September 10, 2015

Regular Meeting – 7:00 p.m.

Council Committee Room
4th Floor – City Hall

Citizen Members: Carmen Araujo
Stephen Clarke
Norman Da Costa
Don Doan
Ken Giles
Elizabeth Harris-Solomon
Sindy Maguire
Glenn McClelland
Dean McLeod
Ron Noonan
Harnek Singh Rai
Mario Russo
Gurmit Singh

Council Members: 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
Note: 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.

A. Approval of Agenda

B. Declarations of Interest under the Municipal Conflict of Interest Act

C. Previous Minutes


The minutes were considered by Community and Public Services Committee on June 24, 2015, and the recommendations were approved by Council on July 8, 2015. The minutes are provided for Committee’s information.

D. Delegations/Presentations

D 1. Orientation for New and Returning Members of the Brampton Sports Hall of Fame Committee:

1. Overview of Procedural Matters – Earl Evans, Deputy City Clerk, Corporate Services
2. Overview of Brampton Sports Hall of Fame Constitution, Draft Strategic Plan, and Role of Staff – Erica McDonald, Manager, Sports Brampton, and Supa Meikle, Recreation Coordinator, Sports Services, Public Services
3. Overview of Financial Responsibilities of the Committee – Shirley Gannon, Director of Treasury Services and Deputy Treasurer, Corporate Services

Note: Orientation materials will be distributed at the meeting.

E. Reports

F. Sub-Committees

F 1. Discussion re: Establishment of Brampton Sports Hall of Fame Sub-Committees:

- Marketing and Outreach Sub-Committee
- Events Sub-Committee
- Nomination Sub-Committee
G. Discussion Items

H. Other/New Business

H 1. Election of Chair and Vice-Chair

    Note: Any Member nominated to a position is invited to present brief remarks (2 minutes).

H 2. Brampton Sports Hall of Fame Committee Positions
    • Role and Selection of the Curator
    • Role and Selection of the Treasurer

I. Correspondence

I 1. Correspondence from Ron Noonan, Committee Member, dated May 23, 2015, re: Request to Remove Name from the Brampton Sports Hall of Fame Nomination Process.

    To be received

I 2. Correspondence from Lori Lambert, Community and Recreation Coordinator, City of Saint John, New Brunswick, dated August 18, 2015, re: Induction of Brampton Resident Jason Spalding into the 2015 Saint John Sports Hall of Fame.

    To be received

J. Information Items

K. Question Period

L. Public Question Period

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

M. Closed Session

N. Adjournment

    Next Regular Meeting: October 1, 2015
June 4, 2015

**Members Present:**
- Dean McLeod, Chair
- Norman Da Costa
- Don Doan
- Ken Giles
- Sindy Maguire
- Harneek Singh Rai
- Elizabeth Harris-Solomon

**Members Absent:**
- Stephen Clarke, Vice-Chair
- Carmen Araujo, Treasurer
- Ron Noonan, Curator
- David Carruthers
- Nathan John
- City Councillor D. Whillans – Wards 2 and 6 (personal)
- City Councillor J. Bowman – Wards 3 and 4 (personal)
- City Councillor G. Dhillon – Wards 9 and 10 (personal)

**Staff Present:**
- Erica McDonald, Manager, Sports Brampton, Public Services
- Supa D.A. Meikle, Recreation Coordinator, Sports Services, Public Services
- Peter Fay, City Clerk, Corporate Services
- Sonya Pacheco, Legislative Coordinator, Corporate Services
The meeting was called to order at 7:14 p.m. and adjourned at 8:09 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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<tr>
<th>Item</th>
<th>Recommendation</th>
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<td>SHF038-2015 Approval of Agenda</td>
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<td>Declarations of Interest under the Municipal Conflict of Interest Act</td>
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<td>C.</td>
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<td>SHF039-2015 2015 Induction Ceremony Post Event Review</td>
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<td>SHF040-2015 Marketing Sub-Committee Report on Induction Ceremony Support</td>
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<td>F.</td>
<td>Discussion Items</td>
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<td>F 1.</td>
<td>SHF041-2015 Review of Draft Sports Hall of Fame Strategic Plan</td>
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<td>G.</td>
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<td>G 1.</td>
<td>The Canada 150 Funding Programs.</td>
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<td>G 2.</td>
<td>Community Sport Involvement and Potential Future Inductees.</td>
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<td>H.</td>
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<td>I.</td>
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<td>J.</td>
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<td>L.</td>
<td>Closed Session</td>
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<tr>
<td>M.</td>
<td>SHF042-2015 Adjournment</td>
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________________________________
Dean McLeod, Chair
A. **Approval of Agenda**

