

“Wait For Me Daddy” Memorial Task Force

Terms of Reference

Mandate:

The role of the “Wait For Me Daddy” Memorial Task Force is to “celebrate” the famous photograph, “Wait for Me, Daddy”.

The “Wait For Me Daddy” Memorial Task Force shall fulfill this role by:

1. Producing a memorial to depict the photograph on or about October 1, 2013.
2. Identifying sources of funding.
3. Orchestrating the unveiling/celebration.

Voting Members:

The Committee shall consist of 10 members as follows:

- Councillor Lorrie Williams (Chair/Council)
- Mayor Wayne Wright
- Director of Legislative Services
- Director of Development Services
- Manager, New Westminster Museum and Archives
- Manager, Arts and Cultural Development
- Chief of Police Services
- Chief of Fire & Rescue Services
- Mr. Herb Hamm, Military
- Ms. Frieda Hogg, Honorary Member

Although not designated as Voting Members, all members of Council may attend any or all meetings of the Task Force.

Advisors (as needed):

- Chief Administrative Officer
- Director of Parks, Culture & Recreation (or designate)
- Director of Engineering (or designate)

To Be Consulted (as needed):

- The Royal Canadian Legion
- The Royal Westminster Regiment
- Heritage Canada
- Department of National Defense

Reporting:

The Task Force will report directly to City Council and Council will make decisions regarding the memorial, the funding and the celebration.

Term:

The term for all members appointed by City Council will be the period from June 21, 2011 to the unveiling date.

Chair:

One member of City Council (Lorrie Williams) shall be designated Chair with the Mayor serving as Chair in her absence.

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 "Wait For me Daddy" Memorial Task Force, or in excess of one-third of all meetings over any six month period, without leave of absence from the "Wait For Me Daddy" Memorial Task Force, or a reason satisfactory to the "Wait For Me Daddy" Memorial Task Force, shall by "Wait For Me Daddy" Memorial Task Force resolution, cease to be a member of the "Wait For Me Daddy" Memorial Task Force. The Mayor shall have the power to add or remove any member of the "Wait For Me Daddy" Memorial Task Force 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: July 11, 2011

Note: *This is a Council project reporting directly to Council.*