Thursday, April 07, 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 – March 3, 2016**
       The recommendations were approved by Council on March 9, 2016. The minutes are provided for Committee’s information.

4. **Delegation/Presentations**

5. **Reports**

6. **Sub-Committees**
   6.1. **Minutes – Building Sub-Committee – January 22, 2016**
       *Ron Noonan, Chair*
       To be received

   6.2. Update from Don Doan, Chair, Constitution Sub-Committee, re: **Proposed Changes to the Brampton Sports Hall of Fame Constitution – March 2015 – Draft #3.**
       To be received

7. **Other/New Business**
   7.1. Discussion at the request of Dean McLeod, Chair, and Glenn McClelland, Co-Chair, Financial Sub-Committee, re: **Sponsorship Boards at the Brampton Sports Hall of Fame.**
7.2. Discussion at the request of Mario Russo, Co-Chair, Marketing Sub-Committee, re: Brampton Sports Hall of Fame Scheduled Appearance on the Rogers Community Program "Heer Now" on April 28, 2016.

8. Correspondence

9. Information Items

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

10. Question Period

11. Public Question Period

12. Closed Session

13. Adjournment

Next Meeting: May 5, 2016
Thursday, March 03, 2016

**Members Present:** Dean McLeod, Chair  
Stephen Clarke, Vice-Chair  
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 J. Bowman – Wards 3 and 4

**Members Absent:** Carmen Araujo, Treasurer  
City Councillor D. Whillans – Wards 2 and 6 (personal)  
City Councillor G. Dhillon – Wards 9 and 10 (other municipal business)

**Staff Present:** Supa D.A. Meikle, Recreation Coordinator, Sports Services, Public Services  
Erica McDonald, Manager, Sport Brampton, Public Services  
Sonya Pacheco, Legislative Coordinator, Corporate Services
The meeting was called to order at 7:12 p.m. and adjourned at 9:43 p.m.

1. **Approval of Agenda**

   The following motion was considered.

   SHF015-2016  That the agenda for the Brampton Sports Hall of Fame Committee Meeting of March 3, 2016 be approved, as amended to add the following items:

   7.5. Discussion at the request of Supa Meikle, Recreation Coordinator, Sports Services, Public Services, re: **100 Day Countdown Event**.

   7.6. Verbal Update from Elizabeth Harris-Solomon, Co-Chair, Events Sub-Committee, re: **Brampton Sports Hall of Fame Induction Ceremony Tickets for Committee Members**.

   Carried

   The following supplementary information was provided at the meeting.

   1. Revised minutes for **Item 6.1** (Minutes – Events Sub-Committee – February 18, 2016).

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

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

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 were provided for Committee's information.

4. **Delegation/Presentations** – nil
5. **Reports** – nil

6. **Sub-Committees**

6.1. **Minutes – Events Sub-Committee – February 18, 2016**  
*Elizabeth Harris-Solomon and Sindy Maguire, Co-Chairs*

Elizabeth Harris-Solomon, Chair, provided an overview of the revised Events Sub-Committee minutes (distributed at the meeting) for the meeting held on February 18, 2016. Ms. Harris-Solomon highlighted the recommendation in the revised minutes, regarding the event proposal and service selections for the 2016 Induction Ceremony.

Committee discussion took place with respect to the following:
- Role of this Committee in planning the induction ceremony event
- Concerns relating to the requirement and timelines for Council approval of Committee recommendations
- Challenges relating to staff time and resources, meeting deadlines and Committee member availability
- The need to review and adjust the timelines in the constitution to provide more time for the event planning process

The following motion was considered.

