

EXECUTIVE COMMITTEE OF COUNCIL

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: TERMS OF REFERENCE

RECOMMENDATION:

1. THAT Council approve the modifications to the Terms of Reference for the Executive Committee of Council.

REPORT

The Executive Committee of Council, at its meeting held on 2022 April 05, reviewed the attached report seeking Council approval to modify the Executive Committee of Council's Terms of Reference.

Respectfully submitted,

His Worship, Mayor Mike Hurley
Chair

Councillor Mike Hillman
Vice Chair

Copy: Chief Administrative Officer Acting CFO GM Corporate Services

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL

DATE: 2022 March 29

FROM: ACTING CHIEF FINANCIAL OFFICER

FILE: 2410-01

SUBJECT: TERMS OF REFERENCE

PURPOSE: To seek Council's approval to modify the Executive Committee of Council's Terms of Reference.

RECOMMENDATION:

1. **THAT** Council approve the modifications to the Terms of Reference for the Executive Committee of Council.

REPORT**1.0 INTRODUCTION**

The purpose of this report is to recommend amendments to the Terms of Reference for the Executive Committee of Council ("Executive Committee"). At the 2022 March 01 Executive Committee meeting, a report was submitted seeking approval to modify the Executive Committee Terms of Reference. The Committee reviewed the Terms of Reference and provided feedback on the changes. The Committee also requested that the revised terms of reference be returned to them for review.

2.0 POLICY SECTION

The proposed amendments to the Terms of Reference for the Executive Committee support the following goals and sub-goals of the City's Corporate Strategic Plan:

- An Inclusive Community
 - Service a diverse community –
Ensure City services fully meet the needs of our dynamic community.
- A Thriving Organization
 - Communication –
Practice open and transparent communication among staff, Council and the community.

To: Executive Committee of Council
From: Acting Chief Financial Officer
Re: Terms of Reference
2022 April 05..... Page 2

3.0 BACKGROUND

At the 2022 March 01 Executive Committee meeting, the Committee reviewed the modified Terms of Reference. The Committee provided feedback on the modifications and requested that the Terms of Reference be amended to include the following items:

- To review Burnaby Community Festivals Grant Program applications for funding and make recommendations to Council;
- To review Community Grant applications to assist cultural, athletic and volunteer assistance groups who provide a service or conduct promotional activities beneficial to Burnaby;
- To deal with human resource issues, general labour relations and personnel matters (as modified by the CAO); and,
- To consider requests by the Burnaby Association of Senior Exempt Staff (BASES) regarding Senior Exempt compensation/benefits (as modified by the CAO).

4.0 RECOMMENDATION

As a result of the requested amendments, the revised Terms of Reference is attached for further review. It is recommended that Council approve the modifications to the Terms of Reference for the Executive Committee of Council.



Bob Klimek
ACTING CHIEF FINANCIAL OFFICER

BK:md

Attachments: 1 - Executive Committee of Council - Terms of Reference – 2021 August
2 - Executive Committee of Council - Terms of Reference – 2022 April

Copied to: Chief Administrative Officer



Executive Committee of Council Terms of Reference 2021 August

1. Purpose:

The Executive Committee of Council advises on the provision of community grants, allocates funds under the Festivals Burnaby Program, recommends the Citizen of the Year and Local Heroes, advises on First Nations reconciliation, deals with human resources and labour relations matters, exempt staff compensation and benefits, recommends organizational policy changes to Council for implementation by the City Manager and supports the City's Corporate Strategic Plan and special initiatives.

