April 16, 2015

Clerical Correction: In accordance with Section 2.11 (7) (a) of Procedure By-law 160-2004, as amended, a clerical correction was made by the City Clerk’s Office to remove financial details for the keynote speaker.

Citizen Members: Dean McLeod, Chair
Stephen Clarke, Vice-Chair (left at 8:35)
Carmen Araujo, Treasurer (arrived at 7:09 p.m.)
David Carruthers
Norman Da Costa
Don Doan
Ken Giles
Sindy Maguire
Harnek Singh Rai (arrived at 7:12 p.m.)
Elizabeth Harris-Solomon

Council Members: City Councillor J. Bowman – Wards 3 and 4 (arrived at 7:45 p.m. – other municipal business)
City Councillor D. Whillans – Wards 2 and 6

Members Absent: City Councillor G. Dhillon – Wards 9 and 10 (other municipal business)
Nathan John
Ron Noonan, Curator

Staff Present: Erica McDonald, Manager, Sport Brampton, Public Services
Supa D.A. Meikle, Recreation Coordinator, Sport Services, Public Services
Shirley Gannon, Director, Treasury Services, Deputy Treasurer, Corporate Services
Earl Evans, Deputy City Clerk, Corporate Services
Tammi Jackson, Legislative Coordinator, Corporate Services
The meeting was called to order at 7:05 p.m. and adjourned at 9:46 p.m.

After due consideration of the matters placed before this Committee, the members beg leave to present its report as follows:

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Minutes
Brampton Sports Hall of Fame Committee

G 5. SHF036-2015 Final Edits and Endorsement of the Draft Brampton Sports Hall of Fame Strategic Plan, 2015-2019

H. Correspondence

I. Information Items

J. Question Period

K. Public Question Period

L. Closed Session

M. SHF037-2015 Adjournment

________________________
Dean McLeod, Chair
A. **Approval of Agenda**

SHF028-2015  That the agenda for the Brampton Sports Hall of Fame Committee Meeting of April 16, 2015 be approved, as amended as follows:

**To Add:**

F 2. Discussion at the request of Dean McLeod, Chair, Brampton Sports Hall of Fame Committee, re: **Announcement Request at the May 6, 2015 Council meeting.**

Note: Later in the meeting on a two-thirds majority vote to re-open the question, Item F 1 was deleted from the agenda.

**To Delete:**

F 1. Discussion at the request of Dean McLeod, Chair, Brampton Sports Hall of Fame Committee, re: **Inclusion of Committee Positions in the Sports Hall of Fame Constitution.**

Carried

B. **Declarations of Interest under the Municipal Conflict of Interest Act** - nil

Note: During consideration of Item G 3, Councillor Bowman declared a conflict of interest with respect to Heart and Soul Radio.

C. **Previous Minutes**

C 1. **Minutes – Sports Hall of Fame Committee – March 5, 2015**

The minutes were approved by Council on March 25, 2015. The minutes were provided for the Committee’s information.

D. **Delegations/Presentation** - nil

E. **Reports**

E 1. Update from Ron Noonan, Curator, re: **Displaying Articles at the Peel Art Gallery Museum (PAMA).**
Ron Noonan, Curator, was not in attendance to speak to his report, as presented in the agenda.

The following motion was considered.

**SHF029-2015** That the report from Ron Noonan, Curator, to the Brampton Sports Hall of Fame Meeting of April 16, 2015, re: Displaying Articles at the Peel Art Gallery Museum (PAMA) be received.

Carried

E 2. Update from Carmen Araujo, Treasurer, re: Treasurer’s Report.

Carmen Araujo, Treasurer, provided a brief overview of the report and details with respect to the transferring of funds to the City of Brampton. On March 23, 2015, two Committee accounts were closed and two cheques were issued to the City of Brampton in the amount of $62,355.45 and $43,001.85. The funds were transferred as the City has recently assumed the Committee’s finances. In addition, Ms. Araujo indicated that she recently received a T5 for 2014 and inquired about filing the form.

Ms. Shirley Gannon, Director, Treasury Services, Deputy Treasurer, Corporate Services, clarified that the T5 for 2014 should be kept with Ms. Araujo for their banking records the City does not require the form as it relates to 2014.

