

1.0 MANDATE AND ROLE

The **Access Advisory Committee** advises Council on improving access and inclusion for community members with disabilities, including:

- 1.1** Assisting in identifying barriers to accessibility and inclusion for individuals within the community or those interacting with the organization.
- 1.2** Recommending ways to remove and prevent any identified barriers.
- 1.3** Providing guidance on the development of an organizational accessibility plan.
- 1.4** Creating a mechanism for public feedback on accessibility.

2.0 MEMBERSHIP

The Advisory Body will consist of up to ten (10) voting members, as follows:

- 2.1** Three (3) members of Council, with one (1) member to serve as Chair, and another member to serve as Vice Chair of the Advisory Body.
- 2.2** Seven (7) Resident Appointees selected by Council.

In accordance with Section 9 of the *Accessible BC Act*, an accessibility committee, must, to the extent possible, have members who are selected in accordance with the following goals:

- At least half of the Resident Appointees are persons with disabilities; or
- individuals who support, or are from organizations that support persons with disabilities.
- The Resident Appointees reflect the diversity of persons with disabilities in BC;
- at least one of the members is an Indigenous person; and
- the committee reflects the diversity of persons in BC.

Resident Appointees will be appointed or re-appointed to the Advisory Body for a three (3) year term, unless otherwise determined by Council. They may serve a maximum of two (2) terms on the same Advisory Body, unless otherwise determined by the Council.

3.0 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).

4.0 MEETINGS, QUORUM AND PROCEDURES

Meetings are scheduled and conducted in accordance with the Burnaby Procedure Bylaw. Quorum, 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 GOVERNANCE MODEL

Advisory Bodies function in an advisory capacity and are not decision-makers. Council is the approving body for making decisions. The authority to approve and adopt the terms of reference shall be in accordance with the *Community Charter* and the Burnaby Procedure Bylaw.

6.0 TERMINATION

The Advisory Body may be terminated at any time by a resolution of Council.

7.0 RESOURCES

- [Advisory Bodies Code of Conduct Policy](#)
- [Burnaby Code of Conduct Bylaw](#)
- [Burnaby Equity Policy 1994 \(Updated 2020\)](#)
- [Burnaby Procedure Bylaw](#)
- [Burnaby Social Sustainability Strategy \(2011\)](#)

Last date approved by Council: April. 15, 2024

Last date revised by the Corporate Officer: April. 30, 2024

1.0 MANDATE AND ROLE

The **Board of Variance** is established under the *Local Government Act of B.C. (LGA)* and serves as a Board of Appeal that reviews minor variances to the Burnaby Zoning Bylaw. The Board hears appeals and considers requests for minor variances regarding the siting, dimensions, and size of buildings, but does not address issues involving land use or density.

2.0 MEMBERSHIP

In accordance with Section 537(2) of the *LGA*, the municipal board of variance is to consist of five (5) persons appointed by the Council. Pursuant to Section 536(2) of the *LGA*:

“A person is not eligible to be appointed to a board of variance if the person is:

- (a) A member of the local government or advisory planning commission, or*
- (b) An officer or employee of the local government.”*

Resident Appointees will be appointed or re-appointed to the Board for a three (3) year term, unless otherwise determined by Council. They may serve a maximum of two (2) terms, unless otherwise determined by the Council.

3.0 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).

4.0 MEETINGS, QUORUM AND PROCEDURES

Meetings are scheduled and conducted in accordance with the Burnaby Procedure Bylaw. Quorum, 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 GOVERNANCE MODEL

Advisory Bodies function in an advisory capacity and are not decision-makers. Council is the approving body for making decisions. The authority to approve and adopt the terms of reference shall be in accordance with the *Community Charter* and the Burnaby Procedure Bylaw.

6.0 RESOURCES

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

Last date approved by Council:	April. 15, 2024
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Last date revised by the Corporate Officer:	April 30, 2024
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1.0 MANDATE AND ROLE

The **Community Heritage Commission** will provide guidance to Council on matters related to the identification, management, preservation, and restoration of buildings and sites of historical significance in Burnaby. Specifically, the Commission will:

- 1.1** Advise Council on issues within the scope of Part 15, Heritage Conservation, of the *Local Government Act*.
- 1.2** Oversee the City's heritage program, including the identification, management, preservation and restoration of historically significant buildings and sites in Burnaby.
- 1.3** Review regulations and legislation to protect the heritage register and to inventory, conserve, monitor, promote, and enhance City-owned heritage resources. The Commission will also manage Council-approved funds for heritage purposes.
- 1.4** Consider and make recommendations to Council on special projects, such as Heritage Plaques, the WWII Honour Roll, and other related initiatives.
- 1.5** Advise Council on strategies for raising awareness and promoting public education.

