Thursday, February 7, 2019
7:00 p.m. – Regular Meeting

Boardroom WT-2C / WT-2D
2nd Floor – West Tower

Members:
Dean McLeod (Chair)
Stephen Clarke (Vice-Chair)
Carmen Araujo (Treasurer)
Ron Noonan, Curator
Norman Da Costa
Don Doan
Ken Giles
Sindy Maguire
Glenn McClelland
Harnek Singh Rai
Mario Russo
Gurmit Singh
City Councillor Doug Whillans – Wards 2 and 6
City Councillor Jeff Bowman – Wards 3 and 4

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

Chandra Urquhart, Legislative Coordinator
Telephone (905) 874-2114, TTY (905) 874-2130, cityclerksoffice@brampton.ca

Note: Meeting information is also available in alternate formats, upon request.

Note: Any difficulty accessing meeting rooms, buildings, elevators, etc. please contact security at 905-874-2111
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 – Sports Hall of Fame Committee – January 17, 2019**

      The minutes were approved by Council on January 23, 2019. The minutes are provided for Committee’s information.

4. **Delegation/Presentations**

5. **Reports**

6. **Sub-Committees**

   6.1. Update by Event Sub-committee member, re: **Induction Ceremony – May 2019**

      Note: Minutes of Event Sub-Committee meeting will be distributed at the meeting

7. **Other/New Business**

   7.1. Update by Teri Bommer, Coordinator, Sport Liaison, Community Services: re: **Completion of Amendments to Sports Hall of Fame Constitution**

      Note: Copy of revised Constitution will be circulated at the meeting.

   7.2. Discussion at the request of Teri Bommer, Coordinator, Sport Liaison, Community Services, re:

      - Sports Hall of Fame Committee Participation in Sports Day in Brampton
      - Year-end dinner
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 meeting: Thursday, March 7, 2019 at 7:00 p.m.
Thursday, January 17, 2019

**Members Present:**
Dean McLeod, Chair  
Stephen Clarke, Vice-Chair  
Carmen Araujo, Treasurer  
Ron Noonan, Curator  
Norman Da Costa  
Don Doan  
Ken Giles  
Sindy Maguire  
Glenn McClelland  
Harnek Singh Rai  
Mario Russo  
City Councillor Jeff Bowman – Wards 3 and 4

**Members Absent:**
Gurmit Singh  
City Councillor D. Whillans – Wards 2 and 6 (personal)

**Staff Present:**
**Community Services Department**
Garry Hardy, Supervisor, Sports Brampton, Recreation
Teri Bommer, Coordinator, Sport Liaison
Cole Goodwin, Intern, Sport Liaison

**City Clerk’s Office**
Chandra Urquhart, Legislative Coordinator
The meeting was called to order at 7:05 p.m. moved into Closed Session at 7:17 p.m., returned to Open Session at 9:20 p.m. and adjourned at 9:28 p.m.

1. **Approval of Agenda**

   SHF001-2019 That the agenda for the Brampton Sports Hall of Fame Committee Meeting of January 17, 2019 be approved, as printed and circulated.

   Carried

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

3. **Previous Minutes**

   3.1. **Minutes - Brampton Sports Hall of Fame - November 15, 2018**

   The minutes were approved by Committee of Council on December 5, 2018 and approved by Council on December 12, 2018. The minutes were provided for Committee’s information.

4. **Delegation/Presentations** - nil

5. **Reports** - nil

6. **Sub-Committees** - nil

7. **Other/New Business** - nil

   7.1. Discussion at the request of Teri Bommer, Coordinator, Sports Liaison, Community Services, re: **Keynote Speaker Options - Decision**

   Teri Bommer, Coordinator, Sports Liaison, Community Services, reminded members that the list of possible keynote speakers was emailed to them to review and indicate a preference. Based on the responses received, she advised that the following two speakers were favored for consideration:

   - Rosey Edhe – Three Time Olympian, Television Personality
   - Evanka Osmak – Sportscaster, Rogers Sportsnet
There was discussion regarding the successes and accomplishments of the speakers. Ms. Edeh was chosen as the preferred keynote speaker and Ms. Osmak as an alternate if required.

Ms. Bommer indicated that a meeting will be arranged to meet with an event specialist, and the Brampton Sports Hall of Fame Event Sub-Committee to discuss details of the induction ceremony.

