Thursday, February 04, 2016
7:00 p.m. – Regular Meeting

Council Committee Room
4th Floor, City Hall

Members:  Dean McLeod, Chair
          Stephen Clarke, Vice-Chair
          Carmen Araujo, Treasurer
          Ron Noonan, Curator
          Norman Da Costa
          Don Doan
          Ken Giles
          Elizabeth Harris-Solomon
          Sindy Maguire
          Glenn McClelland
          Harnek Singh Rai
          Mario Russo
          Gurmit Singh
          City Councillor D. Whillans – Wards 2 and 6
          City Councillor J. Bowman – Wards 3 and 4
          City Councillor G. Dhillon – Wards 9 and 10

For inquiries about this Agenda, or to make arrangements for accessibility accommodations for persons attending (some advance notice may be required), please contact:

  Sonya Pacheco, Legislative Coordinator
  Phone (905) 874-2178, TTY (905) 874-2130, cityclerksoffice@brampton.ca

  Note: Some meeting information may also be available in alternate formats, upon request
Please ensure all cell phones, personal digital assistants (PDAs) and other electronic devices are turned off or placed on non-audible mode during the meeting.

1. **Approval of Agenda**

2. ** Declarations of Interest under the Municipal Conflict of Interest Act**

3. **Previous Minutes**

   3.1. **Minutes – Brampton Sports Hall of Fame Committee – January 21, 2016**

   The minutes were considered and the recommendations were approved by Council on January 27, 2016. The minutes are provided for Committee’s information.

4. **Delegation/Presentations**

5. **Reports**

   5.1. **Report from Don Doan, Chair, Constitution Sub-Committee, dated December 2015, re: Brampton Sports Hall of Fame Proposed Changes to Constitution – Draft #2.**

   (See Item 7.1)

6. **Sub-Committees**

   6.1. **Minutes – Marketing Sub-Committee – January 7, 2016**

   *(Norman Da Costa and Mario Russo, Co-Chairs, Marketing Sub-Committee)*

   6.2. **Minutes – Events Sub-Committee – January 14, 2016**

   *(Elizabeth Harris-Solomon and Sindy Maguire, Co-Chairs, Events Sub-Committee)*
7. **Other/New Business**

7.1. Discussion at the request of Dean McLeod, Chair, re: **Possible Amendments to the Brampton Sports Hall of Fame Constitution** as it relates to:
- the number of nominations permitted to be kept on file for each person
- the deadline for the submission of nomination forms.

(See Item 5.1)

7.2. Discussion at the request of Dean McLeod, Chair, re: **Last Brampton Sports Hall of Fame Committee Group Picture**.

7.3. Discussion at the request of Elizabeth Harris-Solomon, Co-Chair, Events Sub-Committee, re: **Date for the 2017 Brampton Sports Hall of Fame Induction Ceremony**.

8. **Correspondence**

9. **Information Items**

10. **Question Period**

11. **Public Question Period**

   15 Minute Limit (regarding any decision made at this meeting)

12. **Closed Session**

13. **Adjournment**

   Next Regular Meeting:  March 3, 2016
Thursday, January 21, 2016

Members:  Dean McLeod, Chair
          Stephen Clarke, Vice-Chair (left at 8:03 p.m., returned at 10:22 p.m.)
          Carmen Araujo, Treasurer
          Ron Noonan, Curator
          Norman Da Costa
          Don Doan
          Ken Giles
          Elizabeth Harris-Solomon
          Sindy Maguire
          Glenn McClelland
          Harnek Singh Rai
          Mario Russo
          City Councillor D. Whillans – Wards 2 and 6
          City Councillor J. Bowman – Wards 3 and 4
          City Councillor G. Dhillon – Wards 9 and 10  (left at 8:59 p.m. – personal)

Members Absent:  Gurmit Singh

Staff Present:  Supa D.A. Meikle, Recreation Coordinator, Sports Services, Public
               Services
               Earl Evans, Deputy City Clerk, Corporate Services
               Sonya Pacheco, Legislative Coordinator, Corporate Services
The meeting was called to order at 7:08 p.m., moved into Closed Session at 7:20 p.m., recessed at 10:17 p.m., reconvened at 10:22 p.m., moved out of Closed Session and back into Open Session at 10:53 p.m., and adjourned at 10:55 p.m.

