland under the Assessment Act;
    - (ii) be limited to one *Dwelling* per Lot;
    - (iii) not be permitted unless there is registered in the Land Title Office a restrictive covenant in respect of any *Additional Dwelling for Farm Help* restricting such *Dwelling* to Use as an *Additional Dwelling for Farm Help*;
    - (iv) conform to the following:
      - a. may not contain more than three *Bedrooms*;
      - b. may not exceed 110m<sup>2</sup> in *Gross Floor Area*;
      - c. may not exceed the lesser of 4.5m or one *Storey* in *Height*; and
      - d. may not have a *Basement*.
- 

8.2.7 Additional Dwelling for Farm Help regulations

- (a) Where the *Lot Area* equals or exceeds 2.0ha of arable land, and the intensity of farming requires permanent farm help, one *Additional Dwelling for Farm Help* per Lot may be constructed, sited within the *Farm Home Plate*.
  - (b) *Additional Dwelling for Farm Help* shall:
    - (i) be limited to a *Lot* classified as farmland under the Assessment Act;
    - (ii) be limited to one *Dwelling* per Lot;
    - (iii) not be permitted unless there is registered in the Land Title Office a restrictive covenant in respect of any *Additional Dwelling for Farm Help* restricting such *Dwelling* to Use as an *Additional Dwelling for Farm Help*;
    - (iv) conform to the following:
      - a. may not contain more than three *Bedrooms*;
      - b. may not exceed 110m<sup>2</sup> in *Gross Floor Area*;
      - c. may not exceed the lesser of 4.5m or one *Storey* in *Height*;
      - d. may not have a *Basement*.
-

***Schedule 4 - Zoning Bylaw amendment to require that a garage door have a minimum 6.0m set-back as measured from any public street, private road, or access/driveway easement.***

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**6.5 Vehicle Parking Space Design Standards**

6.5.1 A garage door shall have a minimum setback of 6.0m as measured from edge of any public road right-of-way (excluding a lane) or driveway easement that provides access to the lot.

6.5.16.5.2 Unless otherwise permitted in Section 6 of this Bylaw, each vehicle *Parking Space* shall have a minimum width of 2.6m and a minimum clear length of 5.5m exclusive of access driveways or aisles, ramps and columns. For parallel parking, the length of the *Parking Space* shall be increased to 7.0m, except that an unobstructed end *Parking Space* shall be a minimum length of 5.5m.

6.5.26.5.3 All access driveways and aisles shall be a minimum of 7.2m wide for 90 degree parking, 5.5m wide for 60 degree parking, 4.0m wide for 45 degree parking and 4.0m wide for 30 degree parking. Where the parking angle is less than 90 degrees, the access driveways or aisles shall be demarcated as one-way.

6.5.36.5.4 Parking areas containing four or more vehicle *Parking Spaces* may designate up to 25 percent of the total vehicle *Parking Spaces* as small car parking. The small car *Parking Spaces* shall have a minimum width of 2.5m and a minimum clear length of 4.9m and be clearly designated as "Small Car Parking".

***Schedule 5 - Zoning bylaw amendment to increase the lot coverage in RSD1(i) zone from 30% to 40%***

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10.2.5 Development Regulations

- |     |                          |                                 |
|-----|--------------------------|---------------------------------|
| (a) | Maximum Lot Coverage     | <del>30</del> <u>40</u> percent |
| (b) | Minimum Floor Area Ratio | 0.5                             |

