

## **NEIGHBOURHOOD TRAFFIC ADVISORY COMMITTEE**

### **Terms of Reference**

#### **Mandate:**

The role of the Neighbourhood Traffic Advisory Committee is to advise Council regarding specific traffic-related items referred from Council for further examination.

#### **Voting Members:**

The Committee shall consist of **7** members as outlined below, **plus** one member from every Residents' Association in the City that has endorsed the City's Residents' Association Guidelines, as follows:

- Members of Council (1)
- Representative from the community (1)
- Representative from the School Board (1)
- Representative from Coast Mountain Bus Company (1)
- Representatives from ICBC (1)
- Representative from the Chamber of Commerce (1)
- Representative from the Downtown New Westminister Business Improvement Society (BIA) (1)
- Representatives from every Residents Association in the City that has endorsed the City's Residents Association Guidelines.

#### **Advisors:**

- Representatives from the following Departments: Engineering, Development Services (Planning), Licensing and Police

#### **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: Inaugural Council Meeting, December 6, 1999

Amended: Inaugural Council Meeting, December 4, 2000

Amended: Inaugural Council Meeting, December 2, 2002

Amended: Regular Council meeting, December 8, 2003

Amended: Closed Council, January 12, 2004

Amended: Regular Council, December 13, 2004

Amended: Closed Meeting, January 16, 2006

Amended: Closed Meeting, January 15, 2007

Amended: Closed Meeting, November 30, 2009

Amended: Closed Meeting, May 17, 2010.