



Attachment # 1

**Draft Letter of Invitation**

DATE:

[Partner Agency = MoTT/TransLink/ICBC/Fraser Health]

[Address]

**RE: Invitation to Vision Zero Task Force (City of New Westminster)**

To [Partner Agency],

The City of New Westminster invites your participation in the City’s Vision Zero Task Force. Successful implementation of a Vision Zero campaign requires coordinated cooperation between various City departments and partner agencies and community organizations.

Data-sharing is the foundation of crafting a successful Vision Zero Action Plan. Although the City is responsible for designing streets safely, and implementing safety improvements from a Vision Zero Action Plan, City staff do not have access to the incident-based, time-based, location-based, and population-based factors to determine the full nature of crashes. City staff rely on partners, particularly First Responders, who hold much of this data, but also Health Authorities and ICBC to fill in gaps. The amalgamation of all these data sources outlines the crash-incident story. The crash-incident stories for various locations and crash types are used to develop the Vision Zero Action Plan.

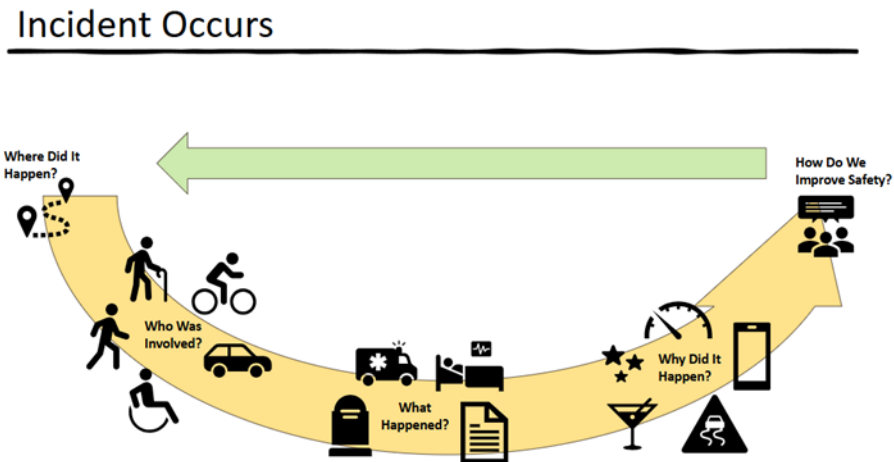


Figure 1: Transportation crash story map for data-driven safety improvements

The Task Force will establish mechanisms for sustained commitment between partner agencies to realize the cultural, infrastructural, and policy changes needed to realize zero traffic-related deaths in the City of New Westminster.

The draft Terms of Reference are attached for your review. The City is proposing **quarterly meetings** over the course of a **two-year term**, with three distinct phases for the Task Force:

Phase 1: Develop the Governance Structure (**Year 1**)

Phase 2: Develop the Vision Zero Action Plan and Implement Objectives to Achieve the Goals (**Year 2**)

Phase 3: Learning and Evaluation Through Monitoring (Year 3+)

Please reply by [DUE DATE] with the individual's name and contact information identified for the Task Force. Subject to Council approval, Legislative Services staff will liaise with the nominated individual to coordinate the first meeting of the Task Force anticipated for spring 2025.

Thank you for partnering with the City of New Westminster to begin the journey to zero road-related fatalities and injuries.

Sincerely,