



TERMS OF REFERENCE

Committee: Government Relations

Reports to: Board of Directors, Chair and Vice-Chair

Version Date: January 11, 2021

Purpose/Mandate:

The purpose of the Government Relations Committee is to engage with all levels of Government, and particularly, the Provincial Government in Ontario, on sport sector matters by establishing regular communications and a solid working relationship.

Responsibilities:

- The Government Relations Committee shall work to identify, define, and develop Sport4Ontario's government relations strategies.
- Provide recommendations to the Board of Directors regarding these strategies and work to implement these strategies.
- Promote the development and support of relationships with elected government officials and staff at all levels at the Ministry of Heritage, Sport, Tourism & Culture Industries, and the Ministry's agencies.
- Engage with other ministries in Ontario on government relations strategies for sport including (but not limited to) the Ministries of Education, Health, Child and Youth Services, Indigenous Affairs, Women's Issues and Accessibility.
- Oversee strategies that further cultivate the federal and provincial government relationships.
- Enhance the profile of the Ontario sport sector with government.
- Help to identify government relations issues on matters of importance to Sport4Ontario and the Ontario Sport Sector.
- Facilitate discussion and cooperation between the Ontario sport sector organizations and applicable government officials on matters that affect the sport sector.
- Annually review the government relations strategy and suggest changes or improvements for consideration by the Board.
- Monitor effectiveness of government relations efforts.

Guiding Principles:

The Government Relations Committee is guided by the following principles:

- **Collaborative:** Recognizing the unique perspective of the members is paramount. Dialogue and member engagement is knowledge and their contribution is always to be valued. Creating a safe space for a collaborative work environment (so we can speak freely).
- **Inclusive:** Discussion, advice and recommendations reflect the experience and knowledge of a cross-section of member interests.
- **Collective:** A collective voice focussed on the broader agenda in working for the betterment of sport in Ontario; putting individual agendas aside to further the overarching goal.
- **Respect:** Each other; individually and the work we do.
- **Transparent:** Open, honest and frank.

- **Dynamic:** Shift to adapt/respond to the environment as it evolves.
- **Accountability:** It is recognized members have accountabilities to their respective organizations. Members are expected to bring to the discussions their views, knowledge and experience of the organization they represent, and promote awareness and understanding within their organization about deliberations of the committee and reasons for decisions taken.
- **Contribution-Based Participation:** Members demonstrate their commitment through their active participation in meetings and conference calls, and keeping informed of business by reviewing documents provided, and providing feedback as required. Members are encouraged to seek support for consensus-based agreements formed by the committee.

Composition

The committee is comprised of members of the Board of Directors and selected based on their knowledge and experience working with government officials and staff.

Chair/Co-Chair

The committee has a chair (1) and a vice-chair (1) and are appointed by the Board. The Board Chair and Vice Chair are members of the Government Relations Committee.

Committee Members:

The committee is comprised of four (4) members of the Board of Directors.

Term:

The term of each committee member is two years with the exception of Board Directors who remain as per the their term on the Board.

For purposes of continuity as the committee is established, at the first meeting of the committee the committee will elect half the members to serve a one-year term. All terms thereafter will be two-year terms.

Quorum:

Quorum for the meeting will be 50% or greater of committee members.

Working Operations

Meetings:

An agenda and background material (where available) is circulated in advance of each meeting. The committee will meet at a minimum quarterly via conference call, video call or in-person as requested by the chair/co-chairs. A meeting may be called as needed by the committee chair/co-chair.

Recording of Minutes

An outline of the material, issues discussed by the committee, and all recommendations, shall be recorded in the minutes of the meeting by the person designated by the committee. Minutes of the meetings will record time, date, and participants of the meeting. Minutes are distributed within 30 days of the meeting.

Voting:

The objective of the Committee is to build consensus to obtain a majority or unanimous vote. In the unlikely event that a majority vote cannot be achieved, the Chair/Co-Chairs will determine the recommendation to be made.

Reporting

The committee will provide its recommended strategy and priorities to the Executive Committee and Board of Directors.

Authority

The committee is responsible to the Board of Directors.

The committee does not have decision-making authority, but has the authority to make recommendations to the Executive Committee and Board of Directors as required.

Working Groups

The committee may establish ad hoc working groups on specific areas as required.

Funding

Committee members are responsible for their own expenses when attending meetings and/or participating in conference calls or ad-hoc committee work.

Coordination with other Committees

The chairs or another designate(s) are responsible for maintaining strong working relations with other committees to support alignment, collaboration and coordinate sectoral voice.

Amendments and Review of Terms of Reference

These Terms of Reference shall be reviewed at least every two years.

Conflict of Interest

To ensure open and transparent meetings, members will be asked to disclose any conflicts of interest at the start of each meeting. (A conflict of interest is defined as a person or organization involved in multiple interests, financial or otherwise, and serving one interest could involve working against another).