



## Simon Fraser University Liaison Committee Terms of Reference 2024 January

### 1. Purpose:

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

#### *Authority:*

- [Community Charter, Part 5, Division 4, S.142 \(Select Committees of Council\)](#)

#### *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 1991 December 02, the Simon Fraser University Liaison Committee was established to maintain and further strengthen the City's relationship with the University.

### 2. Functions:

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

### 3. Membership:

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- 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. Staff support is provided by the Parks, Recreation and Cultural Services Department; Planning and Development Department; Engineering Department; Corporate Services Department; Community Safety Department; Finance Department; Burnaby Public Library; and the Legislative Services Department.

#### **4. Meetings:**

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- 4.1. Committee meetings will be held in accordance with criteria outlined in Part 14 of the Burnaby Procedure Bylaw 2024 (Bylaw No. 14610).
- 4.2. Meeting procedures are regulated according to Burnaby Procedure Bylaw 2024 (Bylaw No. 14610).

#### **5. Reference Information:**

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- [Burnaby Procedure Bylaw 2024 \(Bylaw No. 14610\)](#)