



Markham Sport Hall of Fame

Terms of Reference

Background

In September 2013 in preparation for hosting the TO2015 Pan Am/Parapan Am Games Council approved the development of a Markham Host Committee.

The TO2015 Pan Am/Parapan Am Games - Markham Host Advisory Committee is a multi-sectoral, leadership team representing the community, that works with the City of Markham to leverage human and financial resources, build partnerships, and increase the profile of the Pan Am/Parapan Am events in Markham leading up to and during the TO 2015 Pan Am/Parapan Am Games.

The mission of Markham's Pan Am Community Activation Strategy is to involve the Markham Community in leadership, volunteerism, sport and cultural program development, **legacy building**, healthy active living, business development/tourism and celebration for the Toronto 2015 Pan Am/Parapan Am Games.

Overall Objective:

- To leverage resources, build partnerships, and increase the profile of Markham's Pan Am/Parapan Am events leading up to the 2015 Games.
- To plan for the creation of legacy in sport, culture and recreation.
- To provide leadership and expertise in the planning and undertaking of programs/events leading up to, during and following the Pan Am/Parapan Am Games in a manner that maximizes citizen engagement and participation.

“Ignite the spirit through celebration of sport and culture.”

TO2015 Community Engagement Mission Statement

Purpose- Markham Sport Hall of Fame(MSHOF)

VISION

The MSHOF will exist so that the residents of Markham and visitors to Markham can value sports and the benefits and contributions sports bring and make to communities, economic development, education and healthy lifestyles.

The MSHOF will be a destination accessible to all who wish to learn and experience the outstanding athletic achievements or outstanding contributions to sport by those individuals and teams who have a connection with, and have brought recognition to, the City of Markham. Designed to be fiscally responsible and self-sustaining it will be an inspiring legacy for future generations of sport participants.

The MSHOF would be located at the Markham Pan Am Centre which in itself is a legacy of the Pan Am Games. The MSHOF would be open to the community and visitors to the centre during building operation hours.

MISSION

To honour, celebrate, preserve and share the outstanding achievements and contributions of those who have brought recognition to the City of Markham through sport and to:

- Select and induct worthy members of the MSHOF;
- Collect, store and display information and pictures that represent the inductees' participation in and contribution to sport, as well as other worthy sport events and sport activities;
- Raise funds to support the activities of the MSHOF; and
- Publicize and share sport history.

VALUES

Sportsmanship, Integrity, Education, Health and Safety, Excellence, Inclusion, Partnership, Fiscal Responsibility.

RECOGNITION

- The Markham Sport Hall of Fame will recognize Athletes (individuals or teams) and Non Athletes (coaches, administrators, technical officials, media, contributors/builders) who have:
 - made significant and/or outstanding and/or defining and/or exceptional achievements and/or contributions to sport and athletics; and/or
 - demonstrated exemplary values and/or personal characteristics on and/or off the field of play.
 - achieved outstanding and extraordinary success in Canada or as a Canadian competing abroad or made an outstanding and extraordinary contribution to sport other than as a competitor

RESIDENTIAL CRITERIA

Successful candidates must have a widely recognized direct connection to the City of Markham such as:

- born in Markham;
- grew up in Markham;
- resided in Markham or employed in Markham at time of achievement(s);
- long time resident of Markham; or
- a member of a team competing for Markham.

NOMINATION OF CANDIDATES

- There will be an open and public call for nominations to encourage citizens to nominate candidates for selection.
- An online and print nomination form will be created to standardize the process.
- Nominators may be non-residents.
- Nominees must comply with the residential criteria.
- Nominations will only be accepted using the nomination form.

MARKHAM SPORT HALL OF FAME - GOVERNANCE

The Hall of Fame would be an incorporated, not-for-profit body, with the members of the corporation ("trustees") being the Councillors of the City of Markham.

Markham Sport Hall of Fame – Board of Directors

The City of Markham will seek volunteers to serve on the Board of Directors. In accordance with the City's practice for establishing boards, public notice to call for applications for the Board of Directors will be posted online and in the local newspaper, and an application for interested parties will be available online or can be picked up from the Clerks Department. The City of Markham – Appointment Committee will review all applications per the usual process of appointing citizens to advisory committee.

The Board shall consist of between seven (7) and eleven (11) members to be comprised of:

- Mayor as Ex-Officio; and
- Up to two (2) Councillors appointed from Council; and
- Up to nine (9) members appointed who are community members at large.

