

HAMILTON VETERANS COMMITTEE
Roles, Responsibilities and Expectations of New Members

TERMS OF REFERENCE

MANDATE

Reporting to Council, through the Emergency and Community Services Committee, the Hamilton Veterans Committee oversees the planning and delivery of military remembrance and commemoration activities on behalf of the City of Hamilton. When directed by Council, the Committee will provide input on projects and issues that are of concern to Hamilton Veterans.

ROLES AND RESPONSIBILITIES

1. Advise and provide input, to City Council through the Emergency & Community Services Committee, on projects and issues that are of concern to Hamilton Veterans that fall within Council's jurisdiction.
2. Co-ordinate with Tourism and Culture Division staff, the annual Decoration Day, Remembrance Day Parades and Memorial Services.
3. Assist other Veterans organizations with the co-ordination of their annual memorial events such as the Dieppe Memorial Service.
4. Oversee the criteria for burial of Veterans in the Field of Honour – Woodland Cemetery.
5. Advise on the use and care of the Cenotaph – Veterans Place at Gore Park including but not limited to the placement of wreaths.
6. At the direction of Council co-ordinate with Tourism and Culture Division staff the commemoration and remembrances for significant anniversaries such as D Day, VE Day including the parades and Memorial Services.
7. Act as liaison for the veterans of the City of Hamilton on all matters directly relating to or of concern to City of Hamilton Veterans that fall within Council's jurisdiction.
8. Promote and facilitate broader understanding of the sacrifice of Hamilton's Veterans among the young people in the community.

9. Liaise with other Veterans organizations and agencies in order to formulate coordinated responses concerning veterans' issues and to operate joint programs that fall within Council's jurisdiction.

GUIDELINES FOR COMMITTEE MEMBERS

1. COMPOSITION OF THE COMMITTEE

- 1.1 The Committee shall consist of up to 9 members of which a minimum of one to a maximum of three may be members at large.

Members are required to be a City of Hamilton resident AND one of the following:

- A veteran; OR
- A current or former member of the Canadian Forces; OR
- A current or former member of the Canadian Forces Reserves.; OR
- Meet the requirement of a member at large*.

*A member (at large) is required to demonstrate a special interest in veterans' projects and issues through their work in the community.

- 1.2 Committee positions shall be for a term of four years, to coincide with the term of Council, or until such time as successors are appointed by Council.
- 1.3 In the event that a vacancy exists before a term has ended, the Committee may recommend a replacement to the Emergency and Community Services Committee. If approved by Council, the new member will be notified by Clerks of the appointment and length of term.
- 1.4 The composition of the Hamilton Veterans Committee shall attempt to reflect the broad spectrum of military services in the community.

2. GUIDELINES

- 2.1 Members of the Committee are expected to share their skills and expertise as concerned volunteers.
- 2.2 The Hamilton Veterans Committee, when directed by Council, may provide representatives to sit on other civic committees and external bodies concerned with projects and issues relevant to Hamilton's Veterans.
 - The Committee, as a whole shall select these representatives.
 - These representatives shall present regular reports to the Committee concerning committee activities.

- 2.3 The Hamilton Veterans Committee shall establish sub-committees as required.
- 2.4 The Chair, or in the absence of the Chair, the Vice-Chair shall act as the spokesperson for the Hamilton Veterans Committee. The Chair may delegate this authority if it is deemed appropriate, due to another member's greater expertise or interest in an issue or due to the absence of the Chair.

3. CONDUCT OF MEMBERS

Committee members shall:

- 3.1 Conduct themselves in a manner as to uphold the reputation and enhance the standing of the Hamilton Veterans Committee including but not limited to the wearing of distinctive dress when attending Veterans events and general meetings.
- 3.2 Conflict of interest rules will apply to all citizen members, pursuant to the Municipal Conflict of Interest Act, R.S.O., 1990, Chapter M.50, copies of which are available from the Office of the City Clerk.
- 3.3 Obtain Committee or staff approval, prior to making any verbal or written public statement, which purports to be the view of the Committee.
 - Personal views shall be acknowledged as such.
- 3.4 Obtain prior approval from the Committee, before initiating or offering tacit or active support to any project, which might involve the Committee, or a department of the City of Hamilton.
- 3.5 Endeavour to attend all regularly scheduled meetings of the Committee and advise the Chair and the appropriate staff liaison when unable to do so. Committee members shall be requested to resign in the event that:
 - three (3) consecutive meetings are missed without prior notification to the Chair and appropriate staff liaison;
 - a majority of meetings throughout the year are missed without prior notification to the Chair and appropriate staff liaison; or if,
 - a member conducts themselves in a manner in conflict with the above stated rules of conduct.

4. GUIDELINES FOR MEETINGS

- 4.1 Meetings of the Committee shall be scheduled on the last Tuesday, from 4:00 p.m. to 6:00 p.m. in April, May, June, August, October and December of each year.
- Additional or alternate meetings may be held, subsequent to proposal by a Committee member and agreement by the Chair and a majority of the Committee members.
- 4.2 Tourism and Culture Division staff shall keep a record of the Committee meetings, and will forward a copy of the monthly HVC meeting minutes to the Legislative staff for inclusion in the Emergency and Community Services Committee agenda as a Consent Item.
- 4.3 Officers of the Committee (Chair and Vice-Chair) shall be elected at the first meeting of the Committee held each year. An officer may be asked to step down if they act in a manner detrimental to the mandate of the Committee as determined by the majority of the Committee.
- The Chair may serve a maximum of two consecutive years.
- 4.4 The Chair shall endeavour to meet with the designated staff liaison, prior to each regular meeting to review agenda items and determine the necessity for meeting.
- 4.5 Quorum will consist of half the HVC membership plus one.
- If within 30 minutes of the time called for the meeting, there is no quorum, the meeting shall stand adjourned, pending the next regular meeting or a meeting at the call of the Chair.
- 4.6 Only Committee members present at the meeting shall vote. A member declaring a conflict of interest on a specific matter shall refrain from discussion or voting on that particular matter.
- 4.7 The Rules of Order of the Committee shall, as far as practicable, follow those of the City of Hamilton.
- 4.8 General meetings of the Committee shall be open to the public.
- 4.9 Amendments to the Terms of Reference, Mandate or Guidelines for Committee Members shall be proposed, in writing, and circulated among the members, in advance of the next scheduled Committee meeting.

- 4.10 The Terms of Reference and Mandate shall be reviewed on an annual basis with recommendations for necessary amendments made to the Emergency and Community Services Committee.

5. EDUCATION AND TRAINING

- 5.1 All Committee members shall attend an orientation session designed by the Tourism and Culture Division, Planning and Economic Development Department.

- As part of their orientation, members shall receive a copy of the Hamilton Veterans Committee's Terms of Reference, Mandate and Guidelines for Members, a copy of the Conflict of Interest Act and other relevant materials.

Revised by Hamilton Veterans Committee May 2014