

Parks, Recreation and Culture Committee Terms of Reference

1. Purpose:

The Parks, Recreation and Culture Committee provides advice and makes recommendations to Council on matters related to parks, recreation and culture services, programs and facilities within the municipal boundaries of the City of Burnaby (the “City”).

In accordance with its purpose, the Committee will consider and formulate recommendations to Council regarding parks, recreation and culture:

- Plans and activities and associated programs and services;
- Policies and procedures relating to parks, recreation and culture;
- Proposed or in-development plans, including the preparation of comments regarding adequacy, scope, nature and impacts when they are referred from Council;
- Matters for which Council refers to the Committee and requests input.

2. Functions:

- 2.1. To provide feedback on major parks, recreation and culture projects and initiatives as they are developed;
- 2.2. To provide a function of public engagement and feedback to general parks, recreation and culture operations;
- 2.3. To receive staff presentations and reports for information and feedback;
- 2.4. To receive reports and referrals from Council where additional information is sought;
- 2.5. To maintain contact with community groups and individuals and to ensure that community needs are reflected in parks, recreation and culture policy decisions; and
- 2.6. To consider and approve requests to appear as delegation.

3. Membership:

Pursuant to 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.”*

- 3.1. Membership consists of up to three (3) representatives from Council, and up to six (6) resident representatives from diverse backgrounds and lived experiences (i.e. seniors, persons with disabilities, Indigenous peoples). Non-voting advisory groups includes one (1) representative from the School Board, and one (1) representative from Tourism Burnaby.
- 3.2. A membership term is three (3) years with the opportunity for one (1) renewal.
- 3.3. A member of the Committee whose term is about to expire shall cease to be a member when Council appoints a new member to take their place on the Committee.
- 3.4. A member of Council who is appointed to the Committee shall cease to be a member of the Committee when they cease to be a member of Council.
- 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. 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. The General Manager Parks, Recreation and Culture or their designate will serve as the staff liaison to support the Committee.
- 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 one (1) of the Council members appointed.
- 5.3. Committee meetings will be held in accordance with criteria outlined in the Burnaby Procedure Bylaw, Bylaw No. 14610.
- 5.4. Meeting procedures are regulated according to the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.

- 5.5. Expectation 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](#)
- [Corporate Strategic Plan \(2017\)](#)
- [Advisory Bodies Code of Conduct](#)

Last date approved by Council: April 15, 2024

Last date revised by the Corporate Officer: February 12, 2025