In recommending and appointing eligible members to the Board of Directors and/or Standing Committees, due regard will be given to guidelines that could include:

- Knowledge and understanding of sport;
- Experience with boards and/or charitable and not-for-profit organizations;
- Experience in fundraising;
- Experience in marketing;
- Experience in leading businesses;
- Experience in special event management;
- Recognized as a sports, media or community leader.

The term of the appointment of each Board Director shall generally be for three years, or other term as required by Board By-law/MOU to prevent no more than one third of the Board departing in any one year.

The Board shall elect a Chair for the term and other officers deemed necessary on an annual basis.

The City of Markham will provide staff liaison to the Board of Directors through the Director of Recreation or her designate.

Board of Directors – Responsibilities

The Board of Directors will have responsibility for all matters related to the Hall of Fame, and be governed by By-laws and Memorandum of Understanding with the City.

Specific responsibilities would include:

- Creating, managing, updating the strategic and operating plans for the MSHOF vision, mission, values and nomination/induction processes;

- Ensuring the Markham Sport Hall of Fame operates as a financially sustainable program covering all costs through tickets, sponsorships and other proceeds generated by the Induction Committee. Will not carry a deficit as a result of hosting the Hall of Fame in any given year.
- Appointing Selection Committee, and overseeing same;
- Reviewing and approving the recommended selections from the Selection Committee;
- Appointing Induction Committee, and overseeing same;
- Recommend to the City design of Hall of Fame and the awards/presentations;
- Reporting annually to Council, including financial; and

The Board shall establish standing committees to undertake and assist the Board in its business. The Chair of each standing committee shall be a Board Director. Other members of the standing committee may be appointed by the Board.

The Board shall establish the following two Standing Committees, with the potential to add additional standing committees such as Sponsorship, Fundraising in future years.

- Selection Committee
- Induction Committee

Markham Sport Hall of Fame – Standing Committees

Selection Committee

The Board of Directors will appoint a Selection Committee, which will consist of no less than five (5) appointees. The Selection Committee members should represent the diversity of Canadian sport as much as possible.

The Selection Committee will be responsible for:

- Ensuring a nomination application process is undertaken and is publicly available to all residents and sport groups in Markham;
- Vetting all nomination forms;
- Ensuring confidentiality of nominations and evaluations of nominees; and
- Providing recommended selections for induction to the MSHOF to the Board of Directors.

Induction Committee

The Board of Directors will also appoint an Induction Committee, which will require a minimum of five (5) members and representative(s) from the Recreation Department. The Induction Committee members should represent the diversity of Canadian sport as much as possible.

The Induction Committee would be responsible for:

- Planning and delivering all aspects of an Induction Ceremony event, including working with the city on preparing and purchasing awards recognition to be placed in the Hall of Fame, to be given to the inductees, or to augment the celebration and recognition at the event.
- Planning and executing event marketing and promotions;
- Selecting the celebration venue and all arrangements required at the venue;
- Undertaking fundraising and ticket sales: coordinating attendance of selected inductees and their friends and families; and

- Ensuring the event is operated in a fiscally responsible manner, without financial loss, through ticket sales and sponsorships.

City of Markham Responsibilities

The City of Markham would endorse the Markham Sport Hall of Fame. The City would help define the establishment of the Board's Bylaws and Memorandum of Understanding in keeping with other boards/committees affiliated with the City (eg, Markham Museum Board, Flato Markham Theatre Board, and Varley Art Gallery Foundation).

In terms of operating the MSHOF, the City's responsibilities would include:

1. House the MSHOF within the Markham Pan Am Centre for a minimum of 5 year.
2. Provide supervision, security and maintenance of the area involved.
3. House the online version of the MSHOF on markham.ca.
4. Promote and celebrate the existence of the Hall in the City's various communication channels.
5. Provide staff liaison support to the Board of Directors by the Director of Recreation.
6. Provide staff resources to the Selection Committee via receipt and processing of the nominations.
7. The Finance Department will maintain a set of accounts, operate the bank account, comply with Income Tax Act regulations, etc on behalf of the Board of Directors.
8. Host annual meeting of the Board as members of the Corporation.
9. Selection and approval of Board Members.
10. Approve the design of the awards to be permanently placed in the Markham Pan Am Centre and the selection of the location within the Markham Pan Am Centre.

Reporting Requirements and Methods

Formal, written communication from and about the Markham Sport Hall of Fame will come from the Chair through to the Markham City Council, through circulation of the minutes of all meetings. On an annual basis the Markham Sport Hall of Fame will report annually to council on annual activities and financial status.

Reports, minutes, and decision are to kept and filed in accordance to City practices. Minutes, reports and documentation will be recorded and distributed to all members of the Committee.