The following motion was considered.

**SHF030-2015** That the report from Carmen Araujo, Treasurer, to the Brampton Sports Hall of Fame Meeting of April 16, 2015, re: Treasurer’s Report be received.

Carried

F. **Discussion Items**

F 1. Discussion at the request of Dean McLeod, Chair, Brampton Sports Hall of Fame Committee, re: Inclusion of Committee Positions in the Sports Hall of Fame Constitution.

Note: On a two-thirds majority vote to re-open the approval of the agenda, Item F 1 was deleted from the agenda.
F 2. Discussion at the request of Dean McLeod, Chair, Brampton Sports Hall of Fame Committee, re: Announcement Request at the May 6, 2015 Council meeting.

Dean McLeod, Chair, Brampton Sports Hall of Fame Committee, advised the Committee that there is an opportunity to make an announcement regarding the Inductee Ceremony at the Council meeting on May 6, 2016.

Ms. Elizabeth Harris-Solomon, Marketing and Outreach Sub-Committee Chair, requested that any future event announcements take place prior to the event catering deadline.

The following motion was considered.

SHF031-2015 That the update from Dean McLeod, Chair, Brampton Sports Hall of Fame Committee, to the Brampton Sports Hall of Fame Meeting of April 16, 2015, re: Announcement Request at the May 6, 2015 Council meeting be received.

Carried

G. Other/New Business


Shirley Gannon, Director, Treasury Services / Deputy Treasurer, Corporate Services, provided an overview with the following information:

- General Bank Account
  - Monies transferred from the Sports Hall of Fame accounts to the City of Brampton have been deposited into a dedicated account with the Royal Bank.
  - The balance is $105,225 and is earning interest at 1.1% based on the current rate (prime 1.75%)
  - The bank account will be used for the Committee’s day to day transactions
- Revenue deposits (cheque or cash) are to be deposited to the City’s bank account
- Revenue deposits should be described by type of revenues, i.e. grant/sponsorship, donations, and event revenues
  - Expenses paid by invoice or cheque requisition
  - Expenses generated by a purchase order or by cheque requisition.
- Purchasing (invoice with a PO)
  - Reviewed procurement rules and explained that the procurement rules reflect the City’s purchasing by-law
• Operating Summary – Accounting staff will summarize monthly revenues and expenses. This summary will include the transfer of cash in/out of the Brampton Sports Hall of Fame bank account. Financial summaries will be made available for the Committee’s review at intervals to be determined by the Committee
• Noted that further information is required regarding the committees operating statements
• Noted key contacts from corporate Accounting

Committee discussion took place with respect to the following:

• Indication that it may be easier to categorize expenses by day to day services and then events
• Question regarding credit card matters/circumstances
• Clarification that the City issues credit cards to staff. However, an application must be completed in order to be considered for approval. If approved, a double signature would be required for all transactions
• Clarified the process for the release of funds when required
• Noted that it is not the City’s practice to pay invoices for services not received in full
• Questions relating to the transfer of the Committee funds.
• Concern expressed that the funds could be transferred without a meeting, but a vote via email regarding the videographer for the Inductee Ceremony was not permitted.
• Noted that there are other committees for which the City facilitates funds
• Stated that future investment of funds may be considered after day to day expenses are established
• Clarification that a majority of the funds transferred to the City have been accumulating for years and has always been invested
• Suggestion to establish a sub-committee to review the financial strategic plan to assist the City treasurer.
• Noted an outside bank account for the use of petty cash flow is not permitted and against corporate policy
• Expressed the need to work towards creating a detailed budget for 2016
• Concerns with communication among all members of the Committee
• Confirmed the need for a committee treasurer to continue

The following motion was considered.

SHF032-2015 That the update from Shirley Gannon, Director, Treasury Services, Deputy Treasurer, Corporate Services, to the Brampton Sports Hall of Fame Meeting of April 16, 2015, re: Sports Hall of Fame Trust Account and Financial Processes, be received.

Carried
G 2. Verbal update from Dean McLeod, Chair, Brampton Sports Hall of Fame Committee, re: Brampton Sports Hall of Fame Evening at the Brampton Beast Game.

