

1.0 MANDATE AND ROLE

The **Planning and Development Committee** will provide advice on transportation planning, protection of affordable housing, leasing of City land for non-market and special needs housing, planning issues for residential land use, and the impacts of federal and provincial policies on Burnaby housing issues. Additionally, the Advisory Body will:

- 1.1** Advise on the Community Benefit Bonus Policy for Affordable Housing and Amenities in Town Centre Areas.
- 1.2** Evaluate and identify planning options to accommodate roads and transit needs, ensuring the efficient movement of people and goods.

2.0 MEMBERSHIP

The Advisory Body will consist of up to five (5) voting members, as follows:

- 2.1** Five (5) 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](#)
- [Climate Action Framework \(2020\)](#)
- [Community Benefit Bonus Policy for Affordable Housing and Amenities in Town Centre Areas](#)
- [Corporate Strategic Plan \(2017\)](#)
- [Density Transfer Policy \(2021\)](#)
- [Economic Development Strategy \(2020\)](#)
- [Environmental Sustainability Strategy \(2016\)](#)
- [Housing Needs Report \(2021\)](#)
- [Mayor's Task Force on Community Housing Final Report \(2019\)](#)
- [Official Community Plan \(Revised 2014\)](#)
- [Regional Context Statement \(2013\)](#)
- [Rental Use Zoning Policy \(2020\)](#)
- [Social Sustainability Strategy \(2011\)](#)

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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