

1. Purpose:

The Audit Committee assists, advises, and makes recommendations to Council regarding the fulfillment of Council's oversight responsibilities relative to City financial reporting, external audit requirements, internal control and audit, quality assurance and risk management, and compliance with financial regulations and policies.

Background:

- On April 16, <u>2012</u>, Council adopted recommendations to establish an Audit Committee of Council.
- On May 07, <u>2012</u>, Council adopted the Burnaby Audit Committee Bylaw 2012 (Bylaw No. 13084).
- On May 08, <u>2021</u>, the Audit Committee held its first meeting.

2. Functions:

- 2.1. To recommend to Council the appointment or termination of the external auditors.
- 2.2. To ensure independence of the external auditor process through the establishment of a direct reporting relationship to the Audit Committee.
- 2.3. To resolve issues of restriction that limit the scope of an audit or prevent access to City records by either internal or external auditors.
- 2.4. To provide oversight to the external audit process on matters relating to the annual financial statements, including the review of the Audit Findings Report, the Management Response Letter to the audit findings, and receipt and review of the Audit Financial Statements on behalf of Council.
- 2.5. To provide recommendations to Council regarding the approval of the City's annual audited financial statements.
- 2.6. To review any significant issues identified during the course of audits and the extent to which remedial recommendations have subsequently been implemented.
- 2.7. To review and approve internal audit plans annually and provide recommendations for areas of focus.
- 2.8. To review internal audit and management reports submitted to the Committee.

- 2.9. To consult with the external auditor concerning internal controls.
- 2.10. To consider significant changes to auditing and accounting principles and practices, including major financial changes as a result of legislated guidelines and/or best practices, including the communication of the necessity for operational changes and policies to meet these requirements.
- 2.11. To consider any other matter referred to the Committee, by Council.

- 3.1. Pursuant to 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. Pursuant to s. 170 of the Community Charter,
 - "(1) As a limitation on section 154 (delegation of council authority), a council may only delegate its powers, duties and functions under this Division to a committee comprised of council members."
- 3.3. The Audit Committee membership is comprised of the same members of the Financial Management Committee, in addition to the Mayor.
- 3.4. A Membership term is one (1) year.
- 3.5. 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.

3.6. Except in the case of illness, leave, or with written permission notice by the Chair, a member may not attend by electronic participation more than 25% of the meetings on the annual schedule adopted pursuant to s.5(1) of Bylaw No. 14610.

4. Chair, Secretary and Staff Support:

- 4.1. <u>The Corporate Officer or designate will prepare the agenda and notice of meetings and will serve as Secretary.</u>
- 4.2. <u>Staff support is provided by the Chief Administrative Officer, Chief Financial</u> Officer, Senior Internal Auditor, and the Legislative Services Department
- 4.3. City staff serve in a support role and are not members of the Committee.

5. **Quorum and Procedures:**

- 5.1. <u>The meetings may be called, cancelled or re-scheduled at the call of the Chair or Corporate Officer.</u>
- 5.2. <u>A quorum will be a majority of the appointed members.</u>
- 5.3. <u>Committee meetings will be scheduled in accordance with criteria outlined in the Burnaby Procedure Bylaw 2024, Bylaw No. 14610</u>
- 5.4. <u>Meeting procedures are regulated according to the Burnaby Procedure</u> <u>Bylaw 2024, Bylaw No. 14610.</u>
- 5.5. <u>Expectations of conduct from Appointed members are set out through the</u> <u>Advisory Bodies Code of Conduct Policy.</u>

6. <u>Governance Model:</u>

<u>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.</u>

The authority of this Committee is pursuant to the:

- Community Charter, Part 5, Division 4, s.141 (Standing Committees of Council)
- Community Charter, Part 5, Division 6, s.154 (Delegation of Council Authority)
- Community Charter, Part 6, Division 2 (Audit)
- Burnaby Audit Committee Bylaw 2012 (No. 13084)

- Burnaby Procedure Bylaw 2024, Bylaw No. 14610
- Burnaby Audit Committee Report April 16, 2012
- Advisory Bodies Code of Conduct



Executive Committee of Council Terms of Reference March 2024

1. Purpose:

The Executive Committee of Council is an advisory <u>body</u> 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 include the oversight of strategic direction in the areas of corporate governance, community and intergovernment relations, organization, and people, and providing advice on corporate affairs, special initiatives, and priorities of Council.

