
EXECUTIVE COMMITTEE OF COUNCIL

TO: MAYOR AND COUNCILLORS

SUBJECT: 2024 ADVISORY BODIES' TERMS OF REFERENCE UPDATES

RECOMMENDATION:

THAT textual housekeeping amendments, as indicated in Attachments 1 and 2 to the report titled "2024 Advisory Bodies' Terms of Reference Updates" dated March 6, 2024, be approved;

THAT the Corporate Officer be delegated the authority to complete future textual housekeeping amendments to Advisory Bodies' Terms of References for the following reasons:

- provincial and federal statute and regulation changes;
- bylaw and policy updates by the City of Burnaby;
- departmental, staff and external organizations name changes; and

THAT staff be directed to draft a policy framework for Terms of References for each Advisory Body, and report back to the Executive Committee of Council to introduce the proposed framework for approval.

REPORT

The Executive Committee of Council, at the Open meeting held on March 6, 2024, received and adopted the *attached* report providing housekeeping textual amendments to each Advisory Bodies' Terms of Reference based on new and updated bylaws, policies, and statutes.

Arising from discussion, the Committee amended the recommendation to direct staff to draft a policy framework for Terms of References for each Advisory Body, and report back to the Executive Committee of Council to introduce the proposed framework for approval.

On behalf of the Executive
Committee of Council,

Councillor Sav Dhaliwal
Chair

Councillor Pietro Calendino
Vice Chair

TO: EXECUTIVE COMMITTEE OF COUNCIL (ECC)
FROM: GENERAL MANAGER CORPORATE SERVICES
SUBJECT: **2024 ADVISORY BODIES' TERMS OF REFERENCE UPDATES**
PURPOSE: To provide updates and recommended amendments to each Advisory Bodies' Terms of Reference based on new and updated bylaws, policies, and statutes.

RECOMMENDATION

1. **THAT** textual housekeeping amendments, as indicated in Attachments 1 and 2 to the report titled "2024 Advisory Bodies' Terms of Reference Updates" dated March 6, 2024, be approved;

THAT the Corporate Officer be delegated the authority to complete future textual housekeeping amendments to Advisory Bodies' Terms of References for the following reasons:

- 1) provincial and federal statute and regulation changes;
 - 2) bylaw and policy updates by the City of Burnaby; and
 - 3) departmental, staff and external organizations name changes.
2. **THAT** staff be directed to conduct a thorough review of each Advisory Body Terms of Reference by consulting with:
 - 1) chairs and vice chairs;
 - 2) administrative officers;
 - 3) staff representatives; and
 - 4) submitted correspondence to Council or the Committees from appointed members or the public regarding the Terms of Reference; and;

THAT staff be directed to draft revised Terms of References for each Advisory Body and report back to introduce the proposed amendments for approval as required by the *Community Charter*.

1.0 POLICY SECTION

Pursuant to section 141 of the *Community Charter*, the Mayor must establish standing committees for matters the Mayor considers would be better dealt with by committee and must appoint persons to those committees. Through this authority, changes to the following City of Burnaby standing committee's Terms of References (TORs) must be approved by the Mayor:

- 1) Audit Committee
- 2) Executive Committee of Council
- 3) Financial Management Committee
- 4) International Relations & Friendship Cities Committee
- 5) Planning and Development Committee

Pursuant to section 142 and 143, a Council may establish and appoint Select Committees and Commissions. The TORs for Select Committees and Commissions are approved by Council for the following:

- 1) Access Advisory Committee
- 2) Community Heritage Commission
- 3) Environment Committee
- 4) Mayor’s Task Force on Unsheltered Community Members
- 5) Parks, Recreation and Culture Committee
- 6) Public Safety Committee
- 7) Simon Fraser Liaison Committee
- 8) Social Planning Committee
- 9) Transportation Committee

2.0 BACKGROUND

In 2012, at the direction of Council, a review of Advisory Bodies’ TORs was undertaken by the Legislative Services Department. Through the review, a framework was established, including regular reviews of Advisory Bodies appointments, policies, and procedures to ensure compliance with the *Community Charter*, the *Local Government Act of B.C.*, and the Procedure Bylaw.

In 2023, Council adopted several new policies and bylaws necessitating updates to the current TORs, specifically:

- Burnaby Code of Conduct Bylaw 2023 (April 3, 2023);
- Delegation to Council and Council Advisory Groups Policy (June 19, 2023);
- Advisory Bodies Code of Conduct Policy (October 16, 2023);
- Burnaby Procedure Bylaw 2024 (November 20, 2023); and
- Correspondence for Council and Advisory Bodies Policy (December 11, 2023).

3.0 GENERAL INFORMATION

Delegated Authority to Staff for Housekeeping and Minor Text Amendments

TORs are documents that define the scope, objectives, roles, and responsibilities of the City’s Advisory Bodies. They provide clarity on the roles and responsibilities of individuals involved, ensure accountability, and facilitate effective collaboration among appointed members. Changes to TORs are often required when new policies, bylaws,

legislation, and statutes are passed. These changes are typically minor in nature and do not affect the scope or purview of the obligations required.

Granting authority to the Corporate Officer to make minor textual and/or housekeeping amendments to the TORs offers several advantages that streamline the administrative process within the City. By delegating this responsibility, the Corporate Officer can promptly address minor textual changes that arise from updates to policies, bylaws, legislation, and statutes without the need for report drafting and Council adoption and approvals. If the delegated authority is approved, any change or update to a TOR shall be tracked and Council and Advisory Body members will be advised of those changes, by way of written notification from the Corporate Officer.

If an amendment is required that will impact the responsibilities outlined in the TOR, or a change is requested by members of Council or advisory body members, these amendments will be subject to consideration and advisory to the Executive Committee and subject to Council or Mayoral approval.

Proposed Changes to TORs

This report proposes changes to Advisory Bodies’ TORs as follows:

3.1 Proposed General Updates:

The following sections were amended for all applicable TORs as follows:

3.1.1 Electronic Participation

Pursuant to the Burnaby Procedure Bylaw 2024, Bylaw No.14610, the following subsection was added after “membership”:

Except in the case of illness, leave or with written permission notice by the Chair, a member may not attend by electronic participation more than 25% of the meetings on the annual schedule adopted pursuant to s.5(1) of Bylaw No. 14610.

3.1.2 Clarity of Roles

For clarity, the following information regarding the Chair, Secretary and staff support was added:

- *two (2) members of Council will be appointed to serve as the Chair and Vice Chair;*
- *the Corporate Officer or their designate is responsible for the preparing of the agenda; and*
- *the designated City staff who will serve in support of the Advisory Body.*

3.1.3 Organizational Changes

Due to organizational and departmental name and formatting changes, the following was updated:

- *date formatting;*
- *job titles; and*
- *department names.*

3.1.4 Removing Outdated Bylaw References

Any reference to the old Procedure Bylaw was updated to reflect the current Burnaby Procedure Bylaw 2024, adopted November 20, 2023.

3.1.5 Quorum Requirements

For clarity, the following information regarding quorum and procedures was added:

- *Committee meetings will be scheduled in accordance with the criteria outlined in the current Burnaby Procedure Bylaw;*
- *the Chair or the Corporate Officer has the authority to call, cancel or re-schedule a meeting;*
- *a quorum will consist of a majority of the appointed members; and*
- *expectations for conduct from appointed members are outlined in the Advisory Body Code of Conduct Policy.*

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

Consultation initiatives for a thorough review of all Advisory Bodies TORs will entail engaging appointed members, groups, and staff representatives of each Advisory Body. Upon receiving the findings, staff will report back to the Mayor and Councillors with recommendations to update the TORs of specific Advisory Bodies in Spring 2024.

5.0 FINANCIAL CONSIDERATIONS

There are no financial impacts or considerations from making these proposed amendments to the Advisory Bodies' TORs.

Respectfully submitted,

Juli Halliwell, General Manager Corporate Services

ATTACHMENTS

- Attachment 1 – Standing Committees TOR Updates (2024 Drafts) Mayoral Approval
- Attachment 2 – Select Committees and Commission TOR Updates (2024 Drafts) Council Approval

REPORT CONTRIBUTORS

This report was prepared by Samantha Pellizzari, Policy and Governance Administrator, and reviewed by Nikki Best, Corporate Officer.

1. Purpose:

The Audit Committee assists, advises, and makes recommendations to Council regarding the fulfillment of Council's oversight responsibilities relative to City financial reporting, external audit requirements, internal control and audit, quality assurance and risk management, and compliance with financial regulations and policies.

Background:

- On April 16, 2012, Council adopted recommendations to establish an Audit Committee of Council.
- On May 07, 2012, Council adopted the Burnaby Audit Committee Bylaw 2012 (Bylaw No. 13084).
- On May 08, 2021, the Audit Committee held its first meeting.

