

**EXECUTIVE COMMITTEE OF COUNCIL**

**TO:** MAYOR AND COUNCILLORS

**SUBJECT: PROPOSED TRAFFIC SAFETY COMMITTEE RESTRUCTURING**

**RECOMMENDATIONS:**

1. **THAT** Council direct staff to bring forth and form a new Select Committee of Council named the "Transportation Committee" as described in the Terms of Reference, included as Attachment 1 to the April 5, 2023 Executive Committee of Council Report titled "Proposed Traffic Safety Committee Restructuring" and
2. **THAT** upon creation of the Transportation Committee, the current Traffic Safety Committee be dissolved.

**REPORT**

The Executive Committee of Council, at its Open meeting held on April 5, 2023, received and adopted the *attached* report seeking Council endorsement of the dissolution of the Traffic Safety Committee and the terms of reference of a new Transportation Committee.

Respectfully submitted,

Councillor S. Dhaliwal  
Chair

Councillor R. Lee  
Vice Chair

**TO:** EXECUTIVE COMMITTEE OF COUNCIL     **DATE:** April 5, 2023

**FROM:** GENERAL MANAGER CORPORATE  
SERVICES

**SUBJECT: PROPOSED TRAFFIC SAFETY COMMITTEE  
RESTRUCTURING**

**PURPOSE:** To obtain Executive Committee of Council endorsement of the dissolution of the Traffic Safety Committee and the terms of reference of a new Transportation Committee.

---

**RECOMMENDATIONS:**

**THAT** the Executive Committee recommend to Council to direct staff to bring forth and form a new Select Committee of Council named the “Transportation Committee” as described in the Terms of Reference, included as Attachment 1 to the April 5, 2023 Executive Committee of Council Report titled “Proposed Traffic Safety Committee Restructuring” and

**THAT** the Executive Committee recommend to Council that upon creation of the Transportation Committee, the current Traffic Safety Committee be dissolved.

**REPORT**

**1.0 INTRODUCTION**

This report provides an update to the terms of reference for a new Transportation Committee based on discussion at the March 1, 2023 Executive Committee of Council meeting.

**2.0 POLICY SECTION**

Pursuant to Division 4 - Committees, Commissions and Other Bodies of the *Community Charter*, Council may establish and appoint Select Committees and Commissions of Council.

To: Executive Committee of Council  
From: General Manager Corporate Services  
Re: Proposed Traffic Safety Committee Restructuring  
April 5, 2023 .....Page 2

**Select Committees of Council**

Section 142 of the *Community Charter* states that a council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.

Select Committees require at least one member to be a council member and that persons who are not council members may be appointed to the select committee.

**3.0 BACKGROUND**

**Meeting Proceedings and Record Keeping**

Pursuant to Section 145 of the *Community Charter*, the rules established by the Burnaby Procedure Bylaw apply to the Committees and Commissions of Council, including the taking of minutes and record keeping.

Additionally, section 148 of the *Community Charter* requires the Corporate Officer (the Director of Legislative Services) ensures that accurate agendas and minutes of meetings of Committees and Commissions prepared, and the minutes, files and other records of the business of the Council and Council committees are maintained and kept safe.

With the recent restructure of the Legislative Services Department, the Corporate Officer has begun a comprehensive review of working groups, committees and commissions to provide recommendations to improve public participation, transparency and clarity to the role and scope of each advisory body.

At the March 1, 2023 Executive Committee of Council, changes were requested by the Committee as follows: update the committee to include three (3) citizen representatives; extend the committee’s term to three (3) years with an opportunity for members to serve for one (1) additional term; and, to clarify that development related transportation reviews would continue under the purview of the Planning & Development Committee.

**Restructuring the Traffic Safety Committee to the Proposed Transportation Committee**

Transportation plays a critical role in the growth and development of the City of Burnaby and ensuring a safe and efficient network of transportation expands beyond traffic and traffic safety. To adequately address the opportunities and challenges of the evolving modes and functions of transportation in the City, staff are recommending the current Traffic Safety Committee be dissolved and restructured with an expanded scope and purpose to include all modes of transportation under the City’s authority, not just traffic safety considerations. It is important to note that transportation related matter that are part of development applications will continue to be reviewed and evaluated by the Planning & Development Committee. The Terms of Reference for the proposed Transportation Committee is included in this report as **Attachment 1**.