SHF038-2015 That the agenda for the Brampton Sports Hall of Fame Committee Meeting of June 4, 2015 be approved, as amended to add the following items:

G 1. Discussion at the request of Erica McDonald, Manager, Sports Brampton, Public Services, re: **The Canada 150 Funding Programs**.

G 2. Update from Ken Giles, Committee Member, re: **Community Sport Involvement and Potential Future Inductees**.

Carried

Note: Later in the meeting on a two-thirds majority vote to re-open the question, Item G 2 was added to the agenda.

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

C. **Previous Minutes**

C 1. Minutes – Sports Hall of Fame Committee – April 16, 2015

The minutes were considered by Community and Public Services Committee on April 29, 2015 and the recommendations were approved by Council on May 6, 2015. The minutes were provided for Committee’s information.

D. **Delegations/Presentation** – nil

E. **Reports**

E 1. Update from Elizabeth Harris-Solomon, Marketing and Outreach Sub-Committee Chair, re: **2015 Induction Ceremony Post Event Review**

A sub-committee report regarding the Brampton Sports Hall of Fame 2015 Induction Ceremony Event was distributed at the meeting.

Elizabeth Harris-Solomon, Marketing and Outreach Sub-Committee Chair, provided an overview of the report, which included information regarding:
Ms. Harris-Solomon highlighted the need to review planning timelines for future induction ceremonies, and the role of Committee members and staff to ensure a fair distribution of responsibilities in planning this event. In addition, Ms. Harris-Solomon acknowledged and thanked Supa Meikle, Recreation Coordinator, Sports Services, and Erica McDonald, Manager, Sports Brampton, Public Services, for their efforts and support throughout the planning process.

Committee discussion on this matter included the following:

- Future meeting with the Brampton Beast regarding the Class of 2016 announcement
- Event opportunities with the Brampton Beast/Powerade Centre (e.g. puck drop with past inductees, community partnerships, special events)

The following motion was considered.

**SHF039-2015** That the update from Elizabeth Harris-Solomon, Marketing and Outreach Sub-Committee Chair, to the Brampton Sports Hall of Fame Committee Meeting of June 4, 2015, re: **2015 Induction Ceremony Post Event Review** be received.

Carried

**E 2.** Update from Elizabeth Harris-Solomon, Marketing and Outreach Sub-Committee Chair, re: **Marketing Sub-Committee Report on Induction Ceremony Support**

Elizabeth Harris-Solomon, Marketing and Outreach Sub-Committee Chair, advised Committee that communications plans for future induction ceremonies should be established earlier in the process to ensure sufficient time to obtain the necessary approvals (e.g. Council approval) and to capitalize on promotional opportunities that will raise the profile of this event.

Committee discussion took place with respect to the following:
• Suggestion that Rogers TV be requested to air the 2015 Induction Ceremony close to the next event to generate more interest
• Option to purchase a DVD of the 2015 event from Rogers TV and a suggestion that this DVD be used to promote future events
  o It was noted that Rogers TV should be contacted to confirm that use of the DVD as a promotional tool is permitted
• Additional support received from Strategic Communications staff and a desire to expand the communications plan for future events

Dean McLeod, Chair, thanked Ms. Harris-Solomon for her leadership as Chair of the Marketing and Outreach, and Event Sub-Committees, and for her contributions overall to the Brampton Sports Hall of Fame Committee.