The following motion was considered:

SHF002-2019 1. That staff contact Ms. Rosey Edeh, Three Time Olympian, Television Personality, and confirm her availability as the keynote speaker for the 2019 Sports Hall of Fame induction ceremony.

Carried

8. **Correspondence** - nil

9. **Information Items** - nil

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

10. **Question Period** - nil

11. **Public Question Period** - nil

12. **Closed Session**

12.1. Personal matters about an individual, including municipal or local board employees – **Review of Nominations for Brampton Sports Hall of Fame 2019 Inductees**

SHF003-2019 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 2019 Inductees**.

Carried
The following motions were considered with respect to Item 12.1.

SHF004-2019 That the direction agreed upon within Closed Session, regarding the election of the 2019 Brampton Sports Hall of Fame inductees, be approved, and that the official results be announced by media release within 10 days of the election meeting held on January 17, 2019.

Carried

SHF005-2019 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**

Committee was advised that meetings have not been scheduled for the new Term of Council. There was consensus to schedule the meeting dates for 2019 on the first Thursday of each month.

SHF006-2019 That the Brampton Sports Hall of Fame Committee meeting do now adjourn to meet again on Thursday, February 7, 2019 at 7:00 p.m.

Carried
Event Sub-Committee Meeting
Thursday, January 31, 2019, 7pm
Flower City Community Campus – Building E, Boardroom 3

Present: Dean McLeod, Sindy Maguire, Stephen Clarke, Carmen Araujo, Teri Bommer, Gage Board, Michael Menchella, Cole Goodwin.

- Introductions were made
- Event date – Tuesday, May 14, 2019 @ Rose Theatre
- Ticket price – same as last year $55 adults, $27.50 children
- Approx. attendance – 150-175ppl
- 5 inductees this year

Festival Special Events Office (FSEO) Responsibilities:

- Entertainment
  - Sub-committee agreed to go with the live artist again
  - Sub-committee needs to generate some design ideas to forward to Gage
  - Estimate $1,000

- Décor
  - Colour scheme – SHOF colours – blue & goldenrod
  - Centerpieces – Gage will provide sub-committee a few options at next meeting (Estimate $600)
  - Linens – will be provided by the caterer
  - Stage – same format as last year, with 5 inductees on stage (only 4 chairs needed)
  - Seating – will identify seating for council, committee members and 1 row per inductee (5 rows in total)

- Catering
  - Same format as last year
  - Gage will secure quotes and make a recommendation for next meeting
  - To be approved by the Sub-committee
  - Catering for 200 ppl (Estimate $8,000)

- O'Canada singer
  - Same as last year – Gage to book

- Honour Guard & Piper
  - Gage will book

- Staffing
  - Will provide a couple of staff to assist day of event

- Gift boxes
  - Does not need to order as we ordered additional last year
Committee Responsibilities:

- **Emcee**
  - Pat Bolland has agreed to Emcee again this year
  - Teri to forward insurance information to Pat
- **Script**
  - Sub-committee to review last year’s event script at next meeting
- **Invitations & Ticketing**
  - Comp ticket lists have been updated
  - Michael to forward the Venue & Box Office Questionnaires to Teri
- **Communications**
  - 2-part marketing plan has been generated for the event & the nomination deadline
  - Teri to share plan with the Marketing Sub-committee
  - Dean to communicate to Teri once all inductees have been notified so media release can be generated
- **Videos**
  - Inductees need to provide 15-30 photos
  - Call out for the videographers deadline Feb 8
  - Submissions will be shared with Sub-committee to decide what vendor to proceed with
- **Guest speaker**
  - Evanka Osmak is confirmed
- **Photographer**
  - George Beshiri will be assisting again this year with head shots
- **Plaques**
  - Dean to provide Teri with signed copies of the Letter of Notification to provide to Melgor
- **Books**
  - Hugh Miles will be assisting again this year
  - Meeting set up with Hugh to review requirements on Feb 8
- **Framing of bios & photos for installation at CAA Centre**
  - Frames have been ordered and delivery is expected next week

Next Steps:

- Events Sub-committee to have follow up meeting with Festival Special Events Office (FSEO) on Thursday, February 21st at 7pm.
BRAMPTON
SPORTS HALL OF FAME

CONSTITUTION

Approved by Council on January 30, 2019
1. OBJECTIVES

1.1 The Brampton Sports Hall of Fame, hereinafter referred to as the “Sports Hall of Fame”, was founded in 1979 to recognize and honour the names and deeds of those who have brought fame to the City of Brampton and to themselves through their athletic prowess or contributions to sport;

Note: Sport is defined as any “athletic competition or activity” recognized by the Sport Alliance of Ontario or any other recognized Ontario (Provincial) or Canadian (National) sport governing body. Consideration of sports not recognized by the aforementioned statement will be accommodated through a presentation by an individual or group to the Committee.

