

### **1. Mandate**

The Township of Clearview Culture & Sports Hall of Fame Committee is a committee of Council, established to research and shortlist potential nominees to be inducted into the Culture & Sports Hall of Fame. Committee members will also review applications submitted by the public for the Hall of Fame. The Committee has delegated authority to select recipients of the Culture & Sports Hall of Fame awards based on submitted applications and shortlisted nominees.

### **2. Composition and Appointments**

The term of office of the Committee is the same as the term of office of Council that takes office following the next regular election. Currently that is a four (4) year term.

The Committee will consist of a maximum of three (3) members, which will comprise of:

- Mayor
- Two (2) Members of Council

Committee members shall:

- Fairly represent the sector(s) of the specified Committee; and,
- Commit the time required to work on the Committee.

As per the Township's Appointment Policy, Council will review Committee applications and appoint members by resolution or by-law.

### **3. Commencement of Term**

The term of appointment commences after the Inaugural Meeting of the new Council and generally ends at the conclusion of Council's term (4 years).

### **4. Meetings**

The Committee will meet at minimum of two times per year at the call of the Chair. The first meeting of the term will be set by the Staff Liaison.

The Committee will conduct its meetings in an accessible public location.

The Clearview Sports Hall of Fame Committee shall be deemed to be a Committee of Council and shall adhere to any policies and procedures as provided for under the Municipal Act, 2001, as amended and the Township's Procedure By-law, and any other applicable legislation.

Where there is conflict between these Terms of Reference, the Municipal Act, 2001 or any other Act or Regulation governing the Committee, the Act shall prevail.

### **5. Attendance by Members**

If a member is unable to attend a meeting, they shall inform the Staff Liaison, Recording Clerk and the other members. If the Committee will be unable to achieve quorum, the Recording Clerk will reschedule the meeting based on availability.

As per the Township's Procedure By-law, should a Committee member miss three (3) consecutive meetings without proper notice, the member will be deemed to have resigned from the Board and may be dismissed by resolution of Council.

### **6. Quorum**

A quorum is a majority of the whole number of Committee members, more than 50%, is necessary to form a quorum to exercise its decision-making authority.

If there is no quorum within thirty minutes after the time appointed for the meeting, the Recording Clerk shall call the roll and record the names of the members present and the meeting shall stand adjourned until the meeting can be rescheduled.

Where a member of the Committee resigns, or is dismissed by resolution of Council, quorum shall be the majority of the remaining members.

### **7. Responsibilities and Protocol**

#### **Responsibilities of Committee Members**

Committee members shall:

- Conduct their own research of potential nominees (individuals or organizations) based on the criteria for each category;
- Review applications submitted by the public and work with staff to finalize award selection;
- Perform their duties in a manner that maintains and enhances public confidence in the integrity, objectivity, and impartiality of the Township;
- Adhere to the Township's Code of Conduct for Boards and Committees;
- Be professional, courteous, and respectful with other members, Council, administration, and the general public. In doing so will not publicly criticize Elected Officials, administration or other members and respect the decisions of Council;
- Maintain confidentiality when necessary, and ensure personal information controlled by the Township is used or disclosed in compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
- Understand the Committee's relationship to Council as being established by Council and as an entity of the Township to;
- Strive to attend all scheduled meetings and advise in advance when unable to attend (to ensure quorum is achieved);

- Prepare for meetings by reading agendas and any background information supplied and by actively participating in the discussion and decision making process;
- Undertake any work assigned, including special projects and research, between meetings;
- Operate under the Township's Procedure By-law, as well as other Township policies and procedures where applicable;
- Respect that actions taken and recommendations shall reflect the majority view of the Committee;
- Committee members have no authority to direct staff.

### **Responsibilities of Chair**

With the Committee being comprised of a maximum of three (3) members, one member shall be appointed as the Chair.

The Chair holds the following responsibilities:

- Operate under the Township's Procedure By-law;
- Develop Committee meeting agendas in consultation with the Recording Clerk;
- Facilitate the meeting by identifying the order of proceedings and speakers according to the published agenda;
- Maintain decorum and ensure fairness and accountability;
- Generally refrain from participation in the discussion until all members have had an opportunity to speak to the matter;
- Facilitate open discussion;
- Assist Staff Liaison/Recording Clerk when possible or when requested;
- Represent the views of the Committee and not personal views.