**SHF016-2016** 1. That the **Revised Minutes from the Events Sub-Committee Meeting of February 18, 2016**, to the Brampton Sports Hall of Fame Committee Meeting of March 3, 2016, be received; and,

2. That services provided by the following businesses/individuals be procured for the 2016 Brampton Sports Hall of Fame Induction Ceremony, in an amount that is within the approved budget:
   - Caterer – Catering by Gregory’s
   - National Anthem Singer – Kacelynne Manipula
   - Lobby Entertainer – Miles Raine

   Carried

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

Elizabeth Harris-Solomon, Committee Member, provided an overview of the discussions at the recent Marketing Sub-Committee meeting, and provided details on the communications plan provided by Strategic Communications staff. Objectives of this plan included:
• increasing ticket sales for the induction ceremony
• attracting more nominations for 2017
• raising awareness of the Brampton Sports Hall of Fame

Ms. Harris-Solomon provided additional information on the communications plan, relating to:
• providing information packages to the media
• using cost efficient marketing options (i.e. social media, LED road signs)
• financial implications of online and print advertisements

Committee discussion took place with respect to the financial implications of online and print advertisements and a possible budget for these items.

The following motion was considered.

SHF017-2016 1. That the verbal update from Norman Da Costa and Mario Russo, Co-Chairs, Marketing Sub-Committee, to the Brampton Sports Hall of Fame Committee Meeting of March 3, 2016, re: Marketing Sub-Committee Update be received; and,

2. That a marketing budget for the 2016 Brampton Sports Hall of Fame Induction Ceremony be approved in the amount of $1700.

Carried

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

Don Doan, Chair, Constitution Sub-Committee, referred to the handout distributed at the meeting regarding changes to the Constitution, and outlined the items that require additional information.

Committee discussion on this matter included:
• Clarification from staff regarding the procedure for making an annual budget request to Council and how this should be reflected in the Constitution
• Process for determining the annual financial requirements of this Committee
• Eligibility criteria for induction to the Sports Hall of Fame and the need to review this criteria to ensure consistency
• Consideration of establishing a “weighted” voting system for the election process
• How to respond to inquiries regarding why a nomination was unsuccessful
There was Committee concurrence that an appropriate response is to advise that the nominee (1) did not receive the required number of votes or (2) did not meet the technical criteria, as required under the Constitution.

- How to provide assistance to nominators in completing nomination forms (e.g. providing a sample nomination form)
- The need to review the nomination deadline
  - Suggestion that this date be changed to June 30th, which would provide more time to review nominations and plan the induction ceremony event
- The need to review and amend the language in the Constitution to provide more flexibility with respect to the timeline and method for publicizing the election results

The following motion was considered.

**SHF018-2016**

1. That the verbal update and handout from Don Doan, Chair, Constitution Sub-Committee, to the Brampton Sports Hall of Fame Committee Meeting of March 3, 2016, re: Brampton Sports Hall of Fame Constitution Update be received; and,

2. That the role of the Financial Sub-Committee Chair include the responsibility to determine the annual financial requirements of the Brampton Sports Hall of Fame Committee, in consultation with the various sub-committees and the Committee Treasurer.

Carried

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.

Elizabeth Harris-Solomon, Co-Chair, Events Sub-Committee, advised Committee that the conflict with the Rose Theatre regarding the original 2017 induction ceremony date has been resolved, and that date can now be booked for this event.

The following motion was considered.

**SHF019-2016**

1. That the verbal update from Elizabeth Harris-Solomon, Co-Chair, Events Sub-Committee, to the Brampton Sports Hall of Fame Committee Meeting of March 3, 2016, re: Date for the 2017 Brampton Sports Hall of Fame Induction Ceremony be received; and,
2. That the 2017 Brampton Sports Hall of Fame Induction Ceremony date be changed to May 9, 2017.

Carried

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

Dean McLeod, Chair, provided an update on the status of the event for the announcement of the ‘Class of 2016’ at the Brampton Beast Game on April 1, 2016.

Committee discussions took place with respect to the following:
- Financial contribution by the sponsor to this event (50% of the cost for food and beverages)
- Budgetary impact of this event and options to reduce expenses
- Number of tickets available
- Intent of this event to announce the ‘Class of 2016’, generate excitement leading to the 2016 Induction Ceremony, and increase awareness of the Sports Hall of Fame
- Potential future sponsorships from this event
- How to recognize the event sponsor for contributions to this event (e.g. sponsorship package)
- Proposed announcement for the ‘Class of 2016’
- Suggestion that the Brampton Beast be requested to make a contribution towards this event

The following motion was considered.