1.2 The Sports Hall of Fame is committed to become Canada’s most diversified Sports Hall of Fame.

1.3 The Sports Hall of Fame exists in order to honour the history of sport in the City of Brampton and in particular those persons and teams who have made outstanding contributions and achievements in the development of sport within the community.

1.4 The Sports Hall of Fame will collect, preserve, research, exhibit and promote all those objects, images and histories which are determined to be significant to the development of sport in the City of Brampton.

1.5 The Sports Hall of Fame Committee (the Committee) is established as a Citizen Advisory Committee of Council. 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. Furthermore, the Sports Hall of Fame must abide by all procurement rules and protocols pertaining to the City’s Purchasing By-laws.

1.6 The Sports Hall of Fame will continuously strive for excellence through its efforts to increase exposure and awareness in the City of Brampton.

1.7 The Sports Hall of Fame operates as a non-profit organization.

2. COMPOSITION AND APPOINTMENT OF COMMITTEE MEMBERS

2.1 Committee composition is as outlined in the Council-approved Terms of Reference:
   • minimum of one Member of Council;
   • one Curator of the Sports Hall of Fame
   • up to 12 Members at Large (Council approval is required for additional citizen appointees).

2.2 The Term of Office of the Committee shall be concurrent with the term of Council, or until successors are appointed.
2.3 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:

- a broad representation of all sports groups;
- a cross-section representation of all recognized sports;
- knowledge in the history, traditions and skills of sport in the City of Brampton, the former Village or Town of Brampton, former Township of Chinguacousy or former Township of Toronto Gore;
- expertise through having been recognized as being high achievers/performers in the following areas: journalism (retired or active); business/financial; recreation; marketing;
- expertise through having been inducted as an individual into the Brampton Sports Hall of Fame.

2.4 Applicants shall meet all requirements as outlined in the “Citizen-Based Advisory Committee Guidelines and Appointment Procedure”.

2.5 The Committee shall report to the “Committee of Council” through staff report.

2.6 The Committee shall be resourced by up to three non-voting support staff appointed by the Corporation to perform such duties as may be assigned. Subject matter expertise shall be provided by the Community Services Department.

2.7 Meeting management support will be provided by the City Clerk’s Office.

2.8 The Committee shall appoint a Chair, Vice-Chair, Financial Liaison Officer 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 Members.

2.9 In the case of any dispute respecting the interpretation of the constitution, the Committee shall decide, and the Committee’s interpretation shall be final.

3. DUTIES OF MEMBERS

3.1 All Members are expected to attend all meetings, and participate on at least two Sub-Committees each calendar year of their term;

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. Members must be available to take on extra duties as requested by the Chair or designate Member appointee.
All Members are responsible for all aspects of soliciting nominations for Induction into the Sports Hall of Fame, ensuring the accuracy of such nominations and voting for Inductees on an annual basis.

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 Community 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 the Chair’s absence. Chairs are responsible for championing the completion of all objectives as identified in the Sub-Committee’s action plan.

3.2 The Chair shall:
- preside over all meetings of the Committee;
- indicate when quorum has been achieved at a meeting;
- attend any Sub-Committee meetings as the Chair deems necessary;
- perform all other duties as outlined in the City Council Procedure By-law 160-2004 as amended;

3.3 The Vice-Chair shall:
- fulfill all duties of the Chair in the absence of the Chair;
- in the absence of both the Chair and the Vice-Chair, those duties shall be performed, in order by the Financial Liaison Office, Curator, Event Chair or the Marketing Chair.

