Meeting Documents

Brampton Sports Hall of Fame Committee SHF
- 8/2015

11/5/2015, 7:00 PM

Corporation of the City of Brampton
November 5, 2015

Regular Meeting – 7:00 p.m.

Council Committee Room
4th Floor, City Hall

Members: Dean McLeod, Chair
Stephen Clarke, Vice-Chair
Carmen Araujo, Treasurer
Ron Noonan, Curator
Norman Da Costa
Don Doan
Ken Giles
Elizabeth Harris-Solomon
Sindy Maguire
Glenn McClelland
Harnek Singh Rai
Mario Russo
Gurmit Singh
City Councillor D. Whillans – Wards 2 and 6
City Councillor J. Bowman – Wards 3 and 4
City Councillor G. Dhillon – Wards 9 and 10

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

Sonya Pacheco, Legislative Coordinator
Phone (905) 874-2178, TTY (905) 874-2130, cityclerksoffice@brampton.ca

Note: Some meeting information may also be available in alternate formats, upon request
Please ensure all cell phones, personal digital assistants (PDAs) and other electronic devices are turned off or placed on non-audible mode during the meeting.

1. **Approval of Agenda**

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

3. **Previous Minutes**

   3.1. **Minutes – Sports Hall of Fame Committee – October 1, 2015**

   The minutes are pending consideration by Community and Public Services Committee on November 4, 2015 and the recommendations are pending approval by Council on November 10, 2015. The minutes are provided for Committee’s information.

4. **Delegation/Presentations**

5. **Reports**

6. **Sub-Committees**

   6.1. **Minutes – Events Sub-Committee – October 15, 2015**
   
   *(Elizabeth Harris-Solomon and Sindy Maguire, Co-Chairs, Event Sub-Committee)*

   6.2. **Interim Report – Constitution Sub-Committee**
   
   *(Don Doan, Chair, Constitution Sub-Committee)*

   6.3. Discussion at the request of Elizabeth Harris-Solomon and Sindy Maguire, Committee Members, re: **Sub-Committees Development:**
   
   - Sub-Committee Roles and Responsibilities Document
   - Template for Sub-Committee Report

7. **Other/New Business**
7.1. Discussion at the request of Erica McDonald, Manager, Sport Brampton, Public Services, re: Brampton Sports Hall of Fame Committee – Staff Roles/Functions.

7.2. Discussion at the request of Dean McLeod, Chair, re: Brampton Beast Introduction Night – April 1, 2016 – Invitees and Brampton Suite.

7.3. Discussion at the request of Dean McLeod, Chair, re: Committee Member Golf Shirt Purchase.

7.4. Discussion at the request of Dean McLeod, Chair, re: Brampton Sports Hall of Fame Site Expansion Strategy.

7.5. Discussion, re: RBC Sports Day in Canada Event – Saturday, November 21, 2015:
   - Participation/Volunteer Availability
   - Brampton Sports Hall of Fame Promotional Material for Distribution During the Event

8. Correspondence

9. Information Items

10. Question Period

11. Public Question Period

12. Closed Session

13. Adjournment

Next Regular Meeting: December 3, 2015
October 1, 2015

Members Present: Dean McLeod, Chair
Stephen Clarke, Vice-Chair
Carmen Araujo, Treasurer
Ron Noonan, Curator
Norman Da Costa
Ken Giles
Elizabeth Harris-Solomon
Sindy Maguire
Glenn McClelland
Hamek Singh Rai
Mario Russo
City Councillor D. Whillans – Wards 2 and 6
City Councillor J. Bowman – Wards 3 and 4
City Councillor G. Dhillon – Wards 9 and 10

Members Absent: Don Doan – regrets
Gurmit Singh – regrets

Staff Present: Supa Meikle, Recreation Coordinator, Sports Services, Public Services
Earl Evans, Deputy City Clerk, Corporate Services
Tammi Jackson, Legislative Coordinator, Corporate Services
Sonya Pacheco, Legislative Coordinator, Corporate Services
The meeting was called to order at 7:05 p.m. and adjourned at 8:26 p.m.

