



COUNCIL ADVISORY BODIES' TERMS OF REFERENCE FRAMEWORK

The City of Burnaby's Terms of Reference Framework ("Framework") is a procedural document designed to standardize the development, approval, administration, and maintenance of all Terms of Reference (TOR) for Council Advisory Bodies.

This Framework promotes consistency, control, clarity, and quality while establishing a process for keeping documents current and aligned with the organization's strategic direction.

The Framework includes the following sections:

- A. [BACKGROUND](#)
- B. [FORM AND CONTENT STANDARDS](#)
- C. [AMENDMENTS, APPROVAL AND REVIEW](#)
- D. [COMMUNICATION AND ACCESS](#)
- E. [SCHEDULES](#)

A. BACKGROUND

TOR for Council Advisory Bodies are formal documents that define the purpose, scope, and responsibilities of the group. They detail the goals, specific issues or areas to be addressed, and the composition of the members. Additionally, the TOR outlines the roles and duties of the members, establishes governance procedures—including meeting schedules and decision-making processes—and specifies the duration of the Advisory Body's work.

In April 2024, at the direction of Council, staff were tasked with drafting a framework for the TOR for each Advisory Body and reporting back to the Executive Committee of Council to present the proposed Framework for approval. This Framework establishes regular reviews to ensure compliance with all legislation, bylaws and policies relevant to the Advisory Body including, but not limited to: the *Community Charter*, the *Local Government Act* of B.C, and the Burnaby Procedure Bylaw, while also incorporating standards for form, content, amendments, and approval.

B. FORM AND CONTENT STANDARDS

Form and content standards for TOR are essential for ensuring both consistency and clarity in these documents.

Form standards prescribe the structural elements, including the use of a standardized template, consistent formatting, and document control features such as version numbers and approval dates. These standards ensure that all TORs are presented uniformly, with clear headers, footers, and readable formatting to facilitate navigation and understanding.

Content standards focus on the substance of the TOR, necessitating a clear articulation of responsibilities and governance procedures to facilitate effective decision making. Below are the essential subsections that must be included within a TOR to meet these content standards:

- **Mandate and Role**
 - Describes the scope of the Advisory Body's work.
 - Defines the specific functions and responsibilities assigned to the group, including the objectives it aims to achieve, the issues it is authorized to address, and the boundaries within which it operates.
 - Clarifies what the group is empowered to do and provides a framework for its activities.
- **Membership**
 - Outlines the composition of the Advisory Body, including whom has authority to appoint and term of membership.
- **Code of Conduct**
 - Specifies that the ethical and behavioral standards expected of members are outlined and can be found in the Burnaby Procedure Bylaw, Burnaby Code of Conduct Bylaw and Advisory Bodies Code of Conduct Policy.
- **Meetings**
 - Details the scheduling, procedures, and expectations for attendance at meetings.
- **Quorum and Procedures**
 - Defines the minimum number of members required for a meeting and outlines procedural rules for conducting meetings.
- **Recording Secretary and Support Staff**
 - Identifies the individual responsible for preparing the agenda and notice of meetings, recording the minutes, and maintaining the records.
 - Lists the Staff administrative and technical support available to the Advisory Body.
- **Governance Model**
 - Defines the governance structure, including decision-making processes, reporting relationships, and oversight mechanisms.
- **Termination**
 - Specifies the conditions under which the Advisory Body or its members may be terminated.
- **Resources**
 - Lists required resources available to carry out the Advisory Body's functions effectively.

C. AMENDMENTS, APPROVAL AND REVIEW

Amendments to TOR

Changes to TOR are often necessary when new policies, bylaws, legislation, or statutes are enacted. These changes are typically minor and do not affect the scope or purview of the

obligations required. On April 15, 2024, Council authorized the Corporate Officer to complete minor textual and housekeeping amendments to the TOR of Advisory Bodies for the following reasons:

- provincial and federal statute and regulation changes;
- bylaw and policy updates by the City of Burnaby; and
- departmental, staff and external organizations name changes.

By delegating this responsibility, the Corporate Officer can promptly address minor textual changes resulting from updates to policies, bylaws, legislation, and statutes without the need for extensive report drafting and Mayor or Council approval.

If an amendment is required that affects the responsibilities outlined in the TOR, or a change is requested by Council members or Advisory Body members, these amendments will be subject to review by the Executive Committee of Council and will require approval from Mayor or Council in accordance with the *Community Charter*.