SHF020-2016  1. That the verbal update from Dean McLeod, Chair, to the Brampton Sports Hall of Fame Committee Meeting of March 3, 2016, re: Brampton Beast Game – April 1, 2016 be received; and,

2. That the Brampton Sports Hall of Fame Committee be responsible for 50% of the cost (excluding alcohol) of the event taking place at the Brampton Beast Game on April 1, 2016 for the announcement of the Class of 2016 inductees; and,

3. That the Chairs of the Brampton Sports Hall of Fame Committee and the Financial Sub-Committee determine an appropriate way to recognize the event sponsor for in-kind contributions to this event.

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

Elizabeth Harris-Solomon, Co-Chair, Events Sub-Committee, provided the following information with respect to the Youth Sports Registration Days:

- Public attendance has decreased due to online registration
- Value of Committee’s presence to increase awareness of the Committee and the 2016 Induction Ceremony
- Request that members interested in participating during the Youth Sports Registration Days contact Ms. Harris-Solomon directly for more information on volunteer opportunities

The following motion was considered.

SHF021-2016 That the verbal update from Elizabeth Harris-Solomon, Co-Chair, Events Sub-Committee, to the Brampton Sports Hall of Fame Committee Meeting of March 3, 2016, re: Youth Sports Registration Days be received.

Carried

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

Mario Russo, Co-Chair, Marketing Sub-Committee, referenced the discussion paper appended to the agenda and provided details on the issues relating to the Brampton Sports Hall of Fame website. Mr. Russo provided the following information:

- The website was “crashing”
- Some issues have been corrected and staff made minimal changes to the site (e.g. inductee information has now been posted)
- The language of this website is outdated and “archaic”
- A budget needs to be established to resolve immediate issues with the website
- Consideration should be given in the near future to recreate this website

Committee discussion on this matter included the following:

- Issues and challenges with the existing website due to its outdated language and a suggestion that the website be recreated
- The need to address immediate concerns with the website
- Suggestion that the process to recreate the website commence as soon as possible
The following motion was considered.

SHF022-2016 1. That the verbal update and discussion paper from Mario Russo, Co-Chair, Marketing Sub-Committee, to the Brampton Sports Hall of Fame Committee Meeting of March 3, 2016, re: Brampton Sports Hall of Fame Website be received; and,

2. That the existing Brampton Sports Hall of Fame website be maintained; and,

3. That the Brampton Sports Hall of Fame Committee commence the process to create a new, dynamic website for the Brampton Sports Hall of Fame.

Carried

7.5. Discussion at the request of Supa Meikle, Recreation Coordinator, Sports Services, Public Services, re: 100 Day Countdown Event.

Supa Meikle, Recreation Coordinator, Sports Services, Public Services, provided information to Committee regarding the 100 Day Countdown Event leading to the 2016 Canada 55+ Games. Mr. Meikle outlined the purpose of this event and provided details regarding the staff request for Committee support to enhance and promote this event.

The following motion was considered.

SHF023-2016 That the verbal update and handout from Supa Meikle, Recreation Coordinator, Sports Services, Public Services, to the Brampton Sports Hall of Fame Committee Meeting of March 3, 2016, re: 100 Day Countdown Event be received.

Carried

7.6. Verbal Update from Elizabeth Harris-Solomon, Co-Chair, Events Sub-Committee, re: Brampton Sports Hall of Fame Induction Ceremony Tickets for Committee Members.

Elizabeth Harris-Solomon, Co-Chair, Events Sub-Committee, advised that each Committee member is entitled to one complimentary ticket to the Induction Ceremony and asked members to confirm their attendance. Ms. Harris-Solomon clarified that Committee members who have been inducted to the Sports Hall of Fame will also receive the lifetime complimentary ticket, and added that additional tickets may be purchased through the Rose Theatre.
Committee discussion included the following:
- Distribution of tickets to Committee members
- Tickets for elected officials, other dignitaries, special guests and media
- Suggestion that an announcement be made at a future Council Meeting regarding the Induction Ceremony
- Criteria for attaining sponsorships (City sponsorship agreements)

The following motion was considered.