3.4 The Financial Liaison Officer shall:
- work in conjunction with designated Community Services Department representative to monitor all Sports Hall of Fame funds. Treasury staff will summarize revenues and expenses and provide a monthly up-to-date statement of account of the Sports Hall of Fame dedicated City bank (trust) account to the designated Community Services Department representative.
- the Financial Liaison Officer will provide this statement of account all at Committee meetings;
- work with the Financial Chair to determine an annual budget request.
<table>
<thead>
<tr>
<th>3.5</th>
<th>The Curator shall:</th>
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<tr>
<td>• establish a Curator’s Committee to assist in overseeing all aspects of the planning and operation of the actual Hall of Fame;</td>
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<tr>
<td>• recruit members from the Committee and any other residents or ratepayers of the City of Brampton</td>
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<tr>
<td>• preside over all operations of the actual Sports Hall of Fame;</td>
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<tr>
<td>• oversee the collection, preservation, research, exhibition and promotion of all objects, images and history that make up the Sports Hall of Fame;</td>
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<td>• to provide a written report at all Committee meetings;</td>
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<td>• work with the Financial Chair to determine an annual budget request based on current and projected operating and capital expenses of the actual Hall of Fame.</td>
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<tr>
<th>3.6</th>
<th>The Event Chair shall:</th>
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<tr>
<td>• establish an Event Committee to assist in overseeing all aspects of planning and hosting the Annual Induction Awards Ceremony (the Event);</td>
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<td>• recruit members from the Committee and any other residents or ratepayers of the City of Brampton;</td>
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<td>• initiate and engage with the Theatre Events Team and 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. venue selection, meal selection, ticket pricing, key note speaker, event format, event fundraising, induction procedures, etc.);</td>
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<td>• liaise with all Chairs and other appointees as per the provisions in 2.9 above to promote the Event and to initiate a plan to obtain support for any sponsorship initiatives of the Event Chair;</td>
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<td>• appoint a Honourary Chair of the Event who shall serve in a honourary position, assisting where deemed appropriate to generate ticket sales and performing in a public relations capacity;</td>
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<td>• to provide a written report at all Committee meetings (where applicable);</td>
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<td>• provide a written post-event evaluation report at the first Committee meeting following the Event;</td>
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<td>• work with the Financial Chair to determine an annual budget request.</td>
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<th>3.7</th>
<th>The Marketing Chair shall:</th>
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<td>• 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);</td>
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<tr>
<td>• recruit members from the Committee and any other residents or ratepayers of the City of Brampton;</td>
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<tr>
<td>• coordinate and attend community events to promote the Sports Hall of Fame;</td>
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<tr>
<td>• 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.).</td>
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3.8 The Nomination Chair shall:
  • establish an annual Nomination Review Committee comprised of a minimum of three Members and the Community Services Department representative to assist in all aspects of soliciting and co-ordinating all Nomination Forms for the annual Election Meeting;
  • recruit members from the Committee and any other residents or ratepayers of the City of Brampton
  • call a meeting of the Nomination Review Committee immediately after the Event to strategize the receipt of new nominations;
  • meet with the Community Services Department representative within four weeks of the close of nominations as per the provisions in 7.3 below and they shall prepare a complete list of all nominations received from the City Clerk’s Office;
  • call a meeting of the Nomination Review Committee within four weeks following the preparation of the complete list of all nominations received, to review and discuss the list of 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;
  • 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 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 Community Services Department representative to assist in providing written content for all constitution reports to Council through Committee of Council.
### 3.10 The Financial Chair shall:
- establish a Financial Committee to assist with all financial aspects of the Committee; as such the Financial Committee is responsible for preparing an annual budget request through input received from various Committee Chairs and the Financial Liaison Officer; such budget request will be based upon the previous years’ budget and modified to reflect the newly identified priorities of the Committee; such request will be submitted at the first Committee meeting following the Event for general discussion and endorsement of the Committee. The final Committee-approved budget request will be submitted to the Community Services Department representative no later than the last business day in June for consideration in the City’s annual budget process;
- recruit members from the Committee and any other residents or ratepayers of the City of Brampton;
- work with the Committee to examine financial requirements to meet all short term 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 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 goals;
- 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 short term and long term building needs of the 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;
- be a member of the Financial Committee and prepare and submit to the Financial Chair in a timely manner both a Capital and Operating Budget relative to any projects identified by the Building Committee.

