



Boards, Committees and Commissions

Public Version

Updated June 2018

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AUDIT COMMITTEE

The Audit Committee assists, advises and makes recommendations to Council regarding the fulfilment of Council's oversight responsibilities relative to City financial reporting, external audit requirement, internal control and audit, quality assurance, and risk management and compliance with financial regulations and policies.

MEETING DAY/DATE: At the call of the Chair.

Councillor Dan Johnston, Chair
Councillor Colleen Jordan, Vice-Chair
Mayor Derek R. Corrigan, Member
Councillor Pietro Calendino, Member
Councillor Paul McDonnell, Member

City Staff:

Mr. Lambert Chu, City Manager
Ms. Noreen Kassam, Director Finance
Mr. Bob Klimek, Deputy Director Finance
Ms. Frances Lee, Senior Internal Auditor
Ms. Monica Macdonald, Administrative Officer, City Clerk's Office

External Auditors:

Mr. Archie G. Johnston, Client Service and Quality Control Reviewer Partner, KPMG
Ms. Nancy Adie-MacKay, Engagement Partner, KPMG

BOARD OF VARIANCE

The Board of Variance is legislated under the Local Government Act of B.C. and is a Board of Appeal that considers minor variances to the Burnaby Zoning Bylaw. The Board may hear appeals regarding the siting, dimensions or size of a building but not those involving use or density.

MEETING DAY/DATE: See Calendar in Appendix A.

HOW TO APPEAR AS A DELEGATION: Residents are not required to request permission to address the Board in advance; written submissions, including name and address, may be submitted to the Board prior to or at the meeting. Notice of a Board of Variance meeting is provided to all owners and occupiers of property within 30 meters of the property that is subject to the application, however, Board of Variance meetings are open to the public and any person may provide comment to the Board on an application.

Members:

Mr. Stephen Nemeth, Chair
Mr. Rana Dhatt, Citizen Representative
Ms. Brenda Felker, Citizen Representative
Mr. Wayne Peppard, Citizen Representative
Mr. Brian Pound, Citizen Representative

City Staff:

Mr. Patrick Shek, Chief Building Inspector
Mr. Dan Layng, Chief Licence Inspector
Ms. Margaret Malysz, Development Plan Supervisor, Planning & Building Department
Ms. Joy Adam, Development Plan Technician, Planning & Building Department
Ms. Sharon Knapp, Development Plan Technician, Planning & Building Department
Mr. Maciek Wodzynski, Development Plan Technician, Planning & Building Department
Ms. Lauren Cichon, Administrative Officer, City Clerk's Office

COMMUNITY HERITAGE COMMISSION

The Community Heritage Commission advises Council on matters concerning the identification, management, and preservation and/or restoration of buildings and sites with historical significance in Burnaby.

MEETING DAY/DATE: See Calendar in Appendix A.

HOW TO APPEAR AS A DELEGATION: A written request must be received by the Administrative Officer by noon on the Wednesday prior to a meeting and must include the name of the speaker, address, contact information and the subject to be discussed.

Members:

Councillor Colleen Jordan, Chair
Councillor Sav Dhaliwal, Vice Chair
Councillor Nick Volkow, Member
Ms. Diane Gillis, Citizen Representative
Mr. Richard Liu, Citizen Representative
Mr. Lee Loftus Citizen Representative
Ms. Tammy Marchioni, Citizen Representative
Ms. Ruby Johnson, Honourary Member Emeritus
Mr. Harry Pride, Historian
Mr. Roger Whitehouse, Burnaby Historical Society Representative
Commissioner Karin Alzner
Commissioner Stace Dayment (Alternate)

City Staff:

Ms. Deborah Tuytens, Museum Services Supervisor, Parks, Rec. & Cult. Services
Ms. Rebecca Pasch, City Archivist, City Clerk's Office
Mr. Jim Wolf, Senior Long Range Planner, Planning & Building Department
Ms. Helen Lee, Long Range Planner, Planning & Building Department*
Ms. Kathryn Matts, Administrative Officer, City Clerk's Office

FINANCIAL MANAGEMENT COMMITTEE

To ensure the City's goals of maintaining value, quality and citizen satisfaction, the Financial Management Committee oversees the planning and construction of major civic buildings, advises on the City's annual budget and expenditures, reviews and recommends award nominations, allocates grant funding and administers the Festivals Burnaby Program. The Committee also considers Senior Exempt human resources issues as required.