Authority:

- [Burnaby Procedure Bylaw 2004 \(Bylaw No. 11714\)](#)
- [Community Charter, Part 5, Division 4, S.141 \(Standing Committees of Council\)](#)
- [Community Charter, Part 5, Division 6, S.154 \(Delegation of Council Authority\)](#)

Background:

- On 1989 November 20, Council adopted a report to reorganize the committee structure by grouping related subjects and establishing five standing committees. As a result, the Executive Committee of Council was created.
- On 1995 March 13, Bylaw No. 10183 was struck, designating the Executive Committee of Council the head of the City for the purposes of the *Freedom of Information and Protection of Privacy Act (FIPPA)*.
- The Executive Committee of Council assumed responsibilities of the following dissolved committees:
 - *Finance Advisory Committee (1983)*
 - *Exempt Staff Committee of Council (1969)*
 - *Council Procedures Committee (1988)*
 - *Kushiro Cup Committee (2015)*
- On 2017 February 20, Council dissolved the Executive Committee of Council and the roles and responsibilities of the Committee were incorporated into the Financial Management Committee.
- On 2019 January 28, Council reinstated the Executive Committee of Council and responsibility for grants, human resource matters and naming of civic buildings and parks were reallocated to the Executive Committee from the Financial Management Committee.

- On 2019 April 24, Council further incorporated Executive Committee responsibilities for First Nations reconciliation, exempt staff compensation and benefits, organizational policy changes to Council for implementation by the City Manager, Local Heroes, and support of the City's Corporate Strategic Plan and special initiatives.

2. Functions:

- 2.1. To review Burnaby Community Festivals Grant Program applications for funding and make recommendations to Council.
- 2.2. To review Community Grant applications to assist cultural, athletic and volunteer assistance groups who provide a service or conduct promotional activities beneficial to Burnaby.
- 2.3. To review and recommend to Council lease rates and lease grants for non-profit tenants at City of Burnaby resource centres.
- 2.4. To advise on Council procedures, and to review the Burnaby Procedure Bylaw and make amendment recommendations.
- 2.5. To make every effort to operate within the annual budgeted amount allotted to the Committee by Council.
- 2.6. To deal with human resource issues, general labour relations and personnel matters.
- 2.7. To consider requests by the Burnaby Association of Senior Exempt Staff (BASES) regarding Senior Exempt compensation/benefits.
- 2.8. To review the nominations for the City's Outstanding Citizen of the Year (recipient of the Kushiro Cup) and the Local Hero Awards; and make recommendations to Council.
- 2.9. To make recommendations to Council on the naming of parks, civic buildings and facilities.
- 2.10. To recommend to Council any department amalgamation, organizational restructuring and policy changes for implementation by the Chief Administrative Officer.
- 2.11. To provide recommendation to Council on strengthening local First Nations and Urban Indigenous relations reconciliation.
- 2.12. To review and advise on the City's Corporate Strategic Plan including the City's Vision, Mission, Goals, and Values.
- 2.13. To identify opportunities to enhance public awareness of City Initiatives.
- 2.14. To provide recommendations to Council on governance matters, including Terms of Reference for Standing Boards, Committees and Commissions.
- 2.15. 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 (5) members of Council.
- 3.3. Membership term is one (1) year.
- 3.4. A member who is absent from three (3) consecutive meetings of the Committee without leave of the Committee or without reason satisfactory to the Committee shall forthwith cease to be a member.
- 3.5. Staff support is provided by the Parks, Recreation and Cultural Services Department; Planning and Building Department; Finance Department; and the Office of the City Clerk.

4. Meetings:

- 4.1. Committee meetings will be held in accordance with criteria outlined in Sections 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:

- [Community Granting Policy & Application Form](#)
- [Festivals Burnaby Program Criteria and Grant Guidelines](#)
- [Logo Usage for Community Grant Program](#)
- [Freedom of Information and Privacy Bylaw \(Bylaw No. 10183\)](#)
- [Burnaby Procedure Bylaw 2004 \(Bylaw No. 11714\)](#)
- [Corporate Strategic Plan \(2017\)](#)



Executive Committee of Council Proposed Terms of Reference

2022 April

1. Purpose:

The Executive Committee of Council is an advisory committee that assists Council in setting and maintaining the strategic direction of the City and advancing the achievement of the Corporate Strategic Plan. The committee's responsibilities includes the oversight of strategic direction in the areas of corporate governance, community and inter-government relations, organization and people, and providing advice on corporate affairs, special initiatives and priorities of Council.
(REVISED)