1. **Approval of Agenda**

The following motion was considered.

SHF001-2016 That the agenda for the Brampton Sports Hall of Fame Committee Meeting of January 21, 2016 be approved, as printed and circulated.

Carried

2. **Declarations of Interest under the Municipal Conflict of Interest Act**

1. Harnek Singh Rai declared a conflict of interest with respect to Closed Session Item 12.1, as a result of his nomination in the Builder category for the Brampton Sports Hall of Fame.

2. Ron Noonan declared a conflict of interest with respect to Closed Session Item 12.1, as a result of his nomination in the Builder category for the Brampton Sports Hall of Fame.

Earl Evans, Deputy City Clerk, responded to questions of clarification regarding the declaration of conflicts of interest by members and their participation during consideration of Item 12.1 (Review of Nominations for Brampton Sports Hall of Fame 2016 Inductees).

3. **Previous Minutes**

3.1. **Minutes – Brampton Sports Hall of Fame Committee – December 3, 2015**

The minutes were approved by Community and Public Services Committee on January 20, 2016 and the recommendations were pending approval by Council on January 27, 2016. The minutes were provided for Committee’s information.

4. **Delegation/Presentations**

5. **Reports**
6. **Sub-Committees**

7. **Other/New Business**

8. **Correspondence**

9. **Information Items**

10. **Question Period**

11. **Public Question Period**

12. **Closed Session**

   The following motion was considered.

   SHF002-2016  That Committee proceed into Closed Session to discuss matters pertaining to the following:

   12.1. Personal matters about an identifiable individual, including municipal or local board employees – Review of Nominations for Brampton Sports Hall of Fame 2016 Inductees.

   Carried

   The following motions were considered with respect to Item S 1.

   SHF003-2016  That the direction agreed upon within Closed Session, regarding the election of the 2016 Brampton Sports Hall of Fame inductees, be approved, with the official results to be released by media release within 10 days of the election meeting (January 21, 2016).

   Carried

   SHF004-2016  That all ballots used in this election be destroyed, as required by Section 8.13 and 8.14 of the Brampton Sports Hall of Fame Constitution.

   Carried
13. **Adjournment**

The following motion was considered.

SHF005-2016 That the Brampton Sports Hall of Fame Committee do now adjourn to meet again on Thursday, February 4, 2016 at 7:00 p.m.

