



THE CORPORATION OF THE CITY OF COURTENAY

TERMS OF REFERENCE

To: Chairperson and Committee Membership **File No.:** 0550-20
From: Chief Administrative Officer **Date:** June 24, 2019
Subject: **Assignment of Terms of Reference (ToR) – “Council Select Committee on Alternative Asset Management Funding Sources and Levels of Service Options.”**

1. PURPOSE:

To provide the role, membership, procedures and timings for the subject Select Committee. As is generally the case, use of select committees is an efficient means to concurrently review and recommend to Council as a whole, the best course of action or alternatives on multiple matters.

2. ROLE:

The Background, Discussion and other information relating to the work of this committee are contained in the June 24th 2019 staff report “Draft of Terms of Reference (ToR) – “Council Select Committee on Alternative Asset Management Funding Sources and Levels of Service Options” (Attachment 1).

This committee is created under the authority of s. 142 of the *Community Charter* (excerpt of applicable sections is Attachment 2) which provides that a Council may “establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council”. The committee will function in accordance with *Council Procedure Bylaw No. 2730* (Attachment 3).

Supporting staff will abide by the City of Courtenay “Committee Meeting Agenda or Minute Procedure” (Attachment 4) and Council’s Asset Management Policy is provided for ready reference (Attachment 5).

The Select Committee on Alternative Asset Management Funding Sources and Levels of Service Options will concentrate and confine its activities to the capital renewal projects approved in the 2019-2023 Five-year Financial Plan and the following subjects:

1. Identify alternative Asset Management funding sources to minimize the impact of assuming new long-term capital debt (as per Council Resolution 8.01 2019-04-15); and
2. Identify Level of Service options that would align with taxpayers’ willingness to pay (as per Council Resolution 8.01 2019-04-15)

3. MEMBERSHIP AND STRUCTURE:

Council will collectively appoint committee members who will serve at the pleasure of Council and be appointed to one of the positions identified as follows:

- Chairperson
- Deputy Chairperson
- Member at large

Initial appointments will take place at the time these Terms of Reference are adopted. All appointees will be sitting council members and are provided the following *Community Charter* excerpt for guidance:

Responsibilities of council members

115 Every council member has the following responsibilities:

- (a) to consider the well-being and interests of the municipality and its community;
- (b) to contribute to the development and evaluation of the policies and programs of the municipality respecting its services and other activities;
- (c) to participate in council meetings, committee meetings and meetings of other bodies to which the member is appointed;
- (d) to carry out other duties assigned by the council;
- (e) to carry out other duties assigned under this or any other Act.

4. COMMITTEE PROCEDURE:

Coordination of administrative and technical support to the committee will be provided as appropriate by the Directors of Legislative & Corporate Services and Financial Services as directed by the CAO. The Chairperson, or in his or her absence the Deputy Chairperson, is responsible to ensure procedural compliance in accordance with Attachments 2, 3 and 4.

5. TIME, PLACE AND NOTIFICATION OF MEETINGS:

At the first meeting after its establishment, the select committee will establish a regular schedule of meetings and provide notice to Council and the public in accordance with the *Council Procedure Bylaw No. 2730*. Meetings will comply with "Part 4, Division 3 – Open Meetings" of the *Community Charter* and will be held at the City of Courtenay Council Chambers.

6. REPORTING:

The Chairperson may make periodic reports to Council at any regular meeting and must report as directed by Council. In any case, the Committee will submit its findings and recommendations in a written report to Council no later than October 21, 2019.

Prepared by:



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