



Parks, Recreation and Culture Committee Terms of Reference

January 2024

1. Purpose:

The Parks, Recreation and Culture Committee (the “Committee”) is a select advisory committee of Council pursuant to section 142 of the *Community Charter*.

The purpose of the Committee is to provide advice and make recommendations to Council on matters related to parks, recreation and culture services, programs and facilities within the municipal boundaries of the City of Burnaby (the “City”).

In accordance with its purpose, the Committee will consider and formulate recommendations to Council regarding parks, recreation and culture:

1. Plans and activities and associated programs and services;
2. Policies and procedures relating to parks, recreation and culture;
3. Proposed or in-development plans, including the preparation of comments regarding adequacy, scope, nature and impacts when they are referred from Council;
4. Matters for which Council refers to the Committee and requests input.

2. Membership:

The Committee is an advisory body comprised of the following voting members:

1. two (2) Council members;
2. five (5) resident representatives from diverse backgrounds and lived experiences (i.e. seniors, persons with disabilities, Indigenous peoples);

Non-voting members representing each of the following organizations:

1. one (1) representative from the School Board; and
2. one (1) representative from Tourism Burnaby.

Committee members are appointed for a three-year (3-year) term expiring in December of the year served. Members can be re-appointed to serve one (1) additional term.

A member of the Committee whose term is about to expire shall cease to be a member when Council appoints a new member to take their place on the Committee.

A member of Council who is appointed to the Committee shall cease to be a member of the Committee when they cease to be a member of Council.

A Committee 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. Chair, Secretary and Staff Support:

Two (2) members of Council will be appointed by Council to serve as the Chair and Vice Chair of the Committee.

The Corporate Officer or designate will prepare the agenda and notice of meetings and will serve as Secretary.

The General Manager Parks, Recreation and Culture or their designate will serve as the staff liaison to support the Committee.

City staff serve in a support role and are not members of the Committee.

4. Quorum and Procedures:

Meeting procedures are regulated according to the current adopted (as amended) Burnaby Procedure Bylaw.

Committee meetings will be held in accordance with criteria outlined in the City of Burnaby's Procedure Bylaw. The meetings are scheduled approximately once every second month and may be called, cancelled or re-scheduled at the call of the Chair or Corporate Officer.

A quorum will be a majority of the appointed members and must include at least one (1) of the Council members appointed.

5. Governance Model:

City Council has distinct responsibilities to govern, approve or not approve the recommendations of the Committee as the committee functions as an advisory body to Council, not a decision-making group.

This authority is pursuant to section 142 of the *Community Charter* (Select Committees of Council)

6. Key Functions:

1. To provide feedback on major parks, recreation and culture projects and initiatives as they are developed;
2. To provide a function of public engagement and feedback to general parks, recreation and culture operations;
3. To receive staff presentations and reports for information and feedback;
4. To receive reports and referrals from Council where additional information is sought;
5. To maintain contact with community groups and individuals and to ensure that community needs are reflected in parks, recreation and culture policy decisions; and

6. To consider and approve requests to appear as delegation.

7. Termination of the Committee:

The Committee may be terminated by Council at any time by way of resolution.

8. Reference Information:

- [Burnaby Procedure Bylaw 2024 \(Bylaw No. 14610\)](#)
- Corporate Strategic Plan (2017)