

EXECUTIVE COMMITTEE OF COUNCIL

TO: *MAYOR AND COUNCILLORS*

SUBJECT: UPDATED COUNCIL ADVISORY BODIES' TERMS OF REFERENCE

RECOMMENDATION:

THAT the updated Terms of Reference for each Council Advisory Body, as outlined in Attachment 1 to the report titled "Updated Council Advisory Bodies' Terms of Reference" dated April 7, 2025, of the Executive Committee of Council meeting, be approved.

REPORT

The Executive Committee of Council, at its meeting held on April 7, 2025, received and adopted the attached report seeking Council approval for the amended Terms of Reference (TOR) for Council Advisory Bodies, in accordance with the provisions established by the TOR Framework.

On behalf of the Executive Committee of
Council,

Councillor S. Dhaliwal
Chair

Councillor P. Calendino
Vice Chair

TO: EXECUTIVE COMMITTEE OF COUNCIL (ECC)
FROM: GENERAL MANAGER CORPORATE SERVICES
SUBJECT: **UPDATED COUNCIL ADVISORY BODIES' TERMS OF REFERENCE**
PURPOSE: To seek approval for the amended Terms of Reference (TOR) for Council Advisory Bodies, in accordance with the provisions established by the TOR Framework.

RECOMMENDATION

THAT the updated Terms of Reference for each Council Advisory Body, as outlined in Attachment 1 to the report titled "Updated Council Advisory Bodies' Terms of Reference" dated April 7, 2025, be approved.

1.0 POLICY SECTION

Pursuant to Section 141 of the *Community Charter*, the Mayor is authorized to establish standing committees to address specific matters suited for committee review, with the authority to create and approve the Terms of Reference (TOR) for these Advisory Bodies. Additionally, pursuant to Sections 142 and 143 of the *Community Charter*, Council has the authority to appoint members to select committees and approve their TOR. Recent amendments brought forward to the Burnaby Procedure Bylaw have further granted the Mayor the authority to create and establish TORs for all Advisory Bodies, including both standing and select committees.

The amended TORs, presented as Attachment 1 and Attachment 2 to this report, align with the Terms of Reference Framework ("Framework") adopted by Council on January 28, 2025.

2.0 BACKGROUND

On January 28, 2025, Council approved the Framework (Attachment 3) for Council Advisory Bodies, establishing guidelines for the creation, amendment, and approval of TORs for all Advisory Bodies. Staff were subsequently directed to revise the TORs for each Advisory Body in alignment with the approved Framework and to present the proposed amendments for Council's approval.

3.0 GENERAL INFORMATION

The individual TOR for each Advisory Body defines the mandate and responsibilities of the body, including membership composition, governance procedures, and resources.

The updated TORs have been developed in accordance with the approved Framework, ensuring compliance with the *Community Charter*, the *Local Government Act of B.C.*, and the Burnaby Procedure Bylaw (Bylaw No. 14610). These TORs have been revised for clarity and conciseness, aligning with the Framework. Redundant references have been removed, and the content has been streamlined to focus on the essential governance and operational elements for each Advisory Body.

The following updates have been made to the individual TORs for all Advisory Bodies:

- **Mandate and Role:** The language has been updated for grammar, punctuation, clarity, and precision. However, the mandate and specific functions of the Advisory Body remain unchanged and are consistent with the previous TOR. Redundant phrasing has been removed to align with the Framework's streamlined approach, while maintaining the original purpose and scope of the Advisory Bodies' functions.
- **Membership:** This section has been simplified to clearly state the number of voting members, the composition of voting membership, and the terms and reappointment opportunities for appointed members.
- **Code of Conduct:** Previously, specific provisions for conduct were listed within the TOR. This section has been simplified to reference the relevant source documents that govern conduct, including the Burnaby Code of Conduct Bylaw, the Advisory Bodies Code of Conduct Policy, and the Burnaby Procedure Bylaw.
- **Meetings, Quorum, and Procedures:** Previously, specific provisions for meetings, quorum, and procedures were listed under this section. It has now been simplified to direct appointed members to the Burnaby Procedure Bylaw for details on meetings, quorum, and procedures, rather than listing specific provisions within the TOR.
- **Governance Model:** In this section, the roles of Advisory Bodies in relation to Council have been clearly defined, emphasizing that Council is the governing body and that Advisory Bodies function in an advisory capacity, as outlined in the *Community Charter* and the Burnaby Procedure Bylaw.
- **Termination:** This section specifies the conditions under which termination may occur, allowing for termination at any time.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

Once the updated TOR are approved by Council, they will be published on the City's website for public access. The amended TOR will be distributed to the appointed members of each Advisory Body through their Administrative Officer. If necessary, training will be provided on the updated TOR provisions.

5.0 FINANCIAL CONSIDERATIONS

There are no significant financial impacts or considerations associated with the approval of the updated TOR.

Respectfully submitted,

Juli Halliwell, General Manager Corporate Services

ATTACHMENTS

Attachment 1 – Draft Select Advisory Bodies' TOR

Attachment 2 – Draft Standing Advisory Bodies' TOR

Attachment 3 –Terms of Reference Framework (January 28, 2025)

REPORT CONTRIBUTORS

This report was prepared by Samantha Pellizzari, Policy and Governance Administrator, and reviewed by Ana Denissenko, Administrative Officer 1; Denise Chak, Administrative Officer 1; Kathryn Matts, Administrative Officer 2; and Blanka Zeinabova, Senior Manager Legislative Services.