2. Functions:

- 2.1. To recommend to Council the appointment or termination of the external auditors.
- 2.2. To ensure independence of the external auditor process through the establishment of a direct reporting relationship to the Audit Committee.
- 2.3. To resolve issues of restriction that limit the scope of an audit or prevent access to City records by either internal or external auditors.
- 2.4. To provide oversight to the external audit process on matters relating to the annual financial statements, including the review of the Audit Findings Report, the Management Response Letter to the audit findings, and receipt and review of the Audit Financial Statements on behalf of Council.
- 2.5. To provide recommendations to Council regarding the approval of the City's annual audited financial statements.
- 2.6. To review any significant issues identified during the course of audits and the extent to which remedial recommendations have subsequently been implemented.
- 2.7. To review and approve internal audit plans annually and provide recommendations for areas of focus.
- 2.8. To review internal audit and management reports submitted to the Committee.

- 2.9. To consult with the external auditor concerning internal controls.
- 2.10. To consider significant changes to auditing and accounting principles and practices, including major financial changes as a result of legislated guidelines and/or best practices, including the communication of the necessity for operational changes and policies to meet these requirements.
- 2.11. To consider any other matter referred to the Committee, by Council.

3. Membership:

- 3.1. Pursuant to s. 141 of the *Community Charter*,
 - “(1) *The mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees.*
 - “(2) *At least half of the members of a standing committee must be council members.*
 - “(3) *Subject to subsection (2), persons who are not council members may be appointed to a standing committee.*”
- 3.2. Pursuant to s. 170 of the *Community Charter*,
 - “(1) *As a limitation on section 154 (delegation of council authority), a council may only delegate its powers, duties and functions under this Division to a committee comprised of council members.*”
- 3.3. The Audit Committee membership is comprised of the same members of the Financial Management Committee, in addition to the Mayor.
- 3.4. A Membership term is one (1) year.
- 3.5. A member who is absent from three (3) consecutive meetings of the Committee without leave of the Committee or without reason satisfactory to the Committee shall forthwith cease to be a member.
- 3.6. Except in the case of illness, leave, or with written permission notice by the Chair, a member may not attend by electronic participation more than 25% of the meetings on the annual schedule adopted pursuant to s.5(1) of Bylaw No. 14610.

4. Chair, Secretary and Staff Support:

- 4.1. The Corporate Officer or designate will prepare the agenda and notice of meetings and will serve as Secretary.
- 4.2. Staff support is provided by the Chief Administrative Officer, Chief Financial Officer, Senior Internal Auditor, and the Legislative Services Department
- 4.3. City staff serve in a support role and are not members of the Committee.

5. Quorum and Procedures:

- 5.1. The meetings may be called, cancelled or re-scheduled at the call of the Chair or Corporate Officer.
- 5.2. A quorum will be a majority of the appointed members.
- 5.3. Committee meetings will be scheduled in accordance with criteria outlined in the Burnaby Procedure Bylaw 2024, Bylaw No. 14610
- 5.4. Meeting procedures are regulated according to the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 5.5. Expectations of conduct from Appointed members are set out through the Advisory Bodies Code of Conduct Policy.

6. Governance Model:

City Council has distinct responsibilities to govern, approve or not approve the recommendations of the Committee as the committee functions as an advisory body to Council, not a decision-making group.

The authority of this Committee is pursuant to the:

- Community Charter, Part 5, Division 4, s.141 (Standing Committees of Council)
- Community Charter, Part 5, Division 6, s.154 (Delegation of Council Authority)
- Community Charter, Part 6, Division 2 (Audit)
- Burnaby Audit Committee Bylaw 2012 (No. 13084)

7. Reference Information:

- [Burnaby Procedure Bylaw 2024, Bylaw No. 14610](#)
- [Burnaby Audit Committee Report April 16, 2012](#)
- [Advisory Bodies Code of Conduct](#)

1. Purpose:

The Executive Committee of Council is an advisory body that assists Council in setting and maintaining the strategic direction of the City and advancing the achievement of the Corporate Strategic Plan. The committee's responsibilities include the oversight of strategic direction in the areas of corporate governance, community and inter-government relations, organization, and people, and providing advice on corporate affairs, special initiatives, and priorities of Council.

Background:

- On November 20, 1989, Council adopted a report to reorganize the committee structure by grouping related subjects and establishing five (5) standing committees. As a result, the Executive Committee of Council was created.
- On March 13, 1995, Bylaw No. 10183 was struck, designating the Executive Committee of Council as the head of the City for the purposes of the Freedom of Information and Protection of Privacy Act (FIPPA).
- The Executive Committee of Council assumed responsibilities of the following dissolved committees:
 - Finance Advisory Committee (1983)
 - Exempt Staff Committee of Council (1969)
 - Council Procedures Committee (1988)
 - Kushiro Cup Committee (2015)
- On February 20, 2017, Council dissolved the Executive Committee of Council and the roles and responsibilities of the Committee were incorporated into the Financial Management Committee.
- On January 28, 2019, Council reinstated the Executive Committee of Council and responsibility for grants, human resource matters and naming of civic buildings and parks were reallocated to the Executive Committee from the Financial Management Committee.
- On April 24, 2019, Council further incorporated Executive Committee responsibilities for First Nations reconciliation, exempt staff compensation and benefits, organizational policy changes to Council for implementation by the City Manager, Local Heroes, and support of the City's Corporate Strategic Plan and special initiatives.

2. Functions:

2.1. Community and Festival Grants

- a. To review Burnaby Community Festivals Grant Program applications for funding and make recommendations to Council.
- b. To review Community Grant applications to assist cultural, athletic, and volunteer assistance groups who provide a service or conduct promotional activities beneficial to Burnaby.

2.2. Strategy Development

- a. To review and advise on the City's Corporate Strategic Plan including the City's Vision, Mission, Goals and Values.
- b. To consider and implement strategies and action plans that will build the regional public profile of the City.
- c. To undertake focused analysis of key internal and external priorities, issues, and themes and to work to address findings in a manner beneficial to the City.
- d. To assess key economic issues and the potential impact of policies on inclusive growth.

2.3. Corporate Governance

- a. To advise on Council procedures, and to review the Burnaby Procedure Bylaw and make amendment recommendations.
- b. To provide recommendations to Council on governance matters, including Terms of Reference for Standing Boards, Committees and Commissions.
- c. To welcome and consider strategic initiatives that would be in the interest of the City.
- d. To oversee and set priorities relating to openness, accessibility and transparency of City government and operations.
- e. To monitor and advise on developments and emerging best practices in governance.

2.4. Community and Inter-Government Relations

- a. To review the nominations for the City's Outstanding Citizen of the Year (recipient of the Kushiro Cup) and the Local Hero Awards; and make recommendations to Council.
- b. To provide recommendation to Council on strengthening local First Nations and Urban Indigenous relations reconciliation.

- c. To oversee the implementation of policy and actions that engage, support, and promote the Goals and Actions of Reconciliation with First Nations.
- d. To review and consider the political, structural, and any other implications of provincial and/or federal policy, including the building of relationships that will provide avenues for direct input regarding the interests of the City.
- e. To identify opportunities to enhance public awareness of City Initiatives.

2.5. Organization and People

- a. To make recommendations to council on the naming of parks, civic buildings, and facilities.
- b. To recommend to Council any department amalgamation, organizational restructuring, and policy changes for implementation by the Chief Administrative Officer.
- c. To make every effort to operate within the annual budgeted amount allotted to the Committee by Council.
- d. To review and recommend to Council lease rates and lease grants for non-profit tenants at City of Burnaby resource centres.
- e. To provide strategic direction on human resource functions and policies, in alignments with the Corporate Strategic Plan.
- f. To periodically review compensation reports of exempt staff and provide strategic direction regarding exempt staff compensation/benefits.

2.6. Other Civic Matters

- a. To provide feedback arising from staff's inquiries on the provision of all Grants provided by the City, including Community Grants and the Festivals Burnaby Program.
- b. To deal with any other matters referred by Council.

3. Membership:

3.1. As per s. 141 of the *Community Charter*,

- “(1) The mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees.*
- (2) At least half of the members of a standing committee must be council members.*
- (3) Subject to subsection (2), persons who are not council members may be appointed to a standing committee.”*

- 3.2. Membership consists of up to five (5) members of Council.
- 3.3. Membership term is one (1) year.
- 3.4. A member who is absent from three (3) consecutive meetings of the Committee without leave of the Committee or without reason satisfactory to the Committee shall forthwith cease to be a member.
- 3.5. Except in the case of illness, leave or with written permission notice by the Chair, a member may not attend by electronic participation more than 25% of the meetings on the annual schedule adopted pursuant to s.5(1) of Bylaw No.14610.