The following motion was considered.

SHF040-2015 That the update from Elizabeth Harris-Solomon, Marketing and Outreach Sub-Committee Chair, to the Brampton Sports Hall of Fame Committee Meeting of June 4, 2015, re: Marketing Sub-Committee Report on Induction Ceremony Support be received.

Carried

F. Discussion Items

F 1. Discussion at the request of Erica McDonald, Manager, Sport Brampton, Public Services, re: Review of Draft Sports Hall of Fame Strategic Plan.

Erica McDonald, Manager, Sport Brampton, Public Services, presented the draft Sports Hall of Fame Strategic Plan for Committee’s review, outlined the purpose of the plan, and provided details with respect to the following:

• Vision statement
• Mission statement
• Values statement
• Strategic Directions
• Goals and Timelines
• Action Plans

Ms. McDonald advised that this is a four year plan and suggested that Committee review this plan:

• at the mid-point to assess progress and determine the need for any changes; and,
prior to its completion to assess progress and determine how the Committee should proceed

Committee discussion on this matter included:
• An indication that some of the goal timelines in the plan may need to be adjusted
• The need to replace references to “Brampton Sport Hall of Fame” with “Brampton Sports Hall of Fame” throughout the document
• Suggestion that the Strategic Directions and related goals be listed in chronological order
• Process and timelines to seek Council approval
• Expression of thanks to Ms. McDonald for her efforts in preparing this plan

The following motion was considered.

SHF041-2015  1. That the draft Brampton Sports Hall of Fame Strategic Plan presented to the Brampton Sports Hall of Fame Committee on June 4, 2015, be endorsed with the following amendments:
   • to adjust goal timelines to a later date, where deemed appropriate by staff
   • to list the Strategic Directions and related goals in chronological order; and,

2. That staff be requested to prepare a report to a future Community and Public Services Committee meeting to present the Brampton Sports Hall of Fame Strategic Plan for approval by Council, subject to any budget implications.

Carried

G.  Other/New Business – nil

G 1. Discussion at the request of Erica McDonald, Manager, Sports Brampton, Public Services, re: The Canada 150 Funding Programs.

Erica McDonald, Manager, Sports Brampton, Public Services, provided information to Committee regarding the Canada 150 Community Infrastructure Program and the Canada 150 Fund. Ms. McDonald advised that the Canada 150 Community Infrastructure Program has been considered by Council and various projects were recommended. Ms. McDonald highlighted the potential benefits of the Canada 150 Fund for various Brampton Sports Hall of Fame Committee initiatives. Information provided regarding The Canada 150 Fund included:
Eligible funding applicants
Examples of eligible projects
Eligible expenses
Application deadline and service standards
  o It was noted that there is no established deadline to submit a funding application under the Canada 150 Fund. However, due to the timeline for assessment, complete funding applications should be submitted at least 30 weeks prior to the proposed project’s start date.

G 2. Update from Ken Giles, Committee Member, re: Community Sport Involvement and Potential Future Inductees.

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

Ken Giles, Committee Member, provided a list of various sports and athletes that he has logged for future consideration and potential induction to the Brampton Sports Hall of Fame.

H. Correspondence – nil

I. Information Items – nil

J. Question Period – nil

K. Public Question Period – nil

L. Closed Session – nil

M. Adjournment

SHF042-2015 That the Brampton Sports Hall of Fame Committee do now adjourn to meet again on Thursday, September 10, 2015 at 7:00 p.m.

Carried
May 23, 2015

City of Brampton
2 Wellington Street West
Brampton, Ontario,
L6Y 4R2

Attention: Chairman Sports Hall of Committee

Dear Sir

I would like to request of the Sports Hall of Fame committee that my name be removed from the nomination process. I was honored that my family thought I was a worthy selection to the Hall of Fame. And I thank them very much. I approved of them making the nomination but really there are so many people in the Brampton- Bramalea who have volunteered for more than I, some well over 40 years. So I hope you will honor my request.