Approval Authority

Pursuant to s.141 of the *Community Charter*, the Mayor is required to establish standing committees for matters that are better addressed by committee and to appoint individuals to those committees. Under this authority, any changes to the TOR for the following standing committees must be approved by the Mayor:

- Audit Committee
- Executive Committee of Council
- Financial Management Committee
- International Relations & Friendship Cities Committee
- Planning and Development Committee

Pursuant to s.142 and s.143 of the *Community Charter*, Council may establish and appoint select committees. The TOR for the following select committees are approved by Council:

- Access Advisory Committee
- Community Heritage Commission
- Environment Committee
- Parks, Recreation and Culture Committee
- Public Safety Committee
- Simon Fraser Liaison Committee
- Social Planning Committee
- Transportation Committee

Regular Review

To determine if amendments are necessary, at the end of each calendar year, Legislative Services staff will conduct a thorough review of each Advisory Body's TOR by consulting with:

- Chairs and Vice Chairs;
- Administrative Officers;
- staff representatives; and

- correspondence submitted to Council or the Committees from appointees.

If amendments are needed, staff will present these changes for approval early the following year.

D. COMMUNICATION AND ACCESS

Any minor textual or housekeeping amendments to a TOR completed by the Corporate Officer will be tracked, and Council and Advisory Body members will be notified of these changes through written communication from the Corporate Officer.

Once amended and adopted, the updated TOR will be published individually on the City's website. If necessary, training will be offered to Advisory Body members on any newly adopted TOR.

E. SCHEDULES

SCHEDULE A – Standing Committee Terms of Reference Template

SCHEDULE B – Select Committee Terms of Reference Template



SELECT A STANDING COMMITTEE TERMS OF REFERENCE

1.0 MANDATE

The **select a standing committee** will advise Council on

2.0 ROLE

The **select a standing committee** will:

2.1

2.2

2.3

3.0 MEMBERSHIP

Pursuant to s. 141 of the *Community Charter*, 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. At least half of the members of a standing committee must be council members.

3.1 The committee will consist of **select number of voting members** voting members, as follows:

- **Select number of members** members of Council, appointed by the mayor, with one (1) member to serve as Chair, and another member to serve as Vice Chair of the advisory body.

3.2 Members will be appointed and re-appointed to the committee for a term of one (1) year, except as otherwise determined by the mayor.

4.0 CODE OF CONDUCT

The four (4) foundational principles prescribed in the Burnaby Code of Conduct Bylaw (Bylaw No. 14557) set the standards of conduct applicable to all Appointed members. In addition to the foundational principles, all Appointed members will comply with the Advisory Bodies Code of Conduct Policy and Burnaby Procedure Bylaw (Bylaw No. 14610).

5.0 MEETINGS

Pursuant to the Burnaby Procedure Bylaw:

- 5.1 Meetings will be held in accordance with the schedule for the date and time of the Advisory Body meeting adopted by Council each year.
- 5.2 The Chair of the Advisory Body may, by request to the Corporate Officer, cancel a meeting, call an additional meeting, or change the time, date or place of a meeting.
- 5.3 Where facilities are made available for members of any Advisory Body to attend a meeting in person or by electronic participation, such meeting is a hybrid meeting. Each member attending a hybrid meeting by electronic participation or attending an electronic meeting must:
 - ensure they are heard, or seen and heard, during the meeting and will be deemed to not be present at the meeting or portion of the meeting when not heard, or seen and heard;
 - be heard, or seen and heard, during any voting to be deemed to be present and if not heard, or seen and heard, the member will be deemed to be absent during the vote and the Recording Secretary, as applicable, will not count the member as voting in the affirmative; and
 - except in the case of illness, leave or with written permission notice by the Chair, not attend by electronic participation more than 25% of the meetings on the annual schedule adopted.
- 5.4 A member who is absent from three (3) consecutive meetings of the Advisory Body without leave or without reason satisfactory to the Advisory Body shall forthwith cease to be a member.

6.0 QUORUM AND PROCEDURES

Pursuant to the Burnaby Procedure Bylaw:

- 6.1 Quorum means a majority of the voting members appointed. If there is no quorum at the location for the meeting within 30 minutes of the time stated in the public notice for the meeting, or a quorum is lost during a meeting:
 - the Recording Officer will record in the minutes the members present;
 - the members present will direct that the meeting of the Advisory Body be held or continued at the same time and location on the next available day that is not a Saturday, Sunday or statutory holiday, or on the date of the next meeting on the annual schedule; and

- all unfinished business on the agenda for the meeting is incorporated into the agenda for the meeting to be held on the earlier of the dates.
- 6.2 Every member who is present at a meeting when a question is put must vote on the matter, except as set out in the Burnaby Procedure Bylaw, *Community Charter*, *Local Government Act* of B.C., or another enactment. If a member does not indicate how the member votes in respect to a question, the member is deemed to have voted in the affirmative and their vote will be counted accordingly.
- 6.3 The agenda for the Advisory Body will be made available to each member at least 72 hours before the time when a meeting is to be held.
- 6.4 Meeting conduct and debate must be in accordance with Part 9 of the Burnaby Procedure Bylaw.

