

TO: MEMBERS OF COUNCIL
FEBRUARY 14, 1995

FROM: MAYOR COPELAND

SUBJECT: **UPDATED TERMS OF REFERENCE
FOR THE EDMONDS AREA ADVISORY COMMITTEE**

PURPOSE: To seek Council approval for updated terms of reference for the Edmonds Area Advisory Committee.

RECOMMENDATION:

1. **THAT** Council approve the updated terms of reference for the Edmonds Area Advisory Committee as contained in **Attachment 1**.

R E P O R T

In my 1995 Inaugural Address, I included the re-appointment of the Edmonds Area Advisory Committee to pursue the implementation of the Edmonds Town Centre Plan as adopted by Council this last fall.

The original mandate of the Committee as approved by Council in 1993 was to develop recommendations for Council that related to the existing Edmonds Town Centre Plan. Following adoption of the revised plan by Council, the Advisory Committee has need to now focus on preparing recommendations for Council that relate to the implementation of the plan.

To help focus the work of the Committee, an updated terms of reference for the plan implementation phase of their work has been prepared and is included as **Attachment 1** to this report.

It is recommended that Council approve the updated terms of reference for the Edmonds Area Advisory Committee to help guide its work in preparing recommendations for the consideration of Council as related to the implementation of the Edmonds Town Centre Plan.

: COPY - CITY MANAGER DESIGNATE
- DIRECTOR FINANCE
- DIR. PLNG. AND BLDG.
- DIR. REC. & CULT. SERV.

W. J. Copeland
M A Y O R

JSB\db
Attachment

cc: City Manager
City Clerk

Edmonds Area Advisory Committee

Terms of Reference for Plan Implementation Phase

Council's ongoing commitment to active community involvement ensures that the planning and development of our communities remains sensitive to the views and needs of Burnaby citizens. The success of community involvement in planning has been clearly demonstrated in the recent development and Council approval of the revised Edmonds Town Centre Plan.

While the process associated with the development of the plan was a successful one, there remains much to do to ensure that the recommendations as developed by the Committee and adopted by Council become a reality. It is for this reason that Mayor Copeland and Council are providing the following new mandate to the Edmonds Area Advisory Committee:

Edmonds Area Advisory Committee Terms of Reference and Mandate

- ▶ The Committee's role shall be advisory to City Council;
- ▶ The Edmonds Town Centre Plan as recommended by the Committee and subsequently adopted by Council will be the basis for preparing recommendations and actions relating to the implementation of the Plan;
- ▶ To prepare a priority listing of the Committee recommendations adopted by Council that pertain to the implementation of the Edmonds Town Centre Plan objectives;
- ▶ To prepare recommendations relating to the immediate implementation of the Edmonds Town Centre Plan for the priorities identified;
- ▶ To prepare, by September 1995:
 - ▶ suggested capital project(s) for inclusion in the 1996-2000 Capital Budget (note: this should not in any way suggest a preconceived commitment by Council for special capital funding in this area);
 - ▶ prepare an annual prioritized implementation program for the area; the committee may wish to focus on those recommendations that can be accomplished without major capital investments and that can be accomplished in the short term recognizing available staff resources;

- ▶ To form sub-committees as required to assist in defining priorities and implementation actions;
- ▶ To comment on proposals for the area as requested by Council;
- ▶ To liaise with other Committees, Commissions and Boards with jurisdiction in the Edmonds area to ensure effective implementation of the Plan;
- ▶ Any public consultation processes deemed necessary to fulfil the committee's mandate shall have the prior approval of the City Council.
- ▶ The Chair of the Committee will be the appointed member of Council, with the Vice-Chair being from the Parks and Recreation Commission.
- ▶ The Advisory Committee may draw on the staff resources of City departments as required in the preparation of its recommendations to Council; however, implementation proposals requiring significant City staff resources shall require the approval of Council prior to their initiation. The determination of what is "significant" shall be at the judgement of the Chair of the Committee.
- ▶ To prepare for the Mayor by 1995 November a status report on the workings of the Committee and any suggestions for improvements in the terms of reference/mandate that could be incorporated in the future work of this and other similar committees elsewhere in the City.

