

TO: COUNCIL MEMBERS

DATE: 2019 October 28

FROM: MAYOR MIKE HURLEY

SUBJECT: 2020 COUNCIL BOARDS, COMMITTEES AND COMMISSIONS

PURPOSE: To appoint members of Council to various Boards, Committees and Commissions, regionally and locally for 2020.

RECOMMENDATIONS:

1. **THAT** Council approve the Council member appointments to the various regional and local organizations, as outlined in the report.
2. **THAT** Council approve the changes to the select Committees, as outlined in the report.
3. **THAT** Council approve the Council member appointments to the various select Committees of Council, as outlined in the report.
4. **THAT** Council approve the reappointment of resident representatives to the various Boards, select Committees and Commissions, as outlined in the report.
5. **THAT** Council receive for information the changes to the standing Committees, as outlined in the report.
6. **THAT** Council receive for information the Council appointments to the various standing Committees, as outlined in the report.

REPORT

The purpose of this report is to outline changes to the various Boards, Committees and Commissions, as well as to recommend Council members appointments to the Boards, Committees and Commissions, and regional and local organizations.

1. REGIONAL ORGANIZATIONS

District Community School Advisory & Coordinating Committee

Representative
Alternate

Councillor James Wang
Councillor Paul McDonell

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Greater Vancouver Transportation Authority Mayors' Council

Representative	Mayor Mike Hurley
Alternate	Councillor Joe Keithley

Fraser Health / Municipal Advisory Council

Representative	Councillor Pietro Calendino
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2. BURNABY ORGANIZATIONS

Burnaby Board of Trade

Representative	Mayor Mike Hurley
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Tourism Burnaby

Representative	Councillor Paul McDonell
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New Vista Society

Representative	Councillor Paul McDonell
Alternate	Councillor James Wang

3. BOARDS, COMMITTEES AND COMMISSIONS UPDATE

As environmental and social issues continue to increase in complexity and are top of mind for the community, it is recommended that the Environment and Social Planning Committee be dissolved and that separate Committees be created as outlined below:

Create: Environment Committee

In recognition that Council has officially declared a state of climate emergency, the Environment Committee will be responsible for making policy recommendations to Council to ensure the City meets urgent environmental targets and goals. The Committee will be guided by current research, best practices, and the policy directives outlined in the City's Environmental Sustainability Strategy (ESS), Community Energy and Emissions Plan (CEEP), the Official Community Plan, and the Corporate Strategic Plan.

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Updated Terms of Reference for the Environment Committee can be found in Appendix A.

Create: Social Planning Committee

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 disabilities and socio-economic equity issues. The Committee will also be responsible for making recommendations regarding inclusivity initiatives as they relate to the aforementioned groups.

Updated Terms of Reference for the Social Planning Committee can be found in Appendix B.

Responsibility Transfer - Executive Committee of Council – Naming of Parks, Civic Buildings and Facilities

Naming of all parks, civic buildings and facilities will now fall under the Executive Committee of Council. The updated Terms of Reference for the Executive Committee of Council can be found in Appendix C.

The updated Terms of Reference for the Financial Management Committee can be found in Appendix D.

4. COUNCIL BOARD, COMMITTEES AND COMMISSIONS RECRUITMENT AND APPOINTMENTS

The Office of the City Clerk will begin recruitment for the various Board, Committees and Commission vacancies starting 2019 November 12, Committee member recruitment will close 2019 November 29.

Board/Committees/Commission	Type	# of Vacancies
Parks, Recreation and Culture Commission	Statutory	1
Public Library Board	Statutory	1
Public Safety Committee	Select	2
Social Planning Committee	Select	1

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Audit Committee

Chair	Mayor Mike Hurley
Vice Chair	Councillor Sav Dhaliwal
Members	Councillor Pietro Calendino
	Councillor Joe Keithley
	Councillor Paul McDonell

Board of Variance

Reappoint	Steve Nemeth (1 year reappointment)
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Community Heritage Commission (2 year term)

Chair	Councillor Colleen Jordan
Vice Chair	Councillor Paul McDonell
Member	Councillor James Wang
Reappoint	Diane Gillis
	Lee Loftus
	Richard Liu

Environment Committee

Chair	Councillor Joe Keithley
Vice Chair	Councillor Colleen Jordan
Member	Councillor James Wang

The following members of the Environment and Social Planning Committee, upon Council approval of dissolution, are appointed to the Environment Committee:

Joel Gibbs
Mary Lumby
Andrei Zawadzki

Executive Committee of Council

Chair	Councillor Sav Dhaliwal
Vice Chair	Mayor Mike Hurley
Members	Councillor Pietro Calendino
	Councillor James Wang
	Councillor Paul McDonell

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Financial Management Committee

Chair	Mayor Mike Hurley
Vice Chair	Councillor Sav Dhaliwal
Members	Councillor Pietro Calendino
	Councillor Joe Keithley
	Councillor Paul McDonell

International Relations & Friendship Cities Committee

Chair	Councillor James Wang
Vice Chair	Councillor Pietro Calendino
Member	Councillor Paul McDonell