Carried

__________________________________
Dean McLeod, Chair
## Explanations of Proposed Changes to Constitution

<table>
<thead>
<tr>
<th>Constitution Section</th>
<th>Committee Reference</th>
<th>Explanation of Proposed Changes to Constitution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover Page</td>
<td>Dean – Feb. 5/15</td>
<td>The title “The Corporation of the City of Brampton Sports Hall of Fame” now reads “Brampton Sports Hall of Fame”.</td>
</tr>
<tr>
<td>1.2 (new line)</td>
<td>Erica – Feb. 5/15</td>
<td>Inclusion of Vision Statement: Add a new 1.2 “The Sports Hall of Fame is committed to become Canada’s most diversified Sports Hall of Fame”. (re-number the original #’s 1.2-1.5 to 1.3-1.6 after changes below)</td>
</tr>
<tr>
<td>1.4</td>
<td>Housekeeping: Clerks Binder – Sept. 10/15</td>
<td>Add (the Committee) after “The Hall of Fame Committee”; add to the end of this sentence: “As such, the Sports Hall of Fame will follow City Council Procedure By-law 160-2004, as amended regarding the procedures to be followed for all meetings”.</td>
</tr>
<tr>
<td>1.4 (continued)</td>
<td>Shirley Gannon verbal update: April 16/15</td>
<td>Add to the end of the new sentence in 1.4: “Furthermore, the Sports Hall of Fame must abide by all procurement rules and protocols pertaining to the City’s Purchasing By-laws”.</td>
</tr>
<tr>
<td>1.7 (new line)</td>
<td>Housekeeping: Clerks Binder – Sept. 10/15</td>
<td>The Sports Hall of Fame operates as a non-profit organization.</td>
</tr>
<tr>
<td>2.1</td>
<td>Repetition of 1.4</td>
<td>Delete existing sentence and re-number 2.2-2.10 to 2.1-2.9 after changes below.</td>
</tr>
<tr>
<td>2.2</td>
<td>Clerks Binder – Sept. 10/15 (Composition)</td>
<td>Change sentence to read: “Committee composition is as outlined in the Council-approved Terms of Reference”: 1st bullet: Change to read “minimum of one Member of Council”; add new 2nd bullet: “one Curator of the Sports Hall of Fame”; amend next bullet “up to 12 Members at Large.”</td>
</tr>
<tr>
<td>2.3</td>
<td>Clerks Binder – Sept. 10/15 (Term/office)</td>
<td>Grammar – remove “their”. It now reads “or until successors are appointed”.</td>
</tr>
<tr>
<td>2.4</td>
<td>Clerks Binder – Sept. 10/15 (Established by)</td>
<td>Change the opening sentence to read: “The citizen appointments shall be in accordance with the “Citizen-Based Advisory Committee Guidelines and Appointment Procedures”, as established by Council Resolution, Council By-law and Governing Constitution, with a view to recommending applicants who will provide:</td>
</tr>
<tr>
<td>2.5</td>
<td>Clerks Binder – Sept. 10/15 (Meetings)</td>
<td>Delete existing sentence and bullets and replace with: Applicants shall meet all requirements as outlined in the “Citizen-Based Advisory Committee Guidelines and Appointment Procedure”.</td>
</tr>
<tr>
<td>2.6</td>
<td>Clerks Binder – Sept. 10/15 (Expand “Reports to”); suggested wording from Clerk in Nov 2015</td>
<td>Amend to read: “The Committee shall report to the “Community and Public Services Committee, a Committee of Council, through staff report”.</td>
</tr>
<tr>
<td>CONSTITUTION SECTION</td>
<td>COMMITTEE REFERENCE</td>
<td>EXPLANATION OF PROPOSED CHANGES TO CONSTITUTION</td>
</tr>
<tr>
<td>----------------------</td>
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<td>-------------------------------------------------</td>
</tr>
<tr>
<td>2.7</td>
<td>Clerks Binder – Sept. 10/15 (Supported by)</td>
<td>Add a period after assigned; then the next sentence to read “Subject matter expertise shall be provided by the Public Services Department”. Delete reference to Secretary from remaining text.</td>
</tr>
<tr>
<td>2.8</td>
<td>Clerks Binder – Sept. 10/15 (Supported by)</td>
<td>Delete sentence and bullet and replace with: “Meeting Management support will be provided by the City Clerk’s Office”.</td>
</tr>
<tr>
<td>2.9</td>
<td>Clerk’s List of Sub-Committees</td>
<td>Amend to read: “The Committee shall appoint a Chair, Vice-Chair, Treasurer and Curator. Sub-Committees and Chairs will be appointed as follows: Event Chair, Marketing Chair, Nomination Chair, Constitution Chair, Financial Chair, Building Chair and any additional Sub-Committees and Chairs (i.e. Community Outreach) as deemed necessary by the Committee from amongst its Members”.</td>
</tr>
<tr>
<td>3.1</td>
<td>Clerks</td>
