

*Attachment # 2*

**Draft Terms of Reference**

**1.0 Purpose & Mandate**

- 1.1 To liaise with partner agencies and organizations to collaboratively identify existing conditions that contribute to traffic-related fatalities and serious injuries in New Westminster, and to provide advice to City Council regarding developing policies and actions to achieve zero traffic-related fatalities and serious injuries.
- 1.2 The Task Force will:
  - a. serve as the coordinating entity for all agency stakeholders working on Vision Zero.
  - b. encourage use of key messages and terminology agreed upon by the Task Force (e.g. reference to incidents as crashes and not “accidents”).
  - c. identify existing data sources and organize the amalgamation of these data sources to reveal existing conditions of preventable roadway injuries and deaths (e.g. may involve identifying funding sources to support this work).
  - d. act as a resource and provide input to the City on the development of policies and actions to achieve zero traffic-related fatalities and serious injuries.

**2.0 Composition:**

- 2.1 Voting Members  
The Task Force will be comprised of nine (9) voting members:
  - a. the Mayor of New Westminster is an ex-officio member;
  - b. one (1) New Westminster City Councillor, as appointed by Council;
  - c. the City of New Westminster Director of Engineering;
  - d. one (1) individual from Fraser Health – Lead, Injury Prevention & Safety Promotion;
  - e. one (1) individual from the Ministry of Transportation and Transit – Principal Highway Safety Engineer;
  - f. one (1) individual from TransLink – Senior Manager, Projects & Public Safety;
  - g. one (1) individual from ICBC – Director, Road Safety Policy & Programs;
  - h. one (1) member from New Westminster Police Department, and
  - i. one (1) member from New Westminster Fire & Rescue Services.
- 2.2 Resources
  - a. One (1) City Legislative Services staff member will act as the recording secretary and provide support in administrative tasks (e.g. agenda preparation).
  - b. One (1) City of New Westminster Engineering staff member –Transportation to provide technical guidance to the Task Force, relay feedback from the Task Force to City Departments, and present the annual progress report of the Task Force to Council.

### **3.0. Recruitment, Selection and Appointment**

#### 3.1 Recruitment

- a. Recruitment of organizational members will be by Letter of Invitation.

#### 3.2 Selection

Members of the Vision Zero Task Force will be selected based on the following criteria:

- a. Organizational Members
  - i. Represent a government agency, ministry or department;
  - ii. Have a mandate or organizational goals and objectives consistent with those of the Vision Zero Task Force; and
  - iii. Have one (1) designated representative and one (1) designated alternate who can speak on behalf of their organization at the time of Task Force formation.

### **4.0. Term**

4.1 Appointments will be for a 2-year term.

4.2 Re-appointment and/or extension requires Council approval.

### **5.0. Membership Responsibilities**

#### 5.1. Members will:

- a. Be familiar with the Terms of Reference, goals and annual work plan of the Vision Zero Task Force.
- b. Thoroughly familiarize themselves with all agenda materials in preparation for active participation in meetings.
- c. Act in accordance with and uphold the City’s Respectful Workplace and Human Rights Policy.
- d. Attend meetings with regularity and punctuality; non-attendance at two (2) consecutive meetings may lead to a request from the Task Force for the individual to resign from the Task Force.

#### 5.2 The Chair will:

- a. In consultation with the Legislative Services staff liaison and the Engineering Services – Transportation staff liaison, prepare the agenda and any necessary supporting material in time for preparation and distribution by the Legislative Services.
- b. Assume responsibility of signing or authorizing all correspondence arising from Task Force activities. However, if a conflict of interest arises for the Chair, the Vice-Chair will assume the responsibility of signing or authorizing the correspondence in question.
- c. Ensure decisions made by the Vision Zero Task Force are acted upon in a timely manner and align with the Task Force’s mandate.
- d. Preside over meetings and maintain order.

#### 5.3 The Vice-Chair will:

- a. Assume the duties of the Chair in their absence, and shall perform and assume such other responsibilities and duties as assigned by the Chair.

#### 5.4 The Recording Secretary will:

- a. Be responsible for recording the minutes of the Task Force meetings and ensure that these are signed and submitted to the Corporate Officer for public record, and distributed to all Task Force members.

## **6.0 Operation and Process**

### 6.1 Operation

- a. Each year, the Task Force will determine the day and time and location of its meetings at the first meeting of the calendar year.
- b. The Task Force will meet a minimum of two (2) times per year and at the call of the Chair.

### 6.2 Communication

- a. The Task Force will report to Council through the Engineering Services – Transportation staff liaison.
- b. Where communication is desired with the public, all media releases and public communications shall be developed by the City’s Corporate Communications staff, presented to the Task Force members for review and be presented to Council for approval before release.

### 6.3 Decision Making Process

Members of the Task Force will:

- a. Follow the Council decision-making process and procedures.
- b. Strive for consensus, and
- c. In the absence of consensus, a quorum shall be a simple majority of members present. Each member is entitled to one vote.

## **7.0 Code of Conduct**

### 7.1 Reporting to Social Media

- a. The Task Force members may not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council. Items will be presented to the Task Force if referred by Council. Task Force members may communicate directly to Council or the media, if the Task Force members identify themselves as an individual, and not as representatives of the Task Force.
- b. Any use of social media must, as with all other forms of communication, meet principles of integrity, professionalism and privacy.

### 7.2 Should a Task Force member violate the Code of Conduct or act outside the Terms of Reference, the Committee member may be removed from the Task Force.

Doc#2660715