A. Approval of Agenda

SHF050-2015 That the agenda for the Brampton Sports Hall of Fame Committee Meeting of October 1, 2015 be approved, as amended, to add the following items:

G 4. Discussion at the request of Ken Giles, Committee Member, re: Invitation of 2015 Brampton Pan Am / Parapan Am Games Athletes to the 2016 Induction Ceremony and Dinner.

G 5. Discussion at the request of City Councillor Doug Whillans, re: Recognition of Brampton High School Athletes of the Year.

Carried

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

C. Previous Minutes

C 1. Minutes – Sports Hall of Fame Committee – September 10, 2015

The minutes were considered by Community and Public Services Committee on September 23, 2015 and the recommendations approved by Council on September 30, 2015. The minutes were provided for Committee’s information.

D. Delegations/Presentations – nil

E. Reports – nil

F. Sub-Committees

F 1. Discussion re: Brampton Sports Hall of Fame Sub-Committee Memberships.
   • Marketing Sub-Committee
   • Events Sub-Committee
• Nomination Sub-Committee
• Constitution Sub-Committee
• Financial Sub-Committee
• Building Sub-Committee

A form was circulated to Board Members to indicate their selection of sub-committee.

Sub-Committee Chairs and Co-Chairs were requested to provide a meeting schedule for their respective sub-committees to the Council Member representatives, for their information.

G. Discussion Items

G 1. Discussion at the request of Erica McDonald, Manager, Sport Brampton, Public Services, re: Brampton Sports Hall of Fame Committee – Staff Roles/Functions.

Ms. McDonald was unable to attend this meeting.

The following motion was considered.

SHF051-2015 That discussion at the Brampton Sports Hall of Fame Committee Meeting of October 1, 2015, re: Brampton Sports Hall of Fame Committee – Staff Roles/Functions be deferred to the next Brampton Sports Hall of Fame Committee meeting.

Carried

G 2. Discussion at the request of Mario Russo and Elizabeth Harris-Solomon, Committee Members, re: RBC Sports Day in Canada Event – Saturday, November 21, 2015 – Committee Participation and Request for Member Volunteers to Operate a Booth.

Discussion took place with respect to the RBC Sports Day in Canada Event, as follows:
• Request for Committee volunteers to participate in this event by operating a booth to promote the Sports Hall of Fame
  o Volunteer time commitment
  o Booth setup/display materials (e.g. tablecloths, banners)
• Event locations and the possibility of having a booth at each location
• Inductee display boards for use at this event
• Prize donation suggestions (e.g. induction ceremony tickets)
• Event meeting schedule
• Objective of the event to promote sports
• Encouraging Sports Hall of Fame inductees to participate in this event

The following motion was considered.

SHF052-2015 That the number of Sports Hall of Fame display boards be increased to six (6) for use during the RBC Sports Day in Canada Event and for future marketing events.

Carried

G 3. Discussion at the request of Elizabeth Harris-Solomon, Co-Chair, Events Committee, re: Confirmation of the Brampton Sports Hall of Fame 2016 Induction Ceremony Date.

Elizabeth Harris-Solomon, Co-Chair, Events Committee, advised Committee that the 2016 Induction Ceremony will take place on May 10, 2016 and provided information with respect to the following:
• Final booking arrangements with the Rose Theatre and a suggestion that this venue not be changed for the 2016 event
• The need to explore promotional and advertising opportunities for this event
• Priority to establish a multi-year plan to develop this event

Committee discussion took place with respect to the following:
• Suggestions for a keynote speaker
• Criteria for selecting a keynote speaker
• Use of the Garden Square LED screen to promote this event

G 4. Discussion at the request of Ken Giles, Committee Member, re: Invitation of 2015 Brampton Pan Am / Parapan Am Games Athletes to the 2016 Induction Ceremony and Dinner.

Ken Giles, Committee Member, suggested that all 2015 Brampton Pan Am / Parapan Am Games Athletes and World Indoor (Box) Lacrosse Champions be invited to attend the 2016 Induction Ceremony and Dinner.