### 3.12 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 relative 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;
- work with the Financial Chair to determine an annual budget request (where applicable).
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<th>Section</th>
<th>Description</th>
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<tr>
<td><strong>4</strong></td>
<td><strong>SPORTS HALL OF FAME FUNDS</strong></td>
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<tr>
<td>4.1</td>
<td>The Committee may decide, from time to time, to engage in various fundraising projects to help offset expenditures.</td>
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<tr>
<td>4.2</td>
<td>For any donation of $50.00 or more, designated for the Sports Hall of Fame (cheque payable to the City of Brampton), the City will issue a tax-deductible receipt.</td>
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<td><strong>5</strong></td>
<td><strong>GENERAL OPERATING PROCEDURES</strong></td>
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<tr>
<td>5.1</td>
<td>Any amendment to this Constitution requires the approval of Council; Any recommendation for an amendment to this Constitution requires approval by the majority of the Committee Members present.</td>
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<tr>
<td>5.2</td>
<td>Any decision of the Committee requires approval by a majority of the Committee Members present.</td>
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<td>5.3</td>
<td>A quorum representing a majority of the Committee must be present at a Committee meeting.</td>
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<td><strong>6</strong></td>
<td><strong>ELIGIBILITY FOR INDUCTION</strong></td>
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<td>6.1</td>
<td>Any person (defined to include a “team”) who is or has been distinguished as an athlete, or as an executive member or coach, and having demonstrated outstanding achievement (athlete), or consistently outstanding commitment and leadership to athletics or sport (builder), or who has brought honour to Brampton, shall be eligible for election as an Inductee into the Sports Hall of Fame, provided that person was a resident of the City of Brampton (or the former Village or Town of Brampton, or the former Township of Chinguacousy, or the former Township of Toronto Gore), at the time of the achievement which is the focus for that person’s consideration; The Committee can also consider the application of non-residents for election into the Sports Hall of Fame for those individuals who promoted and enhanced sport in the City of Brampton over a minimum cumulative period of ten years.</td>
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<td>6.2</td>
<td>The Committee may induct persons (athletes or builders) into the Veteran category who have concluded their careers as active athletes or builders (i.e. executive members, coaches, managers and officials), and who have brought honour to the City of Brampton prior to 1965; 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>
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<td>6.3</td>
<td>The Committee may induct one team each year based on outstanding achievement in a single season, or domination over a specific period of time.</td>
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| 6.4 | Subject to the provisions below, the following persons shall be eligible for Induction into the Sports Hall of Fame:  
|     | • any athlete or builder who is or was a resident of the City of Brampton and over a minimum cumulative period of three years exhibits exceptional athletic prowess or exemplary contributions to sport, even if that athlete or builder moves out of Brampton after three years;  
|     | • any athlete or builder representing Canada while playing for a Brampton-based team or club who has been a medallist at a World, International Amateur Athletic Federation (I.A.A.F.), or Olympic event;  
|     | • any athlete or builder referred to in the provisions above who moves out of Brampton to attend an amateur, university or professional sport program or league;  
|     | • only humans shall be eligible for Induction into the Sports Hall of Fame;  
|     | • self-nominations are not allowed;  
|     | • exceptions to these eligibility provisions may be made by the Committee based upon compassionate or extenuating circumstances. |
| 6.5 | Athlete Category:  
|     | • those persons in the “Athlete” category shall not be considered for Induction into the Sports Hall of Fame until after a three (3) year waiting period following retirement from major championship competition, except by outstanding pre-eminence and skill, and upon request by the Committee;  
|     | • the Committee may reduce or eliminate such waiting period upon receipt of a formal motion to consider an exception to the waiting period by a Member;  
|     | • notwithstanding the foregoing, an athlete who has reached his/her 50th birthday may be eligible without any waiting period. |
| 6.6 | Builder Category:  
|     | • those persons in the “Builder” category may be either active or inactive at the time of their consideration for Induction into the Sports Hall of Fame. |
| 6.7 | Veteran Category:  
|     | • the Committee, recognizing the need to celebrate and recognize the accomplishments of the past, has established a Veteran category;  
|     | • a Veteran category will initially be restricted to athletes or builders who participated in sports between 1900 and 1965;  
|     | • in the year 2010 eligibility has been advanced to 1970 and thereafter in five year increments every fifth year (i.e. 2015, 2020, etc). |
| 6.8 | Team Category:  
|     | • the team so honoured must have attained a high level of achievement and brought recognition to the City of Brampton at the National or International level;  
|     | • the team so honoured would be recognized for its outstanding achievement in a single year, or it may be chosen for its contribution and/or domination of the sport over a cumulative period of time; |
• consideration will be extended to teams from the past representing the City of Brampton for which there was no National or International recognition, in accordance with the years outlined in the Veteran category as per the provisions in 6.7 above.

