

Executive Committee of Council Terms of Reference

1. Purpose:

The Executive Committee of Council makes recommendations to Council on the provision of grants, recommends award nominees, advises on Council procedures, deals with human resources and labour relations matters, informs City Corporate Strategic Planning, strengthen local First Nations and Urban Indigenous relations, and reviews compensation/benefit requests regarding Senior Exempt Staff.

Authority:

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

2. Functions:

- 2.1. To review Community and Festivals Grant Programs and applications.
- 2.2. To review lease rates and lease grants for non-profit tenants at City of Burnaby resource centres.
- 2.3. To review the Burnaby Procedure Bylaw and make amendment recommendations.
- 2.4. To deal with human resource issues, general labour relations and personnel matters.
- 2.5. To consider requests by the Burnaby Association of Senior Exempt Staff (BASES) regarding Senior Exempt compensation/benefits.
- 2.6. To review and advise on City's Corporate Strategic Plan including the City's vision, mission, goals, and values.
- 2.7. To review City organizational structure – recommend organizational policy changes to Council for implementation by the City Manager.
- 2.8. To strengthen local First Nations and Urban Indigenous relations.
- 2.9. To identify opportunities to enhance public awareness of City initiatives.
- 2.10. To review Award nominations and make nominee recommendations (excluding Environment Awards and Police Awards).
- 2.11. To make every effort to operate within the annual budgeted amount allotted to the Committee by Council.
- 2.12. 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 members of Council.
- 3.3. Membership term is one year.
- 3.4. Staff support is provided by the City Manager, Parks, Recreation and Cultural Services Department, Planning and Building Department, Finance Department, Human Resources, and the Office of the City Clerk.

4. Meetings:

- 4.1. Committee meetings will be held in accordance with criteria outlined in Section 35 and 36 of the [Burnaby Procedure Bylaw 2004 \(Bylaw No. 11714\)](#).
- 4.2. Meeting procedures are regulated according to [Burnaby Procedure Bylaw 2004 \(Bylaw No. 11714\)](#).

5. Reference Information

- 5.1. [Burnaby Procedure Bylaw 2004 \(Bylaw No. 11714\)](#)
- 5.2. [General Policy and Guidelines for Grant Requests](#)
- 5.3. [Festivals Burnaby Program Criteria and Grant Guidelines](#)