COMMITTEE STRUCTURE
FISCAL YEARS June 2026 – Sept. 2029

As per the Towns & Local Service Districts Act, not less than two (2) members of Council per committee.

FINANCE / HUMAN RESOURCES COMMITTEE:

CHAIRPERSON: Kelly Loch, Deputy
MEMBER: Lisa Snook, Councillor
STAFF: Shelly Butt (TCM)

The Finance Committee shall assist Council and the Town Clerk Manager (TCM) in matters relating to the Town's financial management, including budget preparation, financial planning, and budget review. The Committee shall monitor the Town's financial position, provide recommendations to Council, and report regularly on matters requiring Council's consideration and approval.
The Committee's responsibilities include, but are not limited to:

- **Budget preparation & financial planning; • Purchases & procurement matters;**
- **Contract negotiations; • Human resource & personnel matters; • Council/Staff travel & expense claims;**
- **Capital construction & infrastructure projects; & • Long-term financial planning & asset management.**

PUBLIC WORKS/ PLANNING COMMITTEE:

CHAIRPERSON: Sharon Penney, Mayor (Temp)
MEMBER: Lynnette Ross, Councillor
STAFF: Town Clerk/Manager & Working Foreman

The Public Works & Infrastructure Committee shall assist Council & the Town Clerk Manager (TCM) in the review, maintenance, planning, & development of municipal infrastructure, as well as the Town Plan & Development Regulations. The Committee shall provide recommendations to Council on matters including, but not limited to:

- **Roads, paving, & transportation infrastructure; • Water & sewer systems; • Municipal construction & infrastructure expansion projects; • Subdivision development; • Snow clearing & ice control;**
- **Street lighting; • Town-owned buildings, facilities, & property management; • Other public works & infrastructure-related matters.**

PUBLIC COMMUNICATIONS COMMITTEE:

CHAIRPERSON: Kelly Loch, Deputy Mayor
MEMBER: David Doran, Councillor
STAFF: Shelly Butt (TCM)

The Committee shall assist in keeping the public informed of Town activities, special events, announcements, & community initiatives through the Town's social media platforms. Posts relating to day-to-day municipal operations, including emergencies, water shut-offs, public works updates, & other operational matters, shall remain the responsibility of Town staff. **Facebook Comments shall be disabled on all Town social media publications unless otherwise authorized by Council.**

The Town's website shall serve as the primary source of official municipal information, including but not limited to, adopted minutes, notices, development applications, by-laws, policies, proclamations, & other public documents. All communications & publications shall comply with applicable legislation, including the Access to Information & Protection of Privacy Act (ATIPPA).

CIVIC FUNCTIONS COMMITTEE:

CHAIRPERSON: Irene Stevenson, Councillor
MEMBER: Lynnette Ross, Councillor
STAFF: Shelly Butt (TCM)

This committee will be responsible for all planning & executing functions sponsored by the Town such as but not limited to; Veterans Day, Christmas Tree Lighting, Canada Day Celebrations, etc.

All Council Committees will meet as required or when requested by Council.
Finance Committee to meet quarterly, if possible, to submit quarterly financial reports.

VICTORIA HERITAGE SOCIETY COMMITTEE: Liaison -.Councillor Lynnette Ross
The Committee shall bring forward reports, requests, and any associated financial matters, including financial requests, for Council's consideration and requests for approval.

VICTORIA RECREATION COMMISSION COMMITTEE: Liaison – Councillor Lisa Snook
The Committee shall bring forward reports, requests, and any associated financial matters, including financial requests, for Council's consideration and requests for approval.

VICTORIA VOLUNTEER FIRE DEPARTMENT: Liaison – Councillor Dave Doran
The Committee shall bring forward reports, requests, and any associated financial matters, including financial requests, for Council's consideration and requests for approval.

All Committees to submit written reports for inclusion on the agenda at Regular Public Council Meetings.

Mayor shall be considered a 3rd committee member to all Council Committees.