Thursday, March 03, 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
Agenda
Brampton Sports Hall of Fame Committee

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 – February 4, 2016**
       The minutes were considered by the Community and Public Services Committee on February 17, 2016 and the recommendations were approved by Council on February 24, 2016. The minutes are provided for Committee’s information.

4. **Delegation/Presentations**

5. **Reports**

6. **Sub-Committees**
   6.1. **Minutes – Events Sub-Committee – February 18, 2016**
       *(Elizabeth Harris-Solomon and Sindy Maguire, Co-Chairs)*
       *To be received*

   6.2. Verbal Update from Norman Da Costa and Mario Russo, Co-Chairs, Marketing Sub-Committee, re: **Marketing Sub-Committee Update**.
       *To be received*

   6.3. Verbal Update from Don Doan, Chair, Constitution Sub-Committee, re: **Brampton Sports Hall of Fame Constitution Update**.
       *To be received*

7. **Other/New Business**
7.1. Verbal Update from Elizabeth Harris-Solomon, Co-Chair, Events Sub-Committee, re: **Date for the 2017 Brampton Sports Hall of Fame Induction Ceremony.**

*To be received*

7.2. Verbal Update from Dean McLeod, Chair, re: **Brampton Beast Game – April 1, 2016.**

*To be received*

7.3. Verbal Update from Elizabeth Harris-Solomon, Co-Chair, Events Sub-Committee, re: **Youth Sports Registration Days.**

*To be received*

7.4. Discussion at the request of Mario Russo, Co-Chair, Marketing Sub-Committee, re: **Brampton Sports Hall of Fame Website.**

8. **Correspondence**

9. **Information Items**

9.1. **News Items – Future / Potential Inductees** – Ken Giles

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: April 7, 2016*
Members Present:  Dean McLeod, Chair
Carmen Araujo, Treasurer
Norman Da Costa
Don Doan
Ken Giles
Elizabeth Harris-Solomon
Glenn McClelland
Harnek Singh Rai
Gurmit Singh
City Councillor J. Bowman – Wards 3 and 4
City Councillor G. Dhillon – Wards 9 and 10

Members Absent:  Stephen Clarke, Vice-Chair
Ron Noonan, Curator - regrets
Sindy Maguire - regrets
Mario Russo - regrets
City Councillor D. Whillans – Wards 2 and 6
(personal)

Staff Present:  Supa Meikle, Recreation Coordinator, Sports Services, Public Services
Earl Evans, Deputy City Clerk, Corporate Services
The meeting was called to order at 7:06 p.m., moved into Closed Session at 9:05 p.m., returned to Open Session at 9:15 p.m. and adjourned at 9:19 p.m.

1. **Approval of Agenda**

   The following motion was considered.

   **SHF006-2016** That the agenda for the Brampton Sports Hall of Fame Committee meeting of February 4, 2016 be approved, as amended, as follows:

   To add the following items:

   7.4. **Brampton Beast Game** – Friday, April 1, 2016

   7.5. **Spring Sports Registration Dates**

   7.6. **Binders of 2015 Clippings**

   7.7. Discussion re: **Correspondence Needed in Response to Certain Nomination Submissions**

   12.1. **Minutes** – Closed Session – Sports Hall of Fame Committee – January 21, 2016

   Carried

   Note: Later in the meeting, on a two-thirds majority vote to re-open the question, Item 7.7 was added to the agenda.

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

   Harnek Singh Rai declared a conflict of interest with respect to Closed Item 12.1 as a result of his 2016 nomination to the Brampton Sports Hall of Fame.

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** – nil
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.

Don Doan, Chair, Constitution Sub-Committee, summarized proposed changes to the Brampton Sports Hall of Fame Constitution that were circulated earlier in draft. He mentioned the following sections of the Constitution for consideration:

- Apply for grant, no line item in Public Services department budget; Supa to confirm; if so, will remove all mention to community grant process
- Duties of Sub-Committee chairs requires input from those in the positions
- December 15 nomination deadline too early as much work is required before the May event - suggest change in deadline date
- Former reference to Secretary to be replaced by Public Services rep.
- Any changes in nomination process, eg review criteria

Supa Meikle questioned the process for the publication of nomination results, as required by the current wording in the Constitution. Ten days may not be sufficient; 30 days may be more appropriate. Earl Evans, Deputy Clerk, explained that Council had approved the decision of this Committee without providing the names that were approved, allowing the Committee to make the announcement.