SHF024-2016 That the verbal update from Elizabeth Harris-Solomon, Co-Chair, Events Sub-Committee, to the Brampton Sports Hall of Fame Committee Meeting of March 3, 2016, re: Brampton Sports Hall of Fame Induction Ceremony Tickets for Committee Members be received.

Carried

8. **Correspondence** – nil

9. **Information Items**

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

Ken Giles, Committee Member, provided information to Committee regarding the accomplishments and progress of various Brampton athletes.

Erica McDonald, Manager, Sport Brampton, Public Services, suggested that the information collected by Mr. Giles be stored for future reference.

10. **Question Period**

1. Elizabeth Harris-Solomon and Supa Meikle responded to a question from Don Doan regarding the purchasing process as it relates to the selection of the lowest bidder.

11. **Public Question Period** – nil

12. **Closed Session** – nil
13. **Adjournment**

The following motion was considered.

**SHF025-2015**  That the Brampton Sports Hall of Fame Committee do now adjourn to meet again on Thursday, April 7, 2016 at 7:00 p.m.

Carried

__________________________
Dean McLeod, Chair
Meeting Date: January 22, 2016

Attendees: Ron Noonan Chair
           Dean McLeod
           Supa Meikle

Absent: Glenn McClelland
       Elizabeth Harris-Soloman

The meeting was called to order at 2:00 pm and adjourned at 3:45 pm

Discussion Items

REFLECTING ON THE STRATEGIC PLAN

DIRECTION #2 OF THE BSHOF STRATEGIC PLAN TO EXPAND AND IMPROVE THE BSHOF

- Parameters of conversation
- Participation Guidelines (values)
- Time (project)
- A firm starting point

1. Parameters of conversation (Group strengths)

How will we use your input
-to update on other Building committee members
-to update SHOF committee
-to present recommendation for SHOF committee approval

What will happen next
-Create meeting minutes
-define the “pecking” order timeframe
-Set the next building committee meeting date
Objective
-this is priority defined in the strategic plan
-maximum capacity at the Powerade Center is 4400 square feet in the NW quadrant of the arena footprint spread over 2 levels
-the Sports Hall of Fame is running out of space as the number of inductees will increase
-three to four years plaque space remains.

Divisional
-to set the other Building Committee members involved and updated through meeting minutes
-to seek additional input from Building Committee members who were unable to attend Jan 22 meeting
-key question this committee needs to answer is time frame-what year

Reflective
-challenge of getting it done is worrying
-how fast will the proposed expansion run out (hit maximum capacity)
-if we ask the public for artifacts how are we insured and covered (lost/stolen)
-exited to permanently display history of sport in Brampton

4. Time

What year (timetable) do we want the hall expansion completed
-to be done during the City Council term of office (avoid having to start over with a new council)
-completed for 2019 induction Gala ceremony
-design, scope, cost location 2017
-build 2018
-research/investigation- site visits Peterborough, Oshawa, Brantford St Catherines
-Choice of consultant 2017-18

-most important to deal with 9 site tours and the time line

thought through first
-Finances available
-finance and donors
-infrastructure
-grants and infrastructure
-stimulus as per government election platform
-community grants capital
-museum status and funding opportunities.

Report submitted by: Ron Noonan
<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>
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<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>
</tbody>
</table>
| 3.2                  | Chair Duties: Dean email/Don tweaks | Amend second bullet to read “indicate when quorum has been achieved at a meeting;” Amend 3rd bullet to read “…as outlined in City Council Procedure By-law 160-2004 as amended;” 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
### CONSTITUTION SECTION | COMMITTEE REFERENCE | EXPLANATION OF PROPOSED CHANGES TO CONSTITUTION

#### 3.3

| Vice-Chair: Stephen | 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”. |

#### 3.4

| April 16/15; June 4/15 Minutes | Re-write all duties of the Treasurer to read as follows: 1<sup>st</sup> 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”; 2<sup>nd</sup> bullet: “provide this statement of account at all Committee meetings”; 3<sup>rd</sup> 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”; 4<sup>th</sup> 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”; 5<sup>th</sup> 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”. 6<sup>th</sup> 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”; 7<sup>th</sup> bullet: “work with the Financial Chair to determine an annual budget request.” |

