



Orientation Manual

**Brampton Sports
Hall of Fame
Committee
2022-2026**

Date: September 14, 2023

To: Brampton Sports Hall of Fame Committee Members

From: Charlotte Gravlev, Deputy City Clerk

Re: **General Information – Committee Appointment**

Congratulations on your appointment as a member of the Brampton Sports Hall of Fame Committee for the term ending November 14, 2026, or until a successor is appointed.

The purpose of this memo is to provide you with additional details regarding your appointment.

Committee Meetings

Attendance

- Attendance at meetings is important so that Brampton Sports Hall of Fame Committee business is completed.
- If you are unable to attend, need to leave early or expect to arrive late, you are requested to notify the Legislative Coordinator, as soon as you know your schedule. This assists staff to determine if quorum will be achieved and maintained and provides the opportunity to contact the other committee members, if necessary, to confirm their attendance.
- If it is realized prior to the meeting that the committee will not have quorum, the Chair will be advised and the meeting may be cancelled.
- If quorum is not achieved within ½ hour after the scheduled start time, the meeting will be deemed as “failed for quorum” and the names of members who are in attendance will be recorded and the meeting will not proceed.
- As outlined in the Procedure By-law, if citizen members are absent for **three consecutive meetings, without cause, or approval from Council**, the member will be deemed to have resigned and the vacancy will be filled in accordance with the Citizen Appointment Procedures.

Meeting Procedures

- The appointment of the Chair and Vice-Chair or Co-Chairs is scheduled for the first meeting of the “new” committee.
- The “Procedure By-law at a Glance” handout assists the members regarding Council-approved procedures for all meetings.
- The Legislative Coordinator is present at the meetings to record the proceedings and to assist the Chair to ensure that procedures are followed properly.

All Brampton Sports Hall of Fame Committee business appointments are for the term ending November 14, 2026 or until successors are appointed. As occurred this 2022, this means that this Committee will continue with normal business after the next municipal election in 2026 until the new Council at that time appoints a new committee.

Meeting agendas and minutes are available on the City’s website for your reference at your convenience.

Some meeting materials may be available in alternate formats. If you require such materials, please advise staff.

This orientation eManual includes reference material as you begin your duties. Also, please be assured that City staff is available to assist you.

I wish you an enjoyable and fulfilling experience on the Brampton Sports Hall of Fame Committee. If you have any questions, please contact myself or Chandra Urquhart, Legislative Coordinator, at (905) 874-2114.

Charlotte Gravlev
Deputy City Clerk
Telephone: (905) 874-2115 Fax: (905) 874-2119
charlotte.gravlev@brampton.ca

cc: Peter Fay, City Clerk
Chandra Urquhart, Legislative Coordinator

Brampton Sports Hall of Fame Committee

- Composition:** As follows:
- Minimum of one Member of Council (CW307-2011)
 - One Curator of the Sports Hall of Fame
 - Up to 12 Members at Large
- Term of Office:** Concurrent with the term of Council, ending November 14, 2026, or until successors are appointed
- Established By:** Council Resolution, Council By-law and Governing Constitution
- Meetings:** At the call of the Chair, as required
- Reports to:** Community & Public Services Committee
- Supported By:** City Clerk's Office (meeting management) and Public Services Department (subject matter expertise)

Committee Structure/Responsibilities/Objectives:

1. The City of Brampton Sports Hall of Fame was founded in 1979 to recognize and honour the names and deeds of those who have brought fame to the City of Brampton and to themselves through their athletic prowess or contributions to sport.
2. The Sports Hall of Fame exists in order to honour the history of sport in the City of Brampton and in particular those persons who have made outstanding contributions and achievements in the development of sport within the community.
3. The Sports Hall of Fame will collect, preserve, research, exhibit and promote all those objects, images and histories which are determined to be significant to the development of sport in the City of Brampton.
4. The Sports Hall of Fame operates as a non-profit organization.