The athletes were named as follows:
2015 Brampton Pan Am Games Athletes:
- Amanda Braddock, Weight Lift 48K
- Kadeish Buchanan, Team Canada Women's Soccer
- Ashley Lawrence, Team Canada Women's Soccer
- Tamara Tatham, Team Canada Basketball
- Khamica Bingham, Relay 100m
- Jevon Balfour, Wrestling
- Anthony Bennett, Team Canada Basketball
- Melvin Ejim, Team Canada Basketball
- Gavin Smellie, Track 100m/Relay 100m
- Alicia Smith, Track Triple Jump
- Brandon Rodney, Track 200m, Relay 100m
- Daniel Harper, Relay 400m
- Sim Bhullar, Team Canada Basketball
- Evan Karakolis, Javelin

2015 Brampton Parapan Am Games Athletes:
- Kyle Pettey, Shot Put
- Isaiah Christophe, Wheel Chair 100m
- Muhammad Mudassar, Table Tennis

2015 Brampton World Indoor (Box) Lacrosse Champions:
- Dan Dawson, Captain
- Chris Corbeil, Assistant Captain
- Kyle Rubisch

Committee discussion took place with respect to the following:
- Sporting achievements of Brampton athletes
- The need to review and confirm the list of individuals to be invited to the 2016 Induction Ceremony and Dinner
- The need to establish a criteria and explore sponsorship opportunities for inviting athletes
- Suggestion that the matter of inviting athletes to the event be referred to the Finance Committee to review budgetary impacts

The following motion was considered and later withdrawn.

That invitations to the 2016 Induction Ceremony and Dinner be extended to the Brampton athletes of the 2015 Pan Am / Parapan Am Games (17) and of the World Indoor (Box) Lacrosse Champions (3).
G 5. Discussion at the request of City Councillor Doug Whillans, re: Recognition of Brampton High School Athletes of the Year.

City Councillor Whillans requested Committee’s consideration to recognize Brampton high school students for their athletic achievements.

Committee discussion took place with respect to the following:
- Suggestion that the 2015 student athletes of the year be invited to the 2016 Induction Ceremony and that their names be placed in the program
- Suggestion to implement a plaque in the Sports Hall of Fame to recognize student athletes on an annual basis
- Financial implications of the request and a suggestion that the student athletes be recognized on the Sports Hall of Fame website and on the Induction Ceremony event program
- Questions regarding the 2016 Sports Hall of Fame budget request
- The importance of tracking athletes and a suggestion that the Nominations Sub-Committee assume this role
- The need to encourage people to attend the Induction Ceremony event and a suggestion that the matter of inviting Brampton High School Athletes of the Year to the Induction Ceremony be referred to the Events Sub-Committee for consideration
- Sports Hall of Fame induction criteria and nomination process

H. Other/New Business – nil

I. Correspondence – nil

J. Information Items – nil

K. Question Period

1. In response to a question from Dean McLeod, Chair, regarding the Sports Hall of Fame/building expansion, Supa Meikle, Recreation Coordinator, Sports Services, Public Services, advised that an update and discussion on this matter will take place at a future Building Sub-Committee meeting.

2. In response to a question from Glenn McClelland, Committee Member, regarding the sub-committee process and next steps, Supa Meikle, Recreation Coordinator, Sports Services, Public Services, advised that priorities are outlined in the draft Strategic Plan and staff will provide further information at the sub-committee meetings.
3. In response to a question from Ron Noonan, Committee Member, regarding meeting space for sub-committees, Supa Meikle, Recreation Coordinator, Sports Services, Public Services, advised that boardrooms can be booked at City Hall or at the Flower City Community Campus.

L. **Public Question Period** – nil

M. **Closed Session** – nil

N. **Adjournment**

SHF053-2015  That the Brampton Sports Hall of Fame Committee do now adjourn to meet again on Thursday, November 5, 2015 at 7:00 p.m.