#### 3.5 & 3.6

| Housekeeping | The Curator position moves to 3.5 and the Event Chair moves to 3.6. |

#### 3.5

| Ron - Curator | 3<sup>rd</sup> bullet: amend to read “provide a written report at all Committee meetings.” Add a new 1<sup>st</sup> bullet to read “establish a Curator’s Committee to assist in overseeing all aspects of the planning and operation of the actual Hall of Fame;” Add a 2<sup>nd</sup> bullet to read “recruit members from the Committee and any other residents or ratepayers of the City of Brampton;” |

#### 3.6

| Liz/Cindy - Event Chair | 2<sup>nd</sup> bullet: amend typo to read the City of Brampton; |
| 3.7 | Mario/Norm- Marketing Chair | Add: The Marketing Chair shall:  
- establish a Marketing Committee to assist in overseeing all aspects of planning and implementation of the marketing plan to increase community profile, encourage nominations and promote the Annual Induction Awards Ceremony (the Event);  
- recruit members from the Committee and any other residents or ratepayers of the City of Brampton;  
- coordinate and attend community events to promote the Sports Hall of Fame;  
- initiate and engage with designated support staff to define general roles and responsibilities, including, but not limited to the establishment of various timelines for critical planning items (i.e. print ads, media releases, announcements, promotional opportunities, etc);  
- create an annual marketing budget request and submit same to the Financial Chair for inclusion in the annual budget request to the Public Services Department;  
- liaise with media outlets to increase community news coverage and interest;  
- appoint a primary public relations person from the sub-committee who shall serve in assisting where appropriate to handle all media inquiries;  
- provide a written report at all Committee meetings (where applicable);  
- provide a post-evaluation report at the Committee meeting following the Event. |
|---|---|---|
| 3.8 | Stephen- Nomination Chair | Amend title: “Nomination Chair”  
Amend only bullet to read “establish an annual Nomination Review Committee comprised of a minimum of three Members and the Public Services Department representative to assist...;”  
Add 2\textsuperscript{nd} bullet: “recruit members from the Committee and any other residents or ratepayers of the City of Brampton;” |
Add 3rd bullet: call a meeting of the Nomination Review Committee immediately after the Event to strategize the receipt of new nominations;  
Add a 4th bullet: call a meeting of the Nomination Review Committee immediately after the deadline date for yearly nominations has passed to review and discuss all nominations received, and to develop a finalized list of nominees going forward for discussion at the annual Election Meeting (including World, I.I.A.F. and Olympic medal winners who were not nominated in the regular election process). Such review of the nomination forms received must ensure that all Nomination Forms brought forward to the annual Election Meeting are eligible for consideration and properly completed as per the approved criteria;  
Add a 5th bullet: oversee regular monitoring of the Athlete and Builder “bank lists” to champion the timely submission of new Nomination Forms on behalf of nominees worthy of consideration for induction into the Sports Hall of Fame.

