

TERMS OF REFERENCE

Sports Wall of Fame Committee

Adopted by Council: 3/15/2023

Amended by Council: 7/15/2026

MANDATE

The Sports Wall of Fame Committee (SWOFC) is a select committee of Council established under section 142 of the *Community Charter*. The mandate of the committee is to recognize those individuals and teams which have attained high achievement and/or made a significant contribution to athletics within North Cowichan, British Columbia, Canada and/or the World.

DUTIES

The Committee exists to provide support to Council by showcasing North Cowichan's athletic achievements and sporting history. Its primary role is to advise Council and provide recommendations for inductees. Inductees will be invited to an Induction Ceremony to be held a minimum of every two years.

The Committee is responsible for:

- Validating all of the information submitted on each nomination;
- Calling for nominations through the Parks and Recreation department;
- Establishing a deadline for submission of nomination packages; and,
- Recommending an inductee to Council for induction into each of the four (4) categories.

Induction categories include the following:

- (a) Athlete.** An individual athlete who participated in a sport at the minor, high school or amateur level who represented North Cowichan in a provincial, national and/or international competition, or whom has gone on to excel at the collegiate, professional, and/or international level.
- (b) Team.** A Minor Sports, High School or amateur team who represented North Cowichan in provincial, national and/or international competitions.
- (c) Coach.** A Minor Sports, High School or amateur team coach of any sport whose team went on to participate in provincial, national and/or international competitions.
- (d) Administrator/Builder.** An individual who has administered a youth sports organization and made significant contribution to local athletics.
- (e) Heritage.** An individual who, prior to 1990, served as a builder, coach, or sport official and made a significant contribution to local athletics, helping to establish the foundation of sport in North Cowichan and Duncan.

Induction ceremonies shall be held biennially during the month of October or November.

A maximum of five (5) inductees may be selected in any one year. Special or unusual circumstances will allow the Committee to consider more than five being inducted. If no nominations are successful, no induction ceremony will take place in that particular year.

Any nomination that is not successful will remain active for reconsideration for the next two subsequent years. If still unsuccessful the nomination may be resubmitted the following year.

MEMBERSHIP

The Committee shall consist of up to ten (10) voting members, including the Council member appointed as the Committee Chair.

Committee Membership will consist of the following:

- (a) One (1) member of Council;
- (b) Eight (8) members of the community at large; and
- (c) One (1) member appointed from the City of Duncan Council (plus an alternate).

APPOINTMENT AND TERM

Members shall be appointed by resolution of Council. The term for all members shall coincide with the term of Council. The Chair shall be appointed for the term as appointed by Council.

STAFF SUPPORT

The Director of Parks and Recreation serves as the Staff Liaison to the Committee.

MEETINGS AND REPORTING TO COUNCIL

During induction ceremony years, the Committee shall meet every two months, or at the call of the Chair.

The procedures for meeting conduct and reporting back to Council are set out in the Council Procedure Bylaw and the Council Advisory Body Policy.

VOTING METHODOLOGY

1. Voting Process:

The Committee will use the NHL-Style Point Weighting System as the official voting methodology for ranking nominees. Under this system, Committee members assign points to their top five nominees as follows:

- 1st place = 10 points
- 2nd place = 7 points
- 3rd place = 5 points
- 4th place = 3 points
- 5th place = 1 point

Nominees will be ranked based on their total accumulated points. The nominees with the highest point totals will be recommended for induction, subject to available induction slots.

If two or more nominees are tied on total points at the conclusion of voting, the Committee shall apply the following sequential considerations before proceeding to the formal tie-breaking procedure:

1. Compare the number of 1st place votes received by each tied nominee.
2. If still tied, compare the number of 2nd place votes, and so on through lower rank votes.
3. If the tie remains unresolved after applying these considerations, the Committee shall proceed to the Tie-Breaking Procedure outlined in Section 2.

2. Tie-Breaking Procedure

A formal tie-breaking procedure shall be used whenever two or more nominees remain tied after applying the vote-ranking considerations described in Section 1.:

Confidential Tiebreak Vote

Only the tied nominees shall proceed to a confidential tiebreak vote.

Voting Entitlement

Committee members may vote for up to the number of remaining induction spots available.

Determining the Outcome

The nominee(s) receiving the highest number of votes in the tiebreak vote shall be inducted.

Unresolved Tie After Initial Tiebreak Vote

If the tie remains unresolved after the initial tiebreak vote:

- A second tiebreak vote shall be conducted; and
- If still unresolved, the decision may be determined by a majority vote of the Committee.

3. Special or Unusual Circumstances

Under "Special or Unusual Circumstances," the Committee may exercise its discretion to recommend more than five (5) inductees in a given year.