Carried

__________________________________
Dean McLeod, Chair
Meeting Date: October 15, 2015

Attendees: Elizabeth Harris-Solomon (Co-Chair)
Sindy Maguire (Co-Chair)
Carmen Araujo
Stephen Clarke
Dean McLeod

Discussion Items

1. Critical Path/Budget Preparation
   - a critical path will be created once meeting with City staff have occurred
   - 2016 event to follow similar budget to last year
   - goal of event is to be sustainable and as best as possible to break even
   - budget may need to increase depending on enhancements such as; keynote speaker, greater number of inductees or general service increase which the committee can not always control

2. Master of Ceremonies
   - last year Pat Bolland did an excellent job and the year before George Duffield was well received
   - Speakers Bureau confirmed that the standard rate for an MC through them would start at $5,000 plus tax, plus expenses
   - the sub-committee will not be pursuing MC options through the Speakers Bureau or similar organizations due to the higher expense
   - sub-committee is interested in once again securing Pat Bolland for 2016

Recommendation: That the contract for the Master of Ceremonies services for the 2016 Brampton Sports Hall of Fame Induction Ceremony be awarded to Pat Bolland, in an amount that is within the approved budget.

3. Keynote Speaker
   - having a high profile and professional speaker last year enhanced the event but unfortunately as it wasn’t confirmed until very close to the ceremony and we weren’t able to capitalize on marketing opportunities
   - the standard lowest rate is $5,000 plus taxes and expenses for professional speakers
   - sub-committee recommends securing a keynote speaker for 2016 for a maximum $5,000 plus tax, plus up to $400 in expenses
in general the sub-committee would prefer not to have a keynote speaker who could be an inductee in 2016 or who may have only recently become an inductee

it was identified that certain speakers will not be available based on the event date conflicting with their area of sport

reviewed list of potential speakers and will pursue availability on candidates identified and bring to December BSHOF meeting

Recommendation: That a maximum budget in the amount of $5000, plus up to $400 in expenses excluding taxes be established for the keynote speaker for the 2016 Sports Hall of Fame Induction Ceremony.

4. VIP and Special Invites

at the BSHOF meeting held October 1, 2015 the event sub-committee was asked to further discuss complimentary tickets to determine a plan in which to ensure consistency and budget

a) Pan Am & Parapan Am

- Pan Am and Parapan Am Athletes (17) in total
- with the GTA hosting Pan Am this year it provides us a unique opportunity to recognize the success of Brampton athletes
- we will not have an opportunity in the near future for an international multi sport to be hosted in the GTA so there is not a concern about setting precedence
- recommendation to offer a complimentary ticket to a maximum of 17 Parapan Am/Pan Am athletes from Brampton or who have had a portion of their sporting career tied to Brampton

Recommendation: That complimentary tickets be offered to a maximum of 17 Parapan Am/Pan Am athletes from Brampton or athletes who have had a portion of their sporting career tied to Brampton for the 2016 Brampton Sports Hall of Fame Induction Ceremony.

b) Significant Accomplishment Athletes

- while the current list Ken Giles provided of recent world champions or athletes named to a national team is great information there is a concern on how to manage complimentary tickets for these individuals
- for the category of being named to a national team or receiving another type of award it would be difficult to create a standard criteria which handles every situation
- we would not be able to pre-determine the amount of tickets required or budget in advance
- at this time the sub-committee does not wish to offer complimentary tickets to individuals at the World Championship level, special award winners or athletes named to a Canadian team and will continue to discuss further
c) Provincial and Federal Politicians
   • it was very time intensive to invite, follow-up and make arrangements for tickets with low turn out
   • in the future they may choose to purchase their own tickets

d) High School Athlete Recognition
   • the 2016 athletes of the year will not be named in time for the May event
   • the 2015 athletes of the year could be away in post secondary education and would be difficult to contact
   • it would be very costly to provide a complimentary ticket to all the athletes
   • the sub-committee would rather provide recognition in another way such as a poster at the Sports Hall of Fame site, website update, or slide in the induction ceremony
   • further discussion will take place on how best to recognize these individuals

e) Brampton Sports Award Recipients
   • in past years’ we invited Brampton sports award recipients to the event
   • further information is required for the criteria of this award and additional discussion by the sub-committee

5. Ticket Sales
   • it would be better to have tickets go on sale earlier
   • continue to charge the same ticket rate for 2016 as 2015
   • offer the early bird rate and regular rate similar to 2015

   Recommendation: That the ticket prices for the 2016 Brampton Sports Hall of Fame Induction Ceremony remain at the 2015 rate, as follows:
   • $45.00 (early bird ticket purchase)
   • $55.00 (regular rate)

6. Sponsorship
   • sponsorship would help off-set event costs which would allow us to create enhancements to the induction ceremony while maintaining a reasonable ticket price for the public
   • identified sponsorship opportunities include but not limited to: keynote speaker, inductee videos, dinner, and overall event
   • request finance sub-committee to create sponsorship levels/packages and help secure funding
Recommendation: That the Finance Sub-Committee be requested to investigate and identify sponsorship opportunities for the 2016 Sports Hall of Fame Induction Ceremony.