Background:

- On November 20, <u>1989</u>, Council adopted a report to reorganize the committee structure by grouping related subjects and establishing five <u>(5)</u> standing committees. As a result, the Executive Committee of Council was created.
- On March 13, <u>1995</u>, Bylaw No. 10183 was struck, designating the Executive Committee of Council as 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 February 20, <u>2017</u>, Council dissolved the Executive Committee of Council and the roles and responsibilities of the Committee were incorporated into the Financial Management Committee.
- On January 28, <u>2019</u>, 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 April 24, <u>2019</u>, 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
 - a. To review Burnaby Community Festivals Grant Program applications for funding and make recommendations to Council.
 - b. 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
 - a. To review and advise on the City's Corporate Strategic Plan including the City's Vision, Mission, Goals and Values.
 - b. To consider and implement strategies and action plans that will build the regional public profile of the City.
 - c. 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.
 - d. To assess key economic issues and the potential impact of policies on inclusive growth.

2.3. Corporate Governance

- a. To advise on Council procedures, and to review the Burnaby Procedure Bylaw and make amendment recommendations.
- b. To provide recommendations to Council on governance matters, including Terms of Reference for Standing Boards, Committees and Commissions.
- c. To welcome and consider strategic initiatives that would be in the interest of the City.
- d. To oversee and set priorities relating to openness, accessibility and transparency of City government and operations.
- e. To monitor and advise on developments and emerging best practices in governance.
- 2.4. Community and Inter-Government Relations
 - a. 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.
 - b. To provide recommendation to Council on strengthening local First Nations and Urban Indigenous relations reconciliation.

- c. To oversee the implementation of policy and actions that engage, support, and promote the Goals and Actions of Reconciliation with First Nations.
- d. 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 interest s of the City.
- e. To identify opportunities to enhance public awareness of City Initiatives.
- 2.5. Organization and People
 - a. To make recommendations to council on the naming of parks, civic buildings, and facilities.
 - b. To recommend to Council any department amalgamation, organizational restructuring, and policy changes for implementation by the Chief Administrative Officer.
 - c. To make every effort to operate within the annual budgeted amount allotted to the Committee by Council.
 - d. To review and recommend to Council lease rates and lease grants for nonprofit tenants at City of Burnaby resource centres.
 - e. To provide strategic direction on human resource functions and policies, in alignments with the Corporate Strategic Plan.
 - f. To periodically review compensation reports of exempt staff and provide strategic direction regarding exempt staff compensation/benefits.
- 2.6. Other Civic Matters
 - a. 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.
 - b. To deal with any other matters referred by Council.

- 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. Except in the case of illness, leave or with written permission notice by the Chair, a member may not attend by electronic participation more than 25% of the meetings on the annual schedule adopted pursuant to s.5(1) of Bylaw No.14610.

4. Chair, Secretary and Staff Support:

- 4.1. <u>Two (2) members of Council will be appointed to serve as the Chair and Vice Chair of the Committee.</u>
- 4.2. <u>The Corporate Officer or designate will prepare the agenda and notice of meetings and will serve as Secretary.</u>
- 4.3. <u>Staff support is provided by the Parks, Recreation and Culture Department, Engineering Department, Planning and Development Department, Finance Department, and the Legislative Services Department.</u>
- 4.4. City staff serve in a support role and are not members of the Committee.