### **Responsibilities of Staff Liaison**

As a non-voting member, the responsibilities of the Staff Liaison are, but not limited to:

- Provide guidance and advice and remain impartial during discussions of Committee matters with all members;
- Prepare any necessary reports for Council's consideration;
- Ensure that any recommendations proposed by the Committee do not contradict the Township's budget, by-laws or policies and procedures.

### **Responsibilities of Recording Clerk**

(In some instances, the Recording Clerk and Staff Liaison are one in the same)

As a non-voting member, the responsibilities of the Recording Clerk are, but not limited to:

- Prepare the agenda for each meeting in consultation with the Committee Chair or members (when a Chair has not been elected);

- Distribute the agenda to the Committee members as outlined in the Township's Procedure By-law;
- Post agendas, minutes, and meeting dates/times to the Township's website;
- Record the minutes of the meeting including resolutions, decisions, and other proceedings at the meeting, without note or comment;
- Report any resignations of Committee members to the Township Clerk;
- Book the meeting venue or facilitate the virtual meeting;
- When necessary and in consultation with the Chair, cancel a meeting (due to inclement weather or provide knowledge of lack of quorum), if time permits, the members should be contacted to advise of the cancellation. Consideration shall be given to providing reasonable notice to members. If the meeting is being cancelled due to lack of quorum, the Recording Clerk shall provide at least 24 hours' notice to the members of the meeting cancellation.

### **8. Agendas & Minutes**

Agenda items should be relevant to the business of the Committee and should only include items that require the attention or action of the Committee.

Committee members are encouraged to submit agenda items to the Recording Clerk. A deadline may be established for submission of agenda items.

The agenda will be prepared by the Recording Clerk and Chair in consultation with the members and posted to the Township's website in accordance with the Township's Procedure By-law.

Minutes of meetings represent a clear and accurate account of the business conducted by the Committee. Minutes provide a permanent and official record of all proceedings, policy, and budgetary decisions. Minutes should reflect actions taken.

The Recording Clerk will include the minutes of the previous meeting on the agenda for the next, regularly scheduled Committee meeting for approval.

### **9. Rules of Procedure & Records**

The Procedure By-law shall apply to all Committees and Boards, a copy of which shall be provided to all members. Where the by-law is silent, the Township Clerk or their designate is available to assist Committee members with the interpretation of the rules.

Under Section 2(3) of MFIPPA, as amended, records relating to the business of the municipality, created, or received by a body considered part of the municipality, are accessible under the Act.

### **10. Conflict of Interest**

A conflict of interest may arise for Committee members appointed by Council when their personal or business interests clash with or affect the duties and decisions of the Committee. Members are required to adhere to the Municipal Conflict of Interest Act,



# Culture & Sports Hall of Fame Committee

## Terms of Reference

---

which contains strict rules regulating their participation in matters to which they have a direct or indirect pecuniary interest. The onus to declare a conflict of interest lies with the member and not municipal staff.

At a meeting at which a member discloses an interest, or as soon as possible afterward, the member shall file a written statement of the interest and its general nature with the Clerk of the municipality or the Recording Clerk of the Committee.

Committee members can seek advice from the Township's Integrity Commissioner respecting their obligations under the Township's Code of Conduct for Council, Boards and Committees, and the Municipal Conflict of Interest Act.

### **11. Member Code of Conduct**

Committee members shall, at all times follow the policies and procedures set out in the Township of Clearview's Code of Conduct for Boards and Committees.

All Committee members shall also comply with all applicable Township policies and procedures.

### **12. Communications**

Any written communications, including media releases, advisories, flyers, posters, and other printed materials that the Committee distributes shall be vetted by the Township's Communications Coordinator, or designate.

Letters of appreciation or recognition or correspondence related to the Committee's mandate do not require Council's approval.

Communications to Council or Administration are generally through the Staff Liaison, Chair or Council Representative.

Only authorized spokespersons may speak on behalf of a Committee.

Recommendations of the Committee to Council will be made through the Staff Liaison, through a report to Council. It is beneficial that when recommendations are made, that the Chair or another Committee member attends the Council meeting either to make a delegation in conjunction with the report to Council or to be there to support the Committee's initiative.

### **13. Budget and Expenses**

In the event a Committee has been approved a budget to carry out the mandate of the Committee, the Staff Liaison or Recording Clerk shall oversee the finances of the committee and ensure that all purchases are in accordance with the Township's Procurement Policies.

Expenses incurred by a Committee against an approved budget shall be detailed in the meeting minutes, with a resolution approving the expenditure.