

**City of New Westminster**

**ADVISORY COMMITTEE FOR TRANSIT,  
BICYCLES AND PEDESTRIANS  
(ACTBiPed)**

**Terms of Reference**

**Mandate**

The goal of the committee is to help integrate walking, cycling and transit use into the transportation system that is balanced among all users and supports a socially equitable, economically viable and environmentally friendly city. The committee will review, advise and make recommendations to Council on policies, issues, facilities and programs regarding walking, cycling, and transit use.

**Focus**

The Committee's focus includes but is not limited to:

1. Development of sustainable transportation opportunities through consultation, cooperation and partnerships;
2. Promotion of active transportation (walking, cycling, transit) for commuting, recreation and tourism for people of all ages and abilities.
3. Enhancement of safety, security and accessibility of the transportation system for all users;
4. Integration of transit, bicycle, pedestrian and ride share infrastructure to facilitate multi-modal use of the transportation system;
5. Planning active transportation routes from the user's perspective;
6. Providing input on transportation and land use planning in the context of the City's Master Transportation Plan and Official Community Plan;
7. Providing input on regional transportation projects, plans and initiatives that impact the City;
8. Assisting the City in prioritization of their transportation capital work programming;
9. Identification and reduction of potential conflicts between transportation system user groups;
10. Assisting the City with community outreach and education programs to further engage the community in active transportation.

## **Voting Members:**

The Committee shall consist of 11 members, as follows:

- Member of Council, Chair of the Committee (1)
- Representatives of residents who use transit and/or walking as their primary mode(s) of transportation (1)
- Representatives of commuter, utilitarian and recreational cyclists of various ages and skill levels who live or work in the City (3)
- Representative of a bicycle club and/or a bicycling organization who is a resident of New Westminster (1)
- Representative of the community who can offer expertise or assistance in specific areas that may apply to the planning, implementation, financing, and promotion of walking and cycling facilities (1)
- Representative of Senior Citizens (1)
- Representative from students in the New Westminster school system (1)
- Representative from local bicycle businesses (1)
- Representative from Special Services and Access Committee (1)

## **Non-voting Advisor:**

- Representative from the New Westminster School District 40 (1)

## **Staff Advisors:**

- Representatives from the Engineering Department (2)
- Representative from the Development Services (Planning Division) (1)
- Representative from the Parks and Recreation Department (1)
- Representative from the New Westminster Police Service (1)

## **Term:**

The term for all voting members appointed by City Council will be the period from February of the year to January of the following year.

## **Chair:**

The member of City Council shall be designated Chair. At the first meeting of the year, voting members shall elect an acting chair from its membership to preside over meetings when the Chair is absent.

## **Attendance:**

Members shall advise the Recording Secretary of their intent to attend or to be absent from a meeting. Any member who is absent from three consecutive meetings of the Committee, or in excess of one-third of all meetings over any six month period without leave of absence from the Committee, or a reason satisfactory to the Committee, shall by Committee resolution, cease to be a member of the Committee. The City Council shall have the power to remove any member of the Committee from office at any time.

## **Quorum:**

A quorum shall consist of half the voting members plus one. If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Recording Secretary shall record the names of the members present at the meeting, and the meeting shall stand adjourned.

## **Rules of Procedure:**

Committee procedures shall be governed by:

1. The Council Procedure Bylaw; and
2. The “Rules of Conduct: Standing Committees and Advisory Bodies” provided, and as revised from time to time.

Amended: Regular Council meeting, June 26, 2000.

Amended: Inaugural Council meeting, December 3, 2001.

Amended: Closed Meeting of Council, January 16, 2006

Amended: Regular Council meeting, June 19, 2006

Amended: Regular Council meeting, September 10, 2007

Amended: Closed Meeting, December 14, 2009

Amended: Closed Meeting, March 1, 2010

Amended: Closed Meeting, January 9, 2012