I thank everyone the Sports Hall Committee (Chairman Dean McLeod) for the wonderful experience in promoting Brampton’s sport community.

Yours truly,

Ron Noonan
Brampton, Ontario
Dear Mayor Jeffrey and City of Brampton,

The City of Saint John and the Saint John Sports Hall of Fame wish to advise you of an opportunity to congratulate one of your residents on being inducted into the 2015 Saint John Sports Hall of Fame.

Jason will be honoured at this year’s banquet here in Saint John, New Brunswick on Thursday, October 22, 2015. Attached, please find information regarding advertising in the programme as well as a recent news article about our inductees.

Kind regards,

Lori Lambert
Community & Recreation Coordinator
City of Saint John
o. (506) 658-4521
c. (506) 639-5792
Saint John Sports Hall of Fame unveils Class of 2015

Ron Barry
inside the game

The Saint John Vito's are coming home.

The greatest senior hockey team ever assembled in southern New Brunswick has been inducted into the Saint John Sports Hall of Fame, 53 years after celebrating the Allan Cup victory that launched the club to greatness in Canadian junior hockey.

The brainchild of Nick and Peter Georgoudis — hockey builders who have always been motivated by the local shine — the Vito's put together a magical spring in 1962 to culminate in an Ontario appearance and, ultimately, the Canadian senior AAA championship as part of the 64th edition of the Allan Cup.

The Georgoudis brothers saw the keystone to their building triumph as a coaching triumvirate of Blair Nicholson, Don White and Brian Fard, who along with general manager Neil Kiefer demonstrated the street smartness to forge a winning team against the nation's best amateur senior players. The announcement was good news for team officials.

"We're going in — we're very happy for the team," said Nicholson, the forlorn coach. "If we were deserving, it was a fitting division. They wanted to host the national championship and they wanted to make sure we had a solid team. We walked over every inch we could to be the best lineup together and it worked out.")

Joining the Vito's in the Class of 2015 are four individual athletics distance runner Roni Corin and javelin thrower Jason Spalding from track and field, curler Wade Blanchard and boxer Adam (Adolph) Dupuis, who will be inducted posthumously. Selection committee chair Fred Horgan said Horgan ticked picks by the quality of this group that will be formally inducted on Oct. 22.

"It's a good class — they're deserving of induction and there's a lot of variety," said Horgan, who served on the committee for more than 20 years as a member or chair. "We inducted in 1963 for his work in baseball, "the had a good stock of nominations and it wasn't an easy coming up with this class."

"It was challenging — there was a lot of discussion. In earlier times, we could do this in an afternoon but it took three meetings this time around. When we finally came down to the committee, as a whole, we fell in line. We had other nominations that are close, but there were some that, at the five that would go in this year."

The story goes like this: In May 1932 the Vito's travelled to London, Ontario to compete in the Allan Cup championship. The team included brothers Wayne and Burton Nicholson; Rick White, Don White's New Brunswick junior record by a whopping six metres. The record would stand for eight years. The world's best middle distance runner from 1960 to 2010 and he was a member of the 1989 Pon-Am Junior Canadian Federation, the first-ever Canadian javelin thrower. A legend in the sport, not because Dupuis won three lights in short order, but because he was well-documented: Adam Dupuis won a mere 115 years of competition.

He was a world-class athlete.

Jason Spalding

Spalding was at it again five minutes later in the 1993 Canadian junior championships. In steps Dupuis, who out points "Rickey" Royer; a decision and claim the 100-pound flyweight championship. A legend in the ring not because Dupuis won three fights in short order, but because he was well-documented: Adam Dupuis won a mere 115 years of competition.

He was a world-class athlete.

Roni Corin of Saint John, right, was a world-class stick thrower. PHOTO SUBMITTED

Adam (Adolph) Dupuis

Adam (Adolph) Dupuis is at it again five minutes later in the 1993 Canadian junior championships. In steps Dupuis, who out points "Rickey" Royer; a decision and claim the 100-pound flyweight championship. A legend in the ring not because Dupuis won three fights in short order, but because he was well-documented: Adam Dupuis won a mere 115 years of competition.