MEETING DAY/DATE: See Calendar in Appendix A.

HOW TO APPEAR AS A DELEGATION: A written request must be received by the Administrative Officer by noon on the Wednesday prior to a meeting and must include the name of the speaker, address, contact information and the subject to be discussed.

Members:

Councillor Dan Johnston, Chair
Councillor Colleen Jordan, Vice Chair
Councillor Pietro Calendino, Member
Councillor Paul McDonell, Member

City Staff:

Mr. Lambert Chu, City Manager
Mr. Dipak, Dattani, Director Corporate Services
Mr. Leon Gous, Director Engineering
Ms. Noreen Kassam, Director Finance
Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services
Mr. Lou Pelletier, Director Planning & Building
Mr. John Cusano, Deputy Chief Building Inspector
Mr. Dave Critchley, Director Public Safety & Community Services
Ms. Monica Macdonald, Administrative Officer, City Clerk's Office

INTERNATIONAL RELATIONS & FRIENDSHIP CITIES COMMITTEE

The International Relations and Friendship Cities Committee acts as an advisory body for international relations and the Sister/Friendship City program and assists Council in exploring opportunities for mutual economic and cultural benefits with other cities across the globe.

MEETING DAY/DATE: At the call of the Chair.

HOW TO APPEAR AS A DELEGATION: A written request must be received by the Administrative Officer by noon on the Wednesday prior to a meeting and must include the name of the speaker, address, contact information and the subject to be discussed.

Members:

Councillor Pietro Calendino, Chair
Councillor James Wang, Vice Chair
Councillor Paul McDonell, Member

City Staff:

Mr. Aaron Fourt, Community Engagement Manager, Mayor's Office
Ms. Monica Macdonald, Administrative Officer, City Clerk's Office

PARCEL TAX ROLL REVIEW PANEL

The Parcel Tax Roll Review Panel approves new charges for Sewer Parcel and Local Area Service Taxes. Property owners who provide advance written notice to the Panel are given the opportunity to appeal against the Local Area Service Frontage and Sewer Parcel Tax assessments. The assessments confirmed by the Panel form the basis for the Local Area Services and Sewer Assessment Tax Rolls.

MEETING DAY/DATE: At the call of the Chair.

HOW TO FILE AN APPEAL: To have an appeal considered by the Panel, property owners must submit a written notice outlining the reasons for appeal by 6:00 p.m. on the Friday prior to a meeting. Appeal requests are submitted to the Tax Office.

Members:

Councillor Dan Johnston, Chair
Councillor Pietro Calendino
Councillor Colleen Jordan
Councillor Paul McDonell

City Staff:

Mr. Jonathan Helmus, Asst. Director Engineering, Infrastructure & Development
Mr. Richard Rowley, Asst. Director Finance, Revenue Services
Ms. Monica Macdonald, Administrative Officer, Office of the City Clerk

PARKS, RECREATION AND CULTURE COMMISSION

The Parks, Recreation and Culture Commission is delegated administrative powers of Council relating to parks and parks property. The Commission has the authority to authorize expenditures, select consultants and contractors and incur liabilities within the amounts included in the annual budget. The Commission has the custody, care and management of all parks and parks property as well as the power to develop, maintain and operate same.

MEETING DAY/DATE: See Calendar in Appendix A.

HOW TO APPEAR AS A DELEGATION: Requests to appear as a delegation before the Committee must be received in the Parks Administration office seven business days prior to the Committee meeting. The request must include the name of the speaker, address, contact information and the subject to be discussed.

NOTE: All Commissioners' mail is directed to: #101 - 4946 Canada Way, Burnaby, B.C. V5G 4H7

Members:

Councillor Paul McDonell, Chair
Mr. Lance Matricardi, Deputy Chairperson
Councillor Dan Johnston, Member
Commissioner Karin Alzner
Commissioner Guyle Clark
Commissioner Stace Dayment
Commissioner James Jang
Commissioner Barbara Larkin
Commissioner Dan Staschuk
School Trustee Baljinder Narang

City Staff:

Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services
Mr. Johannes Schumann, Community Planner, Planning & Building Department
Ms. Theresa Cheng, Commission Secretary, Parks, Recreation & Cultural Services

PLANNING AND DEVELOPMENT COMMITTEE

The Planning and Development Committee advises Council on transportation planning, affordable housing, City land leasing for non-market and special needs housing, planning issues for residential land use and reports on the impacts of federal and provincial policies on the aforementioned topics.

