
EXECUTIVE COMMITTEE OF COUNCIL

TO: MAYOR AND COUNCILLORS

SUBJECT: PROCEDURE BYLAW UPDATE - TERMS OF REFERENCE

RECOMMENDATION:

THAT the Burnaby Procedure Bylaw, Bylaw No. 14610, as outlined in the report titled "Procedure Bylaw Update – Terms of Reference", dated January 13, 2026, be amended as follows:

- S.14.9 - Terms of Reference for each Advisory Body will be prepared at the direction of the Mayor and provided to the ~~applicable Advisory Body or Advisory Bodies for input~~ Executive Committee of Council for its review prior to being presented to Council for approval; and
- S.14.10 - Updates to the Terms of Reference for an Advisory Body may be requested by the Mayor, Council, or the Chief Administrative Officer and will be provided to the ~~applicable Advisory Body or Advisory Bodies for its input~~ Executive Committee of Council for its review prior to being presented to Council for approval.

REPORT

The Executive Committee of Council, at its meeting held on January 6, 2026, received a Notice of Motion requesting changes to the Procedure Bylaw noting Terms of Reference for Advisory Bodies are established and updated by the Mayor for approval or for information, as applicable, by the Council. To ensure uniformity and clarity of responsibilities for each Advisory Body, the Executive Committee of Council is tasked to review all Terms of Reference prior to submitting to Council.

The above recommendation was adopted by the Committee and is now before Council for a final vote.

If Council adopts the recommendation, a report will be brought to the Executive Committee of Council meeting on February 3, 2026, and subsequently Council, which will provide the timeline and process for implementation of the changes to the Burnaby Procedure Bylaw.

On behalf of the Executive Committee of
Council,

Councillor S. Dhaliwal
Chair

Councillor P. Calendino
Vice Chair