Members Present: Dean McLeod, Chair
Carmen Araujo, Treasurer
Ron Noonan, Curator
Norman Da Costa
Don Doan
Ken Giles
Elizabeth Harris-Solomon
Sindy Maguire
Harneek Singh Rai
Mario Russo

Members Absent: Stephen Clarke – Vice Chair (regrets)
Glenn McClelland (regrets)
Gurmit Singh
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 (other municipal business)

Staff Present: Public Services Department:
Erica McDonald, Manager, Sports Brampton
Supa D.A. Meikle, Recreation Coordinator, Sports Services
Corporate Services Department:
Shirley Gannon, Director, Treasury Services and Deputy Treasurer
Earl Evans, Deputy City Clerk
Sonya Pacheco, Legislative Coordinator
The meeting was called to order at 7:07 p.m. and adjourned at 9:04 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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| I.   | SHF055-2015 Correspondence |
| I 1. | SHF056-2015 Request to Remove Name from the Brampton Sports Hall of Fame Nomination Process |
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Minutes
Brampton Sports Hall of Fame Committee

K. Question Period
L. Public Question Period
M. Closed Session
N. SHF049-2015 Adjournment

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

   Earl Evans, Deputy City Clerk, Corporate Services, called the meeting to order and provided information on meeting procedures.

   The following motion was considered.

   SHF043-2015 That the agenda for the Brampton Sports Hall of Fame Committee Meeting of September 10, 2015 be approved, as amended to delete the following item:

   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.

   Carried

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

C. **Previous Minutes**

   C 1. **Minutes – Sports Hall of Fame Committee – June 4, 2015**

   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 were 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
Following an introduction of Committee Members and staff, Earl Evans, Deputy City Clerk, Corporate Services, provided an overview of procedural matters relating to the Brampton Sports Hall of Fame Committee:

- Overview
- Committee Member Appointments
- City of Brampton Departments
- Orientation Binders
- Committee Advisory and Consultative Role
- City By-laws
- Quorum and Meeting Attendance
- Agendas and Minutes
- Meeting Procedures
- Provincial Legislation – *Municipal Conflict of Interest Act*
- Role of Legislative Coordinator
- Role of Committee Members

Mr. Evans responded to questions from Committee regarding communications with the media.

Shirley Gannon, Director, Treasury Services and Deputy Treasurer, Corporate Services, provided information with respect to the following:

- Background information on her responsibilities in the City
- The transfer of Committee’s funds to the City for safe-keeping
- Importance of ensuring all financial transactions are properly documented and approved
  - Finance staff will assist to ensure all documents are properly processed, and produce operating statements for Committee’s review
- Process for submitting expense requests
- Compliance with the City’s Purchasing By-law and procurement processes

Ms. Gannon responded to questions from Committee with respect to the possibility of establishing petty cash for small purchases by the Committee.

Supa Meikle, Recreation Coordinator, Sports Services, Public Services, provided an overview of the Brampton Sports Hall of Fame Constitution and highlighted some of the key components, which provide a structure to guide the Committee in achieving its mandate. Mr. Meikle advised that amendments to this document may be required during this term, and would be subject to Council approval. Mr. Meikle suggested that all members review this document and keep it for reference.
Erica McDonald, Manager, Sports Brampton, Public Services, advised that on June 4, 2015, the Brampton Sports Hall of Fame Committee endorsed a draft Brampton Sports Hall of Fame Strategic Plan, 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

As a result of the new Committee appointments, Ms. McDonald suggested that Committee members review the strategic directions and goal timelines outlined in the plan, prior to presenting to Council. Additional information was provided with respect to the following:

- Six Strategic Directions in the draft Strategic Plan
  - Ms. McDonald highlighted additional changes to the draft plan made by staff
- Member participation on sub-committees
- Proposed sub-committees
  - Marketing Sub-Committee
  - Events Sub-Committee
  - Nomination Sub-Committee
  - Constitution Sub-Committee
  - Financial Sub-Committee
  - Building Sub-Committee
- Changes to the City’s budget process and timelines
- Changes to the role of Sports Services staff and alternate staff resources (e.g. Strategic Communications)

The following motion was considered.

SHF044-2015 That the following presentations to the Brampton Sports Hall of Fame Committee Meeting of September 10, 2015, re: Orientation for New and Returning Members of the Brampton Sports Hall of Fame Committee be received:

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

Carried
E. **Reports** – nil

F. **Sub-Committees**

F 1. Discussion re: **Establishment of Brampton Sports Hall of Fame Sub-Committees:**
   - Marketing Sub-Committee
   - Events Sub-Committee
   - Nomination Sub-Committee

The following sub-committees were proposed to be established for the current term of Council:
   - Marketing Sub-Committee
   - Events Sub-Committee
   - Nomination Sub-Committee
   - Constitution Sub-Committee
   - Finance Sub-Committee
   - Building Sub-Committee

Erica McDonald, Manager, Sports Brampton, Public Services, advised that the above-noted sub-committees align with the Strategic Directions outlined in the draft Brampton Sports Hall of Fame Strategic Plan, and added that a clear mandate will be defined for each sub-committee.

