

City of New Westminster

TERMS – EMERGENCY ADVISORY COMMITTEE

Terms of Reference

Mandate:

The role of the Emergency Planning Committee is to:

1. Advise Council on emergency planning issues referred to the Committee for further examination.
2. Monitor aspects of ongoing emergency preparedness planning, particularly relating to inter-departmental effectiveness, and, if necessary, make recommendations to Council.

Voting Members:

The Committee shall consist of 15 members, as follows:

- Members of City Council (1)
- Representatives from the community (5)
- Representative from New Westminster Quay area (1)
- Representative from Braid Industrial area (1)
- Representative from Queensborough area (1)
- Representative from the Chamber of Commerce (1)
- Representative from the Royal Westminster Regiment (1)
- Representative from St. John Ambulance (1)
- Representative from the Fraser Health Authority (1)
- Representative from the Salvation Army (1)
- Representative from the New Westminster School District (1)

Non Voting Advisors (Volunteer):

- BC Ambulance Service
- Fire and Rescue Services (bargaining Unit)
- Police Services (bargaining Unit)

Staff Advisors:

The Manager, Risk, Safety and Emergency Planning and representatives from the Police and City Departments who may be called upon during a major emergency.

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.

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, February 19, 2007 (non voting advisors)

Amended: Closed Meeting January 28, 2008