

## Sustainable Transportation Task Force

### Terms of Reference

Task Force Name	Sustainable Transportation Task Force
Mandate	<p>The mandate of the Sustainable Transportation Task Force is to provide recommendations and strategic advice to City Council on:</p> <ol style="list-style-type: none"> <li>1. Implementation of the Master Transportation Plan (MTP) actions and policies with respect to inclusive and sustainable transportation that supports everyone.</li> <li>2. Prioritizing vulnerable road users as the City advances the Sustainable Transportation strategic priority key directions.</li> <li>3. Implementing sustainable transportation initiatives in response to the Climate Emergency.</li> <li>4. Sustainable transportation and road safety priorities and associated budgets.</li> <li>5. Leveraging the development approvals process to achieve infrastructure improvements and other changes in support of Sustainable Transportation.</li> <li>6. Reviewing and updating related plans and policies.</li> </ol> <p>The task force will provide recommendations to Council for actions that may be taken by the City or in collaboration with others.</p>
Members	<p>Membership will include:</p> <ul style="list-style-type: none"> <li>• Three Members of Council</li> <li>• Chief Administrative Officer</li> <li>• Director of Engineering Services</li> <li>• Manager of Transportation</li> <li>• Director of Development Services</li> <li>• Director of Finance</li> </ul> <p>Depending on the agenda items, the following or other related entities may be invited:</p> <ul style="list-style-type: none"> <li>• New Westminster Police Department</li> <li>• New Westminster Fire Services</li> <li>• TransLink</li> </ul>

	In the event a member is unable to attend, they may send an alternate.
Chair	The Mayor, if a member, or one Council member, appointed by Council for a one year term.
Meeting Frequency	At least every two months, or at the call of the chair.
Reporting	<p>Reports:</p> <ul style="list-style-type: none"> <li>• Semi-annually to Council</li> <li>• Minimum 24 month work plan to be included in the first semi-annual report</li> <li>• Subsequent report based on adopted work plan, or need for specific action as required.</li> </ul> <p>Receives reports from:</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Sustainable Transportation Advisory Committee</li> </ul>
Governance	Community Charter Section 143
Rules of Procedure	<p>Committee procedures are governed by:</p> <ol style="list-style-type: none"> <li>1. New Westminster Council Procedure By-law No. 6910, 2004.*</li> <li>2. "Rules of Conduct: Standing Committees and Advisory Bodies" provided to members and available on the City's website.*</li> </ol> <p>* This refers to the most recent version</p>