

REMEMBRANCE DAY COMMITTEE

Terms of Reference

Mandate:

The role of the Remembrance Day Committee is to plan the City's annual Remembrance Day Ceremonies.

Voting Members:

The Committee shall consist of seven (7) members, as follows:

- Members of Council (1)
- Representatives from the community (3)
- Representative from the Royal Westminster Regiment (1)
- Representative from Queen's Avenue United Church (1)
- Representative from the Royal Canadian Legion (1)

Staff Advisors:

- One staff representative from the New Westminster Police Service
- One staff representative from the New Westminster Fire Department

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 Chair of the Remembrance Day Committee shall be the appointed member of City Council.

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.

Amended: Inaugural meeting of Council, December 4, 2000

Amended: Regular Council, December 13, 2004

Amended: Closed Council, February 8, 2010

Amended: Closed Council, January 19, 2015