7. City of Brampton Events Team Update

- Event sub-committee chairs along with Supa Meikle are coordinating a meeting with the City of Brampton Events staff responsible for assisting with the event in the next few weeks
- Meeting should help define roles and responsibilities for staff and the committee
- Meeting will help determine critical path and helps to get some additional information on other services for the event

Report submitted by: Elizabeth Harris-Solomon, Co-Chair
Report submitted: October 26, 2015
Hi Sonya,

Please include this message and attached document with the agenda for our November meeting with my thanks!

Message:

First a huge thank you to all those Members who volunteered to sit on the Constitution Sub-committee! As I was absent with apologies from our October meeting, I figured that I would return home to find NO volunteers on this sub-committee - let's face it - this is not one of the sexy sub-committees, and the content is so dry "it's like watching grass grow", or "paint dry! Wow was I ever surprised! LOL

With the assistance of my many knowledgeable peers we have put together a draft "proposed changes to constitution" document. The document was compiled through a thorough review of the minutes that took place after Council approved our current constitution in January 2014.

The steps required to complete this document are as follows:

1. All Members please review the document (using your constitution as a reference) prior to our November meeting and come prepared to propose any other changes to the constitution that you would like to see that were not captured on this draft. In so doing we can be confident moving forward that we will address ALL changes. Please bring your constitution to the November meeting to assist you!

2. Clerks will need to comment on ALL items where the name Clerk's was identified under the heading "Committee Reference." Committee members also feel free to provide your comments on these items.

3. Our numerous committee positions are listed in item 2.9 - if you hold one of these positions please prepare a "draft" job duties of your position, email it to me prior to the meeting and bring it to the meeting (as per items 3.2*; 3.3*; 3.5*; 3.6*; 3.7*; 3.8*). I included the "draft" job duties of the generic 3.8* Additional Chairs and the Constitution Chair. (NOTE: The * appearing in the column "Committee Reference" denotes further discussion being needed at the full Committee to clarify an identified issue(s).)
4. Probably the position that has the most changes is that of Treasurer. Carmen I completed a re-write of these job duties and it appears in the draft under items 3.4* and 4.1*. If it helps you, then please use this to assist you with finalizing your duties. Once we agree on a finalized draft I would recommend that we have Shirley Gannon of Treasury review it.

5. Following the founding of the Hall of Fame in 1979 a constitution was developed using input from other Halls of Fame, and over the years some minor modifications have been made to the selection criteria. Lately there has been some discussion to revise our criteria yet again, and this possible change has been captured in items 6.1* and 6.4* - 6.8*. As a committee we need to confirm at our November meeting whether or not we should review our criteria again, and if we agree, then another sub-committee needs to be struck, and the review needs to take place in a timely manner.

6. Confirm if a rep from Community and Public Services Committee will continue to run the election (8.12*) and liaise with Public Relations to do the media release (10.1*).

