

Simon Fraser University Liaison Committee Terms of Reference

1. Purpose:

The Simon Fraser University Liaison Committee coordinates with Simon Fraser University (SFU) on matters of common interest.

Background:

- In 1980, the Joint Committee of the Municipality of Burnaby and Simon Fraser University was struck to create a framework for interaction between the Municipality and the University.
- On December 02, 1991, the Simon Fraser University Liaison Committee was established to maintain and further strengthen the City's relationship with the University.

2. Functions:

- 2.1. To discuss areas of mutual concern and interest.
- 2.2. To enhance communications between the City and SFU.

3. Membership:

- 3.1. As per s. 142 of the *Community Charter*,
 - “(1) A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.*
 - (2) At least one member of a select committee must be a council member.*
 - (3) Subject to subsection (2), persons who are not council members may be appointed to a select committee.”*
- 3.2. Membership consists of all Council members.
- 3.3. Membership term is one (1) year.
- 3.4. University representatives as determined by SFU.
- 3.5. 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.

- 3.6. 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. The Corporate Officer or designate will prepare the agenda and notice of meetings and will serve as Secretary.
- 4.2. Staff support is provided by the Parks, Recreation and Culture Department; Planning and Development Department; Engineering Department; Corporate Services Department; Community Safety Department; Finance Department; Burnaby Public Library; and the Legislative Services Department.
- 4.3. City staff serve in a support role and are not members of the Committee.

5. Quorum and Procedures:

- 5.1. The meetings 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.142 (Select Committees of Council)

7. Termination of the Committee:

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

8. Reference Information:

- [Burnaby Procedure Bylaw 2024, Bylaw No. 14610](#)
- [Advisory Bodies Code of Conduct](#)

**Last date approved
by Council:** April 15, 2024

**Last date revised by the
Corporate Officer:** April 30, 2024