He was a world-class athlete.

Wade Blanchard

Wade Blanchard is a Saint John Opera House to watch the New Brunswick amateur hockey championships. In steps Dupuis, who out points "Rickey" Royer; a decision and claim the 100-pound flyweight championship. A legend in the ring not because Dupuis won three fights in short order, but because he was well-documented: Adam Dupuis won a mere 115 years of competition.

He was a world-class athlete.

Quality starts with our people.

People like Cheryl

Cheryl McBeth

Cheryl McBeth is a great person.

People like Cheryl

Cheryl McBeth

Cheryl McBeth is a great person.

People like Cheryl

Cheryl McBeth
August 4, 2015

Dear Community Sport Supporter:

The Saint John Sports Hall of Fame has honoured local athletes, coaches, officials, teams and sport builders since 1988. Showcased in Harbour Station, the Hall of Fame spans decades of achievements in a broad spectrum of sports and stands as a tribute to Saint John’s sports legacy.

The 23rd edition of The Saint John Sports Hall of Fame Induction Ceremony will be held on Thursday, October 22, 2015 at the Delta Brunswick Hotel. The selection committee is pleased to announce its 2015 inductees:

- **Rorri Currie**  
  3,000 metre steeplechase

- **Jason Spalding**  
  javelin throw

- **Adolf Dupuis**  
  boxing (posthumously)

- **Wade Blanchard**  
  curling

**Saint John Vito’s 1992 Allan Cup Champions**  

Because you are recognized as a true sport supporter within our community, we invite you to join us in acknowledging and celebrating our 2015 inductees by placing a congratulatory advertisement in our Hall of Fame Program and/or purchasing banquet tickets. Please see the attached for more information.

Sincerely,

Fred Horgan, Chair  
Saint John Sports Hall of Fame
SPONSORSHIP OPPORTUNITY

During the Induction Ceremony and Dinner each attendee will receive a souvenir Hall of Fame program with information on all award recipients, evening agenda, and congratulatory sentiments to one or all of the 2015 inductees from local businesses, sport organizations and sport enthusiasts.

ADVERTISING: Please indicate your ad size preference by underline or highlight. All ads are in black and white. Print-ready ads are welcome or you can simply send your high resolution logo and a message and our printing team will lay out your ad for you!

- FULL PAGE $800 (7.5 x 10)
- HALF PAGE $400 (horizontal - 7.5 x 4 7/8)
- QUARTER PAGE $200 (vertical - 3 5/8 x 4 7/8) or (horizontal - 7.5 x 2 3/8)
- BUSINESS CARD $100 (3 5/8 x 2 3/8)

Name/Company: Contact:
Address:
Telephone: Email:
Message: (Customize your message to congratulate all inductees or one in particular.)

DEADLINE FOR ADS IS: Friday, September 18, 2015. Please make cheque payable to: Saint John Sports Hall of Fame.

Email your ad to lori.lambert@saintjohn.ca or call 658-4521 for more information. Don’t forget your high res logo!

TICKETS:

TICKET PURCHASE $60 x = $ TOTAL

THANK YOU FOR SUPPORTING SAINT JOHN’S SPORT LEGACY. For more information about the Saint John Sports Hall of Fame, visit www.saintjohn.ca/shof.
Sports Hall of Fame Committee

COMMITTEE ORIENTATION

Committee Council Boardroom 4A
City Hall

September 10, 2015

Flower City is our heritage. City-building is our business.
OVERVIEW

1. Welcome, Introductions and Outline
2. Orientation Binders
3. Meeting Procedures
4. Role of Legislative Coordinator – Sonya Pacheco
5. Role of Committee Members
6. Sports Hall of Fame Constitution
7. Sports Hall of Fame Strategic Plan
9. Discussion – Q & A
Sports Hall of Fame Committee