Thank you

Don Doan
Constitution Chair
<table>
<thead>
<tr>
<th>CONSTITUTION SECTION</th>
<th>COMMITTEE REFERENCE</th>
<th>EXPLANATION OF PROPOSED CHANGES TO CONSTITUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover Page</td>
<td>Dean – Feb. 5/15</td>
<td>The title “The Corporation of the City of Brampton Sports Hall of Fame” now reads “Brampton Sports Hall of Fame”.</td>
</tr>
<tr>
<td>1.2 (new line)</td>
<td>Erica – Feb. 5/15</td>
<td>Inclusion of Vision Statement: Add “The Sports Hall of Fame is committed to become Canada’s most diversified Sports Hall of Fame”. (re-number the original #’s 1.2-1.5 to 1.3-1.6)</td>
</tr>
<tr>
<td>1.4</td>
<td>Housekeeping: Clerks Binder – Sept. 10/15</td>
<td>Add to the end of sentence: “As such, the Sports Hall of Fame will follow City Council Procedure By-law 160-2004 as amended regarding the procedures to be followed for all meetings”.</td>
</tr>
<tr>
<td>1.4 (continued)</td>
<td>Shirley Gannon verbal update: April 16/15</td>
<td>Add to the end of sentence in 1.4: “Furthermore, the Sports Hall of Fame must abide by all procurement rules and protocols pertaining to the City’s Purchasing By-laws”.</td>
</tr>
<tr>
<td>1.7 (new line)</td>
<td>Housekeeping: Clerks Binder – Sept. 10/15</td>
<td>The Sports Hall of Fame operates as a non-profit organization.</td>
</tr>
<tr>
<td>2.2</td>
<td>Clerks Binder – Sept. 10/15 (Composition)</td>
<td>First bullet: Amend to read “minimum of one member of Council (excluded from quorum requirements for all meetings)”.</td>
</tr>
<tr>
<td>2.3</td>
<td>Clerks Binder – Sept. 10/15 (Term/office)</td>
<td>Grammar – remove “their”. It now reads “or until successors are appointed”.</td>
</tr>
<tr>
<td>2.4</td>
<td>Clerks Binder – Sept. 10/15 (Established by)</td>
<td>Add: as established by Council Resolution, Council By-law and Governing Constitution after “Citizen Appointment Procedure”.</td>
</tr>
<tr>
<td>2.5</td>
<td>Clerks Binder – Sept. 10/15 (Meetings)</td>
<td>Amend 1st bullet to read: “an applicant must be a qualified elector in the City of Brampton; a Canadian citizen; at least 18 years old; reside in Brampton or the owner or tenant of land in Brampton, or the spouse of such owner or tenant; Amend 2nd bullet to read: “meetings are arranged at the call of the Chair, as required, and all Members are expected to attend all Committee meetings; Amend 3rd bullet to read: “if a Member is absent for three consecutive meetings, without authorization, (defined as being a valid reason, such as “on vacation”) that Member is terminated and a vacancy is declared”. Last bullet: Remove the word “Committee”.</td>
</tr>
<tr>
<td>2.6</td>
<td>Clerks Binder – Sept. 10/15 (Expand “Reports to”)</td>
<td>Amend to read: The Committee shall report to “Community and Public Services Committee, a Committee of Council, through staff report.</td>
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<td>2.7</td>
<td>Clerks Binder – Sept. 10/15 (Supported by)</td>
<td>Add a period after assigned; then the next sentence to read “The City Clerk’s Office shall provide a Secretary to the Committee, and Public Services Department shall provide two staff resources with subject matter expertise”.</td>
</tr>
<tr>
<td>2.8</td>
<td>Clerks Binder – Sept. 10/15 (Supported by)</td>
<td>Add a new first bullet to read “meeting management”.</td>
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<td>2.9</td>
<td>Clerk’s List of Sub-Committees</td>
<td>Amend to read: “At the first meeting of the “new” Committee, the Committee shall appoint a Chair, Vice-Chair, Treasurer, Curator, Event Chair, Marketing Chair, Nomination Chair, Constitution Chair, Financial Chair, Building Chair and any additional chairs (i.e. Community Outreach) as deemed necessary by the Committee from amongst its members”.</td>
</tr>
<tr>
<td>3.2* &amp; 3.3*</td>
<td>Various Minutes</td>
<td>Review duties of Chair and Vice-Chair and amend if/as required. (each position responsible to prepare draft for November 5 meeting)</td>
</tr>
<tr>
<td>3.4*</td>
<td>April 16/15; June 4/15 Minutes</td>
<td>Re-write all duties of the Treasurer: 1” bullet: “working in conjunction with designated City Treasury staff to submit timely revenue and expenditure requests; Treasury staff will summarize monthly revenues and expenses and provide an accurate and up-to-date statement of account of the Sports Hall of Fame dedicated City bank (trust) account to the Treasurer”; 2nd bullet: “provide this statement of account at all Committee meetings”; 3rd bullet: “working in conjunction with the designated City Treasury staff, responsible for initiating all bill payments; ensuring that the signature of the Treasurer and that of the Chair is secured on all cheque requisitions or purchase orders being submitted to the Treasurer”; 4th bullet: “responsible for submitting all revenues received by the Sports Hall of Fame to the Treasury staff to facilitate an accurate and up-to-date statement of account”; 5th bullet: “providing to the Committee an up-to-date statement of investment account at intervals to be determined by the Committee relative to investment strategies performed by the City’s Director of Investments, Risk Management and Service Planning, Financial and Information Services”.</td>
</tr>
<tr>
<td>3.5*-3.8+*</td>
<td>Various Minutes</td>