<td>In the 1st sentence capitalize “Members” and change participation from one to two Sub-Committees; Add a second sentence to read “All Members are responsible to attend at least 80% of all scheduled Sub-Committee meetings and to come prepared to actively participate and contribute towards the completion of the objectives and tasks as outlined in the action plan”. Add a third sentence to read “Members must be available to take on extra duties as requested by the Chair or designate Member appointee”. In the second paragraph delete the word “successful”. Add a third paragraph to read “It is the responsibility of the Chair or designate Member appointee to schedule and book all Sub-Committee meetings and to notify all Members (including Council Members), City Clerk’s Office and Public Services Department representatives of all Sub-Committee meetings. Chairs or designate Member appointees are responsible to chair all meetings and ensure that all Members are actively participating and contributing towards a collaborative effort. Chairs shall appoint a designate Member appointee to take notes and attendance. If unable to attend a meeting, a Chair must appoint a designate Member appointee to chair the meeting in his/her absence. Chairs are responsible for championing the completion of all objectives as identified in the Sub-Committee’s action plan.</td>
</tr>
<tr>
<td>3.2</td>
<td>Chair Duties: Dean email/Don tweaks</td>
<td>Amend second bullet to read ”indicate when quorum has been achieved at a meeting;” Add a new third bullet to read “attend any Sub-Committee meetings as he/she deems necessary;” Add a new fourth bullet to read “be one of the signing officers for: all cheque requisitions or purchase orders being submitted to the Treasurer”; all Committee bank accounts;”</td>
</tr>
<tr>
<td>Section</td>
<td>Committee Reference</td>
<td>Explanation of Proposed Changes to Constitution</td>
</tr>
<tr>
<td>---------</td>
<td>---------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>3.3</td>
<td>Vice-Chair: Stephen</td>
<td><strong>tbc</strong> In first bullet change “his or her” to read “his/her”; In second bullet amend order after Vice-Chair to read “Treasurer, Curator, Event Chair or the Marketing Chair”.</td>
</tr>
<tr>
<td><strong>CONSTITUTION SECTION</strong></td>
<td><strong>COMMITTEE REFERENCE</strong></td>
<td><strong>EXPLANATION OF PROPOSED CHANGES TO CONSTITUTION</strong></td>
</tr>
<tr>
<td>3.4</td>
<td>April 16/15; June 4/15 Minutes</td>
<td>Re-write all duties of the Treasurer to read as follows: 1st bullet: “work in conjunction with designated City Treasury staff to monitor all Sports Hall of Fame funds and submit timely revenue and expenditure requests; Treasury staff will summarize monthly revenues and expenses and provide an accurate and up-to-date statement of account of the Sports Hall of Fame dedicated City bank (trust) account to the Treasurer”; 2nd bullet: “provide this statement of account at all Committee meetings”; 3rd bullet: “work in conjunction with the designated City Treasury staff, to initiate all bill payments; ensuring that the signature of the Treasurer and that of the Chair is secured on all cheque requisitions or purchase orders being submitted to the Treasurer”; 4th bullet: “be responsible for submitting all revenues received by the Sports Hall of Fame to the Treasury staff to facilitate an accurate and up-to-date statement of account”; 5th bullet: “provide to the Committee an up-to-date statement of investment account at intervals to be determined by the Committee relative to investment strategies performed by the City’s Director of Investments, Risk Management and Service Planning, Financial and Information Services”. 6th bullet: “work in conjunction with the City’s Director of Investments, Risk Management and Service Planning, Financial and Information Services Department, who is authorized to invest the Sports Hall of Fame funds in accordance with the Eligible Investments, Sector Allocation, Credit Rating and Duration criteria permitted by the City’s Investment Policy, with the overall goals of minimizing investment risk and maximizing investment returns. The City’s Director is also authorized to re-invest any accumulated funds within the investment portfolio.”</td>
</tr>
<tr>
<td>3.5 &amp;3.6</td>
<td>Housekeeping</td>
<td>The Curator position moves to 3.5 and the Event Chair moves to 3.6.</td>
</tr>
<tr>
<td>3.5</td>
<td>Ron - Curator</td>
<td><strong>tbc</strong></td>
</tr>
</tbody>
</table>
| 3.6     | Liz/Cindy-Event Chair | 2nd bullet: amend typo to read the City of Brampton; 3rd bullet: delete event fundraising Add new 4th bullet: liaise with all Chairs and other appointees in 2.9 above to promote the Event and to obtain support for any sponsorship initiatives of the Event Chair; Amend last bullet to read “written report”; Add a new bullet to read “provide a written post-event evaluation report at the first Committee
meeting following the Event;”
Add a new bullet to read “shall prepare and submit (with input from the Treasurer and Financial Chair) on behalf of the Sub-Committee an annual budget at the first Committee meeting following the Event. The final Committee-approved budget will be submitted to the City of Brampton through the Public Services Department representatives in accordance with the Community Groups’ grant criteria.