Brampton Sports Hall of Fame
Membership List - 2022-2026

Citizen Members

Parvez Chowdhury

Beth Cooper

Norman Da Costa

Patty Grassam

Frank Juzenas

Glenn Mcclelland

Glenn McIntyre

Nicholas Moreau

Ziggy Musial

Sukhi Nijjar

Ron Noonan

Hernek Rai

Ephraim Sampson

Staff

Kenneth Mair, Recreation Supervisor, Sports and Community Partner,
Community Services

Email: Ken Kenneth.Mair@brampton.ca

Teri Bommer, Coordinator, Sport Liaison, Community Services

Email: Teri.bommer@brampton.ca

Chandra Urquhart, Legislative Coordinator

Email: Chandra.urquhart@brampton.ca

Members of Council

Regional Councillor Gurpartap Toor – Wards 9 and 10

City Councillor Rod Power – Wards 7 and 8

Schedule of Meetings
Brampton Sports Hall of Fame Committee
September 2023 – December 2023

Meeting Dates
September 14, 2023
October 5, 2023
November 2, 2023
December 7, 2023

Members: If you are unable to attend a meeting, please contact

Chandra Urquhart, Legislative Coordinator, at (905) 874-2114 or via email at chandra.urquhart@brampton.ca at your earliest possible convenience.

Procedure By-law - At a Glance For Council Committees and Citizen Advisory Committees	
Additions to an Agenda	Additions to the agenda for a Committee meeting are permitted by a two-thirds majority vote.
Amendments	If an amendment is not contrary, it is voted on before the main motion. The last amendment made is voted on first.
Attendance	If any member of a Committee fails to attend three consecutive regular meetings of that Committee without authorization by Council resolution, that citizen's membership on the Committee is terminated and Council will appoint a new person to fill the vacancy.
Call the Question	The vote will be taken after any member who has not already spoken and wishes to, has spoken. If a member speaks to the motion, he/she may not then immediately call the question.
Chair Not Present	If the Committee Chair does not attend within 15 minutes of the meeting start time, the Co-Chair, Vice-Chair, or other member, will assume the Chair for the meeting, until the arrival of the Chair.
Conflict of Interest	A member is required to declare a conflict of interest prior to any consideration of the matter and to disclose the general nature of the conflict. The conflict must relate to a direct or indirect pecuniary interest, eg. positive or negative financial interest, affecting the member or the member's spouse, child or parent. The member shall not participate in the discussion, vote on any motion regarding the matter, or attempt in any way to influence the voting before, during or after the meeting. Please refer to the <i>Municipal Conflict of Interest Act</i> .
Defer (to a Future Meeting)	To postpone consideration of a matter to a future meeting, the vote on a deferral is taken immediately, that is, there is no discussion or debate on the motion to defer.
Delegations	A delegation is limited to speaking for a maximum of five minutes, unless an extension is agreed upon. If the subject of the delegation is not a matter on the agenda, it will be received without comment and referred to staff for a report, unless there is a majority vote to simply receive the delegation. Delegation requests are directed by the City Clerk's Office to the appropriate Committee.
Interrupt a Speaker	A member is prohibited from interrupting a speaker except on a point of order or point of privilege.
Last Speaker to a Motion	The mover has the right to be the last speaker unless the question is called and then those rules apply (see above).
Minutes	The minutes of each Committee meeting will be presented at the next regular meeting of the appropriate Standing Committee or Council for approval of the recommendations and receipt of the minutes. The Standing Committee or Council may debate and amend any matter contained within the Committee minutes.

