

## COUNCIL ADVISORY BODIES' TERMS OF REFERENCE FRAMEWORK

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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.
- 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, Quorum and Procedures
  - Identifies references for scheduling, procedures, and expectations for attendance at 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. CREATE, AMEND, AND APPROVE**

### Creation

Under Section 141 of the *Community Charter*, the Mayor is responsible for establishing standing committees to address specific matters best suited for committee review. This responsibility includes the authority to create, modify and approve the TOR for these committees. Additionally, the Procedure Bylaw grants the Mayor the authority to create the TOR for all select committees.

Pursuant to Sections 142 and 143 of the *Community Charter*, Council has the authority to establish and appoint members to select committees. In this context, the TOR for these select committees and commissions are subject to approval by Council.

### 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 the Mayor, Council, or the CAO, these amendments will be subject to review by the Executive Committee of Council before making recommendations to Council for adoption.

### Approval Authority

Under the authority of the *Community Charter and Burnaby Procedure Bylaw*, both the adoption of the TOR and any subsequent changes 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

Under the authority of the *Community Charter and Burnaby Procedure Bylaw*, both the adoption of the TOR and any subsequent changes for the following select committees must be 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

## **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 TORs will be 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 first meeting of the scheduled calendar year.

## **E. SCHEDULES**

SCHEDULE A – Standing Committee Terms of Reference Template

SCHEDULE B – Select Committee Terms of Reference Template

## 1.0 MANDATE AND ROLE

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

2.1

2.2

2.3

## 2.0 MEMBERSHIP

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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.

## 3.0 CODE OF CONDUCT

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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).

## 4.0 MEETINGS, QUORUM AND PROCEDURES

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Meetings are scheduled and conducted in accordance with the Burnaby Procedure Bylaw. Quorum, meeting procedures, conduct, and debate will all be governed by this bylaw.

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.

## 5.0 RECORDING SECRETARY AND SUPPORT STAFF

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The Corporate Officer or designate will prepare the agenda and notice of meetings, and 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](#)

## 6.0 GOVERNANCE MODEL

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Council has distinct responsibilities in governing and deciding whether to approve the recommendations of the committee, which functions as an advisory body rather than a decision-making entity. The authority to approve and adopt the Terms of Reference lies with the mayor, 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)

## 7.0 TERMINATION

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

## 8.0 RESOURCES

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

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**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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## **1.0 MANDATE AND ROLE**

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

2.1

2.2

2.3

## **2.0 MEMBERSHIP**

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

- 3.1 **Select number of members** members of 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** 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**.

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