

1.0 MANDATE AND ROLE

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

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

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

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 Procedure Bylaw](#)
- [List of Sister and Friendship Cities](#)

Last date approved by Mayor:	April. 22, 2025
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Last date revised by the Corporate Officer:	April. 30, 2024
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