4. Chair, Secretary and Staff Support:

- 4.1. Two (2) members of Council will be appointed to serve as the Chair and Vice Chair of the Committee.
- 4.2. The Corporate Officer or designate will prepare the agenda and notice of meetings and will serve as Secretary.
- 4.3. Staff support is provided by the Parks, Recreation and Culture Department, Engineering Department, Planning and Development Department, Finance Department, and the Legislative Services Department.
- 4.4. City staff serve in a support role and are not members of the Committee.

5. Quorum and Procedures:

- 5.1. The meetings are scheduled approximately once every month and may be called, cancelled, or re-scheduled at the call of the Chair or Corporate Officer.
- 5.2. A quorum will be a majority of the appointed members.
- 5.3. Committee meetings will be scheduled in accordance with criteria outlined in the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 5.4. Meeting procedures are regulated according to the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 5.5. Expectations of conduct from Appointed members are set out through the Advisory Bodies Code of Conduct Policy.

6. Governance Model:

City Council has distinct responsibilities to govern, approve or not approve the recommendations of the Committee as the committee functions as an advisory body to Council, not a decision-making group.

This authority is pursuant to:

- [Community Charter, Part 5, Division 4, s.141 \(Standing Committees of Council\)](#)
- [Community Charter, Part 5, Division 6, s.154 \(Delegation of Council Authority\)](#)

7. Termination of the Committee:

The Committee may be terminated by Council at any time by way of resolution.

8. Reference Information:

- [Community Granting Policy & Application Form](#)
- [Festivals Burnaby Program Criteria and Grant Guidelines](#)
- [Logo Usage for Community Grant Program](#)
- [Freedom of Information and Privacy Bylaw \(Bylaw No. 10183\)](#)
- [Burnaby Procedure Bylaw 2024, Bylaw No. 14610](#)
- [Advisory Bodies Code of Conduct](#)

1. Purpose:

To ensure the City's goals of maintaining value, quality and citizen satisfaction, the Financial Management Committee oversees the planning and construction of major civic buildings and advises on the City's annual budget and expenditures.

Background:

- A *Finance Advisory Committee* was struck in 1983. In 1989, committees were restructured and the *Housing and Civic Development Committee* was established and duties of the *Finance Advisory Committee* were assigned to the Executive Committee of Council.
- In 1994, an *Economic Development and Tourism Advisory Committee* was established. In 1998, the *Finance and Economic Development Committee* replaced the *Economic Development and Tourism Advisory Committee*.
- In 2003, Council adopted a report to alter the existing committee structure. As a result, the *Civic Development Committee* and the *Finance and Economic Development Committee* were both disbanded and were reorganized into one committee to be known as the *Finance and Civic Development Committee*.
- In 2015, the *Finance and Civic Development Committee* name changed to the Financial Management Committee.
- In 2017 Executive Committee of Council was dissolved and the roles and responsibilities of the committee were assumed by the Financial Management Committee.
- On January 28, 2019, Council reinstated the Executive Committee of Council and responsibility for grants, human resources matters, and civic building and parks naming were reallocated to the Executive Committee of Council from the Financial Management Committee.

2. Functions:

- 2.1. To consider and make recommendations to Council relative to capital and operating budget expenditures and approval.
- 2.2. To consider and make recommendations to Council related to land use and taxation including residential and industrial land sales, property acquisitions and dispositions, and city-owned development of land.
- 2.3. To consider and make recommendations regarding items emanating from staff committees that report to the Financial Management Committee.

- 2.4. To oversee the planning and implementation of all aspects of major civic facility projects.
- 2.5. To approve the use of provincial casino gaming funds herein called the City of Burnaby Gaming Reserve Fund established by Council.
- 2.6. To review and make recommendations regarding banking and investment matters, including reports and performance.
- 2.7. To consider proposals or suggestions from any of the members of Council regarding policies, procedures or expenditures from the Council budget, or any other financial matters involving the members of Council.
- 2.8. To provide recommendations to Council in relation to the City's strategic policy goals, objectives, and action items, as outlined in the Burnaby Economic Development Strategy 2020.
- 2.9. To consider and make recommendations to Council on taxation matters, assessment and tax exemptions.
- 2.10. To make every effort to operate within the annual budgeted amount allotted to the Committee by Council.
- 2.11. To consider any other matter referred to the Committee by Council.

3. Membership:

- 3.1. As per s. 141 of the *Community Charter*,
 - “(1) The mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees.*
 - (2) At least half of the members of a standing committee must be council members.*
 - (3) Subject to subsection (2), persons who are not council members may be appointed to a standing committee.”*
- 3.2. Membership consists of up to five (5) members of Council.
- 3.3. Membership term is one (1) year.
- 3.4. A member who is absent from three (3) consecutive meetings of the Committee without leave of the Committee or without reason satisfactory to the Committee shall forthwith cease to be a member.
- 3.5. Except in the case of illness, leave or with written permission notice by the Chair, a member may not attend by electronic participation more than 25% of the meetings on the annual schedule adopted pursuant to s.5(1) of Bylaw No.14610.

4. Chair, Secretary and Staff Support:

- 4.1. Two (2) members of Council will be appointed to serve as the Chair and Vice Chair of the Committee.
- 4.2. The Corporate Officer or designate will prepare the agenda and notice of meetings and will serve as Secretary.
- 4.3. Staff support is provided by the Chief Administrative Officer; Corporate Services Department, Finance Department, Planning and Development Department; Engineering Department; Parks, Recreation and Culture Department; and the Legislative Services Department.
- 4.4. City staff serve in a support role and are not members of the Committee.

5. Quorum and Procedures:

- 5.1. The meetings are scheduled approximately once every month and may be called, cancelled or re-scheduled at the call of the Chair or Corporate Officer.
- 5.2. A quorum will be a majority of the appointed members.
- 5.3. Committee meetings will be scheduled in accordance with criteria outlined in the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 5.4. Meeting procedures are regulated according to the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 5.5. Expectations of conduct from Appointed members are set out through the Advisory Bodies Code of Conduct Policy.

6. Governance Model:

City Council has distinct responsibilities to govern, approve or not approve the recommendations of the Committee as the committee functions as an advisory body to Council, not a decision-making group.

This authority is pursuant to:

- [Community Charter, Part 5, Division 4, s.141 \(Standing Committees of Council\)](#)
- [Community Charter, Part 5, Division 6, s.154 \(Delegation of Council Authority\)](#)

7. Termination of the Committee:

The Committee may be terminated by Council at any time by way of resolution.

8. Reference Information:

- [Burnaby Procedure Bylaw 2024, Bylaw No. 14610](#)
- [Burnaby Economic Development Strategy 2020](#)
- [Burnaby's Official Community Plan \(Revised 2014\)](#)
- [Advisory Bodies Code of Conduct](#)

DRAFT

1. Purpose:

The International Relations and Friendship Cities Committee (IR&FCC) is an advisory body on international relations and the Sister/Friendship City program and assists Council in exploring opportunities for mutual economic and cultural benefits with other cities across the globe.

Background:

- Burnaby was one of the first communities in Canada to recognize the economic and cultural opportunities of friendships cities and has supported a very active relationship with:

Sister Cities

- Kushiro, Japan (September 9, 1965)
- Mesa, Arizona (June 22, 1998)
- Hwaseong, South Korea (September 28, 2010)
- Zhongshan City, P.R. China (September 19, 2011)

Friendship Agreement

- Dongcheng District (formerly Chongwen District) of Beijing, P.R. China (September 04, 2009)
- Dongli District of Tianjin (September 8, 2009)
- Kunming, Yunnan Province, P.R. China (May 30, 2011)
- Loughborough, England (May 6, 1986)
- Taichung, Taiwan (May 22, 2009)
- Zhongshan City, P.R. China (May 9, 2009)

Friendship Memorandum of Understanding

- Lin-an City of Zhejiang, P.R. China (April 17, 2009)
- Guiyang City, Guizhou Province, P.R. China (April 17, 2014)
- Yubei District, Chongqing Municipality (July 23, 2014)

Twining Agreement

- El Zapotal, El Salvador (September 24, 1990)

Community Leaders Partnership Program Partner

- Gatineau, Quebec (June 1, 1998)

Hi-Tech Friendly Exchange Agreement

- Dalian, Jinzhou District, P.R. China (May 16, 2011)
- Taichung, Taiwan (June 8, 2007)

2. Functions:

- 2.1. Review and consider all matters pertaining to Sister/Friendship City relationships or requests for delegation visits to Burnaby;
- 2.2. Report and make recommendations to Council regarding appropriate actions to undertake based on the results of this review;
- 2.3. Provide policy and/or program recommendations to Council;
- 2.4. Establish and maintain relationships with other cities that are meaningful and sustained through on-going activity;
- 2.5. Develop a broad base of activity for Sister/Friendship City relationships; and
- 2.6. Serve as a link to engage the Burnaby community and its Sister/Friendship Cities abroad in projects and exchanges that promote cultural awareness, joint learning opportunities, and trade and economic development.