3.7 Mario/Norm- Marketing Chair  tbc

3.8 Stephen- Nomination Chair  tbc

3.9 Don- Constitution Chair  The Constitution Chair shall:
- Establish a Constitution Committee to assist in all aspects of soliciting, researching, tracking, coordinating and documenting all potential changes to the current constitution;
- Oversee the preparation of a written annual report (and all follow-up reports) to the Committee that brings forward all proposed changes to the current constitution as discussed at Committee meetings throughout the year;
- Liaise with the “Public Services Department” representative to assist in providing written content for all constitution reports to Council through “Community and Public Services Committee”.

3.10 Mario/Glenn-Financial Chair  tbc

3.11 Ron-Building Chair  tbc

3.12 Don-Additional Chairs  The Additional Chairs shall:
- Establish a Committee pertaining to the specific chair appointment;
- Oversee and lead the tasks relating to the specific chair appointment;
- Provide a written report to the Committee specific to the defined task in a timely manner.

4.1 3.4 above  Delete 4.1 and re-number 4.2-4.3 to 4.1-4.2

5.1 Grammar  Change 2nd sentence to read: “Any recommendation for an amendment to this constitution requires approval by a majority of the Committee Members present.”
<table>
<thead>
<tr>
<th>Section</th>
<th>Page 5.2</th>
<th>Change sentence to read “Any decision of the Committee requires approval by a majority of the Committee Members present.”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>Page 5.3</td>
<td>Change sentence to read “A quorum representing a majority of the Committee must be present at a Committee meeting.”</td>
</tr>
<tr>
<td>Section</td>
<td>Page 6.1</td>
<td>Various meetings Nomination Sub-Committee to review eligibility criteria to ensure consistency. (Review other Cities’ constitutions if required)</td>
</tr>
<tr>
<td>Section</td>
<td>Page 6.2</td>
<td>Housekeeping Update 2nd sentence to read: “In the year 2015, eligibility has been advanced to 1975 and, thereafter, will be advanced in five year increments every fifth year (i.e. in 2020, 2025, etc.)”</td>
</tr>
<tr>
<td>Section</td>
<td>Page 6.4-6.8</td>
<td>Feb.5/15 Nomination Sub-Committee to review eligibility criteria to ensure consistency (review other Cities’ constitutions)</td>
</tr>
<tr>
<td>Section</td>
<td>Page 6.4-6.8</td>
<td>(Continued from 6.4-6.8above) Consideration to add a provision to include a nominee’s pre-Brampton successes and achievements - I do NOT agree with this consideration!</td>
</tr>
<tr>
<td>Section</td>
<td>Page 7.1</td>
<td>December 3 meeting Delete balance of sentence after the brackets.</td>
</tr>
<tr>
<td>Section</td>
<td>Page 7.3</td>
<td>Nil First sentence revise wording: “a Nomination Form must be received by the City Clerk’s Office, 1st floor City Hall, by 4:30 pm on December 15;”</td>
</tr>
<tr>
<td>Section</td>
<td>Page 7.4</td>
<td>Housekeeping; October 1/15: Clerk’s 1st bullet: Change “Nominations” to “Nomination”; 2nd bullet: Change wording to read: be comprised of a minimum of three Committee Members and a Public Services staff member;” 3rd bullet: Add “(the Event) after “Ceremony”</td>
</tr>
<tr>
<td>Section</td>
<td>Page 7.6</td>
<td>Clerk’s Change “Secretary” to “Chair”.</td>
</tr>
<tr>
<td>Section</td>
<td>Page 7.7</td>
<td>Clerk’s First sentence change “Nominations” to “Nomination”; Third sentence change “Secretary” to “Chair”. Change “him or her” to “him/her”</td>
</tr>
<tr>
<td>Section</td>
<td>Page 8.1</td>
