



AGENDA FINANCE COMMITTEE MEETING

Tuesday, January 10th, 2012 @ 9:00 a.m.

**Council Chambers
Municipal Hall - 13211 Henry Avenue
Summerland, BC**

Page

1. Appointment of Chairperson

1.1 Appointment of Chairperson

Recommendation:

THAT Bruce Hallquist be appointed as Chairperson for the Finance Committee.

2. Call to Order

3. Adoption of Minutes

3.1 Adoption of Minutes

Recommendation:

THAT the Finance Committee meeting minutes dated September 28, 2011 be adopted.

4. Adoption of Agenda

5. Communications from Council

6. Unfinished Business

3-4

Page

5-6

6. Unfinished Business

- 6.1 Finance Committee Terms of Reference (amended)
For distribution to members

7

7. New Business

- 7.1 Community Futures - Economic Gardening Program
- to determine date for Community Futures presentation to Finance Committee

- 7.2 District of Summerland 2012 Budget
Director of Finance to distribute 2012 Budget to committee members

8. Next Meeting Date & Agenda

9. Adjournment

A meeting of the Finance Committee of the District of Summerland was held in Council Chambers, 13211 Henry Ave, Summerland, B.C. on Wednesday, September 28, 2011 at 8:30 a.m.

Finance Committee members in attendance were: Chairman S. Elia, D. Knorr, K. Roberge, J. Kyluik and K. Marshall.

Members absent: L. Campana and G. Clark.

Staff member in attendance was: Director of Finance, K. Ostraat.

(* denotes partial attendance)

1. CALL TO ORDER

Chairman S. Elia called the meeting to order at 8:30 a.m.

2. ADOPTION OF MINUTES

Moved by J. Kyluik, Seconded by K. Marshall,

THAT the Finance Committee meeting minutes dated February 7, 2011 be adopted.

Carried.

3. COMMUNICATIONS FROM COUNCIL

The Chairman advised that Council had approved the purchase of a new Front End Loader valued at \$104,000.00 in place of three pickups and other equipment which had been budgeted for in 2011 up to the amount of \$90,000.00. There will be a slight shortfall of funds, which will be covered by the sale of smaller equipment.

4. NEW BUSINESS

Resignation of Carla Wright

Members accepted the resignation from Carla Wright effective June 1, 2011.

Permissive Tax and General Tax Exemptions

Members reviewed the Permissive and General Tax Exemptions with the Director of Finance.

By consensus, members agreed with the tax exemptions and advised the Director of Finance to prepare the pertinent Bylaws for Council consideration.

Finance Committee

September 28, 2011

Helios Consulting Group – Organizational Review Report

Members reviewed and accepted the Helios Report which was well received, however noted that there could always be room for improvement.

Moved by D. Knorr, Seconded by K. Marshall,

THAT the Finance Committee recommends to Council to utilize the recommendations and direction contained in the Helios Report, to be considered in the process of the 2012 Budget.

Carried.

Finance Committee

Moved by D. Knorr, Seconded by K. Marshall,

THAT the Finance Committee recommends to Council to advertise for new Finance Committee members in early December 2011, for a new term established by Council .

Carried.

5. NEXT MEETING DATE & AGENDA

Next Meeting: To be called by the Chair.

6. ADJOURNMENT

The Meeting terminated at 10:30 a.m.

Certified Correct:

Chairman

Director of Finance

/mf

FINANCE COMMITTEE

TERMS OF REFERENCE

Terms of Reference:

The Finance Committee reviews and makes recommendations to Council on the establishment of short, medium and long range plans for maximizing the efficiency and utilization of the District's financial resources. The Committee reviews and makes recommendations to Council on the annual operating and capital budgets, amendment to the budgets as required, and on any policy the Committee deems necessary. The Committee reviews and recommends to Council the Audit Findings Report, Annual Financial Reports and Financial Information Returns. They also review recommendations of the Auditor's Year End Letter. The Committee reviews the quarterly Business Planning and Budget updates and Investment Portfolios and forwards them to Council for information. The Committee reviews adjustments to the budget that occur throughout the year from Council and recommends sources of funding for those adjustments. The Committee recommends the financial direction of the organization.

The Finance Committee is a **select committee** of Council as defined in section 142 of the *Community Charter*.

Membership:

The committee shall consist of three members of Council, and three members of the public, appointed by resolution of Council. Council may appoint alternate members to serve on the committee in the absence of a member.

The following may serve the committee in a resource, non-voting capacity: Director of Finance and other staff as deemed necessary, and outside consultants.

The Mayor is an ex-officio member of the committee.

Term of Office:

Members shall be appointed for a term to be established by Council but no term shall run beyond the current Council's term.

Chairperson:

The Chairperson shall be appointed by Mayor and Council to preside over its meetings.

Meetings:

All meetings to be held on an as needed basis, on the second and fourth Monday of the month, at the call of the Chairperson. A quorum shall be a majority of the

appointed committee members. Unless otherwise approved by the Committee, meetings shall be held in the Municipal Hall commencing at 1 p.m. All meetings will be open to the public unless the matter falls within section 90 of the *Community Charter* thereby allowing the matter to be dealt with in a session closed to the public.

Note: Public Question Period to follow meetings to discuss items as outlined on the Agenda only.

The deadline for agenda items shall be 12 noon on the Thursday prior to the meeting. The Chairperson shall be responsible for the agenda of the meeting. The Corporate Officer will prepare the agenda and release the electronic agenda to all members prior to 4 p.m. on the Thursday prior to the meeting, print paper copies for all committee members, and post the agenda on the Municipal Hall notice board and on the District's website.

Minutes:

The Corporate Officer shall be responsible for ensuring that minutes of the meetings are taken. Minutes of meetings of the Committee shall be signed by the Chairperson. Minutes of the meetings must be available for public inspection and shall be placed on the District's website once adopted. Draft minutes of meetings shall be forwarded to all Council members for information.

Reporting to Council:

Recommendations of the Committee must be adopted by Committee resolution and shall be presented to Council by either the Chairperson or designate.

Adopted: December 22, 2008

Amended: November 8, 2010

Amended: December 12, 2011

File: 0540-34

- Finance Committee -

Maureen Fugeta

From: Mary Ellen Heidt <maryellen@cfokanagan.com>
Sent: Thursday, December 22, 2011 9:10 AM
To: Maureen Fugeta
Subject: Delegation to Council

Hi Maureen - best wishes for a wonderful Christmas.
Community Futures would like to meet with Council to discuss our Economic Gardening Program and to request funding support for the new year.
Delegates would be myself, Mary Ellen Heidt, Su Baker and Carla Ohmenzetter
We would like to come the second meeting in January or first in February.
Can you please let me know what would work best. I assume we have 15 minutes.
Thanks - Mary Ellen

Mary Ellen Heidt
Manager
Community Futures Okanagan Similkameen
102 - 3115 Skaha Lake Road
Penticton, B.C.
V2A 6G5
250-493-2566 #202
www.cfokanagan.com

This message is intended for the use of the individual, or entity, to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under the applicable law. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. Please contact us if you have received this message in error. Thank you.