To: Executive Committee of Council  
From: General Manager Corporate Services  
Re: Proposed Traffic Safety Committee Restructuring  
April 5, 2023 .....Page 3

#### **4.0 PUBLIC COMMUNICATIONS AND ENGAGEMENT**

Should the Executive Committee and subsequently Council support the proposed restructuring of the TSC, Legislative Services staff will notify all affected and appointed members by providing them with a thank you letter for their service while encouraging each member to reapply for the newly formed committees.

Legislative Services will advertise for new committee openings and begin a call for applications with the support of the marketing department.

Once the application period closes, Council will then be provided a list of new applicants and can appoint new members, including appointing new or previous Council members to Chair and Vice-Chair the committees. New committees will be provided governance training and orientation by Legislative Services staff members.



Juli Halliwell  
GENERAL MANAGER CORPORATE SERVICES

Attachment 1 – Draft Transportation Committee Terms of Reference



## **Transportation Committee Terms of Reference**

April 2023

### **1. Purpose:**

---

The Transportation Committee advises Council on strategic priorities relating to the planning and implementation of multi-modal transportation initiatives and projects, such as:

- Long range road and active transportation network development;
- Policies related to transportation supportive measures;
- Active transportation improvement projects; and
- Traffic management upgrades and road safety improvements.,

which are not directly linked to a development application.

### **2. Membership:**

---

The Transportation Committee is an advisory body composed of

- two (2) Council members;
- one (1) representative from the Burnaby Board of Education;
- one (1) representative from the Burnaby Board of Trade; and
- and three (3) citizen representatives.

One non-voting member representing each of the following organizations:

- HUB Cycling (1 seat),
- Insurance Corporation of British Columbia (ICBC) (1 seat),
- Burnaby Royal Canadian Mounted Police (RCMP) (1 seat), and
- School District 41 Parent Advisory Committee (1 seat).

Committee members are appointed for a three (3)-year term expiring in December of the third year served. Members can be re-appointed to serve one (1) subsequent term.

A member who is absent from three consecutive meetings of the Committee without leave of the Committee, or without reason satisfactory to the Committee shall forthwith cease to be a member.

### **3. Chair, Secretary and Staff Support:**

---

Two members of Council will be appointed by Council to serve as the Chair and Vice Chair of the Transportation Committee.

The Corporate Officer or designate will prepare the agenda and notice of meeting and will serve as Secretary.

The Director Engineering Transportation or designate will serve as the staff liaison to support the Committee.

City staff serve in a support role and are not members of the Advisory Committee.

---

#### **4. Quorum and Procedures:**

---

Meeting procedures are regulated according to the current adopted (as amended) Burnaby Procedure Bylaw.

Committee meetings will be held in accordance with criteria outlined in the City of Burnaby's Procedure Bylaw. The meetings are scheduled approximately five times per year and may be cancelled or re-scheduled at the call of the Chair.

A quorum will be a majority of the appointed members and must include at least one of the Council members appointed.

---

#### **5. Governance Model:**

---

City Council has distinct responsibilities to govern, approve or oppose the recommendations of the Committee as the committee functions as an advisory body to Council, not a decision-making group.

This authority is pursuant to section 142 of the *Community Charter* (Select Committees of Council)

---

#### **6. Key Functions:**

---

- To provide feedback on non-development related transportation projects and initiatives as they are developed and updated to Council;
- To receive staff presentations and reports for information and feedback;
- To receive reports and referrals from Council where additional information is sought; and
- To consider and approve requests to appear as delegation.

---

#### **7. Termination of the Committee:**

---

The Transportation Committee may be terminated by Council at any time by way of resolution.

---

#### **8. Reference Information:**

---

- [Burnaby Procedure Bylaw 2004 \(Bylaw No. 11714\)](#)
- Burnaby Strategic Plan (2022)