

**City of New Westminster**

**BICYCLE AND PEDESTRIAN  
ADVISORY COMMITTEE**

**Terms of Reference**

**Mandate**

The role of the Bicycle and Pedestrian Advisory Committee is to review, advise and make recommendations to Council regarding:

1. Bicycle and Greenway network development, capital improvement projects, spot improvement projects and other projects, as they relate to walking and cycling.
2. The form, content and distribution of public information, awareness and encouragement material, information and programs.
3. Appropriate community involvement activities and processes regarding pedestrian and bicycle issues, and municipal involvement in these issues.
4. The promotion of existing and adopted education and enforcement programs for pedestrians, cyclists, motorists and other road users.
5. The varying non-motorised transportation interests of adjacent municipalities, to ensure that pedestrian and cycling plans in New Westminster are compatible with other plans, and to facilitate and encourage inter-municipal walking and cycling.
6. Walking and cycling initiatives of other transportation agencies, including the Ministry of Transportation and Highways (MoTH) and TransLink, by providing assistance and/or direction to other agencies where required.
7. Funding strategies which should be pursued to finance pedestrian and bicycle facilities and program development.
8. The implementation status of the Bicycle Plan, the Trails and Greenways Master Plan, the non-motorized transportation priorities in the Official Community Plan and Strategic Plan and any future revisions required to meet the needs of New Westminster pedestrians and cyclists as these plans evolve and conditions change.
9. Budget requirements needed to successfully implement capital improvement projects, programs and other initiatives for the coming year, as outlined in applicable plans and any modifications to these plans. Budget requirements should be prepared by the City Staff and reviewed with the Bicycle and Pedestrian Advisory Committee.
10. Support initiatives that provide improved access to public transportation for cyclists and pedestrians.

## **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