



Parks, Recreation and Culture Commission Terms of Reference 2022 October

1. Purpose:

The Parks, Recreation and Culture Commission maintains contact with community groups and individuals and to ensure that community needs are reflected in Parks, Recreation and Culture policy decisions. The Commission works in cooperation with the General Manager Parks, Recreation and Culture and staff to obtain pertinent information so that they can ensure suitable allocation and efficient use of resources.

Authority

- [Community Charter, Part 5, Division 4, S.142 \(Select Committees of Council\)](#)
- [Burnaby Parks, Recreation and Culture Commission Bylaw 11178, Schedule A](#)

Background:

- Originally established as the *Burnaby Parks Commission* in 1957.

2. Functions:

- 2.1. To maintain contact with community groups and individuals and to ensure that community needs are reflected in Parks, Recreation and Culture policy decisions.
- 2.2. In cooperation with the General Manager Parks, Recreation and Culture and staff, to obtain pertinent information so that they can ensure suitable allocation and efficient use of resources.
- 2.3. Making recommendations to Council for naming features inside of City of Burnaby Parks, such as trails and playgrounds.

3. Membership:

- 3.1. The Parks, Recreation and Culture Commission is comprised of nine members, seven appointed from the citizenry at large and two from the Municipal Council (Bylaw 11178). In addition, since 1982 the School Board has been able to send a liaison representative to meetings (no voting privileges).

As per s. 3 Burnaby Parks, Recreation and Culture Commission Bylaw

“(1) The Council, at its inaugural meeting each year, shall appoint members for a term of three years to fill vacancies created by members of the

Commission whose appointments have expired, and shall appoint two Council members to the Commission for a one-year term.

(2) A member of the Commission whose term is about to expire shall cease to be a member when Council appoints a new member to take his or her place on the Commission.”

(3) A member of Council who is appointed to the Commission shall cease to be a member of the Commission when he or she ceases to be a member of Council.”

- 3.2. Each member of the Commission shall be a resident of the City of Burnaby
- 3.3. Any member who is absent from meetings of the Commission for two consecutive months without leave of absence from the Commission or without reason satisfactory to the Commission shall forthwith cease to be a member of the Commission
- 3.4. The Council, upon a vacancy arising from any cause other than the expiration of a member’s term of office, shall appoint a new member who shall serve for the unexpired portion of the term vacated.
- 3.5. Staff support is provided by the Parks, Recreation and Cultural Services Department, Planning and Development Department, and Legislative Services.

4. Meetings:

- 4.1. Committee meetings will be held in accordance with criteria outlined in Sections 35 and 36 of the Burnaby Procedure Bylaw 2004 (Bylaw No. 11714) and the Burnaby Parks, Recreation and Culture Commission Bylaw 11178.
- 4.2. Meeting procedures are regulated according to Burnaby Procedure Bylaw 2004 (Bylaw No. 11714).

5. Reference Information:

- [Burnaby Procedure Bylaw 2004 \(Bylaw No. 11714\)](#)
- [Burnaby Parks, Recreation and Culture Commission Bylaw 11178](#)
- [Corporate Strategic Plan \(2017\)](#)