Dean McLeod, Chair, Brampton Sports Hall of Fame Committee, provided a brief overview. In addition, he indicated that Kotak Law firm paid for the cost of that event. Personalized letters of thanks were distributed on behalf of the committee to the following event sponsors:

- Kotak Personal Injury Law
- AVP Studios
- JustDoingIt
- Brampton Beast

Elizabeth Harris-Solomon, advised the Committee that three videos were created during the event. The videos are currently on drop box for viewing.

The following motion was considered.

SHF033-2015 That the update from Dean McLeod, Chair, Brampton Sports Hall of Fame Committee, to the Brampton Sports Hall of Fame Meeting of April 16, 2015, re: Brampton Sports Hall of Fame Evening at the Brampton Beast Game, be received.

Carried

G 3. Verbal update from Elizabeth Harris-Solomon, Event Chair, re: Inductee Ceremony.

Elizabeth Harris-Solomon, Event Chair provided an overview of the options, and outlined the following recommendations of the Events Team:

- Keynote speaker – Rod Black
  - Discussion regarding the event Master of Ceremonies and fees
- Master of Ceremonies – George Duffield has withdrawn due to a conflict.
  - Two other considerations: Pat Bolland, Sun Media Broadcaster and Jagneet Singh.
  - Suggestion to retain Pat Bolland as the connection with the target audience is significant and in addition, he has waived his fees for the event
- Discussed the list of possible names to receive complimentary tickets
• Inductee videos  
  o Ten companies were approached to obtain a quote for the bid process. Five companies submitted a bid. Due to the April 2, 2015 meeting being rescheduled to April 16, 2015, the sub-committee was unable to finalize the selection process.
  o An update was provided to all possible vendors on April 11, 2015, with the inclusion of an addendum, indicating the new timelines for the bid. In addition, reminder letters were sent on April 13 and 14, 2015 advising the deadline for submitting their bids was April 14, 2015 at 4:00 p.m.
  o The following two companies provided bids by the deadline and are being considered:
    o The Tantrum Group - $5,876
    o Heart and Soul Media - $5,932.50
    o Approx. $50 difference between the bids.
    o Noted the Purchasing By-law outlines the lowest bid should be awarded the contract. However, if the Committee feels that the company is unable to meet the Committee needs, the Committee may select the next lowest bid with the justification for the decision
  o The following companies did not submit bids on time:
    o Sheridan Production House - $4,559.98
    o Just Doing It - $5,085
    o Carrie Scherkus - $5,311 – withdrew their bid as they were unable to meet the commercial insurance requirement

Committee discussion took place with respect to the following:
• Consensus that in addition to the framed profile inductees receive at the ceremony, a plaque be presented
• Suggestion that the individuals suggested to receive complimentary tickets be approved with the support of a motion
• Discussed providing complimentary tickets to elected officials at the provincial and federal level, who will bring congratulatory letters or certificates to the inductees
• Noted the distribution of complimentary tickets to all three levels of government will assist with increasing the Committee profile
• Clarification that the Purchasing By-law assists with transparency and provides a fair evaluation of bids. The Committee has fewer than three bids which categorizes the process as a non-standard result. This means the Committee will need another level of approval – the Chief Administrative Officer’s approval
• Consensus to secure services for Rod Black as the keynote speaker
• Consensus to secure services for Pat Bolland as the Master of Ceremonies
• Suggestion to secure Heart and Soul Radio for the Inductee videos
Councillor Bowman declared a conflict of interest with respect to the selection of the inductee video services as Heart and Soul Radio was used for his campaign. He refrained from voting on this item.

The following motion was considered.

SHF034-2015

1. That the update from Elizabeth Harris-Solomon, Event Chair, to the Brampton Sports Hall of Fame Meeting of April 16, 2015, re: Inductee Ceremony, be received; and,

2. That the following individuals be invited to attend the 2015 Sports Hall of Fame Event as special guests:
   - Sponsor – Kotak Personal Injury Law – 3 tickets
   - Sponsor - JustDoingIt – 1 ticket
   - Sponsor - AVP Studios – 1 ticket
   - Partner - Brampton Beast – 3 tickets
   - Partner - Powerade Centre – 1 ticket
   - Elected officials at the provincial and federal levels
   - Municipal Members of Council; and,