3. Membership:

- 3.1. As per s. 141 of the *Community Charter*,
“(1) *The mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees.*
(2) At least half of the members of a standing committee must be council members.”
- 3.2. Composition consists of three (3) Council members.
- 3.3. A member who is absent from three (3) consecutive meetings of the Committee without leave of the Committee or without reason satisfactory to the Committee shall forthwith cease to be a member.
- 3.4. Except in the case of illness, leave or with written permission notice by the Chair, a member may not attend by electronic participation more than 25%

of the meetings on the annual schedule adopted pursuant to s.5(1) of Bylaw No.14610.

4. Chair, Secretary and Staff Support:

- 4.1. Two (2) members of Council will be appointed to serve as the Chair and Vice Chair of the Committee.
- 4.2. The Corporate Officer or designate will prepare the agenda and notice of meetings and will serve as Secretary.
- 4.3. Staff support is provided by the Mayor's Office and the Legislative Services Department.
- 4.4. City staff serve in a support role and are not members of the Committee.

5. Quorum and Procedures:

- 5.1. The meetings may be called, cancelled or re-scheduled at the call of the Chair or Corporate Officer.
- 5.2. A quorum will be a majority of the appointed members.
- 5.3. Committee meetings will be scheduled in accordance with criteria outlined in the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 5.4. Meeting procedures are regulated according to the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 5.5. Expectations of conduct from Appointed members are set out through the Advisory Bodies Code of Conduct Policy.
- 5.6. Any sub-committees shall meet as deemed necessary by the IR&FCC Chair or Vice-Chair.

6. Governance Model:

City Council has distinct responsibilities to govern, approve or not approve the recommendations of the Committee as the committee functions as an advisory body to Council, not a decision-making group.

This authority is pursuant to:

- Community Charter, Part 5, Division 4, s.141 (Standing Committees of Council)

7. Termination of the Committee:

The Committee may be terminated by Council at any time by way of resolution.

8. Reference Information:

- [Burnaby Procedure Bylaw 2024, Bylaw No. 14610](#)
- [Advisory Bodies Code of Conduct](#)

DRAFT

1. Purpose:

The Planning and Development Committee advises Council on transportation planning, affordable housing, City land leasing for non-market and special needs housing, planning issues for residential land use and the reports on the impacts of federal and provincial policies on the aforementioned topics.

Background:

- In 1966, the *Housing Committee* was established, in 1989 the Committee's name was changed to the *Housing and Civic Development Committee*.
- In 1991, Council split the *Housing and Civic Development Committee* into two separate committees: the *Housing Committee* and the *Civic Development Committee*.
- In 2002, the *Housing Committee* was renamed, the *Community Planning and Housing Committee*.
- In 2003, the *Community Planning and Housing Committee* was renamed *Housing Committee* again.
- In 2006, the *Housing Committee's* name changed to the *Community Development Committee*.
- In 2015, the *Community Development Committee's* name changed to the *Planning and Development Committee*.
- In 2017, the *Transportation Committee* was dissolved and its roles and responsibilities were assumed by the *Planning and Development Committee*.

2. Functions:

- 2.1. To advise on the protection of affordable housing, leasing of City land for non-market and special needs housing, planning issues for residential land use, and impacts of federal and provincial policies on Burnaby housing issues.
- 2.2. To advise on the Community Benefit Bonus Policy for Affordable Housing and Amenities in Town Centre Areas.
- 2.3. To evaluate and identify planning options to accommodate roads and transit needs ensuring efficient movement of people and goods.

3. Membership:

- 3.1. As per s. 141 of the *Community Charter*,
 - “(1) *The mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees.*
 - “(2) *At least half of the members of a standing committee must be council members.*
 - “(3) *Subject to subsection (2), persons who are not council members may be appointed to a standing committee.”*
- 3.2. Membership term is one (1) year
- 3.3. Composition consists of up to five (5) members of Council.
- 3.4. A member who is absent from three (3) consecutive meetings of the Committee without leave of the Committee or without reason satisfactory to the Committee shall forthwith cease to be a member.
- 3.5. Except in the case of illness, leave or with written permission notice by the Chair, a member may not attend by electronic participation more than 25% of the meetings on the annual schedule adopted pursuant to s.5(1) of Bylaw No.14610.

4. Chair, Secretary and Staff Support:

- 4.1. Two (2) members of Council will be appointed to serve as the Chair and Vice Chair of the Committee.
- 4.2. The Corporate Officer or designate will prepare the agenda and notice of meetings and will serve as Secretary.
- 4.3. Staff support is provided by the Planning and Development Department, Engineering Department, Community Safety Department, Lands and Facilities Department, and the Legislative Services Department.
- 4.4. City staff serve in a support role and are not members of the Committee.

5. Quorum and Procedures:

- 5.1. The meetings are scheduled approximately once every month and may be called, cancelled or re-scheduled at the call of the Chair or Corporate Officer.
- 5.2. A quorum will be a majority of the appointed members.

- 5.3. [Committee meetings will be scheduled in accordance with criteria outlined in the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.](#)
- 5.4. [Meeting procedures are regulated according to the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.](#)
- 5.5. [Expectations of conduct from Appointed members are set out through the Advisory Bodies Code of Conduct Policy.](#)

6. Governance Model:

[City Council has distinct responsibilities to govern, approve or not approve the recommendations of the Committee as the committee functions as an advisory body to Council, not a decision-making group.](#)

[This authority is pursuant to:](#)

- [Community Charter, Part 5, Division 4, S.141 \(Standing Committees of Council\)](#)
- [Community Charter, Part 5, Division 6, S.154 \(Delegation of Council Authority\)](#)

7. Termination of the Committee:

[The Committee may be terminated by Council at any time by way of resolution.](#)

8. Reference Information:

- [Burnaby Procedure Bylaw 2024, Bylaw No. 14610](#)
- [Community Benefit Bonus Policy for Affordable Housing and Amenities in Town Centre Areas](#)
- [Corporate Strategic Plan \(2017\)](#)
- [Regional Context Statement \(2013\)](#)
- [Official Community Plan \(Revised 2014\)](#)
- [Economic Development Strategy \(2020\)](#)
- [Social Sustainability Strategy \(2011\)](#)
- [Environmental Sustainability Strategy \(2016\)](#)
- [Mayor's Task Force on Community Housing Final Report \(2019\)](#)
- [Housing Needs Report \(2021\)](#)
- [Climate Action Framework \(2020\)](#)
- [Rental Use Zoning Policy \(2020\)](#)
- [Density Transfer Policy \(2021\)](#)
- [Advisory Bodies Code of Conduct](#)

1. Purpose:

The Access Advisory Committee advises Council on improving access and inclusion for community members with disabilities.

Authority:

- [Community Charter, Part 5, Division 4, s.142 \(Select Committees of Council\)](#)

Background:

- In June 2021, the *Accessible BC Act* received royal assent. The Act establishes a framework for government to work in partnership with people with disabilities and the broader community to identify, remove, and prevent barriers to the full and equal participation of people with disabilities in BC. Part 3 of the Act requires local governments to establish an accessibility committee.
- The City of Burnaby has had an operating Access Advisory Committee since 1988, reporting to City Council through the Social Planning Committee.
- Given the passing of the *Accessible BC Act*, the Access Advisory Committee is being reformed as a Select Committee of Council.
- Accordingly, in April 2022, the Access Advisory Committee was established.

2. Functions:

- 2.1. Assist in identifying accessibility and inclusion barriers to individuals within the community or interacting with the organization.
- 2.2. Recommend on how to remove and prevent any identified barriers.
- 2.3. Advise on development of an organizational accessibility plan.
- 2.4. Create a mechanism for public feedback on accessibility.

3. Membership:

- 3.1. Pursuant to s. 142 of the *Community Charter*,
“(1) 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.
(2) At least one member of a select committee must be a council member.

(3) Subject to subsection (2), persons who are not council members may be appointed to a select committee.”

3.2. As per s. 9 of the Accessible BC Act,

(2) An accessibility committee must, to the extent possible, have members who are selected in accordance with the following goals:

(a) at least half of the members are

(i) persons with disabilities, or

(ii) individuals who support, or are from organizations that support, persons with disabilities;

(b) the members described in paragraph (a) reflect the diversity of person with disabilities in BC;

(c) at least one of the members is an Indigenous person;

(d) the committee reflects the diversity of persons in BC.

3.3. Membership consists of up to three (3) representatives from Council, and up to seven (7) resident representatives.

3.4. A membership term is three (3) years with the opportunity for one (1) renewal.

3.5. A member who is absent from three (3) consecutive meetings of the Committee without leave of the Committee or without reason satisfactory to the Committee shall forthwith cease to be a member.

3.6. Except in the case of illness, leave or with written permission notice by the Chair, a member may not attend by electronic participation more than 25% of the meetings on the annual schedule adopted pursuant to s.5(1) of Bylaw No.14610.

