

## **1.0 MANDATE AND ROLE**

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The **Audit Committee** assists, advises, and makes recommendations to Council in fulfilling its oversight responsibilities related to City financial reporting, external audit requirements, internal control and audit, quality assurance, risk management, and compliance with financial regulations and policies. Specifically, the Advisory Body is responsible for:

- 1.1** Recommending the appointment or termination of the external auditors to Council.
- 1.2** Ensuring the independence of the external auditor process by establishing a direct reporting relationship between the external auditors and the Audit Committee.
- 1.3** Resolving any issues that restrict the scope of an audit or prevent access to City records by internal or external auditors.
- 1.4** Overseeing the external audit process concerning the annual financial statements, including reviewing the Audit Findings Report, the Management Response Letter, and the Audit Financial Statements on behalf of Council.
- 1.5** Recommending the approval of the City's annual audited financial statements to Council.
- 1.6** Reviewing significant issues identified during audits and assessing the implementation of any remedial recommendations.
- 1.7** Reviewing and approving the internal audit plans annually and providing recommendations for areas of focus.
- 1.8** Reviewing internal audit and management reports submitted to the Advisory Body.
- 1.9** Consulting with the external auditor regarding internal controls.
- 1.10** Considering significant changes to auditing and accounting principles and practices, including major financial changes resulting from legislated guidelines and best practices and communicating the need for operational changes and policy adjustments to meet these requirements.
- 1.11** Considering any other matters referred to the Advisory Body by Council.

## **2.0 MEMBERSHIP**

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- 2.1** The Advisory Body membership consists of the same members as the Financial Management Committee, with the addition of the Mayor.

- 2.2** 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, 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**

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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**

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

### **7.0 RESOURCES**

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- [Advisory Bodies Code of Conduct Policy](#)
- [Burnaby Audit Committee Report, April. 16, 2012](#)
- [Burnaby Code of Conduct Bylaw](#)
- [Burnaby Procedure Bylaw](#)

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**Last date approved by Mayor:** April. 15, 2024

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

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## **1.0 MANDATE AND ROLE**

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The **Executive Committee of Council** will assist Council in setting and maintaining the strategic direction of the City and advancing the objectives of the Corporate Strategic Plan. The responsibilities of the Advisory Body include overseeing the strategic direction in the areas of corporate governance, community and intergovernmental relations, organizational matters, and people. The Advisory Body will also provide advice on corporate affairs, special initiatives, and Council priorities. Specifically, the Advisory Body is responsible for:

### **1.1. Community and Festival Grants**

- 1.1.1. Reviewing Burnaby Community Festivals Grant Program applications for funding and make recommendations to Council.
- 1.1.2. Reviewing Community Grant applications to assist cultural, athletic, and volunteer assistance groups that provide services or conduct promotional activities beneficial to Burnaby.

### **1.2. Strategy Development**

- 1.2.1. Reviewing and advise on the City's Corporate Strategic Plan, including the City's Vision, Mission, Goals and Values.
- 1.2.2. Considering and implement strategies and action plans to enhance the City's regional public profile.
- 1.2.3. Conducting focused analysis of key internal and external priorities, issues, and themes, and work to address findings in a manner that benefits the City.
- 1.2.4. Assessing key economic issues and the potential impact of policies on inclusive growth.

### **1.3. Corporate Governance**

- 1.3.1. Advising on Council procedures and review the Burnaby Procedure Bylaw, providing recommendations for amendments.
- 1.3.2. Providing recommendations to Council on governance matters, including Terms of Reference for Standing Boards, Committees and Commissions.
- 1.3.3. Considering strategic initiatives that would serve the City's interest.
- 1.3.4. Overseeing and setting priorities for promoting openness, accessibility, and transparency in City government and operations.
- 1.3.5. Monitoring and advising on developments and emerging best practices in governance.

- 1.3.6. Reviewing and recommending wording and content for commemorative plaques to be installed in parks, civic buildings, and facilities.