Order of Speakers	The order of speakers is as announced by the Chair. Only a speaker may make a motion.
Point of Order	A point of order may be raised at any time, eg. for a breach of the rules.
Point of Privilege	A point of privilege may be raised at any time, eg. for a challenge to the Council's or member's integrity, statements naming a member, rights / privileges of Council, eg. incorrect minutes, conduct of staff/visitors, comfort of members, eg. noise, heat.
Public Question Period	A member of the public in attendance may ask a question regarding any decision made at a meeting. A maximum of 15 minutes is allowed for all public questions.
* Quorum *	A majority of Committee members is required to be present and seated in order to constitute a quorum, unless a Committee terms of reference specify different quorum provisions. If a quorum is not achieved within 30 minutes of the meeting start time, the Legislative Co-ordinator will record the name of the members present and the meeting will not be called to order. If quorum is lost during a meeting, the meeting is recessed and will reconvene when quorum is regained. If quorum is not regained within 30 minutes, the Legislative Co-ordinator will record in the minutes the names of those present and the meeting will end without formal adjournment. The items that were not considered will be placed on the agenda of the next meeting.
Recorded Vote	Any Committee member may request a recorded vote at a Committee meeting.
Recount Vote	A recount may be requested only immediately after the declaration of the vote by the Chair.
Refer (to a Committee or Person Named in the Motion)	A motion to refer will send or direct a matter to another Committee, staff or official named in the motion, for further work or consideration. This motion is debatable, but only the merits of the referral, not the subject. In order to continue to discuss the subject, the motion to refer must be defeated.
Reopen the Question	To discuss a matter already voted on at a meeting, a two-thirds majority is required to reopen the question. To discuss a matter from a previous meeting, a two-thirds majority is required by Council Resolution. If a motion to reopen is lost, it cannot be raised again during the current term of Council.
Speaking – Number of Times a Member may Speak	A Committee member may speak initially for five minutes. He/she may not speak again until everyone else who wants to, has spoken. A member may then speak a second time for five minutes. There is no restriction on the number of times a member may speak.

The above are selected extracts from [Procedure By-law 160-2004](#), as amended. For further information, please refer to the Procedure By-law and/or contact the City Clerk's Office.

August 2017

Municipal Conflict of Interest Act

R.S.O. 1990, CHAPTER M.50

Consolidation Period: From November 23, 2022 to the [e-Laws currency date](#).

Last amendment: 2022, c. 18, Sched. 3.

Legislative History: 1994, c. 23, s. 2; 1996, c. 32, s. 76; 1997, c. 25, Sched. E, s. 7; 1997, c. 31, s. 156; 1999, c. 6, s. 41; 2002, c. 17, Sched. F, Table; 2005, c. 5, s. 45; 2006, c. 19, Sched. C, s. 1 (1); 2006, c. 32, Sched. C, s. 33; 2006, c. 32, Sched. D, s. 10; 2007, c. 7, Sched. 27; 2007, c. 8, s. 219; 2009, c. 33, Sched. 21, s. 7; 2016, c. 23, s. 58; 2017, c. 10, Sched. 3; 2018, c. 3, Sched. 5, s. 37 (see: 2019, c. 1, Sched. 3, s. 5); 2019, c. 1, Sched. 4, s. 35; 2021, c. 4, Sched. 11, s. 23; 2022, c. 18, Sched. 3.

CONTENTS

1.	Definitions	
1.1	Principles	
2.	Indirect pecuniary interest	
3.	Interest of certain persons deemed that of member	
		EXCEPTIONS
4.	Where ss. 5, 5.2 and 5.3 do not apply	
		DUTY OF MEMBER
5.	When present at meeting at which matter considered	
5.1	Written statement re disclosure	
5.2	Influence	
5.3	Head of council	
		RECORD OF DISCLOSURE
6.	Disclosure to be recorded in minutes	
		REGISTRY
6.1	Requirement to establish registry	
		REMEDY FOR LACK OF QUORUM
7.	Quorum deemed constituted	
		ACTION WHERE CONTRAVENTION ALLEGED
8.	Application	
9.	Power of judge	
11.	Appeal to Divisional Court	
12.	Proceedings not invalidated but voidable	
13.	Other proceedings prohibited	
		GENERAL
14.	Insurance	
15.	Conflict with other Acts	

Definitions

1 In this Act,

“child” means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family; (“enfant”)

“controlling interest” means the interest that a person has in a corporation when the person beneficially owns, directly or indirectly, or exercises control or direction over, equity shares of the corporation carrying more than 10 per cent of the voting rights attached to all equity shares of the corporation for the time being outstanding; (“intérêts majoritaires”)

“council” means the council of a municipality; (“conseil”)