4. Chair, Secretary and Staff Support:

4.1. Two (2) members of Council will be appointed by Council to serve as the Chair and Vice Chair of the Committee.

4.2. The Corporate Officer or designate will prepare the agenda and notice of meetings and will serve as Secretary.

4.3. Staff support is provided by the Planning and Development Department, Parks, Recreation and Culture Department, Engineering Department, People and Culture Department, Burnaby Public Library, and the Legislative Services Department.

4.4. City staff serve in a support role and are not members of the Committee.

5. Quorum and Procedures:

- 5.1. The meetings are scheduled approximately once every second month and may be called, cancelled or re-scheduled at the call of the Chair or Corporate Officer.
- 5.2. A quorum will be a majority of the appointed members and must include at least (1) of the Council members appointed.
- 5.3. Committee meetings will be scheduled in accordance with criteria outlined in the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 5.4. Meeting procedures are regulated according to the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 5.5. Expectations of conduct from Appointed members are set out through the Advisory Bodies Code of Conduct Policy.

6. Governance Model:

City Council has distinct responsibilities to govern, approve or not approve the recommendations of the Committee as the committee functions as an advisory body to Council, not a decision-making group.

This authority is pursuant to:

- Community Charter, Part 5, Division 4, S.142 (Select Committees of Council)

7. Termination of the Committee:

The Committee may be terminated by Council at any time by way of resolution.

8. Reference Information:

- [Burnaby Procedure Bylaw 2024, Bylaw No. 14610](#)
- [Burnaby Social Sustainability Strategy \(2011\)](#)
- [Burnaby Equity Policy 1994 \(Updated 2020\)](#)
- [Advisory Bodies Code of Conduct](#)

1. Purpose:

The Community Heritage Commission advises Council on matters concerning the identification, management and preservation and/or restoration of buildings and sites with historical significance in Burnaby.

Background:

- On June 20, [1988](#), Council adopted the Burnaby Community Heritage Committee Bylaw to establish the *Burnaby Heritage Advisory Committee*.
- On May 03, [1993](#), Council adopted the Burnaby Heritage Advisory Committee Bylaw, Amendment Bylaw 1993 to facilitate changes to the Committee membership.
- On March 08, [2004](#), Council adopted the Burnaby Heritage Advisory Committee Bylaw, Amendment Bylaw 2004 to update the name of the *Burnaby Heritage Advisory Committee* to the Community Heritage Commission. Further changes to Commission membership were also made.
- [On May 1, 2017, Council adopted the Burnaby Community Heritage Commission Bylaw, Amendment Bylaw No. 1, 2017 to accommodate various deletions and substitutions.](#)
- The *Burnaby Historical Society* disbanded 2018 December.
- [On September 27, 2021, Council adopted the Burnaby Community Heritage Commission Bylaw, Amendment Bylaw No. 1, 2021 to repeal and replace section 5\(1\).](#)

2. Function:

- 2.1. To advise Council on matters within the scope of Part 15, Heritage [Conservation](#), of the *Local Government Act*.
- 2.2. To oversee the City's heritage program, including the identification, management, and preservation and/or restoration of buildings and sites with historical significance in Burnaby.
- 2.3. To review regulations and legislation to protect the heritage register and inventory, conserving, monitoring, promoting and enhancing City-owned heritage resources and managing Council-approved funds for heritage purposes.

- 2.4. To consider and make recommendations to Council on special projects (i.e. Heritage Plaques, WWII Honour Roll, etc.).
- 2.5. To consider and make recommendations to Council on awareness and public education.

3. Membership:

- 3.1. Pursuant to the Burnaby Community Heritage Commission Bylaw, Bylaw No. 9029
“s.5. (1) The Commission shall be appointed by Council at any regular meeting and shall consist of up to nine (9) members as follows:
 - (a) up to three members of Council;*
 - (b) one member from the community at large;*
 - (c) up to three members from the community with a background in history, architecture, landscape architecture, archival studies, building conservation and restoration, or a related field; and*
 - (d) one member from the local business community.*
 - (2) Council may appoint additional members to the Commission for a maximum term of two (2) years and those appointees shall be eligible for re-appointment as set out in subsection (3).*
 - (3) Each member shall be appointed for a term of two (2) years and on the expiration of the term is eligible for re-appointment for two(2) additional two-year terms.*
 - (4) The General Manager Planning and Development, the City Archivist, and a representative of the Burnaby Village Museum, or their delegates, may attend all meetings of the Commission but shall not vote.*
 - (5) A vacancy in the Commission does not impair the right of the remaining members to act.”*
- 3.2. A member who is absent from three (3) consecutive meetings of the Commission without leave of the Commission or without reason satisfactory to the Commission shall forthwith cease to be a member.
- 3.3. Except in the case of illness, leave or with written permission notice by the Chair, a member may not attend by electronic participation more than 25% of the meetings on the annual schedule adopted pursuant to s.5(1) of Bylaw No.14610.

4. Chair, Secretary and Staff Support:

- 4.1. Two (2) members of Council will be appointed by Council to serve as the Chair and Vice Chair of the Committee.
- 4.2. The Corporate Officer or designate will prepare the agenda and notice of meetings and will serve as Secretary.
- 4.3. Staff support is provided by provided by the Parks, Recreation and Culture Department; Planning and Development Department; and the Legislative Services Department.
- 4.4. City staff serve in a support role and are not members of the Commission.

5. Quorum and Procedures:

- 5.1. The meetings are scheduled approximately once every second month and may be called, cancelled or re-scheduled at the call of the Chair or Corporate Officer.
- 5.2. A quorum will be a majority of the appointed members and must include at least (1) of the Council members appointed.
- 5.3. Commission meetings will be scheduled in accordance with criteria outlined in the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 5.4. Meeting procedures are regulated according to the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 5.5. Expectations of conduct from Appointed members are set out through the Advisory Bodies Code of Conduct Policy.

6. Governance Model:

City Council has distinct responsibilities to govern, approve or not approve the recommendations of the Committee as the committee functions as an advisory body to Council, not a decision-making group.

This authority is pursuant to:

- Local Government Act, Part 15, Division 3, s.597 (Community heritage commissions)
- Community Charter, Part 5, Division 4, s.143 (Municipal commissions)

7. Reference Information:

- [Burnaby Procedure Bylaw 2024, Bylaw No. 14610](#)

- [Burnaby Community Heritage Commission Bylaw, Bylaw No. 9029](#)
- [Advisory Bodies Code of Conduct](#)

DRAFT

1. Purpose:

The Environment Committee advises Council on issues related to environmental matters, including policy recommendations to ensure the City meets urgent environmental targets and goals. Foundational documents including the Burnaby Environmental Sustainability Strategy (ESS), the Official Community Plan (OCP), the Community Energy and Emissions Plan (CEEP), the Corporate Strategic Plan (CSP), and the Climate Action Framework inform and provide context for the priorities and actions of the Committee.

Background:

- On June 27, 1998, Council adopted recommendations to establish the *Environment and Waste Management Committee*.
- On January 13, 2003, the committee's name was changed from the *Environment and Waste Management Committee* to the Environment Committee.
- In 2017, the Environment Committee merged with the Social Planning Committee to form the *Environment and Social Planning Committee*.
- On October 28, 2019, the *Environment and Social Planning Committee* was dissolved and separated into the Environment Committee and the Social Planning Committee.
- On March 11, 2020, Council adopted the Climate Action Framework.

2. Functions:

- 2.1. To provide recommendations to Council in relation to the City's strategic policy goals, objectives, and priorities, to ensure that they continue to meet the changing environmental needs of the community.
- 2.2. To assist in fostering greater educational opportunities and increase public, corporate and government awareness within the City, and the region as a whole, in relation to the goals, objectives and priorities of the ESS, CEEP, OCP, and CSP.
- 2.3. To review award nominations and make recommendations to Council for Environmental Award recipients.
- 2.4. To provide the opportunity for Burnaby citizens to assist the Committee in meeting their terms of reference.

3. Membership:

- 3.1. Pursuant to s. 142 of the *Community Charter*,
 - “(1) 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.*
 - (2) At least one member of a select committee must be a council member.*
 - (3) Subject to subsection (2), persons who are not council members may be appointed to a select committee.”*
- 3.2. Membership consists of up to four (4) representatives from Council, one (1) from Burnaby School Board, one (1) from Burnaby Board of Trade and two (2) resident representatives. Non-voting advisory groups include BC Hydro, Fortis, and Simon Fraser University.
- 3.3. A Membership term is three (3) years with the opportunity for one (1) renewal.
- 3.4. A member who is absent from three (3) consecutive meetings of the Committee without leave of the Committee or without reason satisfactory to the Committee shall forthwith cease to be a member.
- 3.5. Except in the case of illness, leave or with written permission notice by the Chair, a member may not attend by electronic participation more than 25% of the meetings on the annual schedule adopted pursuant to s.5(1) of Bylaw No.14610.