The following nominations for the positions of Chair, Co-Chair and Vice-Chair of the various sub-committees were put forward and accepted, with the exception of Stephen Clarke and Glenn McClelland who were not in attendance:

- Marketing Sub-Committee
  - Norman Da Costa, Co-Chair
  - Mario Russo, Co-Chair
- Events Sub-Committee
  - Elizabeth Harris-Solomon, Co-Chair
  - Sindy Maguire, Co-Chair
- Nomination Sub-Committee
  - Stephen Clarke, Chair
- Constitution Sub-Committee
  - Don Doan, Chair
- Financial Sub-Committee
  - Glenn McClelland, Co-Chair
  - Mario Russo, Co-Chair
- Building Sub-Committee
  - Ron Noonan, Chair
Committee members confirmed the interest of Mr. Clarke and Mr. McClelland in the positions for which they were nominated.

It was noted that member participation on the sub-committees will be considered at the next meeting.

The following motion was considered.

SHF045-2015 1. That the following sub-committees of the Brampton Sports Hall of Fame Committee be established for the term ending November 30, 2018:
  • Marketing Sub-Committee
  • Events Sub-Committee
  • Nomination Sub-Committee
  • Constitution Sub-Committee
  • Financial Sub-Committee
  • Building Sub-Committee; and,

2. That the following Committee members be appointed to the sub-committee positions outlined below, for the term ending November 30, 2018, or until a successor is appointed:
  • Norman Da Costa, Co-Chair, Marketing Sub-Committee
  • Mario Russo, Co-Chair, Marketing Sub-Committee
  • Elizabeth Harris-Solomon, Co-Chair, Events Sub-Committee
  • Sindy Maguire, Co-Chair, Events Sub-Committee
  • Stephen Clarke, Chair, Nomination Sub-Committee
  • Don Doan, Chair, Constitution Sub-Committee
  • Glenn McClelland, Co-Chair, Financial Sub-Committee
  • Mario Russo, Co-Chair, Financial Sub-Committee
  • Ron Noonan, Chair, Building Sub-Committee

Carried

G. **Discussion Items** – nil

H. **Other/New Business**

H 1. **Election of Chair and Vice-Chair**

Mr. Evans opened the floor for nominations for the position of Chair.

Dean McLeod was nominated for the position of Chair.
Mr. Evans called for nominations a second and third time. No further nominations were put forward.

At the request of Mr. Evans, Mr. McLeod confirmed his acceptance of the nomination.

Mr. Evans opened the floor for nominations for the position of Vice-Chair.

Stephen Clarke was nominated for the position of Vice-Chair.

Mr. Evans called for nominations a second and third time. No further nominations were put forward.

Mr. Clarke was not in attendance to confirm his acceptance of the nomination. Elizabeth Harris-Solomon, Committee Member, confirmed Mr. Clarke’s interest in this position.

The following motion was considered.

SHF046-2015 1. That Dean McLeod be appointed to the position of Chair of the Brampton Sports Hall of Fame Committee for the term ending November 30, 2018, or until his successor is appointed; and,

2. That Stephen Clarke be appointed to the position of Vice-Chair of the Brampton Sports Hall of Fame Committee for the term ending November 30, 2018, or until his successor is appointed.

Carried

Mr. McLeod assumed the position of Chair, and chaired the remainder of the meeting.

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

Ron Noonan was nominated for the position of Curator.

Mr. Noonan confirmed his acceptance of the nomination and no further nominations were put forward.
Carmen Araujo was nominated for the position of Treasurer.

Ms. Araujo confirmed her acceptance of the nomination and no further nominations were put forward.

In response to questions from Committee, Mr. Noonan provided an overview of the role of Curator.

The following motion was considered.

SHF047-2015  1. That Ron Noonan be appointed to the position of Curator of the Brampton Sports Hall of Fame Committee for the term ending November 30, 2018, or until his successor is appointed; and,

2. That Carmen Araujo be appointed to the position of Treasurer of the Brampton Sports Hall of Fame Committee for the term ending November 30, 2018, or until her successor is appointed.

Carried

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.

Deleted under Approval of Agenda – Recommendation SHF043-2015

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.

The following motion was considered.

SHF048-2015 That the correspondence from Lori Lambert, Community and Recreation Coordinator, City of Saint John, New Brunswick, dated August 18, 2015, to the Brampton Sports Hall of Fame Committee Meeting of September 10, 2015, re: Induction of Brampton Resident Jason Spalding into the 2015 Saint John Sports Hall of Fame be received.

Carried
J. **Information Items**

   Dean McLeod, Chair, provided information on his communication with Brampton Beast representatives regarding the Class of 2016 announcement.

K. **Question Period** – nil

L. **Public Question Period** – nil

M. **Closed Session** – nil

N. **Adjournment**

   SHF049-2015 That the Brampton Sports Hall of Fame Committee do now adjourn to meet again on Thursday, October 1, 2015 at 7:00 p.m.

   Carried