| 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;  
|      |                          | - recruit members from the Committee and any other residents or ratepayers of the City of Brampton;  
|      |                          | - 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 | The Financial Chair shall:  
|      |                            | - establish a Financial Committee to assist with all financial aspects of the Committee;  
|      |                            | - recruit members from the Committee and any other residents or ratepayers of the City of Brampton  
|      |                            | - work with various Committee Chairs to determine annual financial requirements based upon the previous year’s Event;  
|      |                            | - work with the Committee to examine financial requirements to meet all short and long
|   |   | term goals;  
|   |   | meet regularly to be current and provide Members with details relative to the Committee’s financial mandate through the provision of a written report at all Committee meetings (where applicable).  
| 3.11 | Ron-Building Chair | The Building Chair shall:  
|   |   | - establish a Building Committee to assist with all aspects pertaining to the various options relative to the expansion of the existing Sports Hall of Fame and/or the construction of a new Sports Hall of Fame to meet the identified short term and long term needs;  
|   |   | - recruit members from the Committee and any other residents or ratepayers of the City of Brampton;  
|   |   | - explore, discuss, strategize and prioritize the various options regarding the expansion of the existing building and/or construction of a new building which would fulfill the mandate of the Brampton Sports Hall of Fame;  
|   |   | - examine and prioritize both the long term and short term building needs of the Brampton Sports Hall of Fame;  
|   |   | - present various written proposals to the Committee regarding the expansion of the existing building and/or construction of a new building;  
|   |   | - prepare both a Capital and Operating Budget relative to any projects identified by the Building Committee.  
| 3.12 | Don-Additional Chairs | The Additional Chairs shall:  
|   |   | - establish a Committee pertaining to the specific chair appointment;  
|   |   | - recruit members from the Committee and any other residents or ratepayers of the City of Brampton  
|   |   | - oversee and lead the tasks relating to the specific chair appointment and subsequent objectives as identified in the sub-committee’s action plan;  
|   |   | - 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.”
<p>| 5.2 | Clerks | Change sentence to read “Any decision of the Committee requires approval by a majority of the Committee Members present.” |
| 5.3 | Clerks Binder – Sept. | Change sentence to read “A quorum representing a majority of the Committee must be present at a Committee meeting.” |
| 6.1 | Various meetings | TBC: Nomination Sub-Committee to review eligibility criteria to ensure consistency. (Review other Cities’ constitutions if required) |
| 6.2 | 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.) |
| 6.4-6.8 | Feb.5/15 | TBC: Nomination Sub-Committee to review eligibility criteria to ensure consistency (review other Cities’ constitutions) |
| 6.4-6.8 | (Continued from 6.4-6.8above) | TBC: Consideration to add a provision to include a nominee’s pre-Brampton successes and achievements |
| 7.1 | December 3 meeting | Delete balance of sentence after the brackets. |
| 7.3 | 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 September 30, 2017 and by 4:30 pm on June 30, 2018 and beyond;” Change date in second sentence to read September 30 (2017) and June 30 (2018 and beyond). |
| 7.4 | Housekeeping; October 1/15: Clerk’s | Delete 7.4 and re-number 7.5-7.7 to read 7.4-7.6 |
| 7.6 | Clerk’s | Change “Secretary” to “Chair”. |
| 7.7 | Clerk’s | First sentence change “Nominations” to “Nomination”; Third sentence change “Secretary” to “Chair”. Change “him or her” to “him/her” |
| 8.1-8.2 | Clerk’s | 8.1 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”. In 8.2 change three months to six months. |
| 8.3 | October 1/15: Clerk’s | Delete first sentence; Second sentence: Amend to read “Within four weeks of the close of nominations under 7.3 above the Public Services Department representative and the Nomination Chair shall prepare a complete list of all nominations received from the City Clerk’s Office, including copies... |
| 8.6 | Housekeeping | 2nd line: Change “athletes” to “nominees” for consistency. |
| 8.7 | Housekeeping | Change “candidates” to “nominees” and “candidate” to “nominee” for consistency. |
| 8.8 | Housekeeping | Change “candidates” to “nominees” for consistency. |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>Type</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.10</td>
<td>Housekeeping</td>
<td>3rd bullet: Change “inductees” to “nominees” for consistency.</td>
</tr>
<tr>
<td>8.10</td>
<td>October 1/15</td>
<td>All bullets: Change “Secretary” to read “Public Services Department representative”; 3rd bullet: Capitalize “Members”.</td>
</tr>
<tr>
<td>8.12</td>
<td>October 1/15</td>
<td>All bullets and first sentence: Change “Secretary” to read “Public Services Department representative”; 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</td>
<td>Change “Secretary” to read “Public Services Department representative”</td>
</tr>
<tr>
<td>10.1</td>
<td>October 1/15</td>
<td>Amend existing wording to read: “The election results will be publicly announced in advance of the Event by the Public Services Department representative and Marketing Chair.”</td>
</tr>
<tr>
<td>11.1</td>
<td>Housekeeping</td>
<td>At the end of the title add (the Event); 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>Event Funding</td>
<td>Amend first sentence to read: “The Event will be funded through an annual grant provided from the City of Brampton Public Services Department, and such grant will be requested as per 3.6 above.” Delete all bullets and text.</td>
</tr>
</tbody>
</table>
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