

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 of 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 2024 \(Bylaw No. 14610\)](#)