

# Committee Review

Two Council strategic priorities:

- Review operations and terms of reference for City committees (2023)
- Review City Financial processes: Review the Terms of Reference for the Finance Select Committee (2024-2025)

Council direction Nov 2022 to delay appointments to Canada Day and Finance committees until TORs reviewed



# Types of Committees

- **Standing Committees (Community Charter s. 141)**
- **Select Committees (Community Charter s. 142)**
- **Commissions (Community Charter s. 143)**
- **Other advisory bodies: Committee of the Whole, advisory committees, working groups, roundtables**



# Internal Committees

- **3 required committees:**  
Accessibility Committee, Board of Variance,  
Parcel Tax Review Panel
- **2 active commissions:**  
Heritage Advisory Commission, Parks and Recreation Advisory  
Commission
- **3 + historic committees:**  
Canada Day Committee, Finance Select Committee, Official  
Community Plan Advisory Committee



# External Committees

- **Required appointments: CVRD, Library Board**
- **Discretionary appointments: Council members participate on 11 external committees**
- **Policy is not currently aligned with practice**



# What are committees for?

- Providing insight on a topic – detailed analysis or subject matter expertise
- Public engagement, volunteer opportunities
- Fresh perspectives through rotation of members
- Discussing topics in depth
- Commissions can operate services and enforcement or manage property and licenses
- Communication with/knowledge of external committees



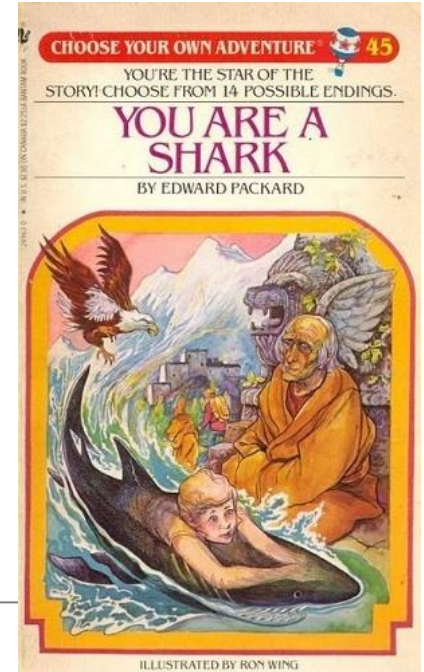
# What are some current issues?

- Not enough members; not enough rotation
- Committees are semi-active and may not be engaged on high-priority items
- External appointments are ad hoc and can be time-consuming for Council members
- Policy is not aligned with practice
- Internal committee structure does not match committee activities
- Decentralized administration results in inconsistencies across the City



# Recommendations

- No changes recommended until we have Council's input
- Staff are requesting that Council schedule a Committee of the Whole meeting to discuss
- Choose your own priorities!



CITY OF  
**COURTENAY**

COMMITTEE REVIEW – OCTOBER 11, 2023