4. Chair, Secretary and Staff Support:

- 4.1. Two (2) members of Council will be appointed by Council to serve as the Chair and Vice Chair of the Committee.
- 4.2. The Corporate Officer or designate will prepare the agenda and notice of meetings and will serve as Secretary.
- 4.3. Staff support is provided by the Planning and Development Department, Parks, Recreation and Culture Department, Engineering Department, Climate Action and Energy, and the Legislative Services Department.
- 4.4. City staff serve in a support role and are not members of the Committee.

5. Quorum and Procedures:

- 5.1. The meetings are scheduled approximately once every second month and may be called, cancelled, or re-scheduled at the call of the Chair or Corporate Officer.
- 5.2. A quorum will be a majority of the appointed members and must include at least (1) of the Council members appointed.
- 5.3. Committee meetings will be scheduled in accordance with criteria outlined in the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 5.4. Meeting procedures are regulated according to the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 5.5. Expectations of conduct from Appointed members are set out through the Advisory Bodies Code of Conduct Policy.

6. Governance Model:

City Council has distinct responsibilities to govern, approve or not approve the recommendations of the Committee as the committee functions as an advisory body to Council, not a decision-making group.

This authority is pursuant to:

- Community Charter, Part 5, Division 4, S.142 (Select Committees of Council)

7. Termination of the Committee:

The Committee may be terminated by Council at any time by way of resolution.

8. Reference Information:

- [Burnaby Community Energy and Emissions Plan \(2016\)](#)
- [Burnaby Environmental Sustainability Strategy \(2016\)](#)
- [Burnaby's Official Community Plan \(Revised 2014\)](#)
- [Burnaby Social Sustainability Strategy \(2011\)](#)
- [Climate Action Framework Report \(2020\)](#)
- [Burnaby Procedure Bylaw 2024, Bylaw No. 14610](#)
- [Advisory Bodies Code of Conduct](#)



Mayor's Task Force on Unsheltered Community Members Terms of Reference

March 2024

1. Purpose:

To facilitate the development of coordinated, integrated, systems-based response to unsheltered community members in our community: a response that prevents pathways into becoming unsheltered and supports pathways out of being unsheltered. The Task Force will be time-limited and solutions-oriented.

2. Functions:

The Task Force work to:

- 2.1. Build partnership to effectively align service delivery and promote innovation and integration in our community's response to unsheltered community members.
- 2.2. Develop a coordinated, multi-disciplinary, integrated approach to respond to unsheltered community members including mental health and addiction challenges in our community, as it relates to the unsheltered.
- 2.3. Integrate the delivery of mental health and addiction services with other related services including health, housing, social work, law enforcement, and others.
- 2.4. Identify actions included in HOME: Burnaby's Housing and Homelessness Strategy and any other related actions for immediate implementation.

3. Principles:

Task Force members will:

- 3.1. Work collaboratively and demonstrate respect for each other and the community members they serve.
- 3.2. Recognize that all community members are valued and can make a contribution in a caring, compassionate community.
- 3.3. Be informed by people's lived experience, and consider the extent to which decisions will meet their diversity of needs.
- 3.4. Commit to the work of the Task Force and take responsibility for their respective roles in delivering the outcomes of the Task Force.

4. Deliverables:

- 4.1. Interim report to Council on the progress of the Task Force.
- 4.2. Final report outlining solutions and recommended implementation timelines.

5. Membership:

The Task Force will be chaired by Councillor Maita Santiago, with the Mayor serving as Vice Chair, and Councillor Daniel Tetrault serving as a member.

Additional members will be appointed to the Task Force and will include people who are leaders in their field and have a strong knowledge and commitment to Burnaby. Membership will include representation from:

- Member of Parliament Terry Beech's office
- A Burnaby Member of the Legislative Assembly
- Fraser Health
- Burnaby Primary Care Network
- BC Housing
- Progressive Housing Society
- Lookout Housing and Health Society
- Society to End Homelessness in Burnaby
- Burnaby Detachment of the RCMP
- Burnaby Board of Trade

Membership term will end upon the approval of a Final Report by Council.

6. Quorum and Procedures:

- 6.1. The Task Force will meet once a month with the first meeting to take place in May or June 2023. The estimated duration of the Task Force is 6 months. Additional meetings may be added at the request of the Chair.
- 6.2. A quorum will be a majority of the appointed members.
- 6.3. Committee meetings will be scheduled in accordance with criteria outlined in the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 6.4. Meeting procedures are regulated according to the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 6.5. Expectations of conduct from Appointed members are set out through the Advisory Bodies Code of Conduct Policy.

7. Governance Model:

City Council has distinct responsibilities to govern, approve or not approve the recommendations of the Committee as the committee functions as an advisory body to Council, not a decision-making group.

This authority is pursuant to:

- [Community Charter, Part 5, Division 4, S.142 \(Select Committees of Council\)](#)

8. Reference Information:

- [Burnaby Procedure Bylaw 2024, Bylaw No. 14610](#)
- [Burnaby Social Sustainability Strategy \(2011\)](#)
- [Burnaby Equity Policy 1994 \(Updated 2020\)](#)
- [Advisory Bodies Code of Conduct](#)

DRAFT

1. Purpose:

The Parks, Recreation and Culture Committee provides advice and makes recommendations to Council on matters related to parks, recreation and culture services, programs and facilities within the municipal boundaries of the City of Burnaby (the “City”).

In accordance with its purpose, the Committee will consider and formulate recommendations to Council regarding parks, recreation and culture:

- Plans and activities and associated programs and services;
- Policies and procedures relating to parks, recreation and culture;
- Proposed or in-development plans, including the preparation of comments regarding adequacy, scope, nature and impacts when they are referred from Council;
- Matters for which Council refers to the Committee and requests input.

2. Functions:

- 2.1. To provide feedback on major parks, recreation and culture projects and initiatives as they are developed;
- 2.2. To provide a function of public engagement and feedback to general parks, recreation and culture operations;
- 2.3. To receive staff presentations and reports for information and feedback;
- 2.4. To receive reports and referrals from Council where additional information is sought;
- 2.5. To maintain contact with community groups and individuals and to ensure that community needs are reflected in parks, recreation and culture policy decisions; and
- 2.6. To consider and approve requests to appear as delegation.

3. Membership:

Pursuant to s. 142 of the *Community Charter*,

“(1) 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.

(2) At least one member of a select committee must be a council member.

(3) Subject to subsection (2), persons who are not council members may be appointed to a select committee.”

- 3.1. Membership consists of up to two (2) representatives from Council, and five (5) resident representatives from diverse backgrounds and lived experiences (i.e. seniors, persons with disabilities, Indigenous peoples). Non-voting advisory groups includes one (1) representative from the School Board, and one (1) representative from Tourism Burnaby.
- 3.2. A membership term is three (3) years with the opportunity for one (1) renewal.
- 3.3. A member of the Committee whose term is about to expire shall cease to be a member when Council appoints a new member to take their place on the Committee.
- 3.4. A member of Council who is appointed to the Committee shall cease to be a member of the Committee when they cease to be a member of Council.
- 3.5. A member who is absent from three (3) consecutive meetings of the Committee without leave of the Committee or without reason satisfactory to the Committee shall forthwith cease to be a member.
- 3.6. Except in the case of illness, leave or with written permission notice by the Chair, a member may not attend by electronic participation more than 25% of the meetings on the annual schedule adopted pursuant to s.5(1) of Bylaw No.14610.

4. Chair, Secretary and Staff Support:

- 4.1. Two (2) members of Council will be appointed by Council to serve as the Chair and Vice Chair of the Committee.
- 4.2. The Corporate Officer or designate will prepare the agenda and notice of meetings and will serve as Secretary.
- 4.3. The General Manager Parks, Recreation and Culture or their designate will serve as the staff liaison to support the Committee.
- 4.4. City staff serve in a support role and are not members of the Committee.

5. Quorum and Procedures:

- 5.1. The meetings are scheduled approximately once every second month and may be called, cancelled or re-scheduled at the call of the Chair or Corporate Officer.
- 5.2. A quorum will be a majority of the appointed members and must include at least one (1) of the Council members appointed.
- 5.3. Committee meetings will be held in accordance with criteria outlined in the Burnaby Procedure Bylaw, Bylaw No. 14610.
- 5.4. Meeting procedures are regulated according to the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.

- 5.5. Expectation of conduct from Appointed members are set out through the Advisory Bodies Code of Conduct Policy.

6. Governance Model:

City Council has distinct responsibilities to govern, approve or not approve the recommendations of the Committee as the committee functions as an advisory body to Council, not a decision-making group.