2.0 MEMBERSHIP

In accordance with the Burnaby Community Heritage Commission Bylaw (Bylaw No. 9029), the Advisory Body shall consist of up to nine (9) voting members, as follows:

- 2.1** Three (3) members of Council, with one (1) member to serve as Chair, and another member to serve as Vice Chair of the Advisory Body.
- 2.2** One (1) member from the community at large.
- 2.3** Up to three (3) members from the community with a background in history, architecture, landscape architecture, archival studies, building conservation and restoration, or a related field.
- 2.4** One (1) member from the local business community.

Council may appoint additional members to the Advisory Body for a maximum term of two (2) years.

Resident Appointees will be appointed or re-appointed to the Advisory Body for a two (2) year term, unless otherwise determined by Council. They may serve a maximum of three (3) terms on the same Advisory Body, unless otherwise determined by the Council.

3.0 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).

4.0 MEETINGS, QUORUM AND PROCEDURES

Meetings are scheduled and conducted in accordance with the Burnaby Procedure Bylaw. Quorum, 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 GOVERNANCE MODEL

Advisory Bodies function in an advisory capacity and are not decision-makers. Council is the approving body for making decisions. The authority to approve and adopt the terms of reference shall be in accordance with the *Community Charter* and the Burnaby Procedure Bylaw.

6.0 TERMINATION

The Advisory Body may be terminated at any time by a resolution of Council

7.0 RESOURCES

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

Last date approved by Council: April. 15, 2024

Last date revised by the Corporate Officer: April. 30, 2024

1.0 MANDATE AND ROLE

The **Environment Committee** provides guidance to Council on environmental matters, including policy recommendations to help the City achieve its urgent environmental targets and goals. Foundational documents, such as the Burnaby Environmental Sustainability Strategy (ESS), the Official Community Plan (OCP), the Community Energy and Emissions Plan (CEEP), the Corporate Strategic Plan (CSP), and the Climate Action Framework, inform and provide context for the priorities and actions of the Advisory Body. Specifically, the Advisory Body is responsible for:

- 1.1** Providing recommendations to Council on the City's strategic policy goals, objectives, and priorities, ensuring they continue to address the evolving environmental needs of the community.
- 1.2** Supporting the creation of educational opportunities and enhancement of public, corporate, and governmental awareness within the City and the broader region regarding the goals, objectives, and priorities outlined in the ESS, CEEP, OCP, and CSP.
- 1.3** Offering opportunities for Burnaby Residents to contribute to the efforts of the Advisory Body in fulfilling its terms of reference.

2.0 MEMBERSHIP

The Advisory Body will consist of up to nine (9) voting members, as follows:

- 2.1** Four (4) members of Council, with one (1) member to serve as Chair, and another member to serve as Vice Chair of the Advisory Body.
- 2.2** Four (4) Resident Appointees selected by Council.
- 2.3** One (1) representative from the Burnaby School Board.
- 2.4** One (1) representative from the Burnaby Board of Trade.

Resident Appointees will be appointed or re-appointed to the Advisory Body for a three (3) year term, unless otherwise determined by Council. They may serve a maximum of two (2) terms on the same Advisory Body, unless otherwise determined by the Council.

Non-voting representatives include BC Hydro, Fortis, and Simon Fraser University.

3.0 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).

4.0 MEETINGS, QUORUM AND PROCEDURES

Meetings are scheduled and conducted in accordance with the Burnaby Procedure Bylaw. Quorum, 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 GOVERNANCE MODEL

Advisory Bodies function in an advisory capacity and are not decision-makers. Council is the approving body for making decisions. The authority to approve and adopt the terms of reference shall be in accordance with the *Community Charter* and the Burnaby Procedure Bylaw.

6.0 TERMINATION

The Advisory Body may be terminated at any time by a resolution of Council.