Authority:

- [Burnaby Procedure Bylaw 2004 \(Bylaw No. 11714\)](#)
- [Community Charter, Part 5, Division 4, S.141 \(Standing Committees of Council\)](#)
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Background:

- On 1989 November 20, Council adopted a report to reorganize the committee structure by grouping related subjects and establishing five standing committees. As a result, the Executive Committee of Council was created.
- On 1995 March 13, Bylaw No. 10183 was struck, designating the Executive Committee of Council the head of the City for the purposes of the Freedom of Information and Protection of Privacy Act (FIPPA).
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 - o Kushiro Cup Committee (2015)
- On 2017 February 20, Council dissolved the Executive Committee of Council and the roles and responsibilities of the Committee were incorporated into the Financial Management Committee.
- On 2019 January 28, Council reinstated the Executive Committee of Council and responsibility for grants, human resource matters and naming of civic buildings and parks were reallocated to the Executive Committee from the Financial Management Committee.
- On 2019 April 24, Council further incorporated Executive Committee responsibilities for First Nations reconciliation, exempt staff compensation and benefits, organizational policy changes to Council for implementation by the City Manager, Local Heroes, and support of the City's Corporate Strategic Plan and special initiatives.

2. Functions:

2.1 Community and Festival Grants

- To review Burnaby Community Festivals Grant Program applications for funding and make recommendations to Council.
- To review Community Grant applications to assist cultural, athletic and volunteer assistance groups who provide a service or conduct promotional activities beneficial to Burnaby.

2.2 Strategy Development

- To review and advise on the City's Corporate Strategic Plan including the City's Vision, Mission, Goals, and Values.
- To consider and implement strategies and action plans that will build the regional public profile of the City. **(NEW)**
- To undertake focused analysis of key internal and external priorities, issues and themes and to work to address findings in a manner beneficial to the City. **(NEW)**
- To assess key economic issues and the potential impact of policies on inclusive growth. **(NEW)**

2.3 Corporate Governance

- To advise on Council procedures, and to review the Burnaby Procedure Bylaw and make amendment recommendations.
- To provide recommendations to Council on governance matters, including Terms of Reference for Standing Boards, Committees and Commissions.
- To welcome and consider strategic initiatives that would be in the interest of the City. **(NEW)**
- To oversee and set priorities relating to openness, accessibility and transparency of City government and operations. **(NEW)**
- To monitor and advise on developments and emerging best practices in governance. **(NEW)**

2.4 Community and Inter-Government Relations

- To review the nominations for the City's Outstanding Citizen of the Year (recipient of the Kushiro Cup) and the Local Hero Awards; and make recommendations to Council.
- To provide recommendation to Council on strengthening local First Nations and Urban Indigenous relations reconciliation.

- To oversee the implementation of policy and actions that engage, support, and promote the Goals and Actions of Reconciliation with First Nations. **(NEW)**
- To review and consider the political, structural, and any other implications of provincial and/or federal policy, including the building of relationships that will provide avenues for direct input regarding the interests of the City. **(NEW)**
- To identify opportunities to enhance public awareness of City initiatives.

2.5 Organization and People

- To make recommendations to Council on the naming of parks, civic buildings and facilities.
- To recommend to Council any department amalgamation, organizational restructuring and policy changes for implementation by the Chief Administrative Officer.
- To make every effort to operate within the annual budgeted amount allotted to the Committee by Council.
- To review and recommend to Council lease rates and lease grants for non-profit tenants at City of Burnaby resource centres.
- To provide strategic direction on human resource functions and policies, in alignment with the Corporate Strategic Plan. **(REVISED)**
- To periodically review compensation reports of exempt staff and provide strategic direction regarding exempt staff compensation/benefits. **(REVISED)**

2.6 Other Civic Matters

- To provide feedback arising from staff's inquiries on the provision of all Grants provided by the City, including Community Grants and the Festivals Burnaby Program. **(NEW)**
- 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.
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