7. **NOMINATION PROCESS FOR CANDIDATES**

7.1 Nominations of persons or teams for consideration for Induction into the Sports Hall of Fame shall be submitted electronically or manually (mail or drop off in person).

7.2 All information being submitted on the Nomination Form shall be complete, factual and as accurate as possible concerning the record and the merits of the person or team nominated.

To assist a nominator in properly completing a nomination form, the Nomination Committee will provide a "sample" nomination form.

7.3 A nomination form must be received by the City Clerk’s Office, 1st floor City Hall, by 4:30pm on June 15;

In the event that June 15 falls on a weekend, the deadline shall be adjusted to the previous Friday.

7.4 Under extenuating circumstances as may be decided by the Committee, Nomination Forms may be accepted after the deadline set out as per the provisions in 7.3 above.

7.5 The Chair shall advise the nominees and the nominators in writing within ten business days of the Election Meeting of those nominees who were elected for Induction in that year, and such notification shall be undertaken prior to the media release as per the provisions in 10 below.

7.6 The Nomination Review Committee will carry forward all nomination paperwork for unsuccessful nominees for a total of five consecutive Election Meetings for consideration, and this shall be noted on the nominations summaries;

Any nominee whose nomination has been considered by the Committee at five consecutive Election Meetings and has not been elected shall not be eligible for further consideration;

