



Terms of Reference

Thames Centre Sports Wall of Fame

Revised: January 2019

Thames Centre – Thames Centre Sports Wall of Recognition

Terms of Reference

CONTENTS:

1. Overview:
2. Purpose:
3. Committee:
 - Composition and Structure
 - Authority
 - Frequency of Meetings
 - Sub-committees
 - Council Role
4. Budget:

1. Overview:

The Municipality of Thames Centre Council, in 2014, recommended the formation of a Sports Wall of Fame Committee to recognize, honour and preserve the athletic accomplishments and contributions of our community.

2. Purpose:

That the primary purposes of this Committee be considered as follows:

- To administer all matters relating to the Thames Centre Sports Wall of Fame including policies, operation, venue planning, marketing and promotion and will be trustees of all records and possessions of the Wall of Fame.
- The final determining body for the selection of inductees into the Thames Centre Sports Wall of Fame. A report, for information purposes, is to be provided to Council once the committee has chosen the individual to be inducted.

3. Committee:

Composition and Structure

- The Thames Centre Sports Wall of Fame Committee will be composed of five (5) members, two (2) of which will be members of Council who will be voting members.
- Staff administration will be involved in the various components of the Wall of Fame, e.g., communicating to the public, participation in the recognition ceremony and other areas as required.
- A sport representative will be a formal member of the committee who will preferably have extensive knowledge in an area of sport or have the resources to gain the necessary knowledge to help make a recommendation on an inductee. This sport representative may bring forward the recommended inductee(s) for the committee to vote on. Athletes to be considered for admission to the Sports Wall of Fame must have been outstanding in their sport. This involves those competing on a national or international level that is recognized professionally or recognized by the Olympic organization (International Olympic Committee).
- A council representative of the committee will be involved in the formal development of the Sports Wall of Fame, such as the terms of reference and will also serve as a member of the Induction Committee.

- The Director of Community Services and Facilities will work with members to develop a committee structure that is ideal for the purpose. It is the intention that the Municipality will serve as a liaison, once the committee has a formal structure and is established.

Authority

- The Committee shall be bound by all requirements of the Municipal Act and the Municipality's Procedural By-law as a Committee of Council in the carrying out of its' objectives.
- The Committee shall do its' best to involve public input and to keep the public informed on its activities on a regular basis including notifying the public of its meeting dates, times and locations and the posting of its minutes on the Municipality of Thames Centre web site.

Frequency of Meetings

- The Thames Centre Sports Wall of Fame Committee will meet on a quarterly basis with a minimum of two (2) meetings per year and other meetings as required. The meeting schedule will be established on an annual basis and at the last meeting of each calendar year. Additional meetings may be required based on the special projects or sub-committee work. In this instance, a meeting can be called at the request of the Chair.
- All meetings of Thames Centre Sports Wall of Fame Committee will be open to the public. As a formal committee to Council the Thames Centre Sports Wall of Fame Committee is subject to the Rules of Procedure for Committees, the Municipality of Thames Centre Procedural By-Law, Volunteer Code of Conduct and the Municipality's Harassment Policy and any other applicable policies and/or procedures.

Sub-committees

- Sub-committees may be formed at the direction of the Committee to address specific issues as required.
- A member of the Advisory Committee will be assigned as chair overseeing the tasks of any such sub Committee and to report on the sub-Committee progress at regular Committee meetings.
- Members of the public may be solicited to sit on these sub-committees and various related taskforces to assist with the activities of that committee, and to promote community involvement.

Council Role

- Council may, at its discretion, review the composition of the Committee to ensure that it is representative of their mandate and is working effectively. Council can, with or without the advice of the Committee, make changes to membership composition to ensure Committee effectiveness.

4. Annual Budget:

- The Committee will prepare an annual budget each fall for approval.