

Executive Committee of Council Terms of Reference

1. Purpose:

The Executive Committee of Council is an advisory body that assists Council in setting and maintaining the strategic direction of the City and advancing the achievement of the Corporate Strategic Plan. The committee's responsibilities include the oversight of strategic direction in the areas of corporate governance, community and inter-government relations, organization and people, and providing advice on corporate affairs, special initiatives, and priorities of Council.

Background:

- On November 20, 1989, Council adopted a report to reorganize the committee structure by grouping related subjects and establishing five (5) standing committees. As a result, the Executive Committee of Council was created.
- On March 13, 1995, Bylaw No. 10183 was struck, designating the Executive Committee of Council as the head of the City for the purposes of the Freedom of Information and Protection of Privacy Act (FIPPA).
- The Executive Committee of Council assumed responsibilities of the following dissolved committees:
 - Finance Advisory Committee (1983)
 - Exempt Staff Committee of Council (1969)
 - Council Procedures Committee (1988)
 - Kushiro Cup Committee (2015)
- On February 20, 2017, Council dissolved the Executive Committee of Council and the roles and responsibilities of the Committee were incorporated into the Financial Management Committee.
- On January 28, 2019, Council reinstated the Executive Committee of Council and responsibility for grants, human resource matters and naming of civic buildings and parks were reallocated to the Executive Committee from the Financial Management Committee.
- On April 24, 2019, Council further incorporated Executive Committee responsibilities for First Nations reconciliation, exempt staff compensation and benefits, organizational policy changes to Council for implementation by the City Manager, Local Heroes, and support of the City's Corporate Strategic Plan and special initiatives.

2. Functions:

2.1. Community and Festival Grants

- a. To review Burnaby Community Festivals Grant Program applications for funding and make recommendations to Council.
- b. To review Community Grant applications to assist cultural, athletic, and volunteer assistance groups who provide a service or conduct promotional activities beneficial to Burnaby.

2.2. Strategy Development

- a. To review and advise on the City's Corporate Strategic Plan including the City's Vision, Mission, Goals and Values.
- b. To consider and implement strategies and action plans that will build the regional public profile of the City.
- c. To undertake focused analysis of key internal and external priorities, issues, and themes and to work to address findings in a manner beneficial to the City.
- d. To assess key economic issues and the potential impact of policies on inclusive growth.

2.3. Corporate Governance

- a. To advise on Council procedures, and to review the Burnaby Procedure Bylaw and make amendment recommendations.
- b. To provide recommendations to Council on governance matters, including Terms of Reference for Standing Boards, Committees and Commissions.
- c. To welcome and consider strategic initiatives that would be in the interest of the City.
- d. To oversee and set priorities relating to openness, accessibility and transparency of City government and operations.
- e. To monitor and advise on developments and emerging best practices in governance.
- f. To review and recommend to Council the wording and content for the commemorative plaques to be installed in parks, civic buildings and facilities.

2.4. Community and Inter-Government Relations

- a. To review the nominations for the City's Outstanding Citizen of the Year (recipient of the Kushiuro Cup) and the Local Hero Awards; and make recommendations to Council.
- b. To provide recommendation to Council on strengthening local First Nations and Urban Indigenous relations reconciliation.

- c. To oversee the implementation of policy and actions that engage, support, and promote the Goals and Actions of Reconciliation with First Nations.
- d. To review and consider the political, structural, and any other implications of provincial and/or federal policy, including the building of relationships that will provide avenues for direct input regarding the interests of the City.
- e. To identify opportunities to enhance public awareness of City Initiatives.

2.5. Organization and People

- a. To make recommendations to council on the naming of parks, civic buildings, and facilities.
- b. To recommend to Council any department amalgamation, organizational restructuring, and policy changes for implementation by the Chief Administrative Officer.
- c. To make every effort to operate within the annual budgeted amount allotted to the Committee by Council.
- d. To review and recommend to Council lease rates and lease grants for non-profit tenants at City of Burnaby resource centres.
- e. To provide strategic direction on human resource functions and policies, in alignments with the Corporate Strategic Plan.
- f. To periodically review compensation reports of exempt staff and provide strategic direction regarding exempt staff compensation/benefits.

2.6. Other Civic Matters

- a. To provide feedback arising from staff inquiries on the provision of all Grants provided by the City, including Community Grants and the Festivals Burnaby Program.
- b. To deal with any other matters referred by Council.

3. Membership:

3.1. As per s. 141 of the *Community Charter*,

- “(1) The mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees.*
- (2) At least half of the members of a standing committee must be council members.*
- (3) Subject to subsection (2), persons who are not council members may be appointed to a standing committee.”*

- 3.2. Membership consists of up to five (5) members of Council.
- 3.3. Membership term is one (1) year.
- 3.4. A member who is absent from three (3) consecutive meetings of the Committee without leave of the Committee or without reason satisfactory to the Committee shall forthwith cease to be a member.
- 3.5. Except in the case of illness, leave or with written permission notice by the Chair, a member may not attend by electronic participation more than 25% of the meetings on the annual schedule adopted pursuant to s.5(1) of Bylaw No.14610.

4. Chair, Secretary and Staff Support:

- 4.1. Two (2) members of Council will be appointed to serve as the Chair and Vice Chair of the Committee.
- 4.2. The Corporate Officer or designate will prepare the agenda and notice of meetings and will serve as Secretary.
- 4.3. Staff support is provided by the Parks, Recreation and Culture Department, Planning and Development Department, Finance Department, and the Legislative Services Department.
- 4.4. City staff serve in a support role and are not members of the Committee.

5. Quorum and Procedures:

- 5.1. The meetings are scheduled approximately once every month and may be called, cancelled, or re-scheduled at the call of the Chair or Corporate Officer.
- 5.2. A quorum will be a majority of the appointed members.
- 5.3. Committee meetings will be scheduled in accordance with criteria outlined in the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 5.4. Meeting procedures are regulated according to the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 5.5. Expectations of conduct from Appointed members are set out through the Advisory Bodies Code of Conduct Policy.

6. Governance Model:

City Council has distinct responsibilities to govern, approve or not approve the recommendations of the Committee, as the committee functions as an advisory body to Council, not a decision-making group based on Council's Procedure Bylaw 2024. The authority to approve and adopt the terms of references is through Council pursuant to:

- *Community Charter*, Part 5, Division 4, S.141 (Standing Committees of Council)
- *Community Charter*, Part 5, Division 6, s.154 (Delegation of Council Authority)

7. Termination of the Committee:

The Committee may be terminated by Council at any time by way of resolution.

8. Reference Information:

- [Community Granting Policy](#)
- [Community Grant Application Form](#)
- [Festivals Burnaby Program Criteria and Grant Guidelines](#)
- [Logo Usage for Community Grant Program](#)
- [Freedom of Information and Privacy Bylaw \(Bylaw No. 10183\)](#)
- [Burnaby Procedure Bylaw 2024, Bylaw No. 14610](#)
- [Advisory Bodies Code of Conduct](#)

**Last date approved by
the Mayor:**

March 11, 2025

**Last date revised by the
Corporate Officer:**

March 12, 2025
