

TERMS – EMERGENCY ADVISORY COMMITTEE

Terms of Reference

Mandate:

The role of the Emergency Advisory Committee is to:

1. Provide interactive communication to and from the citizens of New Westminster and affected parties with city staff on matters of Emergency Management.
2. Promote education, integration and training as necessary and when needed, including measures to enhance personal preparedness and business continuity.
3. Advise council on matters as they pertain to or affect Emergency Preparedness and Emergency Management issues.

Voting Members:

The Committee shall consist of **12** members, as follows:

- Members of City Council (1)
- Members at Large Representatives (5)
- Representative from the Royal Westminster Regiment (1)
- Representative from St. John Ambulance (1)
- Representative from the Fraser Health Authority (1)
- Representative from BC Ambulance Service (1)
- Representative from the Salvation Army (1)
- Representative from the New Westminster School District (1)

Staff Advisors:

- The Manager of Emergency Management
- New Westminster Police Services
- New Westminster Fire and Rescue Services
- As well as representatives from City Departments who may be called upon.

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. At the first meeting of the year, voting members shall elect an acting chair from its membership to preside over meetings when the Chair is absent.

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, 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 at 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.

Adopted: Inaugural Meeting of Council, December 7, 1998

Amended: Inaugural Council meeting, December 2, 2002

Amended: Regular Council, December 8, 2003

Amended: Closed Meeting, January 19, 2004

Amended: Closed Meeting, February 9, 2004

Amended: Closed Meeting, January 16, 2006

Amended: Closed Meeting, November 30, 2009.

Amended: Closed Meeting, February 7, 2011.

Amended: Closed Meeting, February 14, 2011.