7.0 RESOURCES

- [Advisory Bodies Code of Conduct Policy](#)
- [Burnaby Code of Conduct Bylaw](#)
- [Burnaby Community Energy and Emissions Plan \(2016\)](#)
- [Burnaby Environmental Sustainability Strategy \(2016\)](#)
- [Burnaby's Official Community Plan \(Revised 2014\)](#)
- [Burnaby Procedure Bylaw](#)
- [Burnaby Social Sustainability Strategy \(2011\)](#)
- [Climate Action Framework Report \(2020\)](#)

Last date approved by Council: April. 15, 2024

Last date revised by the Corporate Officer: April. 30, 2024

1.0 MANDATE AND ROLE

The **Parks, Recreation and Culture Committee** provides advice and makes recommendations to Council on matters related to parks, recreation and culture services, programs, and facilities within the municipal boundaries of the City of Burnaby. Specifically, the Advisory Body will:

- 1.1** Provide feedback on major parks, recreation and culture projects, and initiatives as they are developed.
- 1.2** Facilitate public engagement and gather feedback on general parks, recreation and culture operations.
- 1.3** Receive reports and referrals from Council when additional information is required.
- 1.4** Maintain contact with community groups and individuals to ensure that community needs are reflected in parks, recreation and culture policy decisions

2.0 MEMBERSHIP

The Advisory Body will consist of up to nine (9) voting members, as follows:

- 2.1** Three (3) members of Council, with one (1) member to serve as Chair, and another member to serve as Vice Chair of the Advisory Body.
- 2.2** Six (6) Resident Appointees selected by Council.

Resident Appointees will be appointed or re-appointed to the Advisory Body for a three (3) year term, unless otherwise determined by Council. They may serve a maximum of two (2) terms on the same Advisory Body, unless otherwise determined by the Council.

Non-voting representatives include one (1) representative from the Burnaby School Board, and one (1) representative from Tourism Burnaby.

3.0 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).

4.0 MEETINGS, QUORUM AND PROCEDURES

Meetings are scheduled and conducted in accordance with the Burnaby Procedure Bylaw. Quorum, 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 GOVERNANCE MODEL

Advisory Bodies function in an advisory capacity and are not decision-makers. Council is the approving body for making decisions. The authority to approve and adopt the terms of reference shall be in accordance with the *Community Charter* and the Burnaby Procedure Bylaw.

6.0 TERMINATION

The Advisory Body may be terminated at any time by a resolution of Council

7.0 RESOURCES

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

Last date approved by Council:	April. 15, 2024	Last date revised by the Corporate Officer:	February 12, 2025
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1.0 MANDATE AND ROLE

The **Public Safety Committee** collaborates with the Burnaby Detachment of the RCMP, the Burnaby Fire Department, City Departments and external key interest groups to implement and promote public safety programs and initiatives, while also providing an opportunity for the public to have input into community safety priorities. The key functions of the Advisory Body include:

- 1.1** Serving as a liaison between Council, the Burnaby RCMP, Community Safety Advisory Committees (CSAC), and the Burnaby Fire Department.
- 1.2** Acting as a link between the above four (4) groups and the broader community, including service-providing agencies, the business community, community organizations, and individual citizens.
- 1.3** Advocating on behalf of Council for public safety.
- 1.4** Receiving nominations for the Public Safety Award and recommending award recipients to Council for consideration and approval.

1.5 Police

- 1.5.1 Advising Council on directions and strategies for community and problem-oriented policing and crime prevention initiatives.
- 1.5.2 Providing, in cooperation with the CSACs, opportunities for public input into the development of police service priorities. The Advisory Body will:
 - Assist in identifying and analyzing community safety issues, concerns, and public expectations regarding service;
 - Help determine available City and community-based resources to address safety issues (e.g., City staff, existing City programs, community resources etc.);
 - Provide feedback on policy directions and service priorities set by the RCMP; and
 - Assist the City and the RCMP in evaluating the success of community and problem-oriented policing.
- 1.5.3 Initiating and participating in strategies to address crime and disorder.
- 1.5.4 Adopting a public-focused communications plan for community and problem-oriented policing.
- 1.5.5 Supporting and encouraging volunteer assistance, the Advisory Body will:

- Provide leadership and support for the activities of the district CSACs and other volunteers; and
- Review, provide feedback, and forward recommendations to Council on matters related to the implementation of, and citizen involvement in, community and problem-oriented policing.

1.6 Fire

1.6.1 Providing Council with additional information related to the impacts and results of significant fire-based incidents:

- Within the City of Burnaby; and
- Relevant across the province.

1.6.2 Providing Council with statistical trend analysis for Fire Department operations related to:

- Fire suppression and medical emergency services;
- Fire prevention and community services; and
- Department internal training initiatives and programs.

1.6.3 Providing Council with a summary of community outreach initiatives related to:

- Community engagement; and
- Department recruitment efforts.

