

EXECUTIVE COMMITTEE OF COUNCIL

TO: MAYOR AND COUNCILLORS

SUBJECT: REVISED COUNCIL ADVISORY BODIES' TERMS OF REFERENCE FRAMEWORK

RECOMMENDATION:

THAT the Terms of Reference Framework and templates, as indicated in Attachment 1 to the report titled "Revised Council Advisory Bodies' Terms of Reference Framework" dated January 20, 2025, of the Executive Committee of Council meeting, be approved with the following changes:

- **TOR Framework**
- Section B
 - Remove the subsection titled "Recording Secretary and Support Staff."
- **Standing and Select Committee Templates**
 - Correct numerical errors in Section 1 and 2.
 - Change all reference from "Resident Representative" to Resident Appointee."
 - Remove Section 5 – "Recording Secretary and Support Staff."
 - Simplify Section 6 – "Governance Model" for clarity.
 - Amend Section 7 – "Termination" to read: *The committee may be terminated at any time by resolution of Council;* and

THAT staff be directed to draft revised Terms of Reference for each Advisory Body in accordance with the Terms of Reference Framework, and report back to introduce the proposed amendments for approval, as required.

REPORT

The Executive Committee of Council, at its meeting held on January 20, 2025, received and adopted the attached report seeking final approval for the revised Council Advisory Bodies' Terms of Reference Framework and proposed templates.

The Chair noted that section 4.0 Communication and Community Engagement of the report referred to a comprehensive review and further consultation process to be undertaken and noted that this should be removed as the review has already been completed.

The Committee called for the changes to the framework and template as noted in the recommendation.

If Council approves, Legislative Services intend to bring forward the Framework and templates with all requested amendments to the Executive Committee of Council on February 3, 2025.

On behalf of the Executive Committee of
Council,

Councillor Sav Dhaliwal
Chair

Councillor P. Calendino
Vice Chair

TO: EXECUTIVE COMMITTEE OF COUNCIL (ECC)
FROM: GENERAL MANAGER CORPORATE SERVICES
SUBJECT: **REVISED COUNCIL ADVISORY BODIES' TERMS OF REFERENCE FRAMEWORK**
PURPOSE: To report back from previous feedback of the Executive Committee of Council to seek final approval for the revised Council Advisory Bodies' Terms of Reference Framework and proposed templates.

RECOMMENDATION

THAT the Terms of Reference Framework and templates, as indicated in Attachment 1 to the report titled "Revised Council Advisory Bodies' Terms of Reference Framework" dated January 20, 2025, be approved; and

THAT staff be directed to draft revised Terms of Reference for each Advisory Body in accordance with the Terms of Reference Framework, and report back to introduce the proposed amendments for approval, as required.

1.0 POLICY SECTION

Pursuant to Section 141 of the *Community Charter*, the Mayor has the responsibility to establish standing committees that address specific matters best suited for committee review. This includes the authority to create, modify, and approve the Terms of Reference (TOR) for these committees.

Additionally, under Sections 142 and 143 of the *Community Charter*, Council holds the power to establish and appoint members to select committees. In this context, the TOR for these select committees and commissions are approved by Council.

Recent amendments proposed to the Procedure Bylaw will grant the Mayor the authority to create the TORs for all Advisory Bodies, including both standing and select committees.

2.0 BACKGROUND

On March 6, 2024, the Executive Committee of Council (ECC) was presented a staff report requesting authorization to allow housekeeping amendments and minor corrective updates based on legislative changes to be made by the Corporate Officer to the TOR to Advisory Bodies of Council, without requiring formal Council approval. At this meeting, the ECC introduced an amendment to the staff recommendation and directed

staff to draft a new TOR Policy Framework to apply to each Advisory Body and for the framework to be presented to the ECC.

On April 15, 2024, additional direction at the ECC was approved by Council and Staff were tasked with reporting back to the ECC with the proposed framework for review and approval.

On October 2, 2024, staff reported back to the ECC with a report titled "Council Advisory Bodies' Terms of Reference Framework". This report sought approval for the proposed TOR framework and provided templates for each Advisory Body. Arising from discussion, the report was referred to staff for the incorporation of specific recommended changes.

On October 21, 2024, Council approved the recommended amendments introduced by the ECC.

On November 6, 2024, ECC received a verbal report from staff in relation to updates to the Procedure Bylaw. During that meeting, direction was provided to include provisions within the Procedure Bylaw that are directly related to the TOR Framework and so this report has been scheduled to appear on the same agenda as the Procedure Bylaw update report.

3.0 GENERAL INFORMATION

TOR for Council Advisory Bodies are formal policy documents that define the group's purpose, scope, and responsibilities, outlining goals, issues to be addressed, member composition, roles, and governance procedures.

The proposed TOR Framework establishes compliance with relevant legislation, including the *Community Charter*, the *Local Government Act* of B.C., and the Burnaby Procedure Bylaw, while incorporating standards for form, content, amendments, and approval.

The following changes were incorporated into the Framework and templates based on the October 2, 2024 ECC resolutions:

3.1 TOR Framework

- Section B
 - Under "Mandate and Role", remove the text: "clarifies what the group is empowered to do and provides a framework for its activities."
- Section C
 - Change the section title to "Create, Amend, and Approve".
 - Add a new sub-section titled "Create" that outlines how each TOR is established under the authority of the Mayor.
 - Under "Amendments to TOR", remove the text: "and will require approval from the Mayor or Council in accordance with the *Community Charter*."

- Under “Approval Authority”, clarify the responsibilities for approving standing and select committees and commissions.
- Remove the “Regular Review” sub-section.

3.2 Standing and Select Committee Templates

- Amend templates to ensure that the documents are concise and succinct, avoid repetitive references, and are aligned with the TOR Framework.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

Should it be required, consultation initiatives for a comprehensive review of all Advisory Bodies' TOR could involve engaging appointed members, relevant community groups associated with the existing TORs, and staff representatives from each Advisory Body. Upon completing the review, staff would report back to Council with summarized recommendations for updating TORs of specific Advisory Bodies as soon as practicable.

Pending the adoption of recommendations in this report, the current TORs shall be revised and published individually on the City's website. If necessary, training will be provided to Advisory Body members regarding any newly adopted TOR provisions, or otherwise training will be provided by Legislative Services to Select Committees of Council at the next available meeting of the scheduled calendar year.

5.0 FINANCIAL CONSIDERATIONS

There are no financial impacts or considerations other than additional staff resources required to consult, train and revise TORs at the approval of Council.

Respectfully submitted,

Juli Halliwell, General Manager Corporate Services

ATTACHMENTS

Attachment 1 – Council Advisory Bodies' Terms of Reference Framework

REPORT CONTRIBUTORS

This report was prepared by Samantha Pellizzari, Policy and Governance Administrator, and reviewed by Kathryn Matts, Administrative Officer 2; Blanka Zeinabova, Senior Manager Legislative Services; and Nikki Best, Director Legislative Services.