- Interviewed Wednesday, July 15 & Tuesday, July 21, 2015
- Appointed on August 12, 2015 by Resolution C266-2015
  
  - Effective August 12, 2015
  - Until November 30, 2018 or until a successor is appointed

Flower City is our heritage. City-building is our business.
City of Brampton Departments

Public Services:
- Recreation & Culture
  - Sport Brampton

Corporate Services:
- Council & Admin. Services / City Clerk’s Office
- Finance

Planning & Infrastructure Services
Office of the Chief Operating Officer

Flower City is our heritage. City-building is our business.
Orientation Binders

- Important information today
- Place to keep reference material during your membership
Sports Hall of Fame Committee

Orientation Binders

- Membership list
- Schedule of meetings
- City Procedure By-law at a Glance
- Municipal Conflict of Interest Act
- Sports Hall of Fame Information

(Please complete the Member Information form)
Sports Hall of Fame Committee

- Serves an advisory, consultative role
- Does not have decision making authority

Sports Hall of Fame Committee recommends; it does not approve.

- "It is the position of the Sports Hall of Fame Committee that..."
City Bylaws

- City Council Procedure By-law 160-2004, as amended
- On the City website: www.brampton.ca
  City Hall... Bylaws... Frequently Requested Bylaws
- Procedure Bylaw at a Glance – summary of important sections – Tab 6
Quorum and Meeting Attendance

- Attendance requirements
- 12 members – quorum is 7
- Call Sonya if unable to attend
Agendas and Minutes

- On the City website
  (... City Hall... Meetings & Agendas)

- Meeting information in alternate formats

- Minutes to be considered by Community & Public Services Committee

- Recommendations to be approved by Council
Meeting Procedures

- Motions to approve a certain action
  Moved by a committee member
  Seconder is not required for a committee

- First item is to approve the agenda as printed
  Any additions? Motion to approve
  Any additions later in the meeting – 2/3 majority

- Declare any Conflicts of Interest

Flower City is our heritage. City-building is our business.
Meeting Procedures: Agendas

- Delegations are limited to five minutes
- Committee by motion may extend the time
- Motion to receive the delegation
- If further action required, matter should be referred to staff for a report to the appropriate committee
Meeting Procedures: Agendas

- Reports: received for information
- Recommendations are considered
- Correspondence received
- Question period (Committee Members)
- Public Question Period
  - Total 15 minutes
- Motion to Adjourn

Flower City is our heritage. City-building is our business.
Meeting Procedures: Tonight

- Chair / Vice-Chair
  - Appointed citizen chairs shall not chair successive terms of appointment, and committees are encouraged to rotate chairs on a regular basis to facilitate active member participation.

- Curator
- Treasurer
- Sub-Committees
Provincial Legislation

Municipal Conflict of Interest Act

- A pecuniary interest, direct or indirect, of a parent, spouse or child if the member, is deemed to be also the pecuniary interest of the member.

- When present at the meeting, the member shall disclose the interest and the general nature thereof, not take part in the discussion or vote, nor attempt to influence the voting...

- Tab 7
Role of Legislative Coordinator

Sonya Pacheco

Clerk's Office
Corporate Services
Role of Committee Members

- Read agenda material
- Attend Committee meetings
- Participate in Sub-Committees
- Contribute to discussions
Role of Committee Members

If delegating to Community & Public Services Committee or Council, you are speaking as a SHoF member only if authorized by the Committee to do so.

Otherwise, you are speaking as a citizen.

Flower City is our heritage. City-building is our business.
Role of Committee Members

- Support the Committee decision once approved
- Avoid criticizing Council decisions

- Do not speak with the media
  - refer media to the Chair (or City Communications staff)

- Remember staff is available to help
- Enjoy the experience!

Flower City is our heritage. City-building is our business.
Sports Hall of Fame Committee

**Committee Orientation** – September 10, 2015

**Discussion**

**Questions?**

Thank you...