This authority is pursuant to:

- Community Charter, Part 5, Division 4, S.142 (Select Committees of Council)

7. Termination of the Committee:

The Committee may be terminated by Council at any time by way of resolution.

8. Reference Information:

- *Burnaby Procedure Bylaw 2024, Bylaw No. 14610*
- Corporate Strategic Plan (2017)
- Advisory Bodies Code of Conduct

1. Purpose:

The Public Safety Committee collaborates with the Burnaby Detachment RCMP, Burnaby Fire Department, City Departments and external stakeholders to implement and promote public safety programs and initiatives while providing an opportunity for the public to have input into community safety priorities.

Background:

- On March 21, 1994, Council established the *Community Policing Committee*, and the first Committee meeting occurred in April 1994. At that time, Burnaby had been chosen by RCMP Headquarters in Ottawa to be a pilot project for the RCMP's move to more community-based policing. Council saw the establishment of the Committee as a way for the City to work closely with the RCMP in the process of implementing Community Policing in Burnaby.
- In January 2015, the Committee's name changed from the *Community Policing Committee* to the Public Safety Committee and absorbed the functions of the *Mayor's Task Force on Graffiti* which was established by Council in 2006 March 20.
- In December 2015, at the direction of the Mayor, the Committee was expanded to include representation from the Burnaby Fire Department as a way for the City to work closely with the Fire Department in the process of implementing public safety initiatives including fire prevention, awareness and education.
- On February 20, 2017, the Traffic Safety Committee was dissolved and its roles and responsibilities were assumed by the Public Safety Committee.
- On January 23, 2019, the Traffic Safety Committee was re-established and assumed roles and responsibilities related to traffic safety.
- Effective March 10, 2021, staff support was also provided by the Burnaby Fire Department.

2. Functions:

- 2.1. To serve as a liaison among Council, the Burnaby RCMP, Community Policing Advisory Committees (CPAC) and the Burnaby Fire Department.
- 2.2. To serve as a link between the above four (4) groups and the broader community, including service providing agencies, the business community, community organizations, and individual citizens.

- 2.3. To serve, on behalf of Council, as an advocate for public safety.
- 2.4. To receive nominations for the Public Safety Award and to recommend award recipients to Council for consideration and approval.

Police

- 2.5. To advise Council on directions and strategies for community and problem-oriented policing and crime prevention initiatives.
- 2.6. To provide, in co-operation with the Community Policing Advisory Committees, opportunities for public input into the development of police service priorities the Committee will:
 - assist in identifying and analyzing community safety issues and concerns, and public expectations regarding service;
 - assist in determining City and community-based resources available to addressing safety issues (e.g. City staff, existing City programs, community resources etc.);
 - provide feedback on policy directions and service priorities set by the RCMP; and
 - assist the City and the RCMP to evaluate the success of community and problem-oriented policing.
- 2.7. To initiate and participate in strategies to address crime and disorder.
- 2.8. To adopt a public-focused communications plan for community and problem-oriented policing.
- 2.9. To support and encourage volunteer assistance, the Committee will:
 - provide leadership to, and support for, the activities of the district Community Policing Advisory Committees and other volunteers; and
 - review, provide feedback and forward recommendations to Council on a variety of matters related to the implementation of, and citizen involvement with community and problem-oriented policing.

Fire

- 2.10. To provide Council with additional information related to the impacts and results of significant fire based incidents:
 - within the City of Burnaby; and
 - relevant across the province
- 2.11. To provide Council with statistical trend analysis for Fire Department operations related to:
 - fire suppression and medical emergency services;
 - fire prevention community services; and

- department internal training initiatives and programs
- 2.12. To provide Council with a summary of community outreach initiatives relates to:
- community engagements; and
 - department recruitment engagements

Graffiti

- 2.13. In keeping with Council’s recognition of the need to examine best practices and innovative ideas on prevention and eradication of graffiti in Burnaby, the Committee will:
- recommend best practices in eradicating graffiti (e.g. graffiti control bylaws, assistance for the victims of graffiti vandalism, graffiti removal on public property and utilities);
 - recommend best practices in policing graffiti vandals; and
 - recommend innovative preventative measures.

3. Membership:

- 3.1. As per s. 142 of the *Community Charter*,
- “(1) 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.*
- (2) At least one member of a select committee must be a council member.*
- (3) Subject to subsection (2), persons who are not council members may be appointed to a select committee.”*
- 3.2. Voting membership consists of up to three (3) representatives from Council, including the Chair and Vice-Chair, one (1) representative from Burnaby School Board, one (1) from Burnaby Board of Trade, one (1) from each Community Policing Advisory Committee, and up to six (6) Burnaby citizen representatives.
- 3.3. Non-voting advisory organization representatives include one (1) from each of: District Parent Advisory Council, ICBC and Burnaby HUB.
- 3.4. Membership term is three (3) years with one opportunity for term renewal.
- 3.5. A member who is absent from three (3) consecutive meetings of the Committee without leave of the Committee or without reason satisfactory to the Committee shall forthwith cease to be a member.
- 3.6. Except in the case of illness, leave or with written permission notice by the Chair, a member may not attend by electronic participation more than 25% of the meetings on the annual schedule adopted pursuant to s.5(1) of Bylaw No.14610.

4. Chair, Secretary and Staff Support:

- 4.1. Two (2) members of Council will be appointed by Council to serve as the Chair and Vice Chair of the Committee.
- 4.2. The Corporate Officer or designate will prepare the agenda and notice of meetings and will serve as Secretary.
- 4.3. Staff support is provided by the Community Safety Department; Fire Department; Engineering Department; Planning and Development Department; RCMP; and the Legislative Services Department.
- 4.4. City staff serve in a support role and are not members of the Committee.

5. Quorum and Procedures:

- 5.1. The meetings are scheduled approximately once every second month and may be called, cancelled, or re-scheduled at the call of the Chair or Corporate Officer.
- 5.2. A quorum will be a majority of the appointed members and must include at least (1) of the Council members appointed.
- 5.3. Committee meetings will be scheduled in accordance with criteria outlined in the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 5.4. Meeting procedures are regulated according to the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 5.5. Expectations of conduct from Appointed members are set out through the Advisory Bodies Code of Conduct Policy.

6. Governance Model:

City Council has distinct responsibilities to govern, approve or not approve the recommendations of the Committee as the committee functions as an advisory body to Council, not a decision-making group.

This authority is pursuant to:

- Community Charter, Part 5, Division 4, S.142 (Select Committees of Council)

7. Termination of the Committee:

The Committee may be terminated by Council at any time by way of resolution.

8. Reference Information:

- [Public Safety Award – Guidelines and Nomination Form](#)
- [Burnaby Procedure Bylaw 2024, Bylaw No. 14610](#)
- [Update on the Activities of the Burnaby – New Westminster Taskforce on Sexually Exploited and At-Risk Youth \(2020\)](#)
- [Mayor’s Task Force on Graffiti \(2006\)](#)
- [Burnaby Community Safety Plan \(2020\)](#)
- [Advisory Bodies Code of Conduct](#)

DRAFT

1. Purpose:

The Simon Fraser University Liaison Committee coordinates with Simon Fraser University (SFU) on matters of common interest.

Background:

- In 1980, the *Joint Committee of the Municipality of Burnaby and Simon Fraser University* was struck to create a framework for interaction between the Municipality and the University.
- On December 02, 1991, the Simon Fraser University Liaison Committee was established to maintain and further strengthen the City's relationship with the University.

2. Functions:

- 2.1. To discuss areas of mutual concern and interest.
- 2.2. To enhance communications between the City and SFU.

3. Membership:

- 3.1. As per s. 142 of the *Community Charter*,
 - “(1) 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.
 - (2) At least one member of a select committee must be a council member.
 - (3) Subject to subsection (2), persons who are not council members may be appointed to a select committee.”
- 3.2. Membership consists of all Council members.
- 3.3. Membership term is one (1) year.
- 3.4. University representatives as determined by SFU.
- 3.5. A member who is absent from three (3) consecutive meetings of the Committee without leave of the Committee or without reason satisfactory to the Committee shall forthwith cease to be a member.

- 3.6. Except in the case of illness, leave or with written permission notice by the Chair, a member may not attend by electronic participation more than 25% of the meetings on the annual schedule adopted pursuant to s.5(1) of Bylaw No.14610.

4. Chair, Secretary and Staff Support:

- 4.1. The Corporate Officer or designate will prepare the agenda and notice of meetings and will serve as Secretary.
- 4.2. Staff support is provided by the Parks, Recreation and Culture Department; Planning and Development Department; Engineering Department; Corporate Services Department; Community Safety Department; Finance Department; Burnaby Public Library; and the Legislative Services Department.
- 4.3. City staff serve in a support role and are not members of the Committee.

