

TO: MEMBERS OF MUNICIPAL COUNCIL
FROM: MAYOR WILLIAM J. COPELAND
RE: BURNABY CENTENNIAL COMMITTEE

Burnaby will celebrate its 100th birthday on 1992 September 22. I am sure that a variety of Centennial celebrations will take place between 1992 January 1 and December 31.

In preparation for the special programs and activities that will occur during 1992, and to encourage such programs, Council is being asked to approve the appointment of a Centennial Committee to plan and coordinate all aspects of the official Centennial celebrations.

The following report sets out the proposed Terms of Reference for the Burnaby Centennial Committee and is submitted for Council's consideration and approval.

R E P O R T

TERMS OF REFERENCE

1. The purpose of the Burnaby Centennial Committee is to develop and recommend for the consideration of the Municipal Council a program of projects and activities to celebrate Burnaby's 100-year mark.
2. The Committee will act independently, but it will be responsible to the Municipal Council for the coordination and delivery of the approved program within the agreed upon budget.
3. The Committee will have a broad mandate:
 - (a) Liaison with all members of the community to gather information and proposals for centennial projects;
 - (b) Work with municipal staff to:
 - (i) formulate and develop Municipally-sponsored, assisted and coordinated events, projects and activities;
 - (ii) prepare a capital budget and appropriate annual operating budgets for consideration of and approval by the Municipal Council;
 - (iii) prepare a time-line for the development, coordination and/or undertaking of all events, activities and projects requiring municipal participation and assistance;
 - (iv) use where appropriate and work through existing municipal departments, commissions and boards for undertaking any capital expenditures;

INTERNAL DISTRIBUTION:

- : - AGENDA 1988 NOVEMBER 01
- : - COPY - MUNICIPAL MANAGER
- DIR. ADMIN. & COMM. SERVICES
- DIRECTOR FINANCE
- DIR. PL. & BLDG. INSP.
- DIR. RECREATION & CULTURAL SERVICES

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Regular Council Meeting
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- (v) determine the Committee's staff and office requirements, and how they can be best accommodated;
- (vi) plan and develop a comprehensive public relations campaign, including cost implications, for the consideration of the Municipal Council;
- (vii) contact and liaison with Provincial, Federal and Municipal governments, including the School Board, to assist in Centennial activities.
- (c) Liaison with private and public organizations for the purpose of soliciting additional funding support and non-monetary contributions towards the presentation of Centennial projects, activities and events.
- (d) Coordination of the efforts and activities of individuals, groups, societies and all other organizations in developing and promoting Centennial activities, projects and events.

COMMITTEE SIZE

The Committee will consist of a maximum of 15 members to be selected and recommended to Council by the Mayor. The Mayor shall also recommend the Committee Chairman to Council. The Committee shall have the power to create sub-committees as necessary and designate Committee members as Chairmen of such sub-committees.

The Chairman of any sub-committee so designated will have the authority to recommend to the Centennial Committee the addition to the sub-committee of interested members of the community, as are deemed necessary by the sub-committee.

COMPOSITION

The Burnaby Centennial Committee will contain a broad representation, drawn by the Municipal Council, from interests within the municipality, including, but not limited to any or all of the following:

- Municipal Council
- Service groups and volunteer agencies
- Artistic and performance groups
- Sport and recreational groups
- Seniors organizations
- Business and corporate representation
- Trade unions and workers organizations
- School District #41 and other educational institutions
- Post-secondary educational institutions
- Historical groups
- Media/public relations
- Religious organizations
- Multicultural groups and ethnic organizations

Selected Municipal staff may act as advisors and/or resource people to the Committee and may attend all Committee meetings with voice but no vote.

The secretary to the Committee may be provided by the Committee.

REPORTING

The Committee shall report its complete plan for the celebration, including budgetary requirements, by 1989 November 01.

The Committee shall report thereafter to the Municipal Council quarterly, or more frequently if deemed necessary by the Committee or at the request of Council.

The Council member(s) appointed to the Committee shall act as the liaison between the Committee and the Municipal Council.

The operating costs of the Committee shall be budgeted as a line item under the "Municipal Council" section of the annual operating budget.

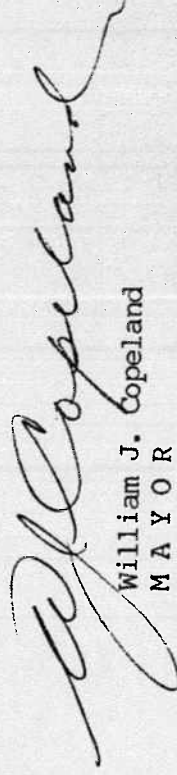
The capital and operating costs of all Centennial-related projects will be included in the appropriate annual municipal operating budget and five-year capital budget.

The Committee shall submit a final report with an audited financial statement to the Municipal Council at the conclusion of the celebration.

ADVERTISING

It is further recommended that at least two advertisements be placed in each of Burnaby Now and The Sunday News and that notices be posted in libraries, community centres, senior citizens' centres and other public facilities, briefly describing the terms of reference and the Committee's composition, and directing that interested individuals and organizations with nominees submit their names and backgrounds to the Mayor's office no later than 1988 December 1. The Mayor will accept all such names, and will recommend to Council the names of the 15 Committee members.

Respectfully submitted,



William J. Copeland
M A Y O R

