

---

**TO:** CHIEF ADMINISTRATIVE OFFICER      **DATE:** 2021 September 20

**FROM:** CITY CLERK

**SUBJECT:** **STANDING COMMITTEES' TERMS OF REFERENCE - UPDATE**

**PURPOSE:** To provide Council with clarification regarding Council membership on the Standing Committees.

---

**RECOMMENDATION:**

1. **THAT** Council receive this report for information.

**REPORT**

**1.0 INTRODUCTION**

On 2021 August 30, Council received a report regarding Committees' and Commission's Terms of Reference and Bylaw Updates, and approved changes to the Terms of Reference for the Community Heritage Commission, Executive Committee of Council, and Public Safety Committee, as well as changes to the Burnaby Community Heritage Commission Bylaw.

Arising from discussion, Council REFERED Section 3.4 Standing Committees of the report to staff for further review and clarification.

**2.0 POLICY SECTION**

This report aligns with the following goals and sub goals of the Corporate Strategic Plan:

- An Inclusive Community
  - Serve a diverse community –  
Ensure City services fully meet the needs of our dynamic community
- A Healthy Community
  - Community involvement –  
Encourage residents and businesses to give back to and invest in the community

To: Chief Administrative Officer  
From: City Clerk  
Re: Standing Committees' Terms of Reference -  
Update  
2021 September 20..... Page 2

- A Thriving Organization
  - Organizational culture –  
Ensure that our core values are reflected in our policies, programs and service delivery
  - Communication –  
Practice open and transparent communication among staff, Council and the community

### 3.0 CLARIFICATION AND UPDATE

Staff undertook to review the Council membership on the Standing Committees. It was determined that the number of Council members on a Standing Committee is not restricted by law except by Section 141(2) of the *Community Charter*, which requires that “at least half of the members must be Council members”.

This is the only statutory restriction on Council member participation on the Standing Committees. The words “at least”, without a further limitation on Council member participation, indicate that a quorum of Council may be appointed to a Standing Committee.

As such, the Terms of Reference for the Standing Committees - Executive Committee of Council, Financial Management Committee, and Planning and Development Committee - remains unchanged.

  
Blanka Zeinabova  
CITY CLERK

Copy: Director Corporate Services  
City Solicitor