



## **RESTORATIVE JUSTICE COMMITTEE**

### **Terms of Reference**

#### **Mandate:**

The role of the Restorative Justice Committee is to provide assistance in expanding the use of restorative justice in New Westminster, as well as oversight for the funds that the City provides to Communities Embracing Restorative Action (CERA).

The Restorative Justice Committee shall fulfil this role by:

1. Advising and informing Council on CERA's activities in New Westminster.
2. Facilitating discussion and suggestions regarding the use of restorative action.
3. Helping to increase the visibility of CERA and restorative action as an alternative to the traditional justice system for non-violent crime, and youth crime, including bullying and cyber bullying.

#### **Voting Members:**

The Committee shall consist of 11 members, as follows:

- Member of Council (1)
- Representatives from the community (3)
- Representative from Communities Embracing Restorative Action (CERA) (1)
- Representative from the School District #40 (1)
- Representative from Police Service (such as a High School Liaison Officer) (1)
- Representative from Victim Assistance Association Board (1)
- Representative from Victim Assistance Association (Unit Coordinator) (1)
- Representative from the Indigenous Community\* (1)  
\*not required to be a resident of the City
- Representative from the New Westminster Indigenous Court (1)

#### **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, 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: May 9, 2016 Regular meeting of Council  
Amended: November 25, 2019 Regular meeting of Council  
Amended: March 29, 2021 Regular meeting of Council