Mr. Doan requested input from specific individuals with regard to aspects of the Constitution, with changes requested by email by February 25. This will allow all proposed changes to be presented for Committee consideration at its next meeting.

The following motion was considered.

SHF007-2016 That the report from Don Doan, Chair, Constitution Sub-Committee, dated December 2015, to the Brampton Sports Hall of Fame Committee meeting of February 4, 2016, re: Brampton Sports Hall of Fame Proposed Changes to Constitution, be received.

Carried

6. Sub-Committees
(Norman Da Costa and Mario Russo, Co-Chairs, Marketing Sub-Committee)

Norman Da Costa, Co-Chair, Marketing Sub-Committee, presented the Minutes of the Marketing Sub-Committee from its meeting on January 7, 2016. He reported that the cost of the promotional boards is $40-60 and further direction from the full Committee is requested. He noted the need for greater online and social media presence. The Sub-Committee is considering short term, mid-range and long term objectives. The marketing plan is not complete until the marketing consultant is hired.

The following motion was considered.

SHF008-2016 That the Minutes of the Marketing Sub-Committee meeting of January 7, 2016, to the Brampton Sports Hall of Fame Committee meeting of February 4, 2016, be received.

Carried

(Elizabeth Harris-Solomon and Sindy Maguire, Co-Chairs, Events Sub-Committee)

Elizabeth Harris-Solomon, Co-Chair, Events Sub-Committee, presented the Minutes of the Events Sub-Committee meeting of January 14, 2016. She noted that Stephane Mukendi, the alternate member of the Sports Hall of Fame, appointed by Council, attended this meeting. He is a member of the Brampton School Traffic Safety Committee and a university student who is eager to understand this Committee’s function and to assist.

Ms. Harris-Solomon reported that she met with Kimberley Marquis, a new staff member in the City’s Festivals and Special Events Office. They will continue to meet monthly leading up to the event in May.

With regard to budget, this year’s budget has been created based on last year’s expenses. Additional revenue is needed, perhaps from sponsors and the event program. The Sub-Committee may consider different ways to more thoroughly address the event budget for 2017. For this year, the Committee will maintain current expense levels, and consider seeking in-kind services. It was noted that old sponsor plaques will be removed to provide space for new displays.

The event “critical path” has been established with draft deadlines established. These will be fine-tuned by the Sub-Committee. One important upcoming date is Chair McLeod’s attendance at the next sport alliance meeting. He will speak to the sports affiliates to inform them of the May event
and to build a relationship with sports affiliates. He will seek input on the type of event that they want to attend.

The following motion was considered.

SHF009-2016 That the Minutes of the Events Sub-Committee meeting of January 14, 2016, to the Brampton Sports Hall of Fame Committee meeting of February 4, 2016, be received.

Carried

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

Dean McLeod, Committee Chair, outlined the problem that arises when more than one nomination is received for a nominee. In particular, the concern is which biographical details should be used. All nomination materials should be reviewed for completeness and possible use but Committee questioned by whom. If and when a second nomination arrives, one option is to disqualify the first nomination and use only the more recent one. Another option is to ask the nominators to meet and refine the details into one nomination. However, Committee members expressed concern that the members of the public should not be expected to work together on this aspect of a nomination, even though presumably, they would know each other, at least through the nominee. With regard to providing all nomination materials to the Nominations Sub-Committee, Committee members expressed concern that there may be too much material (e.g. two or three times the usual amount).

Committee discussed the possibility of disqualifying a nomination but suggested that only a nominee should be able to disqualify his/her own nomination. Also, it was noted that the nomination of a deceased person could be withdrawn by an heir only. With regard to the nomination deadline, the question is when the “clock starts” regarding the submission of nomination forms.

Members agreed that this year’s nominations were received in a satisfactory manner and that this matter may be discussed in the context of possible amendments to the Constitution.

No direction was provided on this matter at this time.
7.2. Discussion at the request of Dean McLeod, Chair, re: Last Brampton Sports Hall of Fame Committee Group Picture.

Chair Dean McLeod reported that the group photo of last year’s Committee is available on disc. Mr. McLeod compiled the requests of current members as to their preference for receiving the photograph in paper format or mounted as a plaque. The Clerk’s office has agreed to distribute the photographs to former members.

