

TO: COUNCIL**DATE:** 2019 April 24**FROM:** MAYOR MIKE HURLEY**SUBJECT: EXECUTIVE COMMITTEE OF COUNCIL - ROLES AND RESPONSIBILITIES****PURPOSE:** To provide Council with information regarding changes to the roles and responsibilities of the Executive Committee of Council.

RECOMMENDATION:

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

REPORT

At the Council Meeting held on 1989 November 20, Council received and adopted the recommendations of the Council Procedures Committee. This Committee was established by Council as a result of issues raised during Council and staff meetings that took place in June of 1989. Areas of concern that were referred to the Council Procedures Committee included Council Committee structure and the grouping of responsibilities for each committee.

The Council Procedures Committee recommended the establishment of five standing committees. One of the five standing committees recommended was the Executive Committee of Council which was delegated the responsibility over:

- Finance Advisory Matters,
- Council Procedures,
- Economic Development,
- Exempt Staff, labour relations,
- Grants and Publicity, and
- Licencing Matters.

In subsequent years, changes to the responsibilities of Council Committees have occurred from time to time. Most significantly, financial matters were delegated to a newly formed committee titled the "Financial Management Committee" and the role of economic development became a function of the Burnaby Board of Trade.

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Over the years, the responsibilities of the Executive Committee were reduced to the authorization of community grants until ultimately, in 2017, the Executive Committee was dissolved and the matter of grants was transferred to the Financial Management Committee.

In reviewing the needs of the organization and the City, the Executive Committee will take on these following additional responsibilities:

- First Nations reconciliation,
- Council procedures,
- *Local Heroes and Citizen of the Year* (environment related awards will fall under the *Environment and Social Planning Committee*, and public safety related awards under the *Public Safety Committee*)
- Exempt staff compensation and benefits,
- Organization Structure – recommend organizational policy changes to Council for implementation by the City Manager,
- City's Corporate Strategic Plan, and
- Special initiatives to bring recognition to the City.

The updated Terms of Reference are attached.

A handwritten signature in black ink, appearing to read "M Hurley", followed by a period.

Mike Hurley
MAYOR

Cc: City Manager
Director Corporate Services
Director Planning and Building
Director Parks, Recreation and Cultural Services
Director Human Resources
City Clerk
BASES, Chair