<td>Clerk’s Change “Secretary” to “City Clerk’s Office through the annual distribution of the Schedule of Meetings document”; delete balance of existing sentence after “Election Meeting”.</td>
</tr>
<tr>
<td>Section</td>
<td>Page 8.3</td>
<td>October 1/15: Clerk’s First sentence: Change “Secretary” to “Public Services staff member”; Second sentence: Amend to read “The Public Services staff member shall prepare a complete list of all nominations received from the City Clerk’s Office, including copies...”</td>
</tr>
<tr>
<td>Section</td>
<td>Page 8.6</td>
<td>Housekeeping 2nd line: Change “athletes” to “nominees” for consistency.</td>
</tr>
<tr>
<td>Section</td>
<td>Page 8.7</td>
<td>Housekeeping Change “candidates” to “nominees” and “candidate” to “nominee” for consistency.</td>
</tr>
<tr>
<td>Section</td>
<td>Page 8.8</td>
<td>Housekeeping Change “candidates” to “nominees” for consistency.</td>
</tr>
<tr>
<td>Section</td>
<td>Page 8.10</td>
<td>Housekeeping 3rd bullet: Change “inductees” to “nominees” for consistency.</td>
</tr>
<tr>
<td>Section</td>
<td>Date/Meeting</td>
<td>Notes</td>
</tr>
<tr>
<td>---------</td>
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</tr>
<tr>
<td>8.10</td>
<td>October 1/15 meeting</td>
<td>All bullets: Change “Secretary” to read “Public Services staff member”; 3rd bullet: Capitalize “Members”.</td>
</tr>
<tr>
<td>8.12</td>
<td>October 1/15 meeting</td>
<td>All bullets and first sentence: Change “Secretary” to read “Public Services staff member”; Change “Nominations” to read “Nomination” and add “designate” before “Member appointee” in first sentence.</td>
</tr>
<tr>
<td>8.12</td>
<td>Housekeeping</td>
<td>5th bullet: the first two sub-bullets to begin in small case.</td>
</tr>
<tr>
<td>8.12</td>
<td>Housekeeping</td>
<td>8th bullet: change “Nominations” to read “Nomination” and “(or his/her designate)” to read “or a designate Member appointee” for consistency.</td>
</tr>
<tr>
<td>8.12</td>
<td>Housekeeping</td>
<td>Last bullet: Change “candidate” to “nominee” for consistency.</td>
</tr>
<tr>
<td>8.13</td>
<td>Housekeeping</td>
<td>Change “,” to “”</td>
</tr>
<tr>
<td>8.14</td>
<td>October 1/15 meeting</td>
<td>Change “Secretary” to read “Public Services staff member”</td>
</tr>
<tr>
<td>10.1</td>
<td>October 1/15 meeting</td>
<td>Change “Secretary” to read “Public Services staff member”; Change “Public Relations” to read “Strategic Communications”</td>
</tr>
<tr>
<td>11.1</td>
<td>Housekeeping</td>
<td>Replace the first seven words with “The Event”</td>
</tr>
<tr>
<td>11.2</td>
<td>Clerk’s</td>
<td>Change sentence to read “The Event will be organized in a manner appropriate for presenting such prestigious awards.”</td>
</tr>
<tr>
<td>11.3</td>
<td>New City Grant Policy</td>
<td>Amend first sentence to read: “The Event will be funded through an annual grant provided from the City of Brampton, and such grant will be requested as per 3.6 above in accordance with the following procedure:”</td>
</tr>
</tbody>
</table>
Meeting Date: January 7, 2016

Attendees: Norman Da Costa (Co-Chair)
Elizabeth Harris-Solomon
Glenn McClelland
Gurmit Singh

Absent: Sindy Maguire
Mario Russo (Co-Chair)

Discussion Items

1. Inductee Promo Boards
   - Elizabeth reported the design costs for inductee promo boards is approximately $40-60 each depending on the number being produced. We will now await for recommendations from the SHOF committee before determining whether we can move ahead.

   - Sub-committee to determine printing cost from staff to identify total production cost.