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

Elizabeth Harris-Solomon, Co-Chair, Events Sub-Committee, reported that the Rose Theatre has indicated a “scheduling conflict” for the date of the 2017 Sports Hall of Fame induction ceremony. Due to a City dance program that conflicts with the 2017 event date, the Rose Theatre has asked the Committee to consider an alternate date, one week earlier, on Tuesday, May 2 or Wednesday, May 3, 2017.

Committee discussed the pros and cons of holding the event on a Tuesday versus a Wednesday, as well as maintaining the usual timing in relation to Mother’s Day.

The following motion was considered.

SHF010-2016 That the date of the 2017 Brampton Sports Hall of Fame induction ceremony be finalized as Tuesday, May 2, 2017.

Carried

7.4. Brampton Beast Game – Friday, April 1, 2016

Chair Dean McLeod provided details of a special evening to announce the 2016 inductees, at a Brampton Beast hockey game on Friday evening, April 1. Two spectator boxes have been donated to host inductees, and inductees will participate in a ceremonial puck drop.

Mr. McLeod outlined the event as it occurred last year and explained arrangements for this year’s event. Committee discussed the number of tickets needed for inductees, members and guests, totaling 28 to 35.

Supa Meikle and Dean McLeod have met with some of the 2016 inductees
and presented the congratulatory letters in person. They mentioned that this proposed event was received favourably by the new inductees.

Although there was discussion regarding other invited guests such as Sports Hall of Fame inductees from previous years, Committee agreed to keep the focus on the new inductees. Chair McLeod will discuss the proposed hospitality requirements with the host of the spectator boxes.

Members were asked to confirm their attendance as soon as possible.

7.5. **Spring Sports Registration Dates**

The Marketing Sub-Committee is considering opportunities available in the community to market the annual Sports Hall of Fame event. One such opportunity is the Spring Sports Registration events taking place in late February and early March. The locations are Century Gardens Recreation Centre and Terry Miller Recreation Centre. On each date in February and March, one or more members could be present at a table and provide information on the Sports Hall of Fame.

Members were asked to let Elizabeth Harris-Solomon know by email if they are available, which dates and whether comfortable alone or prefer to be on duty with another member.

7.6. **Binders of 2015 Clippings**

Ken Giles, Committee Member, reported that he had completed 2015 binders of clippings on Brampton athletes to be kept for future reference. Binders for previous years are on file as well. Although there may be some duplication, the binder contents will be helpful for consideration and reference by the Nomination Sub-Committee in the future. There are 300-400 names in the binders. Discussion took place on the Brampton athletes who are profiled in these media clippings and the importance of this material for future / potential nominations. Mr. Giles was recognized for his contribution and the importance of receiving regular updates on this media material.

The following motion was considered.

SHF011-2016 That the agenda for Sports Hall of Fame Committee meetings include an item on an ongoing basis entitled “News Items – Future / Potential Inductees – Ken Giles”, with this item to be included under the Other / New Business section.

Carried
7.7. Discussion re: Correspondence Needed in Response to Certain Nomination Submissions

Note: Later in the meeting, on a two-thirds majority to re-open the question, Item 7.7 was added to the agenda.

Discussion took place regarding one letter of nomination that was not accepted this year as it was received after the deadline. Committee inquired as to how the nominator would be informed. It was noted that this nomination could be submitted next year.

The following motion was considered.

SHF012-2016 That the Chair of the Brampton Sports Hall of Fame Committee be authorized to make a courtesy call regarding the nomination form that was not considered in 2016 and to explain the process for the consideration of the individual as a potential / future candidate for the Sports Hall of Fame.

Carried

8. Correspondence

9. Information Items

10. Question Period

Committee asked the best method for publicizing the names of the new inductees, whether through a news release and/or as a posting on the Sports Hall of Fame website.

11. Public Question Period

12. Closed Session

Note: Harnek Singh Rai declared a conflict of interest with respect to Closed Item 12.1 as a result of his 2016 nomination to the Brampton Sports Hall of Fame. Mr. Rai left the meeting room and did not participate in the discussion.
The following motion was considered.

SHF013-2016 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 – Minutes – Closed Session – Sports Hall of Fame Committee – January 21, 2016

Carried

After reconvening in Open Session, Chair Dean McLeod reported that in Closed Session, Committee acknowledged the Minutes of the Closed Session for the Sports Hall of Fame Committee meeting on January 21, 2016.

13. Adjournment

The following motion was considered.

SHF014-2016 That the Brampton Sports Hall of Fame Committee do now adjourn to meet again on Thursday, March 3, 2016.