Prior to the public announcement of successful nominees as per the provisions in 10 below, the Chair shall advise the nominators in writing of those nominees who were not elected for Induction after five consecutive years of consideration; such written notification to be limited to indicate that the nominee did not receive the required number of votes, or did not meet the technical criteria, as outlined in the constitution, and to remind the nominator to consider re-submitting a new Nomination form in a future year.
<table>
<thead>
<tr>
<th>8</th>
<th><strong>ELECTION PROCESS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1</td>
<td>The Committee shall meet at least once in each calendar year to consider the election of nominees for Induction into the Sports Hall of Fame (the Election Meeting).</td>
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<tr>
<td>8.2</td>
<td>The City Clerk’s Office, through the annual distribution of the Schedule of Meetings document, shall give notice to the Members of the date, time and location of the Election Meeting.</td>
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<td>8.3</td>
<td>The Election Meeting will, where possible, be held a minimum of six months prior to the Event.</td>
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<td>8.4</td>
<td>A quorum representing at least two-thirds of the Members must be present at the Election Meeting and during the election process.</td>
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<td>8.5</td>
<td>A Member shall declare a conflict of interest and shall not have a vote on a specific election process if his/her name, or that of an immediate family member*, has been nominated; the Member shall also refrain from all discussion associated with said nomination.</td>
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<td></td>
<td>*Note an immediate family member shall include a spouse (legal or common-law), child or step child, mother or father, step mother or step father, grandmother or grandfather, step grandfather or step grandmother, sibling, step brother or step sister and in-laws of all the aforementioned.</td>
</tr>
<tr>
<td>8.6</td>
<td>The Committee shall review a list of all World, I.A.A.F., or Olympic medal winners who meet the eligibility criteria of this Constitution (and who are currently not Inductees in the Sports Hall of Fame) as prepared by the Nomination Review Committee;</td>
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<td></td>
<td>The Committee reserves the right to induct such eligible nominees in the year in which they were medalists;</td>
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<td></td>
<td>Such appointments must be passed by a three-quarters (3/4) majority vote of the Members present.</td>
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<td>8.7</td>
<td>The Committee may annually elect the following for Induction:</td>
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<tr>
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<td>• two (2) “Athlete” nominees, and</td>
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<td></td>
<td>• two (2) “Builder” nominees, and</td>
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<tr>
<td></td>
<td>• one (1) “Veteran” nominee (Athlete or Builder), and</td>
</tr>
<tr>
<td></td>
<td>• one (1) “Team” nominee</td>
</tr>
<tr>
<td>8.8</td>
<td>Notwithstanding the provisions in 8.7 above, the Committee may, by consent of 2/3 majority vote of the Members present, increase or decrease the number of nominees being considered for Induction in any year.</td>
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<tr>
<td>Section</td>
<td>Text</td>
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<tr>
<td>8.9</td>
<td>Notwithstanding the provisions in 8.7 – 8.8 above, the Committee may induct additional “Athletes”, “Builders”, “Veterans” or “Teams” under a Special Recognition Category, and such Induction must be passed by a three-quarters (3/4) majority vote of the Members present.</td>
</tr>
</tbody>
</table>
| 8.10    | The following procedure shall be followed for the election of nominees for each category, those being “Athlete”, “Builder”, “Veteran”, and “Team”:  
  - the Community Services Department representative shall confirm the names of all nominees (defined to include any teams);  
  - Members may announce any objection related to any nominee being considered;  
  - the Community Services Department representative shall confirm the maximum number of nominees being considered for each category as per the provisions above;  
  - the Community Services Department representative shall confirm the number of votes that are required for a nominee to be elected, based on the number of Members present and voting. |
| 8.11    | The Nomination Review Committee will make a presentation on behalf of all nominees;  
  - the Nomination Review Committee may ask a Member more familiar with a nominee to make the actual presentation;  
  - in any event each presentation is limited to a maximum of five minutes in length, to be moderated by the Nomination Chair. |
| 8.12    | Following the nominee presentations by the Nomination Review Committee or a designate Member appointee, the Community Services Department representative shall conduct the voting, by secret ballot, in accordance with the following:  
  - the Committee shall meet in closed session to discuss and vote on the nominations, since these discussions pertain to identifiable individuals;  
  - the election process is comprised of a maximum of 2 “stages”; stage 1 may have up to 4 votes and stage 2 may have up to 3 votes. (Votes 1 through 4 are stage 1 and Votes 5 through 7 are stage 2);  
  - to commence stage 1, the Community Services Department representative shall call upon each Member to mark his/her ballot for one nominee;  
  - each Member is to vote for 1 nominee for each vote being held;  
  - upon completion of each vote, the Community Services Department representative shall collect the ballots and count the votes for each nominee;  
  - any nominee who received either no votes, or one vote only, is eliminated;  
  - when there are three or more nominees being considered, the nominee receiving the fewest votes is automatically eliminated;  
  - a ballot marked “void” or an improperly completed ballot is counted as an ineligible ballot;  
  - a nominee who receives a vote of 75% of the Members present and voting in either stage of the election process is deemed to be elected;  
  - if no nominees receive sufficient votes to be elected for Induction, a second vote shall be undertaken, with only those nominees whose names have not been
eliminated, and the process shall be repeated for a maximum of four votes until a nominee is deemed elected;
- in the event that a nominee is not elected after four votes, a break in the proceedings will be taken. The Nomination Chair or designate Member appointee shall take an opportunity to speak for or against any of the remaining nominees;
- following that break, stage 2 of voting shall proceed in the same manner as stage 1;
- in the event that no nominee is deemed elected after the completion of three votes in stage 2, voting is discontinued and no nominee shall be elected for that election process;
- this procedure shall be undertaken for each nominee consideration as per the provisions in 8.7 – 8.9 above.

| 8.13 | After all voting has been completed, a motion to destroy the ballots must be made by a Member. |
| 8.14 | The Community Services Department representative shall be responsible to destroy the ballots. |
| 8.15 | No Member shall divulge or disclose of the particulars of the voting at any time, nor shall a Member discuss the vote of any other Member(s) at any time. |
| 8.16 | No Member shall divulge or disclose the results of the voting to the general public in advance of the official media release as per the provisions in 10 below. |

9 **CERTIFICATION**

| 9.1 | When a person is elected for Induction through the voting process as per the provisions in 8 above, that person shall be duly certified by the Committee for official Induction into the Sports Hall of Fame. |
| 9.2 | The decision of the Committee shall be final. |

10 **PUBLICATION OF ELECTION RESULTS**

| 10.1 | The election results will be publicly announced in advance of the Event by the Community Services Department representative and Marketing Chair. |

11 **ANNUAL INDUCTION AWARDS**

<p>| 11.1 | The Event will be held to recognize and honour the achievements of the individuals and/or teams being inducted. |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
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<tbody>
<tr>
<td>11.2</td>
<td>The Event will be organized in a manner appropriate for presenting such prestigious awards.</td>
</tr>
<tr>
<td>11.3</td>
<td>The Event will be funded through the City of Brampton Community Services annual operating budget allocated to the Sports Hall of Fame.</td>
</tr>
</tbody>
</table>