5. <u>Quorum and Procedures:</u>

- 5.1. <u>The meetings are scheduled approximately once every month and may be called, cancelled, or re-scheduled at the call of the Chair or Corporate Officer.</u>
- 5.2. <u>A quorum will be a majority of the appointed members.</u>
- 5.3. <u>Committee meetings will be scheduled in accordance with criteria outlined in the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.</u>
- 5.4. <u>Meeting procedures are regulated according to the Burnaby Procedure</u> <u>Bylaw 2024, Bylaw No. 14610.</u>
- 5.5. <u>Expectations of conduct from Appointed members are set out through the</u> <u>Advisory Bodies Code of Conduct Policy.</u>

6. <u>Governance Model:</u>

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

This authority is pursuant to:

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

7. <u>Termination of the Committee:</u>

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

- <u>Community Granting Policy & Application Form</u>
- 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 2024, Bylaw No. 14610
- <u>Advisory Bodies Code of Conduct</u>



Financial Management Committee Terms of Reference March 2024

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.

Background:

- A *Finance Advisory Committee* was struck in 1983. In 1989, committees were restructured and the *Housing and Civic Development Committee* was established and duties of the *Finance Advisory Committee* were assigned to the Executive Committee of Council.
- In 1994, an *Economic Development and Tourism Advisory Committee* was established. In 1998, the *Finance and Economic Development Committee* replaced the *Economic Development and Tourism Advisory Committee*.
- In 2003, Council adopted a report to alter the existing committee structure. As a result, the *Civic Development Committee* and the *Finance and Economic Development Committee* were both disbanded and were reorganized into one committee to be known as the *Finance and Civic Development Committee*.
- In 2015, the *Finance and Civic Development Committee* name changed to the Financial Management Committee.
- In 2017 Executive Committee of Council was dissolved and the roles and responsibilities of the committee were assumed by the Financial Management Committee.
- On January 28, <u>2019</u>, Council reinstated the Executive Committee of Council and responsibility for grants, human resources matters, and civic building and parks naming were reallocated to the Executive Committee of Council from the Financial Management Committee.

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.

- 3.1. 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. Except in the case of illness, leave or with written permission notice by the Chair, a member may not attend by electronic participation more than 25% of the meetings on the annual schedule adopted pursuant to s.5(1) of Bylaw No.14610.

4. Chair, Secretary and Staff Support:

- 4.1. <u>Two (2) members of Council will be appointed to serve as the Chair and Vice Chair of the Committee.</u>
- 4.2. The Corporate Officer or designate will prepare the agenda and notice of meetings and will serve as Secretary.
- 4.3. <u>Staff support is provided by the Chief Administrative Officer; Corporate</u> <u>Services Department, Finance Department, Planning and Development</u> <u>Department; Engineering Department; Parks, Recreation and Culture</u> <u>Department; and the Legislative Services Department.</u>
- 4.4. <u>City staff serve in a support role and are not members of the Committee.</u>

5. <u>Quorum and Procedures:</u>

- 5.1. <u>The meetings are scheduled approximately once every month and may be</u> called, cancelled or re-scheduled at the call of the Chair or Corporate Officer.
- 5.2. <u>A quorum will be a majority of the appointed members.</u>
- 5.3. <u>Committee meetings will be scheduled in accordance with criteria outlined in the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.</u>
- 5.4. <u>Meeting procedures are regulated according to the Burnaby Procedure</u> <u>Bylaw 2024, Bylaw No. 14610.</u>
- 5.5. <u>Expectations of conduct from Appointed members are set out through the</u> <u>Advisory Bodies Code of Conduct Policy.</u>

6. <u>Governance Model:</u>

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

This authority is pursuant to:

- Community Charter, Part 5, Division 4, s.141 (Standing Committees of Council)
- <u>Community Charter, Part 5, Division 6, s.154 (Delegation of Council Authority)</u>

7. <u>Termination of the Committee:</u>

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

- Burnaby Procedure Bylaw 2024, Bylaw No. 14610
- Burnaby Economic Development Strategy 2020
- Burnaby's Official Community Plan (Revised 2014)
- <u>Advisory Bodies Code of Conduct</u>



International Relations and Friendship Cities Committee Terms of Reference March 2024

1. Purpose:

The International Relations and Friendship Cities Committee (IR&FCC) is an advisory body on international relations and the Sister/Friendship City program and assists Council in exploring opportunities for mutual economic and cultural benefits with other cities across the globe.