Carried

__________________________________________
Dean McLeod, Chair
Meeting Date: February 18, 2016

Attendees: Elizabeth Harris-Solomon (Co-Chair)
Sindy Maguire (Co-Chair)
Carmen Araujo
Stephen Clarke

Absent: Dean McLeod
Gurmit Singh

Discussion Items

1. Updates

   a) Keynote
   - City staff are finalizing contractual details with the keynote speaker and we are hoping to have the completed contract by February 26.

   b) Website
   - There are currently issues with the website working and therefore we are unable to update event information at this time. A meeting is taking place to discuss the immediate course of action.

   c) Rose Theatre
   - There is a delay with the Rose Theatre staff approving the details of our event and therefore tickets are not currently available for sale as per our predetermined date of February 16.
   - Staff are looking to resolve the situation at the Rose as soon as possible as the media release is to be sent out shortly.
   - The Rose Theatre no longer requires the date of the event to be changed in 2017 and further information will be provided at the BSHOF committee meeting in March.

   d) Budget
   - Further review of items assigned to the budget will be discussed in preparation to the 2017 budget.
   - In the interim, the event sub-committee may ask the BSHOF committee to consider using funds from the existing savings account for items identified as day to day business if there is a significant impact on the budget.

   e) Video Production Bid
   - The scope of the bid for video production is currently being reviewed by staff and we are awaiting their recommendation before it is distributed to vendors.

   f) Master of Ceremonies
   - Sindy provided the invoice from the Master of Ceremonies. Elizabeth to provide to Carmen and Supa for processing payment request.
• Elizabeth to provide Kimberly with contact information to follow up with insurance purchase.

2. Event Proposal and Selection

• Caterer for event was selected as Gregory’s.
• National anthem singer was selected as Kacelynne Manipula.
• Lobby entertainer was selected as Miles Raine.
• Tulips were selected as centerpieces.
• White table cloths selected with possible request for black underlay.
• Elizabeth to communicate selections to Kimberley for booking and follow-up.
• Set-up to remain the same as last year unless there is a significant amount of attendees and then the number of tables will have to be discussed.
• Discussion regarding the interest of a media/photo wall near entrance or elsewhere but further investigation into sourcing and cost required.

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 to update file and send to sub-committee.
• Most immediate tasks to be accomplished include contacting Pan Am and Para Pan Am special guests, follow-up communications to inductees and drafting Bios as well as video scripts.
5. **Strategic Direction**

- Meetings with Brampton Sport Alliance to be arranged to begin communication and feedback process with groups.
- There will be some representation at the Youth Sports Registration Days in late February and early March.

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

---Priority HIGH---

Brampton Sports Hall of Fame Website

Re: BSHOF Website Meeting Held Thurs Feb 18th 2016

Committee Members Present: Dean McLeod, Supa Meikle, Mario Russo
Other: Paul Grottolli

To bring the committee up to speed........

Supa, Dean, and I (Mario) met with Paul Grottolli (whom has done work with the BSHOF in the past). The meeting was quite urgent to bring to light and discuss the immediate needs of the web site and more importantly the immediate problems the website has been encountering.

For the committee’s knowledge, the website has been a point of concern for the Marketing sub-committee for some time now and has been a discussion item and a priority to revamp with the aid of the proper tech consultation and/or support and procurement.

However, the shift has now changed from moderate concern and want to revamp.... to immediate need to rectify and obtain tech support to correct the website as it is crashing and not properly responding at times.

This of the upmost importance as we are about to release the inductees of 2016 and the website traffic is going to escalate and the BSHOF exposure is potentially at its highest.

Immediate Concern

Through discussions and obtaining more info on the matter the problem seems to be this:

The language and software supporting the current BSHOF is severely outdated and obsolete. Further to this point the inability to have the insight and troubleshooting ability of the website’s creator, due to some lack of technical information exchange, has made updating and revisions extremely challenging.
Immediate Recommendation

Essentially what is being recommended by all whom attended the meeting is to “patch up and make the website functional” for this upcoming ceremony and events leading to it. This is a very time sensitive issue and with no exact direction or map to follow. Mr. Grottoli has done some trouble shooting and has made inquiries within his inner circle to remedy these matters. Committee Chair has also made some calls and is seeking input on the matter as well. Some preliminary info leads to immediate cost forecasts of anywhere between $500 to $1500 to remedy, assuming some head roads are made with the current format and language supporting the current website. We further recommend that Committee Chair, Dean Mcleod be given the latitude and ability to make the immediate decision on route we take and costs associated with this website issue, given its time sensitive nature and its importance to the BSHOF event.