MEETING DAY/DATE: See Calendar in Appendix A.

HOW TO APPEAR AS A DELEGATION: A written request must be received by the Administrative Officer by noon on the Wednesday prior to a meeting and must include the name of the speaker, address, contact information and the subject to be discussed.

Members:

Councillor Colleen Jordan, Chair
Councillor Dan Johnston, Vice Chair
Councillor Sav Dhaliwal, Member
Councillor Paul McDonell, Member
Councillor James Wang, Member

City Staff:

Mr. Doug Louie, Asst. Director Engineering, Transportation Services
Mr. Lou Pelletier, Director Planning & Building
Mr. Ed Kozak, Dep. Director Planning & Building
Ms. Lee-Ann Garnett, Asst. Director Long Range Planning
Mr. Al Namazi, Property Valuator 2, Realty & Lands
Ms. Monica Macdonald, Administrative Officer, City Clerk's Office

PUBLIC LIBRARY BOARD

The Public Library Board is legislated under the Library Act of B.C. and members are appointed by Council. Council approves the budget for the Board, but in most respects the Public Library Board operates as an autonomous body.

MEETING DAY/DATE: See Calendar in Appendix C.

HOW TO APPEAR AS A DELEGATION: Persons wishing to appear before the Board should make written application to the Chief Librarian's office, indicating the substance of their enquiry seven days prior to the regularly scheduled meeting. Presentations to the Board by delegations shall be limited to ten minutes with additional time for questions of the delegation from Trustees at the discretion of the Chair.

Members:

Ms. Lorraine Shore, Chair
Ms. Katy Alkins-Jang, Vice Chair
Councillor Pietro Calendino, Member
Mr. Gene Blishen, Citizen Representative
Mr. Chris Dong, Citizen Representative
Mr. Matt Foley, Citizen Representative
Ms. Amber Hockin, Citizen Representative
Mr. Ernest Kashmina, Citizen Representative
Mr. Jeffrey Yu, Citizen Representative

City Staff:

Ms. Beth Davies, Chief Librarian

PUBLIC SAFETY COMMITTEE

The Public Safety Committee collaborates with the Burnaby Detachment, RCMP, Burnaby Fire Department, Engineering and Planning to implement and promote public safety programs and initiatives while providing an opportunity for the public to have input into community safety priorities.

MEETING DAY/DATE: See Calendar in Appendix A.

HOW TO APPEAR AS A DELEGATION: A written request must be received by the Administrative Officer by noon on the Wednesday prior to a meeting and must include the name of the speaker, address, contact information and the subject to be discussed.

Voting Membership:

Councillor Pietro Calendino, Chair
Councillor Sav Dhaliwal, Vice Chair
Councillor Nick Volkow, Member
Councillor James Wang, Member
Mr. Paul Holden, Burnaby Board of Trade
Mr. Cory Redekop, Burnaby Board of Trade - Alternate
Ms. Donna Dawson, Burnaby Crime Prevention Society
School Trustee Larry Hayes, School Board Representative
Mr. Stephen Baron, Citizen Representative
Ms. Mei Di (Emily) Li, Citizen Representative
Ms. Bethany McGoldrick, Citizen Representative
Ms. Serena Mawani, Citizen Representative
Mr. Lloyd Paul, Citizen Representative
Mr. David Pereira, Citizen Representative
Mr. David Reid, Citizen Representative
Mr. Tony Wong, Chair, District #1
Mr. Aki Ediriweera, Chair, District #2
Ms. Tazul Nisha Ali, Chair, District #3
Ms. Mary Gates, Chair, District #4

Non-voting Advisory Organizations:

Ms. Jen Mezei, District Parent Advisory Council
Mr. M. (Ken) Robb, HUB Burnaby
Mr. Tom Webster, ICBC

City Staff:

Mr. Doug Louie, Asst. Director Engineering, Transportation Services
Fire Chief Joe Robertson, Burnaby Fire Department Detachment
Ms. Margaret Manifold, Senior Social Planner, Planning & Building Department
Mr. Dave Critchley, Director Public Safety and Community Services
Chief Supt. Deanne Burleigh, Officer-in Charge, RCMP Burnaby
Sgt. Lorena Rostie, Strategic Planning NCO, RCMP Burnaby Detachment
Ms. Lauren Cichon, Administrative Officer, City Clerk's Office

SCHOOL BOARD

MEETING DAY/DATE: Burnaby Board of Education meetings are held on the second and fourth Monday of every month during the regular school year, unless otherwise noted.

