



Galbraith Field Memorial Gates Advisory Committee Terms of Reference

1. Purpose

- 1.1. The Galbraith Field Memorial Gates Advisory Committee is established by Council to review options for the future commemoration, restoration, reconstruction, relocation, or replacement of the Galbraith Field Memorial Gates and to provide recommendations to Council.

2. Mandate

- 2.1. The Committee shall:

- 2.1.1. Review available historical information regarding the Galbraith Field Memorial Gates and their commemorative significance.

- 2.1.2. Consider the condition of the remaining gate components and any technical, financial, heritage, accessibility, and operational factors.

- 2.1.3. Seek input from interested residents, community organizations, veterans' groups, and other stakeholders as appropriate.

- 2.1.4. Evaluate potential options for preserving or commemorating the legacy of the Memorial Gates.

- 2.1.5. Investigate potential options for fundraising initiatives, grant funding, and other project enabling resources.

- 2.1.6. Prepare and submit a final report and recommendation to Council.

- 2.2. The Committee shall act in an advisory capacity only and shall have no authority to direct staff, commit municipal funds, or make decisions on behalf of Council.

3. Membership

- 3.1. The Committee shall consist of:

- 3.1.1. One (1) member of Council, appointed by Council, to sit as Chair.

- 3.1.2. Four (4) members of the public, appointed by Council.

- 3.2. The Clerk of the Municipality shall act as secretary to the committee and provide administrative and technical support as required.

4. Term

- 4.1. The Committee is established as an ad hoc advisory committee and shall continue until its final report has been submitted to Council or the Committee has been dissolved by Council resolution.

5. Meetings

5.1. The Committee shall meet as required to fulfill its mandate.

6. Reporting

6.1. The Committee shall report its findings and recommendations to Council no later than six months from the date of its first meeting.

7. Conduct of Members

7.1. Members of the Committee shall comply with all applicable municipal by-laws, policies, and procedures governing the conduct of Council and Committee business.

8. Confidentiality and Conflict of Interest

8.1. Members shall disclose any pecuniary or other conflicts of interest in accordance with applicable legislation and municipal policies and shall maintain the confidentiality of any information received in confidence through their participation on the Committee.

9. Dissolution

9.1. The Committee shall be dissolved upon completion of its mandate unless otherwise directed by Council.