5. Quorum and Procedures:

- 5.1. The meetings may be called, cancelled or re-scheduled at the call of the Chair or Corporate Officer.
- 5.2. A quorum will be a majority of the appointed members.
- 5.3. Committee meetings will be scheduled in accordance with criteria outlined in the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 5.4. Meeting procedures are regulated according to the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 5.5. Expectations of conduct from Appointed members are set out through the Advisory Bodies Code of Conduct Policy.

6. Governance Model:

City Council has distinct responsibilities to govern, approve or not approve the recommendations of the Committee as the committee functions as an advisory body to Council, not a decision-making group.

This authority is pursuant to:

- Community Charter, Part 5, Division 4, S.142 (Select Committees of Council)

7. Termination of the Committee:

The Committee may be terminated by Council at any time by way of resolution.

8. Reference Information:

- [Burnaby Procedure Bylaw 2024, Bylaw No. 14610](#)
- [Advisory Bodies Code of Conduct](#)

DRAFT

1. Purpose:

The Social Planning Committee will advise on a variety of social issues including but not limited to: leasing space at Burnaby's Community Resource Centres, the needs of seniors, youth, families, ethnic groups, LGBTQ2S+, persons with disability and socio-economic equity issues. The Social Planning Committee will also be responsible for making recommendations regarding inclusivity initiatives as they relate to the aforementioned groups. Foundational documents including the Social Sustainability Strategy (SSS), the Official Community Plan (OCP), and the Corporate Strategic Plan (CSP) inform and provide context for the priorities and actions of the Committee.

Background:

- In November, 1989, Council endorsed a recommendation to establish the *Community Issues and Social Planning Committee*.
- In June 1994, the Committee's mandate was amended to include a provision for making space allocation recommendations at City Community Resource facilities.
- In January, 2003, the Committee's name was changed from the *Community Issues and Social Planning Committee* to the *Social Issues Committee*.
- In January, 2015, the Committee's name was changed from the *Social Issues Committee* to the *Social Planning Committee*.
- In 2017, the Social Planning Committee merged with the Environment Committee to form the *Environment and Social Planning Committee*.
- In October 2019, the *Environment and Social Planning Committee* was dissolved and separated into the Social Planning Committee and the Environment Committee.

2. Functions:

- 2.1. To make recommendations for space allocations at City Community Resource facilities.
- 2.2. To make recommendations to Council on issues that disproportionately affect the following groups: seniors, youth, families, ethnic groups, LGBTQ2S+, and persons with disabilities.
- 2.3. To make recommendations to Council on inclusivity policies and initiatives.

- 2.4. To provide recommendations to Council in relation to the City's strategic policy goals, objectives, and priority, to ensure that they continue to meet the changing social needs of the community.
- 2.5. To assist in fostering greater educational opportunities to increase public, corporate and government awareness within the City, and the region as a whole, in relation to the social goals, objectives and priorities outlined within Burnaby's Official Community Plan (OCP), and the Burnaby Social Sustainability Strategy (SSS).
- 2.6. To form or participate in such sub-committees or ad-hoc committees as it deems reasonable in carrying out its duties.

3. Membership:

- 3.1. As per s. 142 of the *Community Charter*,
 - “(1) 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.*
 - (2) At least one member of a select committee must be a council member.*
 - (3) Subject to subsection (2), persons who are not council members may be appointed to a select committee.”*
- 3.2. Membership consists of up to four (4) representatives from Council, one (1) from Burnaby School Board, up to three (3) resident representatives, and up to three (3) non-voting advisory groups, as recommended by staff.
- 3.3. Membership term is three (3) years with the opportunity for one (1) renewal.
- 3.4. A member who is absent from three (3) consecutive meetings of the Committee without leave of the Committee or without reason satisfactory to the Committee shall forthwith cease to be a member.
- 3.5. Except in the case of illness, leave or with written permission notice by the Chair, a member may not attend by electronic participation more than 25% of the meetings on the annual schedule adopted pursuant to s.5(1) of Bylaw No.14610.

4. Chair, Secretary and Staff Support:

- 4.1. Two (2) members of Council will be appointed by Council to serve as the Chair and Vice Chair of the Committee.
- 4.2. The Corporate Officer or designate will prepare the agenda and notice of meetings and will serve as Secretary.

- 4.3. Staff support is provided by the Planning and Development Department, Parks, Recreation and Culture Department, and the Legislative Services Department.
- 4.4. City staff serve in a support role and are not members of the Committee.

5. Quorum and Procedures:

- 5.1. The meetings are scheduled approximately once every second month and may be called, cancelled, or re-scheduled at the call of the Chair or Corporate Officer.
- 5.2. A quorum will be a majority of the appointed members and must include at least (1) of the Council members appointed.
- 5.3. Committee meetings will be scheduled in accordance with criteria outlined in the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 5.4. Meeting procedures are regulated according to the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 5.5. Expectations of conduct from Appointed members are set out through the Advisory Bodies Code of Conduct Policy.

6. Governance Model:

City Council has distinct responsibilities to govern, approve or not approve the recommendations of the Committee as the committee functions as an advisory body to Council, not a decision-making group.

This authority is pursuant to:

- [Community Charter, Part 5, Division 4, S.142 \(Select Committees of Council\)](#)

7. Termination of the Committee:

The Committee may be terminated by Council at any time by way of resolution.

8. Reference Information:

- [Burnaby Procedure Bylaw 2024, Bylaw No. 14610](#)
- [Child Care Resources Group Update for 2021](#)
- [Official Community Plan \(Revised 2014\)](#)
- [Social Sustainability Strategy \(2011\)](#)

- [Update on the Activities of the Burnaby – New Westminster Taskforce on Sexually Exploited and At-Risk Youth \(2020\)](#)
- [Advisory Bodies Code of Conduct](#)

DRAFT

1. Purpose

The Transportation Committee advises Council on strategic priorities relating to the planning and implementation of multi-modal transportation initiatives and projects, such as:

- Long range road and active transportation network development;
- Policies related to transportation supportive measures;
- Active transportation improvement projects; and
- Traffic management upgrades and road safety improvements, which are not directly linked to a development application.

2. Functions:

- 2.1. To provide feedback on non-development related transportation projects and initiatives as they are developed and updated to Council;
- 2.2. To receive staff presentations and reports for information and feedback;
- 2.3. To receive reports and referrals from Council where additional information is sought; and
- 2.4. To consider and approve requests to appear as delegation.

3. Membership

- 3.1. The Transportation Committee is an advisory body composed of:
 - two (2) Council members;
 - one (1) representative from the Burnaby Board of Education;
 - one (1) representative from the Burnaby Board of Trade; and
 - and three (3) citizen representatives.
- 3.2. One non-voting member representing each of the following organizations:
 - HUB Cycling (1 seat),
 - Insurance Corporation of British Columbia (ICBC) (1 seat),
 - Burnaby Royal Canadian Mounted Police (RCMP) (1 seat), and
 - School District 41 Parent Advisory Committee (1 seat).
- 3.3. Committee members are appointed for a three (3)-year term expiring in December of the third year served. Members can be re-appointed to serve

one (1) subsequent term.

3.4. A member who is absent from three consecutive meetings of the Committee without leave of the Committee, or without reason satisfactory to the Committee shall forthwith cease to be a member.

3.5. Except in the case of illness, leave or with written permission notice by the Chair, a member may not attend by electronic participation more than 25% of the meetings on the annual schedule adopted pursuant to s.5(1) of Bylaw No.14610.

4. Chair, Secretary and Staff Support:

4.1. Two members of Council will be appointed by Council to serve as the Chair and Vice Chair of the Transportation Committee.

4.2. The Corporate Officer or designate will prepare the agenda and notice of meeting and will serve as Secretary.

4.3. The Director of Engineering Transportation or designate will serve as the staff liaison to support the Committee.

4.4. City staff serve in a support role and are not members of the Advisory Committee.

5. Quorum and Procedures:

5.1. Meeting procedures are regulated according to Burnaby Procedure Bylaw 2024, Bylaw No. 14610.

5.2. Committee meetings will be held in accordance with criteria outlined in the City of Burnaby's Procedure Bylaw. The meetings are scheduled approximately five times per year and may be cancelled or re-scheduled at the call of the Chair.

5.3. A quorum will be a majority of the appointed members and must include at least one of the Council members appointed.

5.4. Expectations of conduct from Appointed members are set out through the Advisory Bodies Code of Conduct Policy.

6. Governance Model:

City Council has distinct responsibilities to govern, approve or oppose the recommendations of the Committee as the committee functions as an advisory body to

Council, not a decision-making group.

This authority is pursuant to:

- [Community Charter, Part 5, Division 4, S.142 \(Select Committees of Council\)](#)

7. Termination of the Committee:

The Transportation Committee may be terminated by Council at any time by way of resolution.

8. Reference Information:

- [Advisory Bodies Code of Conduct](#)
- [Burnaby Procedure Bylaw 2024, Bylaw No. 14610](#)