2. Marketing Tactics
   - Discussion on varying marketing tactics used in the past and suggestions for the future.

   - Consensus that immediate improvement must be made to garner a greater online - including a social media presence. Also additional signage around the city, especially recreational and sporting centres. We should foster a better relationship with the Brampton Guardian as well as other media outlets.

   - Elizabeth provided background on the challenges with the website and is to seek further clarification from staff on the process to update content.

   - Discussion on budget for marketing and further clarification from staff on process is required.

   - Elizabeth to update marketing tactics list to circulate to the sub-committee.

   - Sub-committee to help categorize the tactics by prioritizing into short term, mid-range and long-term objectives.

   - Sub-committee to provide summary to Supa for review and then discussion with the Strategic Communication staff on feasibility and cost.
• Once tactics are formalized the sub-committee will determine which individual or individuals should be nominated to achieve objectives.

3. Marketing Strategic Plan Review

• Strategic plan updated but still incomplete as further information is required i.e. hiring of a marketing consultant.
• There are two different types of goals and timelines - one which is immediate and the other as it relates to a marketing consultant being on board.
• Elizabeth to follow-up with Erica on marketing consultant process so to update timelines.

Report submitted by: Norman Da Costa & Mario Russo, Co-Chairs
Meeting Date: January 14, 2016

Attendees: Elizabeth Harris-Solomon (Co-Chair)
Sindy Maguire (Co-Chair)
Carmen Araujo
Stephen Clarke
Dean McLeod
Glenn McClelland
Stephane Mukendi

Absent: Gurmit Singh

Discussion Items

1. Introduction
   - Stephane Mukendi is the designated BSHOF alternate and attended the meeting today to better understand the organization and assist with some tasks related to the event
   - Stephane currently sits on the Brampton School Traffic Safety Council, another City committee

2. Summary of Meeting with Festivals and Special Events Office
   - Supa and Elizabeth met with the designated staff member of the Festival and Special Events Office (FSEO) on January 8
   - the staff member responsible for assisting with the event is Kimberley Marquis
   - the meeting helped introduce Kimberley to the event and define roles and responsibilities
   - the meeting helped highlight some key areas the committee required assistance in such as catering, entertainment, national anthem singer, etc.
   - monthly meetings will likely take place to ensure projects are completed on time and provide additional updates leading up to the event

3. Budget Review
   - Elizabeth updated the current budget to reflect estimated expenses and revenue
   - the group discussed variables such as cost of services, number of tickets sold, number of complimentary tickets provided to the approved list of athletes/coaches and number of inductees
   - discussion took place on the need for additional revenue which could come from sponsors or an event program in which ads could be sold
   - questions remain on the process for securing sponsorship which require clarification from staff
   - further discussion and investigation into the cost of producing an event program is required
• the committee may seek gift in kind services to also help reduce the cost
• additional clarification is required by staff on categorization of event expenses versus everyday operating expenses
• additional clarification is required on the approval process for procuring services and spending money within the designated induction ceremony budget as it can be a very lengthy process for each component to be approved by Council

4. **Event Critical Path**

• Elizabeth created a draft critical path to assist the committee in understanding the many components of the induction ceremony
• Elizabeth provided an update on the status of the keynote contract, which has been put on hold due to the December BSHOF meeting not yet being approved by Council due to the holidays
• Elizabeth is waiting to hear back from the keynote’s booking agent on a few requests outside of the contract, delayed signing and payment arrangements
• discussion took place to clarify tasks and sub-committee members volunteered to take on some of the responsibilities
• the marketing sub-committee and finance committee will be asked to take on their respective areas as it relates to the event such as media and sponsorship
• Elizabeth to update with names of sub-committee members and redistribute

5. **Strategic Direction**

• discussion on Goals 1-3 in the Strategic Plan and modifications to the dates
• initial discussion on responsibilities of sub-committee members, to take on tasks to help ensure deadlines are met
• As part of Goal #2, Dean will be asking to be put on the agenda of the next Brampton Sport Alliance meeting, which is coming up shortly
• Elizabeth to update document and provide for presentation at next BSHOF committee meeting

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Report submitted by:  Elizabeth Harris-Solomon and Sindy Maguire, Co-Chairs