



Terms of Reference *Downtown Neighbourhood Action Plan Task Force*

Purpose

The purpose of the Downtown Neighborhood Plan Task Force (the “Task Force”) is to undertake a Downtown planning process and develop a Plan (the “Plan”) for the downtown community. The Plan will provide clear direction and guidance for the future of Summerland’s downtown.

Objective

The objective of the Task Force is to develop the Plan within approximately 18 months.

In order to fulfill its purpose, the Task Force will identify effective engagement tools and undertake a public participation process that encourages a high level of local input.

The Task Force shall be responsible for developing a Plan that:

- a) understands the values and perspectives of the whole community;
- b) engages with the community, ensuring that a wide variety of community members and stakeholders are consulted with during the process;
- c) recognizes and consolidates existing plans and policies that impact the downtown neighborhood;
- d) addresses downtown development trends, land use, mobility and urban design issues;
- e) clearly identifies the future infrastructure needs to support sustainable growth and development in and around the downtown neighbourhood;
- f) identifies strategic sites in the downtown neighbourhood for future redevelopment and investment opportunities;
- g) promotes collaboration, partnerships, and local action; and,
- h) creations actionable projects, policies for implementation.

The Task Force will provide direction and guidance for staff in the preparation of the Downtown Neighbourhood Action Plan.

Components required for completing its mandate, include but are not limited to the following:

- a) attending Task Force meetings;
- b) attending public meetings, open houses, roundtables or other types of community participation events as identified by the Task Force;
- c) reviewing all public submissions and summaries of participation events;
- d) reviewing existing research and resources available in the community;
- e) reviewing best practices, policy directions and other work undertaken in other jurisdictions;

- f) reviewing all progress reports and drafts of the Plan and providing direction to staff and consultants; and
- g) setting priorities for the Plan's implementation.

Membership

The membership of the Task Force will be comprised of:

- Up to 12 members of the public consisting of wide representation from the local community including but not limited to representation from the following;
 - Downtown business owners
 - Residents of Summerland
 - Chamber of Commerce
 - Youth representatives
 - School District 67
 - Supportive Housing / Social Services providers
 - Arts, Culture and Heritage representatives
 - Parks & Recreation representatives
 - Representative from the seniors' community
 - Development & Real Estate community
 - Other groups as directed by Council.

One (1) chairperson and one (1) vice-chairperson will be appointed from the Task Force membership.

Two (2) Council members will be appointed to the Task Force.

All members of the Task Force will be appointed by Council.

Participation on the Task Force is voluntary and members of the Task Force will serve without remuneration other than reimbursement of expenses approved by the Task Force, incurred in the performance of Task Force duties.

The Task Force is a working group and its members must be willing to devote an appropriate amount of time to complete the task.

Term

Members shall be appointed by Council resolution to a term expiring at the completion of the Plan (18 months).

Meeting Procedures

The Task Force will meet regularly with the specific dates and times for meetings to be determined by the Task Force. Additional meetings may be called by the Chairperson. The Chairperson may cancel any meeting.

Meetings of the Task Force shall not conflict with regular meetings of Council.

Task Force members are expected to regularly attend all scheduled meetings. In the event a member is unable to attend a meeting, the member must contact and advise the Chairperson in

advance. If a member has been absent for three consecutive regularly scheduled meetings and has failed to advise the Chairperson in advance, the member shall be deemed to have abandoned his or her appointment and the office shall be considered vacant.

Quorum for the Task Force shall be a majority of the members of the Task Force.

The Task Force will select a Chairperson, Vice-Chairperson, Recording Secretary, and any other officers as it may deem necessary.

Minutes of Task Force meetings shall be prepared by the Recording Secretary and must be signed by the Chairperson and the Corporate Officer

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

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

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

Subcommittees

The Task Force may establish subcommittees, as needed, to consider specific issues. Subcommittees are not required to be approved through Council. Subcommittees are responsible for preparation of their own agendas and minutes as required and making their own arrangements for meeting locations.

Staff Support

Technical direction and secretariat assistance to the Task Force will be provided by the District of Summerland Development Services Department. The Director of Development Services and Chief Administrative Officer will be the primary staff contacts for the Task Force.

The Task Force may invite Staff representatives from any District department to attend Task Force and public engagement meetings to provide clarity or information related to their departmental work plans.

Any District staff attending meetings of the Task Force are not voting members of the Task Force and will not be considered as part of Quorum.

Adopted: March 9th 2020