7.0 RECORDING SECRETARY AND SUPPORT STAFF

The Corporate Officer or designate will prepare the agenda and notice of meetings and will serve as Secretary. City staff serve in a support role and are not members of the Committee.

Additional Staff support is provided by:

- select a department
- select a department
- select a department

8.0 GOVERNANCE MODEL

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. The authority to approve and adopt the terms of references is through Council 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)

9.0 TERMINATION

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

10.0 RESOURCES

- [Advisory Bodies Code of Conduct Policy](#)
- [Burnaby Procedure Bylaw](#)
- [Burnaby Code of Conduct Bylaw](#)

Last date approved by Council:	Click or tap to enter a date.	Last date revised by the Corporate Officer:	Click or tap to enter a date.
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CHOOSE A SELECT COMMITTEE OR COMMISSION TERMS OF REFERENCE

1.0 MANDATE

The **choose a select committee or commission** will advise Council on

2.0 ROLE

The **choose a select committee or commission** will:

2.1

2.2

2.3

3.0 MEMBERSHIP

Pursuant to s. 142 of the *Community Charter*, 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. At least one (1) member of a select committee must be a council member.

The committee will consist of **select number of voting members** voting members, as follows:

- 3.1 **Select number of members** members of Council, appointed by Council, with one (1) member to serve as Chair, and another member to serve as Vice Chair of the committee.
- 3.2 **Select number of members** dedicated Resident Representatives, appointed by Council.
- 3.3 **Select number of members** Representatives from **select an advisory group**, appointed by Council.

Resident Representatives will be appointed and re-appointed to the committee for a term of three (3) years, except as otherwise determined by Council.

Resident Representative may serve up to two (2) terms on the same Advisory Body, except as otherwise determined by Council.

Non-voting advisory groups include **select an advisory group**.

4.0 CODE OF CONDUCT

The four (4) foundational principles prescribed in the Burnaby Code of Conduct Bylaw (Bylaw No. 14557) set the standards of conduct applicable to all Appointed members. In addition to the foundational principles, all Appointed members must comply with the Advisory Bodies Code of Conduct Policy and Burnaby Procedure Bylaw (Bylaw No. 14610).

5.0 MEETINGS

Pursuant to the Burnaby Procedure Bylaw:

- 5.1 Meetings will be held in accordance with the schedule for the date and time of the Advisory Body meeting adopted by Council each year.
- 5.2 The Chair of the Advisory Body may, by request to the Corporate Officer, cancel a meeting, call an additional meeting, or change the time, date or place of a meeting.
- 5.3 Where facilities are made available for members of any Advisory Body to attend a meeting in person or by electronic participation, such meeting is a hybrid meeting. Each member attending a hybrid meeting by electronic participation or attending an electronic meeting must:
 - ensure they are heard, or seen and heard, during the meeting and will be deemed to not be present at the meeting or portion of the meeting when not heard, or seen and heard;
 - be heard, or seen and heard, during any voting to be deemed to be present and if not heard, or seen and heard, the member will be deemed to be absent during the vote and the Recording Secretary, as applicable, will not count the member as voting in the affirmative; and
 - except in the case of illness, leave or with written permission notice by the Chair, not attend by electronic participation more than 25% of the meetings on the annual schedule adopted.
- 5.4 A member who is absent from three (3) consecutive meetings of the Advisory Body without leave or without reason satisfactory to the Advisory Body shall forthwith cease to be a member.

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- all unfinished business on the agenda for the meeting is incorporated into the agenda for the meeting to be held on the earlier of the dates.

- 6.2 Every member who is present at a meeting when a question is put must vote on the matter, except as set out in the Burnaby Procedure Bylaw, *Community Charter, Local Government Act* of B.C., or another enactment. If a member does not indicate how the member votes in respect to a question, the member is deemed to have voted in the affirmative and their vote will be counted accordingly.
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- **select a department**
- **select a department**

8.0 GOVERNANCE MODEL

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. The authority to approve and adopt the terms of references is through Council pursuant to:

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

- *Community Charter, Part 5, Division 6, s.154 (Delegation of Council Authority)*

9.0 TERMINATION

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

10.0 RESOURCES

- [Advisory Bodies Code of Conduct Policy](#)
- [Burnaby Procedure Bylaw](#)
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