

Recreation Hall of Fame Committee Terms of Reference

1. General Information

The Recreation Hall of Fame Committee, is a committee of the Council of the Town of Smiths Falls that was created for the purpose of selecting and recognizing outstanding contributions and achievements of individuals/teams and/or organizations in recreation and/or recreation related endeavours in the community. It was originally established by the Smiths Falls Parks and Recreation Committee in April of 1981.

Founding members of the Committee include Parks and Recreation Committee members Ron Stronski, Town Councilor Laurence Lee, Phil Rutherford and Town of Smiths Falls then-Director of Recreation, Rick St. Dennis. The initial selection committee was comprised of Ron Stronski, Laurence Lee (ex-officio), Jim Halliman and Ellwood Corbett.

2. Appointments and Composition

All appointments shall be confirmed by duly held election at regular committee meeting, by majority vote. The committee shall make every effort to solicit a diverse, representative group of Smiths Falls residents for membership. Membership is annual and shall be reaffirmed annually at the first meeting of each calendar year.

Members shall be required to attend not less than 75% of the duly called meetings per annum in order to maintain good standing with the Committee.

The Committee shall appoint from amongst its members, at a minimum, an Executive Committee including a Chairperson, Secretary and Treasurer.

3. Meetings

The Committee shall meet as required at the pleasure of the Chair to conduct the business of the committee.

Due to the nature of business discussed all meetings shall be deemed "in camera" unless otherwise determined by consensus of the Committee.

4. Quorum

A majority of members present shall constitute a quorum. The Chair shall be included in this count.

5. Rules of Order

Parliamentary rules of order shall preside with all discussion acknowledged through the Chair.

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6. Duties of the Town

- a) Each term of Council, or as required throughout to maintain appropriate membership numbers, solicit for, and select Committee members.
- b) Provide staff support to the Committee by way of the Director of Community Services or designate. The staff support shall be a member of the selection committee as well as administrative support to the Committee.
- c) Provide adequate, accessible space for Committee meetings.
- d) Provide adequate, accessible space to host the annual induction ceremony.
- e) Provide permanent space for the Recreation Hall of Fame at the Memorial Community Centre.

7. Duties of Committee

- a) Annually prepare a budget request for submission through the Director of Community Services to Council. This budget shall include amounts set aside for the induction ceremony including plaque materials and supplies, program refreshments and associated ceremony costs.
- b) Manage, track and report on budgeted expenditures to the staff support, the Director of Community Services following the procurement policies of the Town of Smiths Falls.
- c) Advertise for public nominations annually and establish a deadline for receipt of same. The Department of Community Services with the Town of Smiths Falls shall act as a repository for nominations.
- d) Make recommendations subject to final approval of the selection committee, with respect to individuals worthy of induction to the Hall of Fame on an annual basis. Not more than four inductees will be honoured each year.
- e) Following final approval of recommendations, notify inductees and advise of date, time and place of induction ceremony; secure required documentation from the nominee (including high resolution photographs of the individual, resumes etc.)
- f) Make all arrangements to secure plaques for all inductees, working with contractors to design plaques for installation.
- g) Make all necessary arrangements with respect to organization and staging of induction ceremony.
- h) Ensure appropriate letters of thanks are forwarded following ceremony.

8. Nomination Criteria

- a) Nominees must have been an athlete, coach, organizer, institution or team engaged in sport, culture and/or recreational activities from the Smiths Falls area.
- b) Nominees may be living or deceased, and must have ordinarily been resident of Smiths Falls or surrounding area.

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- c) All previous nominations must be reviewed annually prior to consideration of current nominations or suggestions from committee members.
- d) Nominees must be of good character and have contributed to the recreational, sports, or cultural landscape in significant ways.

9. Induction Ceremony

A formal induction ceremony shall take place annually, unless otherwise determined by the Committee. The Department of Community Services shall provide in-kind, the use of a hall at the Memorial Community Centre.