Secondary Recommendation

We further recommend that the Marketing Sub Committee further investigate the possibility of potentially 1-starting this website from scratch or 2-correcting and revamping the current website.

As has been indicated, the sub-committee has been discussing these items and further to that the immediate significance is not as high but on-going investigation be continued and reported back to the committee, once more info is gathered and information on the status of the current web site is obtained.

Additional technical food for thought and information provided...

- It is important to note that a non-standard you tube link was used by previous webmaster which we had to copy and alter for new videos to be uploaded
- Now there is no record of the format that was used in Joomla (language of current website) pertaining to that URL link previously used
- Also important to note that several of our data files have become corrupt on the inductee page
- While there are some fixes there are also some losses
- The major loss is we can't' add videos to website on current site using current version of Joomla for 2016 inductees
- We have lost all data and photos for bios
- Therefore they will need to be re-uploaded
- As it turns out some work and most don't (ie Mark Boswell worked when Paul checked)
Changes to the Agenda

Brampton Sports Hall of Fame Committee – March 3, 2016

1. Revised document for Item 6.1 (Minutes – Events Sub-Committee – February 18, 2016) is attached.

2. Information re. Item 6.3 (Brampton Sports Hall of Fame Constitution Update) is attached.

3. Proposed Addition Item 7.5 (see attached handout):

   7.5. Discussion at the request of Supa Meikle, Recreation Coordinator, Sports Services, Public Services, re: 100 Day Countdown Event.
Item 6.1 (Revised)
Brampton Sports Hall of Fame
Event Sub-Committee Report

Meeting Date: February 18, 2016

Attendees: Elizabeth Harris-Solomon (Co-Chair)
Sindy Maguire (Co-Chair)
Carmen Araujo
Stephen Clarke

Absent: Dean McLeod
Gurmit Singh

Discussion Items

1. Updates

a) Keynote
   • City staff are finalizing contractual details with the keynote speaker and we are
     hoping to have the completed contract by February 26.

b) Website
   • There are currently issues with the website working and therefore we are unable to
     update event information at this time. A meeting is taking place to discuss the
     immediate course of action.

c) Rose Theatre
   • There is a delay with the Rose Theatre staff approving the details of our event and
     therefore tickets are not currently available for sale as per our predetermined date
     of February 16.
   • Staff are looking to resolve the situation at the Rose as soon as possible as the
     media release is to be sent out shortly.
   • The Rose Theatre no longer requires the date of the event to be changed in 2017
     and further information will be provided at the BSHOF committee meeting in March.

d) Budget
   • Further review of items assigned to the budget will be discussed in preparation to
     the 2017 budget.
   • In the interim, the event sub-committee may ask the BSHOF committee to consider
     using funds from the existing savings account for items identified as day to day
     business if there is a significant impact on the budget.

e) Video Production Bid
   • The scope of the bid for video production is currently being reviewed by staff and
     we are awaiting their recommendation before it is distributed to vendors.

f) Master of Ceremonies
   • Sindy provided the invoice from the Master of Ceremonies. Elizabeth to provide to
     Carmen and Supa for processing payment request.
2. **Event Proposal and Selection**

- Caterer for event was selected as Gregory's as it contained preferred menu items.
- National anthem singer was selected as Kacelynne Manipula.
- Lobby entertainer was selected as Miles Raine.
- Tulips were selected as centerpieces.
- White table cloths selected with possible request for black underlay.
- Elizabeth to communicate selections to Kimberley for booking and follow-up.
- Set-up to remain the same as last year unless there is a significant amount of attendees and then the number of tables will have to be discussed.
- Discussion regarding the interest of a media/photo wall near entrance or elsewhere but further investigation into sourcing and cost required.

**Recommendation:** That services by Catering by Gregory's, Kacelynne Manipula, and Miles Raine be procured for the 2016 Brampton Sports Hall of Fame Induction Ceremony.

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
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4. **Event Critical Path**

- Elizabeth to update file and send to sub-committee.
Most immediate tasks to be accomplished include contacting Pan Am and Para Pan Am special guests, follow-up communications to inductees and drafting Bios as well as video scripts.