#### **1.4. Community and Inter-Governmental Relations**

- 1.4.1. Reviewing nominations for the City's Outstanding Citizen of the Year (recipient of the Kushiro Cup) and the Local Hero Awards, and make recommendations to Council
- 1.4.2. Providing recommendations to Council on strengthening local First Nations and Urban Indigenous relations and reconciliation.
- 1.4.3. Overseeing the implementation of policies and actions that support the Goals and Actions of Reconciliation with First Nations.
- 1.4.4. Reviewing and considering the political, structural, and other implications of provincial and/or federal policies, including building relationships that provide avenues for direct input on the City's interests.
- 1.4.5. Identifying opportunities to enhance public awareness of City Initiatives.

#### **1.5. Organization and People**

- 1.5.1. Making recommendations to Council on the naming of parks, civic buildings, and facilities.
- 1.5.2. Recommending to Council any departmental amalgamations, organizational restructuring, and policy changes for implementation by the Chief Administrative Officer.
- 1.5.3. Operating within the annual budgeted amount allocated to the Committee by Council.
- 1.5.4. Reviewing and recommending to Council lease rates and lease grants for non-profit tenants at City of Burnaby resource centres.
- 1.5.5. Providing strategic direction on human resource functions and policies, in alignment with the Corporate Strategic Plan.
- 1.5.6. Periodically reviewing compensation reports for exempt staff and provide strategic direction regarding exempt staff compensation and benefits.

#### **1.6. Other Civic Matters**

- 1.6.1. Providing feedback arising from staff inquiries on the provision of all Grants provided by the City, including Community Grants and the Festivals Burnaby Program.
- 1.6.2. Dealing with any other matters referred by Council.

## **2.0 MEMBERSHIP**

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The Advisory Body will consist of up to five (5) voting members, as follows:

- 2.1** Five (5) 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.

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**

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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, 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**

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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**

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

## **7.0 RESOURCES**

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- [Advisory Bodies Code of Conduct Policy](#)
- [Burnaby Code of Conduct Bylaw](#)
- [Burnaby Procedure Bylaw](#)
- [Community Grant Application Form](#)
- [Community Granting Policy](#)
- [Festivals Burnaby Program Criteria and Grant Guidelines](#)
- [Freedom of Information and Privacy Bylaw \(Bylaw No. 10183\)](#)
- [Logo Usage for Community Grant Program](#)

<b>Last date approved by Mayor:</b>	March, 11, 2025	<b>Last date revised by the Corporate Officer:</b>	March 12, 2025
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## **1.0 MANDATE AND ROLE**

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The **Financial Management Committee** is responsible for ensuring the City's goals of maintaining value, quality, and citizen satisfaction. The Advisory Body oversees the planning and construction of major civic buildings and provides advice on the City's annual budget and expenditures. Specifically, the Advisory Body is responsible for:

- 1.1** Considering and making recommendations to Council regarding capital and operating budget expenditures and approvals.
- 1.2** Considering and making recommendations to Council on matters related to land use and taxation, including residential and industrial land sales, property acquisitions and dispositions, and city-owned land development.
- 1.3** Considering and making recommendations regarding items arising from staff committees that report to the Financial Management Committee.
- 1.4** Overseeing the planning and implementation of all aspects of major civic facility projects.
- 1.5** Approving the use of provincial casino gaming funds, hereafter referred to as the City of Burnaby Gaming Reserve Fund, as established by Council.
- 1.6** Reviewing and making recommendations regarding banking and investment matters, including reports and performance.
- 1.7** Considering proposals or suggestions from any of the members of Council regarding policies, procedures, or expenditures from the Council budget, or any other financial matters involving Council members.
- 1.8** Providing recommendations to Council in relation to the City's strategic policy goals, objectives, and action items, as outlined in the Burnaby Economic Development Strategy 2020.
- 1.9** Considering and making recommendations to Council on taxation matters, assessments, and tax exemptions.
- 1.10** Making every effort to operate within the annual budgeted amount allocated to the Advisory Body by Council.
- 1.11** Considering any other matter referred to the Advisory Body by Council.