1.7 Graffiti

In line with Council's recognition of the need to examine best practices and innovative approaches to the prevention and eradication of graffiti in Burnaby, the Advisory Body will:

- Recommend best practices in eradicating graffiti (e.g., graffiti control bylaws, assistance for the victims of graffiti vandalism, graffiti removal on public property and utilities);
- Recommend best practices for policing graffiti vandals; and
- Recommend innovative preventative measures.

2.0 MEMBERSHIP

The Advisory Body will consist of up to fifteen (15) voting members, as follows:

- 2.1** Three (3) members of Council, with one (1) member to serve as Chair, and another member to serve as Vice Chair of the Advisory Body.
- 2.2** Six (6) Resident Appointees selected by Council.
- 2.3** One (1) representative from the Burnaby School Board.
- 2.4** One (1) representative from the Burnaby Board of Trade.
- 2.5** One (1) representative from each Community Safety Advisory Committee (4).

ResidentAppointees will be appointed or re-appointed to the Advisory Body for a three (3) year term, unless otherwise determined by Council. They may serve a maximum of two (2) terms on the same Advisory Body, unless otherwise determined by the Council.

Non-voting representatives include one (1) from the District Parent Advisory Council, ICBC, and Burnaby HUB.

3.0 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).

4.0 MEETINGS, QUORUM AND PROCEDURES

Meetings are scheduled and conducted in accordance with the Burnaby Procedure Bylaw. Quorum, 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 GOVERNANCE MODEL

Advisory Bodies function in an advisory capacity and are not decision-makers. Council is the approving body for making decisions. The authority to approve and adopt the terms of reference shall be in accordance with the *Community Charter* and the Burnaby Procedure Bylaw.

6.0 TERMINATION

The Advisory Body may be terminated at any time by a resolution of Council

7.0 RESOURCES

- [Advisory Bodies Code of Conduct Policy](#)
- [Burnaby Code of Conduct Bylaw](#)
- [Burnaby Community Safety Plan](#)
- [Burnaby Procedure Bylaw](#)
- [Mayor's task Force on Graffiti \(2006\)](#)
- [Public Safety Award – Guidelines and Nomination Form](#)
- [Update on the Activities of the Burnaby – New Westminster Taskforce on Sexually Exploited and At-Risk Youth \(2020\)](#)

Last date approved by Council: April. 15, 2024

Last date revised by the Corporate Officer: April. 30, 2024



City of

Burnaby

SIMON FRASER UNIVERSITY LIAISON COMMITTEE TERMS OF REFERENCE

1.0 MANDATE AND ROLE

The **Simon Fraser University Liaison Committee** collaborates with Simon Fraser University (SFU) on matters of mutual interest. The key functions of the Advisory Body include:

- 1.1 Discussing areas of shared concern and interest; and
- 1.2 Enhancing communication between the City and SFU.

2.0 MEMBERSHIP

The Advisory Body membership is made up of:

- 2.1 All members of Council; and
- 2.2 University representatives as determined by SFU.

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

3.0 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).

4.0 MEETINGS, QUORUM AND PROCEDURES

Meetings are scheduled and conducted in accordance with the Burnaby Procedure Bylaw. Quorum, 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 GOVERNANCE MODEL

Advisory Bodies function in an advisory capacity and are not decision-makers. Council is the approving body for making decisions. The authority to approve and adopt the terms of reference shall be in accordance with the *Community Charter* and the Burnaby Procedure Bylaw.

6.0 TERMINATION

The Advisory Body may be terminated at any time by a resolution of Council.

7.0 RESOURCES

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

Last date approved by Council:	April. 15, 2024	Last date revised by the Corporate Officer:	April. 30, 2024
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1.0 MANDATE AND ROLE

The **Social Planning Committee** will advise Council on a range of social issues including but not limited to: leasing space at Burnaby's Community Resource Centres, and addressing the needs of seniors, youth, families, ethnic groups, LGBTQ2S+, persons with disabilities, and socio-economic equity issues. The Advisory Body will also be responsible for making recommendations regarding inclusive initiatives related to the aforementioned groups. Specifically, the Advisory Body is responsible for:

- 1.1** Making recommendations for space allocations at City Community Resource facilities.
- 1.2** Providing recommendations to Council on issues that disproportionately affect the following groups: seniors, youth, families, ethnic groups, LGBTQ2S+, and persons with disabilities.
- 1.3** Offering recommendations to Council on inclusivity policies and initiatives.
- 1.4** Providing recommendations to Council in relation to the City's strategic policy goals, objectives, and priorities, ensuring they continue to address the changing social needs of the community.
- 1.5** Assisting in fostering greater educational opportunities to increase public, corporate and government awareness within the City and the region, in relation to the social goals, objectives, and priorities outlined in Burnaby's Official Community Plan (OCP), and the Burnaby Social Sustainability Strategy (SSS).
- 1.6** Forming or participating in such sub-committees or ad-hoc committees as deemed necessary to carry out its duties.

