

1. Purpose:

The Social Planning Committee will advise on a variety of social issues including but not limited to: leasing space at Burnaby's Community Resource Centres, the needs of seniors, youth, families, ethnic groups, LGBTQ2S+, persons with disability and socio-economic equity issues. The Social Planning Committee will also be responsible for making recommendations regarding inclusivity initiatives as they relate to the aforementioned groups. Foundational documents including the Social Sustainability Strategy (SSS), the Official Community Plan (OCP), and the Corporate Strategic Plan (CSP) inform and provide context for the priorities and actions of the Committee.

Background:

- In November, 1989, Council endorsed a recommendation to establish the Community Issues and Social Planning Committee.
- In June 1994, the Committee's mandate was amended to include a provision for making space allocation recommendations at City Community Resource facilities.
- In January, 2003, the Committee's name was changed from the Community Issues and Social Planning Committee to the Social Issues Committee.
- In January, 2015, the Committee's name was changed from the Social Issues Committee to the Social Planning Committee.
- In 2017, the Social Planning Committee merged with the Environment Committee to form the Environment and Social Planning Committee.
- In October 2019, the Environment and Social Planning Committee was dissolved and separated into the Social Planning Committee and the Environment Committee.

2. Functions:

- 2.1. To make recommendations for space allocations at City Community Resource facilities.
- 2.2. To make recommendations to Council on issues that disproportionately affect the following groups: seniors, youth, families, ethnic groups, LGBTQ2S+, and persons with disabilities.
- 2.3. To make recommendations to Council on inclusivity policies and initiatives.

- 2.4. To provide recommendations to Council in relation to the City's strategic policy goals, objectives, and priorities, to ensure that they continue to meet the changing social needs of the community.
- 2.5. To assist in fostering greater educational opportunities to increase public, corporate and government awareness within the City, and the region as a whole, in relation to the social goals, objectives and priorities outlined within Burnaby's Official Community Plan (OCP), and the Burnaby Social Sustainability Strategy (SSS).
- 2.6. To form or participate in such sub-committees or ad-hoc committees as it deems reasonable in carrying out its duties.

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 up to four (4) representatives from Council, one (1) from Burnaby School Board, up to three (3) resident representatives, and up to three (3) non-voting advisory groups, as recommended by staff.
- 3.3. Membership term is three (3) years with the opportunity for one (1) renewal.
- 3.4. 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.
- 3.5. 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 the Burnaby Procedure Bylaw, Bylaw No.14610.

4. Chair, Secretary and Staff Support:

- 4.1. Two (2) members of Council will be appointed by Council to serve as the Chair and Vice Chair of the Committee.
- 4.2. The Corporate Officer or designate will prepare the agenda and notice of meetings and will serve as Secretary.

- 4.3. Staff support is provided by the Planning and Development Department, Parks, Recreation and Culture Department, and the Legislative Services Department.
- 4.4. City staff serve in a support role and are not members of the Committee.

5. Quorum and Procedures:

- 5.1. The meetings are scheduled approximately once every second month and 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 and must include at least (1) of the Council members appointed.
- 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](#)
- [Child Care Resources Group Update for 2021](#)
- [Official Community Plan \(Revised 2014\)](#)
- [Social Sustainability Strategy \(2011\)](#)

- [Update on the Activities of the Burnaby – New Westminster Taskforce on Sexually Exploited and At-Risk Youth \(2020\)](#)
- [Advisory Bodies Code of Conduct](#)

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

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