<td>Review duties of each position and amend if/as required: Curator, Event Chair, Marketing Chair, Nomination Chair and Additional Chairs (see below); add the following new positions (with duties) into the constitution before Additional Chairs position: Constitution Chair (see below), Financial Chair, Building Chair. (each position responsible to prepare draft for November 5 meeting)</td>
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| 3.8                  | As per 3.5* - 3.8* above | 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;  
- Overseeing 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;  
- Liaising with “Community and Public Services Department” representative to assist in providing written content for all constitution reports to Council through “Community and Public Services Committee”.  
The Additional Chairs shall:  
- Establish a Committee pertaining to the specific chair appointment;  
- Oversee and lead the tasks relating to the specific chair appointment;  
- Provide a written report to the Committee specific to the defined task in a timely manner. |
| 4.1*                 | As per 3.4 above     | Amend to read: The Treasurer shall work with the designated City Treasury staff to monitor all Sports Hall of Fame funds. The City’s Director of Investments, Risk Management and Service Planning, Financial and Information Services Department, is authorized to invest the Sports Hall of Fame funds in accordance with the Eligible Investments, Sector Allocation, Credit Rating and Duration criteria permitted by the City’s Investment Policy, with the overall goals of minimizing investment risk and maximizing investment returns;”  
2nd bullet: “to re-invest any accumulated funds within the investment portfolio as per the above:” |
<p>| 5.1                  | Grammar             | Change 2nd sentence to read: “Any recommendation for an amendment to this constitution requires...” |
| 5.3                  | Clerks Binder—Sept. 10/15 (Composition) | Add to end of sentence: (Members of Council are excluded from quorum requirement)” |
| 6.1*                 | Various meetings    | Committee to review eligibility criteria to ensure consistency. (Review other Citys’ constitutions?) |
| 6.2                  | Housekeeping        | Update 2nd sentence to read: “In the year 2015, eligibility has been advanced to 1975 and, thereafter, will be advanced in five year increments every fifth year (i.e. in 2020, 2025, etc.)” |
| 6.4*-6.8*            | Feb.5/15            | Committee to review eligibility criteria to ensure consistency (review other Citys’ constitutions?) |</p>
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<td>(Continued from 6.4*- 6.8* above)</td>
<td>Consideration to add a provision to include a nominee’s pre-Brampton successes and achievements - I do NOT agree with this consideration!</td>
<td></td>
</tr>
<tr>
<td>7.3*</td>
<td>Nil</td>
<td>Review if the December 15 date works for the Nomination Review Committee, and amend if required; Confirm if Clerk’s Department (Secretary) will receive the nominations.</td>
</tr>
<tr>
<td>7.4*</td>
<td>October 1/15: Clerk’s</td>
<td>Confirm if Clerk’s Department (Secretary) will join the NRC.</td>
</tr>
<tr>
<td>7.6* &amp; 7.7*</td>
<td>October 1/15: Clerk’s</td>
<td>Confirm if Clerk’s Department (Secretary) will send out the letters as in the past.</td>
</tr>
<tr>
<td>8.3*</td>
<td>October 1/15: Clerk’s</td>
<td>Confirm if Clerk’s Department (Secretary) will complete the list as in the past.</td>
</tr>
<tr>
<td>8.6</td>
<td>Housekeeping</td>
<td>2nd line: Change “athletes” to “nominees” for consistency.</td>
</tr>
<tr>
<td>8.7</td>
<td>Housekeeping</td>
<td>Change “candidates” to “nominees” and “candidate” to “nominee” for consistency.</td>
</tr>
<tr>
<td>8.8</td>
<td>Housekeeping</td>
<td>Change “candidates” to “nominees” for consistency.</td>
</tr>
<tr>
<td>8.10</td>
<td>Housekeeping</td>
<td>3rd bullet: Change “inductees” to “nominees” for consistency.</td>
</tr>
<tr>
<td>8.10*</td>
<td>October 1/15 meeting</td>
<td>All bullets: Change “Secretary” to read “Chair of “Nomination Review Committee” ; (if approved these would become duties of the Chair of Nomination Review Committee (Section 3) 3rd bullet: Capitalize “Members”.</td>
</tr>
<tr>
<td>8.12*</td>
<td>October 1/15 meeting</td>
<td>Confirm who will run the election and amend bullets accordingly.</td>
</tr>
<tr>
<td>8.12</td>
<td>Housekeeping</td>
<td>5th bullet: the first two sub-bullets to begin in small case.</td>
</tr>
<tr>
<td>8.12</td>
<td>Housekeeping</td>
<td>8th bullet: change “(or his/her designate)” to read “or a Member appointee” for consistency.</td>
</tr>
<tr>
<td>8.12</td>
<td>Housekeeping</td>
<td>Last bullet: Change “candidate” to “nominee” for consistency.</td>
</tr>
<tr>
<td>8.13</td>
<td>Housekeeping</td>
<td>Change “;” to “.”</td>
</tr>
<tr>
<td>8.14*</td>
<td>October 1/15 meeting</td>
<td>Change “Secretary” to the person running the election (see 8.12* above).</td>
</tr>
<tr>
<td>10.1*</td>
<td>October 1/15 meeting</td>
<td>Confirm who will work with Public Relations re: media release and amend sentence accordingly.</td>
</tr>
<tr>
<td>11.3*</td>
<td>New City Grant Policy</td>
<td>Amend first sentence to read: The Chair of the Event Committee shall prepare and submit (with Committee’s approval) an annual budget request (based upon the previous years’ Event) to the City of Brampton in accordance with the Community Groups’ grant criteria.</td>
</tr>
</tbody>
</table>
## Sub-Committee Overview/ Duties and Responsibilities