3. That the following selection of service providers be approved for the 2015 Sports Hall of Fame Event:
   - Keynote Speaker – Rod Black
   - Master of Ceremonies – Pat Bolland
   - Inductee Video Services – Heart and Soul Radio; and,

4. That $2000 (inclusive) be approved for the keynote speaker at the 2015 Sports Hall of Fame Event; and,

5. That payment be waived in lieu of one complimentary ticket be approved for the Master of Ceremonies at the 2015 Sports Hall of Fame Event; and,

6. That $5,932.50 be approved for the Inductee Video services (Heart and Soul Radio) at the 2015 Sports Hall of Fame Event.

Carried

G 4. Verbal update from Elizabeth Harris-Solomon, Marketing and Outreach Sub-Committee Chair, re: Promotion of Events: Rogers TV, Sports Buzz, and Additional Support from the City of Brampton.

Elizabeth Harris-Solomon, Event Chair, provided an overview which included the following:
• Dean McLeod attending the Rogers T.V. taping for Peel Sports on behalf of the Committee
• A 15 minute taping has been posted on the website, and a full copy of the taping has been requested for Committee promotional purposes
• Ticket sales did not increase as a result of the Rogers taping or the Brampton Beast event
• Supa Meikle, Recreation Coordinator, Sports Services, Public Services met with City staff to review marketing support

Supa Meikle, Recreation Coordinator, Sports Services, Public Services distributed the 2015 Sports Hall of Fame Event Proposed Communications Tactics List to Committee, and provided an overview of the options:
• The Committee should start with tactics that require no fee and low fees
• Several tactics require an expenditure
• Noted that the ad in the Brampton Guardian will be arranged

Committee discussion took place with respect to the following:
• Suggestion to utilize the remaining $3000 allocated for the keynote speaker on advertising
• Suggestion to have a Committee member contact ethnic radio to promote events
• Suggestion for a motion with respect to the tactics that the Committee would like to use
• Suggestion to utilize items 1 to 14 on the Proposed Tactics List with the exclusion of tactics 15 and 16 (Ethnic Media and Radio Ads)

The following motion was considered.

SHF035-2015 1. That the update from Elizabeth Harris-Solomon, Event Chair, to the Brampton Sports Hall of Fame Meeting of April 16, 2015, re: Promotion of Events: Rogers TV, Sports Buzz, and Additional Support from the City of Brampton, be received; and,

2. That the items 1 to 14 outlined on the Proposed Tactics List be implemented with the exclusion of items 15 and 16 (Ethnic Media and Radio Ads).

Carried


Erica McDonald, Manager, Sports Brampton, Public Services, and provided an overview, which included the following:
• The completion of the Strategic Plan is still pending
• Suggested two options to assist with the completion the strategic plan before the new Committee members are appointed:
  • The Committee meets between April 16 and the Inductee event. Suggestion to cancel the May 7, 2015 scheduled Committee meeting date and hold a strategic planning meeting, or
  • Carry forward the strategic plan to the new committee and finalize it then

Committee discussion took place with respect to the following:
• Clarification that the new committee will not be appointed until June 1, 2015, at the earliest
• Suggestion that if the strategic planning meeting is held on May 7, 2015 as opposed to the regular meeting, the strategic plan could be ratified at the June 4, 2015 meeting

SHF036-2015 1. That the update from Erica McDonald, Manager, Sports Brampton, Public Services, to the Brampton Sports Hall of Fame Meeting of April 16, 2015, re: Final Edits and Endorsement of the Draft Brampton Sports Hall of Fame Strategic Plan, 2015-2019, be received; and,

2. That the scheduled meeting of the Sports Hall of Fame Committee on May 7, 2015 be cancelled; and,

3. That a strategic planning meeting be held on May 7, 2015 at 7:00 p.m. at the Flower City Community Campus.

            Carried

H. Correspondence - nil

I. Information Items - nil

J. Question Period - nil

K. Public Question Period - nil

L. Closed Session - nil
M.  Adjournment

SHF037-2015  That the Brampton Sports Hall of Fame Committee do now adjourn to meet again on Thursday, June 4, 2015 at 7:00 p.m.

Carried