HOW TO APPEAR AS A DELEGATION: Submit a letter to the Secretary-Treasurer no later than Wednesday at 9:00 am prior to each Monday's meeting. There is a 10 minute time limitation on each delegation.

Members:

School Trustee Ron Burton, Chair
School Trustee Baljinder K. Narang, Vice Chair
School Trustee Meiling Chia, Member
School Trustee Larry Hayes, Member
School Trustee Harman Pandher, Member
School Trustee Gary Wong, Member

School Board Staff:

Ms. Gina Niccoli-Moen, Superintendent, Burnaby School Board
Mr. Russell Horswill, Secretary – Treasurer, Burnaby School Board

SIMON FRASER LIAISON COMMITTEE

The Simon Fraser Liaison Committee liaises with Simon Fraser University on matters of common interest.

MEETING DAY/DATE: At the call of the Co-Chairs.

Members:

All Members of City Council

City Staff:

Mr. Lambert Chu, City Manager
Mr. Dipak Dattani, Director Corporate Services
Mr. Leon Gous, Director Engineering
Ms. Noreen Kassam, Director Finance
Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services
Mr. Lou Pelletier, Director Planning and Building
Mr. Dave Critchley, Director Public Safety & Community Services
Mr. Aaron Fourt, Community Engagement Manager, Mayor's Office
Ms. Lauren Cichon, Administrative Officer, Office of the City Clerk

SUSTAINABLE CITY ADVISORY COMMITTEE

The Sustainable City Advisory Committee advises Council on policy issues related to the City's social, economic and environmental sustainability. Foundational documents including the Official Community Plan, the Burnaby Economic Development Strategy 2020, the Burnaby Environmental Sustainability Strategy and the Burnaby Social Sustainability Strategy inform and provide context for the priorities and actions of the Committee.

MEETING DAY/DATE: See Calendar in Appendix C.

HOW TO APPEAR AS A DELEGATION: A written request must be received by the Administrative Officer by noon on the Wednesday prior to a meeting and must include the name of the speaker, address, contact information and the subject to be discussed.

Members:

Councillor Sav Dhaliwal, Chair
Councillor Pietro Calendino, Member
Councillor Nick Volkow, Member
Councillor James Wang, Member
School Trustee Baljinder K. Narang, School Board Representative
Ms. Tessa Vanderkop, Burnaby Board of Trade
Mr. Bill Brassington Jr., Citizen Representative
Mr. Peter Cech, Citizen Representative
Mr. Frank Yunrong Huang, Citizen Representative
Ms. Mary Lumby, Citizen Representative

City Staff:

Mr. Dipak Dattani, Director Corporate Services
Ms. Simone Rousseau, Environmental Engineer
Ms. Heather Edwards, Manager – Parks Planning, Design & Development
Ms. Lee-Ann Garnett, Asst. Director Long Range Planning
Ms. Kathryn Matts, Administrative Officer, City Clerk's Office

Appendix A: 2018 MEETING CALENDAR



2018 Council Board, Committee and Commission Meetings

January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	* Bill Copeland Sports Centre		

March

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

* Cameron Library

May

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

* Cameron Recreation Complex
**Tommy Douglas Library

June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

* McGill Library

July

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

* McGill Library

August

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

* Cameron Library

October

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

* Burnaby Mountain Golf Course

November

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- BOARD OF VARIANCE
Council Chamber 6:00PM
- COMMUNITY HERITAGE COMMISSION
Council Committee Room 6:00PM
- FINANCIAL MANAGEMENT COMMITTEE
Council Committee Room 5:30PM
- PARKS, RECREATION AND CULTURE COMMISSION
Council Committee Room and Council Chamber unless otherwise noted* 7:00PM

- PLANNING & DEVELOPMENT COMMITTEE
Council Committee Room 5:00PM
- PUBLIC LIBRARY BOARD
Bob Prittie Metrotown Library unless otherwise noted* 7:00PM
- PUBLIC SAFETY COMMITTEE
Council Chamber 6:00PM
- SUSTAINABLE CITY ADVISORY COMMITTEE
Council Chamber 6:00PM

- STAT HOLIDAY
- SPRING BREAK
March 19 to 30
- LMLGA
May 9 to 11 (Whistler)
- FCM
May 31 to June 3 (Halifax)
- UBCM
September 10 to 14 (Whistler)