“elector” means,

- (a) in respect of a municipality, or a local board thereof, other than a school board, a person entitled to vote at a municipal election in the municipality, and

(b) in respect of a school board, a person entitled to vote at the election of members of the school board; (“électeur”)

“interest in common with electors generally” means a pecuniary interest in common with the electors within the area of jurisdiction and, where the matter under consideration affects only part of the area of jurisdiction, means a pecuniary interest in common with the electors within that part; (“intérêt commun à tous les électeurs”)

“judge” means a judge of the Superior Court of Justice; (“juge”)

“local board” means a school board, board of directors of a children’s aid society, committee of adjustment, conservation authority, court of revision, land division committee, municipal service board, public library board, board of management of an improvement area, board of health, police services board, planning board, district social services administration board, trustees of a police village, board of trustees of a police village, board or committee of management of a long-term care home, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act in respect of any of the affairs or purposes, including school purposes, of one or more municipalities or parts thereof, but does not include a committee of management of a community recreation centre appointed by a school board or a local roads board; (“conseil local”)

Note: On a day to be named by proclamation of the Lieutenant Governor, the definition of “local board” in section 1 of the Act is amended by striking out “police services board” and substituting “police service board”. (See: 2019, c. 1, Sched. 4, s. 35)

“meeting” includes any regular, special, committee or other meeting of a council or local board, as the case may be; (“réunion”)

“member” means a member of a council or of a local board; (“membre”)

“municipality” includes a board, commission or other local authority exercising any power in respect of municipal affairs or purposes, including school purposes, in territory without municipal organization, but does not include a committee of management of a community recreation centre appointed by a school board, a local roads board or a local services board; (“municipalité”)

“parent” means a person who has demonstrated a settled intention to treat a child as a member of his or her family; (“parent”)

“school board” means a board as defined in subsection 1 (1) of the *Education Act*, and, where the context requires, includes an old board within the meaning of subsection 1 (1) of the *Education Act*; (“conseil scolaire”)

“senior officer” means the chair or any vice-chair of the board of directors, the president, any vice-president, the secretary, the treasurer or the general manager of a corporation or any other person who performs functions for the corporation similar to those normally performed by a person occupying any such office; (“dirigeant”)

“spouse” means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage. (“conjoint”) R.S.O. 1990, c. M.50, s. 1; 1997, c. 25, Sched. E, s. 7; 1997, c. 31, s. 156 (1); 1999, c. 6, s. 41 (1); 2002, c. 17, Sched. F, Table; 2005, c. 5, s. 45 (1, 2); 2006, c. 19, Sched. C, s. 1 (1); 2006, c. 32, Sched. D, s. 10; 2007, c. 8, s. 219; 2016, c. 23, s. 58; 2021, c. 4, Sched. 11, s. 23 (1-3).

Section Amendments with date in force (d/m/y)

1997, c. 31, s. 156 (1) - 01/01/1998; 1999, c. 6, s. 41 (1) - 01/03/2000

2002, c. 17, Sched. F, Table - 01/01/2003

2005, c. 5, s. 45 (1, 2) - 13/06/2005

2006, c. 19, Sched. C, s. 1 (1) - 22/06/2006; 2006, c. 32, Sched. D, s. 10 - 01/01/2007

2007, c. 8, s. 219 - 01/07/2010

2016, c. 23, s. 58 - 01/01/2017

2018, c. 3, Sched. 5, s. 37 - no effect - see 2019, c. 1, Sched. 3, s. 5 - 26/03/2019

2019, c. 1, Sched. 4, s. 35 - not in force

2021, c. 4, Sched. 11, s. 23 (1-3) - 19/04/2021

Principles

1.1 The Province of Ontario endorses the following principles in relation to the duties of members of councils and of local boards under this Act:

1. The importance of integrity, independence and accountability in local government decision-making.

2. The importance of certainty in reconciling the public duties and pecuniary interests of members.
3. Members are expected to perform their duties of office with integrity and impartiality in a manner that will bear the closest scrutiny.
4. There is a benefit to municipalities and local boards when members have a broad range of knowledge and continue to be active in their own communities, whether in business, in the practice of a profession, in community associations, and otherwise. 2017, c. 10, Sched. 3, s. 1.