---

Erica & Supa >>>>

Shirley >>>>

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Flower City is our heritage. City-building is our business.
# Staff Roles/Functions Related to BSHOF

<table>
<thead>
<tr>
<th>In the Past</th>
<th>Going Forward</th>
<th>Comments / To Do</th>
</tr>
</thead>
</table>
| **Secretary - Supa** | City Clerks | • Become familiar with City Clerk documents  
• Redirect Secretary email to City Clerks, who?  
• Update any documents which reference Supa  
• Clarify City Clerk's role related to receiving nomination packages and organizing nominations booklet  
• Update constitution |
| **Event Planning - Supa** | Event Sub-Committee (lead) Working with FSEO representative (tbc) | • Action plan defined in the strategic plan  
• Supa will work with Event Sub-Committee to set up Blanket POs (completed in 2016)  
• FSEO role needs to be finalized  
• Advice - secure date to next year's ceremonies in April; start event planning each September; distribute workload |
| **Marketing & Promotion – Supa** | Marketing Sub-Committee working with Corporate Communications (tbc) | • Action plan defined in strategic plan  
• Corporate Communications role needs to be finalized |
| **Community Engagement/Outreach - Supa** | As Required by BSHOF  
Supa – staff resource and facilitator | • Provide access to and awareness of City facilities and events |
| **Hall Expansion Project - Supa, Erica** | Building Sub-Committee (lead)  
Supa – staff resource and facilitator  
Interior Design? | • Action plan defined in the strategic plan |
| **Budget/Finance** | Treasurer and Finance Sub-Committee (see Strategic Plan)  
Erica – staff resource and facilitator | • City Treasurer – has provided guidance on committee of council expectations  
• Note: Budget submission by June each year |
| **Sponsorship/Fundraising** | Finance Sub-Committee (lead)  
Erica – staff resource and facilitator | • City’s Sponsorship Strategy will have an impact  
• Action plan defined in strategic plan |

*Re. D1 (2) distributed at the meeting.*
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<th>In the Past</th>
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</thead>
<tbody>
<tr>
<td>Purchasing</td>
<td>Supa – to work with Purchasing and Finance to create guidelines</td>
<td>• Once guidelines are created the BSHOF will apply them</td>
</tr>
<tr>
<td>Constitution Updates</td>
<td>Ad Hoc Sub-Committee</td>
<td>• Updates will be required to add new sub-committees and their responsibilities</td>
</tr>
<tr>
<td>Ad Hoc Sub-Committee, Supa, Erica</td>
<td>Erica – staff resource and facilitator</td>
<td>• Erica to work with BSHOF/Ad Hoc Committee to develop job duties and responsibilities</td>
</tr>
<tr>
<td>Strategic Plan</td>
<td>Facilitator – Erica</td>
<td>• Update scheduled mid-term as per strategic plan</td>
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<tr>
<td>Facilitator – Erica</td>
<td>Participants – BSHOF</td>
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<tr>
<td>Participants – BSHOF, Supa</td>
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### Who Does What Summary

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<th>Staff Resource</th>
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<td>Secretary</td>
<td>Chair BSHOF</td>
<td>City Clerks</td>
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<tr>
<td>Induction Ceremony</td>
<td>Event Sub-Committee</td>
<td>FSEO (tbc)</td>
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<tr>
<td>Nominations</td>
<td>Nominations Sub-Committee</td>
<td>City Clerks (tbc)</td>
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<tr>
<td>Marketing and Promotions</td>
<td>Marketing Sub-Committee</td>
<td>Corporate Communications (tbc)</td>
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<td>Various sub-committees</td>
<td>Supa Meikle</td>
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<td>Budget – Finance Sub-Committee</td>
<td>Budget, Sponsorship/Fundraising – Erica McDonald</td>
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<td>Constitution</td>
<td>BSHOF or Ad Hoc Sub-Committee</td>
<td>Erica McDonald</td>
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<td>Strategic Plan</td>
<td>BSHOF</td>
<td>Erica McDonald</td>
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