

City of New Westminster
FAMILY COURT COMMITTEE
Terms of Reference

Mandate:

The role of the Family Court Committee, pursuant to the Provincial Court Act, is as follows:

1. Meet at least 4 times a year to consider and examine the resources of the community for family and children matters, to assist the court when request and generally, and to make recommendations to the court, the Attorney General or others it considers advisable;
2. Assist the officers and judges of the court, if requested, to provide a community resource or assistance in individual cases referred to the Committee; and
3. Report annually to the municipalities involved and to the Attorney General respecting their activities during the past year.

Voting Members:

The Committee shall consist of **10** members, as follows:

- Member of Council (1)
- Representatives from the community (5)
- Representative from the Burnaby/New Westminster Family Justice Centre (1)
- Representative from Civil Registry, New Westminster Law Courts (1)
- Representative from the School Board (1)
- Representative from Fraser Health Authority (1)

The Ministry of Children and Family Development will make a representative available to the Committee on an as-needed basis to deal with specific agenda items.

Non-Voting Advisor:

- Representative from the Ministry of Children and Family will attend upon invitation of the Committee as per Resolution of December 11, 2006 Regular Council meeting.

Staff Advisors:

- Representative from Development Services (Planning Division)
- Representative from Victim Assistance, Police Service (1)
- Representative from Police Service (possibly High School Liaison Officer).

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. In the absence of the Chair, the members shall select one of the voting members to act as Chair at that meeting.

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, by the City Clerk.

Adopted: December 7, 1998

Amended: Inaugural Council meeting, December 6, 1999.

Amended: Inaugural Council meeting, December 3, 2001.

Amended: Inaugural Council meeting, December 2, 2002.

Amended – Regular Council meeting, December 11, 2006.