Background:

• Burnaby was one of the first communities in Canada to recognize the economic and cultural opportunities of friendships cities and has supported a very active relationship with:

Sister Cities

- Kushiro, Japan (September 9, 1965)
- o Mesa, Arizona (June 22, 1998)
- Hwaseong, South Korea (September 28, 2010)
- Zhongshan City, P.R. China (September 19, 2011)

Friendship Agreement

- Dongcheng District (formerly Chongwen District) of Beijing, P.R. China (September 04, 2009)
- Dongli District of Tianjin (September 8, 2009)
- Kunming, Yunnan Province, P.R. China (May 30, 2011)
- Loughborough, England (May 6, 1986)
- Taichung, Taiwan (May 22, 2009)
- Zhongshan City, P.R. China (May 9, 2009)

Friendship Memorandum of Understanding

- Lin-an City of Zhejiang, P.R. China (April 17, 2009)
- Guiyang City, Guizhou Province, P.R. China (April 17, 2014)
- Yubei District, Chongquing Municipality (July 23, 2014)

Twinning Agreement

- El Zapotal, El Salvador (September 24, 1990)
- Community Leaders Partnership Program Partner
 - Gatineau, Quebec (June 1, 1998)
- Hi-Tech Friendly Exchange Agreement
 - Dalian, Jinzhou District, P.R. China (May 16, 2011)
 - Taichung, Taiwan (June 8, 2007)

2. Functions:

- 2.1. Review and consider all matters pertaining to Sister/Friendship City relationships or requests for delegation visits to Burnaby;
- 2.2. Report and make recommendations to Council regarding appropriate actions to undertake based on the results of this review;
- 2.3. Provide policy and/or program recommendations to Council;
- 2.4. Establish and maintain relationships with other cities that are meaningful and sustained through on-going activity;
- 2.5. Develop a broad base of activity for Sister/Friendship City relationships; and
- 2.6. Serve as a link to engage the Burnaby community and its Sister/Friendship Cities abroad in projects and exchanges that promote cultural awareness, joint learning opportunities, and trade and economic development.

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."
- 3.2. Composition consists of three (3) Council members.
- 3.3. 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.
- 3.4. Except in the case of illness, leave or with written permission notice by the Chair, a member may not attend by electronic participation more than 25%

International Relations and Friendship Cities Committee – Terms of Reference March 2024

of the meetings on the annual schedule adopted pursuant to s.5(1) of Bylaw No.14610.

4. Chair, Secretary and Staff Support:

- 4.1. <u>Two (2) members of Council will be appointed to serve as the Chair and Vice Chair of the Committee.</u>
- 4.2. <u>The Corporate Officer or designate will prepare the agenda and notice of meetings and will serve as Secretary.</u>
- 4.3. <u>Staff support is provided by the Mayor's Office and the Legislative Services</u> <u>Deartment.</u>
- 4.4. <u>City staff serve in a support role and are not members of the Committee.</u>

5. **Quorum and Procedures:**

- 5.1. <u>The meetings may be called, cancelled or re-scheduled at the call of the Chair or Corporate Officer.</u>
- 5.2. <u>A quorum will be a majority of the appointed members.</u>
- 5.3. <u>Committee meetings will be scheduled in accordance with criteria outlined in the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.</u>
- 5.4. <u>Meeting procedures are regulated according to the Burnaby Procedure</u> <u>Bylaw 2024, Bylaw No. 14610.</u>
- 5.5. <u>Expectations of conduct from Appointed members are set out through the</u> <u>Advisory Bodies Code of Conduct Policy.</u>
- 5.6. <u>Any sub-committees shall meet as deemed necessary by the IR&FCC Chair</u> or Vice-Chair.