<table>
<thead>
<tr>
<th>Frequency / Timing of Meetings</th>
<th>- Each committee must identify how often and when it should meet as each committee has different peak periods and needs</th>
</tr>
</thead>
</table>
| Duties of the Chair on Sub-Committees | - Responsible for stewarding the completion of all objectives and tasks as identified in the action plan associated with the committee  
- Schedule and book all meetings; communicate schedule to all sub-committee members  
- Chair all meetings and ensure all members are actively participating and contributing  
- Attend at least 80% of all scheduled meetings and if unable to attend, appoint a committee member to chair in your absence  
- Appoint a committee member to take notes and attendance during the meeting  
- Reports back to each SHOF meeting on the activities and recommendations of their sub-committee on the prescribed template  
- Ensures the submission of the committee’s budget requirements annually at the June meeting |
| Duties of Individuals on Sub-Committees | - Each SHOF committee member is expected to serve on two sub-committees  
- Responsible to attend at least 80% of all scheduled meetings and to come prepared to actively participate and contribute  
- Responsible for contributing to the completion of the objectives and tasks outlined in the action plan  
- Be available to take on extra duties such as taking notes, chairing the meeting, undertaking research, attending events, recruiting more sub-committee members, etc. |
| Minimum # of Sub-Committee Members Required | - In order to successfully complete the goals and action plans associated with this committee the work needs to be a collaborative effort  
- Each committee has different needs – the recommended minimum number of committee members required to successfully complete the objectives are as follows:  
  - Marketing Sub-Committee (4)  
  - Events Sub-Committee (6)  
  - Nomination Sub-Committee (5)  
  - Constitution Sub-Committee (2)  
  - Financial Sub-Committee (4)  
  - Building Sub-Committee (5) |
Brampton Sports Hall of Fame  
Sub-Committee Meeting Report

Name of Committee:  
Meeting Date:  
Attendees:  
Regrets:  

<table>
<thead>
<tr>
<th>Items Discussed/Action Plan Items Addressed</th>
<th>Successes/Challenges</th>
<th>Lead</th>
<th>Status &amp; Completion Date</th>
</tr>
</thead>
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