5. **Strategic Direction**

- Meetings with Brampton Sport Alliance to be arranged to begin communication and feedback process with groups.
- There will be some representation at the Youth Sports Registration Days in late February and early March.

**Report submitted by:** Elizabeth Harris-Solomon and Sindy Maguire, Co-Chairs  
**Report submitted:** February 22, 2016
**DISCUSSION ITEMS RE: BSHOF CHANGES TO CONSTITUTION: DECEMBER 2015: "DRAFT #2"**

**FEBRUARY 28, 2016**

<table>
<thead>
<tr>
<th>CONSTITUTION SECTION/(STATUS)</th>
<th>COMMITTEE REFERENCE</th>
<th>DISCUSSION ITEM AND COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>All (IP)</td>
<td>All members; Clerks; C&amp;PS reps</td>
<td>To undertake a successful review of our constitution it is essential that all members cross reference the &quot;Proposed Changes To Constitution: December 2015: &quot;Draft #2&quot; document (copy in agenda for February 4, 2016 meeting) to our current constitution (copy in binder provided by Clerk) and submit all comments to Don by email no later than February 25, 2016; Email to: <a href="mailto:don.doan@rogers.com">don.doan@rogers.com</a></td>
</tr>
<tr>
<td>3.3 (IP)</td>
<td>Stephen</td>
<td>Finalize duties of Vice-Chair – Don provided draft</td>
</tr>
<tr>
<td>3.4 (Rec’d - Done)</td>
<td>Carmen</td>
<td>Finalize duties of Treasurer – Don provided draft</td>
</tr>
<tr>
<td>3.5 &amp;11.3 (IP)</td>
<td>Don; Liz/Sindy</td>
<td>General discussion (Erica) the procedure for the yearly grant – line item in CS&amp;PS budget or part of new Community Grants Program? – Don provided draft</td>
</tr>
<tr>
<td>3.6 current (?)</td>
<td>Ron</td>
<td>Finalize duties of Curator (no update)</td>
</tr>
<tr>
<td>3.7 new (Rec’d - Done)</td>
<td>Mario/Norm</td>
<td>Finalize duties of Marketing Chair – Norm/Liz/Mario provided draft</td>
</tr>
<tr>
<td>3.8 new (old 3.7) (?)</td>
<td>Stephen</td>
<td>Finalize duties of Nomination Chair (no update)</td>
</tr>
<tr>
<td>3.10 new (Rec’d - Done)</td>
<td>Mario/Glenn</td>
<td>Finalize duties of Financial Chair – Glen provided draft</td>
</tr>
<tr>
<td>3.11 new (?)</td>
<td>Ron</td>
<td>Finalize duties of Building Chair (no update)</td>
</tr>
<tr>
<td>6.1 &amp; 6.4-6.8 (?)</td>
<td>Stephen</td>
<td>Review eligibility criteria to ensure consistency (no update)</td>
</tr>
<tr>
<td>7.3 (IP)</td>
<td>Stephen</td>
<td>Discussed date for nominations to be received at February committee meeting (current is December 15); perhaps consider a change to June 30; grandfather for 2016</td>
</tr>
<tr>
<td>8.3/10/12/14; 10.1 (Rec’d - Done)</td>
<td>Supa</td>
<td>Confirmed proposed new wording at February committee meeting (Public Services Department representative)</td>
</tr>
</tbody>
</table>

**LEGEND:** (IP) In Progress; (?) No Update provided as of yet by Committee Member; (Rec’d -Done) Draft Completed for Future Discussion
100 Day Countdown – Prelim Schedule of Events

May 9th: 4:00 – 7:00 p.m.

Curling Club, Chinguacousy Park

4:00 – 4:30 p.m.

- O Canada (Senior’s choir)
- Remarks by Honourary Chair and Dignitaries
- Raising of the Games Flag
- Unveiling of
  - Countdown Ticker
  - Uniforms
- Cupcake giveaway

4:30 – 4:45 p.m.

- Tribute to District 19
- Photos and highlights from athletes who have qualified to compete
- Rosemary Miller and OSGA President speaking

4:45 – 5:00 p.m.

- Dance troupe (Seniors Centre)

5:00 – 5:30 p.m.

- Overview of the Sports to be played at Curling Club
- Demo of Pickleball

5:30 – 7:00 p.m.

- Challenge (sports celebrity/council/public) on Pickleball Courts
- Sport demos
- Coffee and cupcakes for attendees
- Wellness Booths
- Sponsor Booths
- 55+ Programs in the City