## **2.0 MEMBERSHIP**

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The Advisory Body will consist of up to five (5) voting members, as follows:

- 2.1** Five (5) 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.

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, 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**

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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**

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

### **7.0 RESOURCES**

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- [Advisory Bodies Code of Conduct Policy](#)
- [Burnaby Code of Conduct Bylaw](#)
- [Burnaby Economic Development Strategy 2020](#)
- [Burnaby's Official Community Plan \(Revised 2014\)](#)
- [Burnaby Procedure Bylaw](#)

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**Last date approved by Mayor:** April. 15, 2024

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

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## **1.0 MANDATE AND ROLE**

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The **International Relations and Friendship Cities Committee** will advise Council on international relations and the Sister/Friendship City program, assisting Council in exploring opportunities for mutual economic and cultural benefits with cities around the world. Specifically, the Advisory Body will:

- 1.1** Review and consider all matters related to Sister/Friendship City relationships or requests for delegation visits to Burnaby.
- 1.2** Report to Council and make recommendations on appropriate actions to undertake based on the results of the review.
- 1.3** Provide policy and/or program recommendations to Council.
- 1.4** Establish and maintain meaningful, sustained relationships with other cities through on-going activity.
- 1.5** Develop a broad base of activities for Sister/Friendship City relationships.
- 1.6** Serve as a liaison to engage the Burnaby community and its Sister/Friendship Cities abroad in projects and exchanges that promote cultural awareness, joint learning opportunities, and trade and economic development.

## **2.0 MEMBERSHIP**

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The Advisory Body will consist of up to three (3) voting members, as follows:

- 2.1** Three (3) 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.

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**

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## **4.0 MEETINGS, QUORUM AND PROCEDURES**

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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**

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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**

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

## **7.0 RESOURCES**

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- [Advisory Bodies Code of Conduct Policy](#)
- [Burnaby Code of Conduct Bylaw](#)
- [Burnaby Procedure Bylaw](#)
- [List of Sister and Friendship Cities](#)

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<b>Last date approved by Mayor:</b>	April. 15, 2024
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<b>Last date revised by the Corporate Officer:</b>	April. 30, 2024
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## **1.0 MANDATE AND ROLE**

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The **Planning and Development Committee** will provide advice on transportation planning, protection of affordable housing, leasing of City land for non-market and special needs housing, planning issues for residential land use, and the impacts of federal and provincial policies on Burnaby housing issues. Additionally, the Advisory Body will:

- 1.1** Advise on the Community Benefit Bonus Policy for Affordable Housing and Amenities in Town Centre Areas.
- 1.2** Evaluate and identify planning options to accommodate roads and transit needs, ensuring the efficient movement of people and goods.

## **2.0 MEMBERSHIP**

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- 2.1** Five (5) 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.

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## **3.0 CODE OF CONDUCT**

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Burnaby Procedure Bylaw.

## 6.0 TERMINATION

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

## 7.0 RESOURCES

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- [Advisory Bodies Code of Conduct Policy](#)
- [Burnaby Code of Conduct Bylaw](#)
- [Burnaby Procedure Bylaw](#)
- [Climate Action Framework \(2020\)](#)
- [Community Benefit Bonus Policy for Affordable Housing and Amenities in Town Centre Areas](#)
- [Corporate Strategic Plan \(2017\)](#)
- [Density Transfer Policy \(2021\)](#)
- [Economic Development Strategy \(2020\)](#)
- [Environmental Sustainability Strategy \(2016\)](#)
- [Housing Needs Report \(2021\)](#)
- [Mayor's Task Force on Community Housing Final Report \(2019\)](#)
- [Official Community Plan \(Revised 2014\)](#)
- [Regional Context Statement \(2013\)](#)
- [Rental Use Zoning Policy \(2020\)](#)
- [Social Sustainability Strategy \(2011\)](#)

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**Last date approved by Mayor:** April. 15, 2024

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

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