6. <u>Governance Model:</u>

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

This authority is pursuant to:

• Community Charter, Part 5, Division 4, s.141 (Standing Committees of Council)

International Relations and Friendship Cities Committee – Terms of Reference March 2024

7. <u>Termination of the Committee:</u>

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

- Burnaby Procedure Bylaw 2024, Bylaw No. 14610
- Advisory Bodies Code of Conduct



Planning and Development Committee Terms of Reference March 2024

1. Purpose:

The Planning and Development Committee advises Council on transportation planning, affordable housing, City land leasing for non-market and special needs housing, planning issues for residential land use and the reports on the impacts of federal and provincial policies on the aforementioned topics.

Background:

- In 1966, the *Housing Committee* was established, in 1989 the Committee's name was changed to the *Housing and Civic Development Committee*.
- In 1991, Council split the *Housing and Civic Development Committee* into two separate committees: the *Housing Committee* and the *Civic Development Committee*.
- In 2002, the Housing Committee was renamed, the Community Planning and Housing Committee.
- In 2003, the *Community Planning and Housing Committee* was renamed *Housing Committee* again.
- In 2006, the *Housing Committee's* name changed to the *Community Development Committee*.
- In 2015, the *Community Development Committee's* name changed to the Planning and Development Committee.
- In 2017, the *Transportation Committee* was dissolved and its roles and responsibilities were assumed by the Planning and Development Committee.

2. Functions:

- 2.1. To advise on the protection of affordable housing, leasing of City land for non-market and special needs housing, planning issues for residential land use, and impacts of federal and provincial policies on Burnaby housing issues.
- 2.2. To advise on the Community Benefit Bonus Policy for Affordable Housing and Amenities in Town Centre Areas.
- 2.3. To evaluate and identify planning options to accommodate roads and transit needs ensuring efficient movement of people and goods.

- 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 term is one (1) year
- 3.3. Composition consists of up to five (5) members of Council.
- 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. Except in the case of illness, leave or with written permission notice by the Chair, a member may not attend by electronic participation more than 25% of the meetings on the annual schedule adopted pursuant to s.5(1) of Bylaw No.14610.

4. Chair, Secretary and Staff Support:

- 4.1. <u>Two (2) members of Council will be appointed to serve as the Chair and Vice Chair of the Committee.</u>
- 4.2. <u>The Corporate Officer or designate will prepare the agenda and notice of meetings and will serve as Secretary.</u>
- 4.3. <u>Staff support is provided by the Planning and Development Department,</u> <u>Engineering Department, Community Safety Department, Lands and</u> <u>Facilities Department, and the Legislative Services Department.</u>
- 4.4. <u>City staff serve in a support role and are not members of the Committee.</u>

5. <u>Quorum and Procedures:</u>

- 5.1. <u>The meetings are scheduled approximately once every month and may be</u> called, cancelled or re-scheduled at the call of the Chair or Corporate <u>Officer.</u>
- 5.2. <u>A quorum will be a majority of the appointed members.</u>

Planning and Development Committee – Terms of Reference March 2024

- 5.3. <u>Committee meetings will be scheduled in accordance with criteria outlined</u> in the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 5.4. <u>Meeting procedures are regulated according to the Burnaby Procedure</u> <u>Bylaw 2024, Bylaw No. 14610.</u>
- 5.5. Expectations of conduct from Appointed members are set out through the Advisory Bodies Code of Conduct Policy.

6. <u>Governance Model:</u>

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

This authority is pursuant to:

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

7. <u>Termination of the Committee:</u>

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

- Burnaby Procedure Bylaw 2024, Bylaw No. 14610
- <u>Community Benefit Bonus Policy for Affordable Housing and Amenities in Town</u> <u>Centre Areas</u>
- Corporate Strategic Plan (2017)
- Regional Context Statement (2013)
- Official Community Plan (Revised 2014)
- Economic Development Strategy (2020)
- Social Sustainability Strategy (2011)
- Environmental Sustainability Strategy (2016)
- Mayor's Task Force on Community Housing Final Report (2019)
- Housing Needs Report (2021)
- <u>Climate Action Framework (2020)</u>
- Rental Use Zoning Policy (2020)
- Density Transfer Policy (2021)
- Advisory Bodies Code of Conduct