Parcel Tax Roll Review Panel

Chair	Mayor Mike Hurley
Vice Chair	Councillor Sav Dhaliwal
Members	Councillor Pietro Calendino
	Councillor Joe Keithley
	Councillor Paul McDonell

Parks, Recreation and Culture Commission

Chair	Councillor Paul McDonell
Member	Councillor Sav Dhaliwal
Reappoint	Dan Staschuk

Planning and Development Committee

Chair	Councillor Pietro Calendino
Vice Chair	Councillor Sav Dhaliwal
Members	Councillor Paul McDonell
	Councillor Joe Keithley
	Councillor James Wang

Public Library Board (2 year term)

Member	Councillor Dan Johnston
Reappoint	Surena Bains
	Gene Blishen
	Matt Foley
	Ernest Kashima
	Jeffrey Yu

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Public Safety Committee

Chair	Councillor Dan Johnston
Vice Chair	Councillor James Wang
Members	Councillor Nick Volkow

Simon Fraser Liaison Committee

Representatives	All members of City Council
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Social Planning Committee

Chair	Councillor Colleen Jordan
Vice Chair	Councillor Joe Keithley
Member	Councillor Nick Volkow

The following members of the Environment and Social Planning Committee, upon Council approval of dissolution, are appointed to the Social Planning Committee:

Eli Lubendo
Doris Mah

Traffic Safety Committee

Chair	Councillor Dan Johnston
Vice Chair	Councillor Paul McDonell
Member	Councillor James Wang

The Mayor is an Ex-Officio member of all Committees for which he has not been specifically named.

Respectfully submitted,



Mike Hurley
MAYOR

Copy: City Manager
Director Corporate Services
Director Engineering
Director Finance
Director Planning and Building
Director Parks, Recreation and Cultural Services
Director Public Safety and Community Services
Chief Librarian
City Clerk



APPENDIX 'A'

ENVIRONMENT COMMITTEE TERMS OF REFERENCE

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 in recognition of the current climate emergency. Foundational documents including the Burnaby Environmental Sustainability Strategy (ESS), the Official Community Plan (OCP), the Community Energy and Emissions Plan (CEEP), and the Corporate Strategic Plan (CSP) inform and provide context for the priorities and actions of the Committee.

Authority:

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

2. Functions:

- 2.1 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 environmental needs of the community.
- 2.2 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 goals, objectives and priorities of the Environmental Sustainability Strategy, the Community Energy and Emissions Plan, the Official Community Plan, and the Corporate Strategic Plan.
- 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. 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 representation from Council (up to 3), Burnaby School Board (1), Burnaby Board of Trade (1), and resident representatives (2). Non-voting advisory groups include BC Hydro, Fortis, and Simon Fraser University.
- 3.3. Membership term is three years with the opportunity for one renewal.
- 3.4. Staff support is provided by the Corporate Services Department, Planning and Building Department, Parks, Recreation and Cultural Services Department, and Engineering Department.

4. Meetings:

- 4.1. Committee meetings will be scheduled in accordance with criteria outlined in Section 35 and 36 of the Burnaby Procedure Bylaw 2004 (Bylaw No. 11714).
- 4.2. Meeting procedures are to be conducted in accordance with the Burnaby Procedure Bylaw 2004 (Bylaw No. 11714) and Roberts Rules of Order.

5. Reference Information:

- 5.1. Burnaby Community Energy and Emissions Plan (2016)
- 5.2. Burnaby Environmental Sustainability Strategy (2016)
- 5.3. Burnaby’s Official Community Plan (Revised 2014)
- 5.4. Burnaby Social Sustainability Strategy (2011)



APPENDIX 'B'

SOCIAL PLANNING COMMITTEE TERMS OF REFERENCE

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.

Authority:

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

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.

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(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 representation from Council (up to 3), Burnaby School Board (1), and resident representatives (up to 3).
- 3.3. Membership term is three years with the opportunity for one renewal.
- 3.4. Staff support is provided by the Corporate Services Department, Planning and Building Department, and Parks, Recreation and Cultural Services Department.

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. Child Care Resources Group – Terms of Reference



APPENDIX 'C'

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, and makes recommendations regarding the City Corporate Strategic Plan, strengthens 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 the 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 the 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 the Local Hero Award and Citizen of the Year Award (Kushiro Cup) nominations and make recommendations to Council for recipients.
- 2.11. To make every effort to operate within the annual budgeted amount allotted to the Committee by Council.

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- 2.12. To make recommendation to Council on the naming of parks, and civic buildings and facilities.
- 2.13. 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 considered 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, Corporate Services Department, Parks, Recreation and Cultural Services Department, Planning and Building Department, Finance Department and Human Resources.

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 Executive Committee of Council Community Granting Policy

5.3 Festival Burnaby Program Criteria and Grant Guidelines



APPENDIX 'D'
FINANCIAL MANAGEMENT COMMITTEE
TERMS OF REFERENCE

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.

Authority:

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

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 year.
- 3.4. Staff support is provided by the City Manager, Corporate Services Department, Finance Department, Planning and Building Department, Engineering Department, and Parks, Recreation and Cultural Services Department.

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)