2.0 MEMBERSHIP

The Advisory Body will consist of up to eight (8) voting members, as follows:

- 2.1** Four (4) members of Council, with one (1) member to serve as Chair, and another member to serve as Vice Chair of the Advisory Body;
- 2.2** Three (3) Resident Appointees selected by Council; and
- 2.3** One (1) representative from the Burnaby School Board.

Resident Appointees will be appointed or re-appointed to the committee for a three (3) year term, unless otherwise determined by Council. They may serve a maximum of two (2) terms on the same Advisory Body, unless otherwise determined by Council.

Up to three (3) non-voting advisory group representatives may sit on the Advisory Body, as recommended by staff.

3.0 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).

4.0 MEETINGS, QUORUM AND PROCEDURES

Meetings are scheduled and conducted in accordance with the Burnaby Procedure Bylaw. Quorum, 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 GOVERNANCE MODEL

Advisory Bodies function in an advisory capacity and are not decision-makers. Council is the approving body for making decisions. The authority to approve and adopt the terms of reference shall be in accordance with the *Community Charter* and the Burnaby Procedure Bylaw.

6.0 TERMINATION

The Advisory Body may be terminated at any time by a resolution of Council

7.0 RESOURCES

- [Advisory Bodies Code of Conduct Policy](#)
- [Burnaby Procedure Bylaw](#)
- [Burnaby Code of Conduct Bylaw](#)
- [Child Care Resources Group Update for 2021](#)
- [Official Community Plan \(Revised 2014\)](#)
- [Social Sustainability Strategy \(2011\)](#)
- [Update on the Activities of the Burnaby – New Westminster Taskforce on Sexually exploited and At-Risk Youth \(2020\)](#)

Last date approved by Council: April. 15, 2024

Last date revised by the Corporate Officer: April. 30, 2024

1.0 MANDATE AND ROLE

The **Transportation Committee** advises Council on strategic priorities related to the planning and implementation of multi-modal transportation initiatives and projects. This includes long-range road and active transportation network development, policies supporting these measures, active transportation improvement projects, traffic management upgrades, and road safety improvements, all of which are not directly linked to development applications. Specifically, the Advisory Body is responsible for:

- 1.1** Providing feedback on non-development-related transportation projects and initiatives as they are developed and updated for Council.
- 1.2** Receiving reports and referrals from Council when additional information is requested.

2.0 MEMBERSHIP

The Advisory Body will consist of up to seven (7) voting members, as follows:

- 2.1** Two (2) members of Council, with one (1) member to serve as Chair, and another member to serve as Vice Chair of the Advisory Body.
- 2.2** Three (3) Resident Appointees selected by Council.
- 2.3** One (1) representative from the Burnaby Board of Education; and
- 2.4** One (1) representative from the Burnaby Board of Trade.

Resident Appointees will be appointed or re-appointed to the Advisory Body for a three (3) year term, unless otherwise determined by Council. They may serve a maximum of two (2) terms on the same Advisory Body, unless otherwise determined by the Council.

Non-voting representatives include one (1) representative from HUB Cycling, one (1) representative from the Insurance Corporation of BC (ICBC), one (1) representative from the Burnaby RCMP, and one (1) representative from the School District 41 Parent Advisory Council (DPAC).

3.0 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).

4.0 MEETINGS, QUORUM AND PROCEDURES

Meetings are scheduled and conducted in accordance with the Burnaby Procedure Bylaw. Quorum, 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 GOVERNANCE MODEL

Advisory Bodies function in an advisory capacity and are not decision-makers. Council is the approving body for making decisions. The authority to approve and adopt the terms of reference shall be in accordance with the *Community Charter* and the Burnaby Procedure Bylaw.

6.0 TERMINATION

The Advisory Body may be terminated at any time by a resolution of Council.

7.0 RESOURCES

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

Last date approved by Council:	April. 15, 2024
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Last date revised by the Corporate Officer:	April. 30, 2024
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