Section Amendments with date in force (d/m/y)

2017, c. 10, Sched. 3, s. 1 - 01/03/2019

Indirect pecuniary interest

2 For the purposes of this Act, a member has an indirect pecuniary interest in any matter in which the council or local board, as the case may be, is concerned, if,

- (a) the member or his or her nominee,
 - (i) is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,
 - (ii) has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or
 - (iii) is a member of a body,

that has a pecuniary interest in the matter; or

- (b) the member is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter. R.S.O. 1990, c. M.50, s. 2.

Interest of certain persons deemed that of member

3 For the purposes of this Act, the pecuniary interest, direct or indirect, of a parent or the spouse or any child of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member. R.S.O. 1990, c. M.50, s. 3; 1999, c. 6, s. 41 (2); 2005, c. 5, s. 45 (3); 2021, c. 4, Sched. 11, s. 23 (4).

Section Amendments with date in force (d/m/y)

1999, c. 6, s. 41 (2) - 01/03/2000

2005, c. 5, s. 45 (3) - 13/06/2005

2021, c. 4, Sched. 11, s. 23 (4) - 19/04/2021

EXCEPTIONS

Where ss. 5, 5.2 and 5.3 do not apply

4 Sections 5, 5.2 and 5.3 do not apply to a pecuniary interest in any matter that a member may have,

- (a) as a user of any public utility service supplied to the member by the municipality or local board in like manner and subject to the like conditions as are applicable in the case of persons who are not members;
- (b) by reason of the member being entitled to receive on terms common to other persons any service or commodity or any subsidy, loan or other such benefit offered by the municipality or local board;
- (c) by reason of the member purchasing or owning a debenture of the municipality or local board;
- (d) by reason of the member having made a deposit with the municipality or local board, the whole or part of which is or may be returnable to the member in like manner as such a deposit is or may be returnable to all other electors;
- (e) by reason of having an interest in any property affected by a work under the *Drainage Act* or by a work under a regulation made under Part XII of the *Municipal Act, 2001* or Part IX of the *City of Toronto Act, 2006*, as the case may be, relating to local improvements;
- (f) by reason of having an interest in farm lands that are exempted from taxation for certain expenditures under the *Assessment Act*;
- (g) by reason of the member being eligible for election or appointment to fill a vacancy, office or position in the council or local board when the council or local board is empowered or required by any general or special Act to fill such vacancy, office or position;

- (h) by reason only of the member being a director or senior officer of a corporation incorporated for the purpose of carrying on business for and on behalf of the municipality or local board or by reason only of the member being a member of a board, commission, or other body as an appointee of a council or local board;
- (i) in respect of an allowance for attendance at meetings, or any other allowance, honorarium, remuneration, salary or benefit to which the member may be entitled by reason of being a member or as a member of a volunteer fire brigade, as the case may be;
- (j) by reason of the member having a pecuniary interest which is an interest in common with electors generally; or
- (k) by reason only of an interest of the member which is so remote or insignificant in its nature that it cannot reasonably be regarded as likely to influence the member. R.S.O. 1990, c. M.50, s. 4; 2002, c. 17, Sched. F, Table; 2006, c. 32, Sched. C, s. 33 (1); 2017, c. 10, Sched. 3, s. 2; 2022, c. 18, Sched. 3, s. 1.

Section Amendments with date in force (d/m/y)

2002, c. 17, Sched. F, Table - 01/01/2003

2006, c. 32, Sched. C, s. 33 (1) - 01/01/2007

2017, c. 10, Sched. 3, s. 2 - 01/03/2019

2022, c. 18, Sched. 3, s. 1 - 23/11/2022

DUTY OF MEMBER

When present at meeting at which matter considered

5 (1) Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,

- (a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
- (c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question. R.S.O. 1990, c. M.50, s. 5 (1).

Where member to leave closed meeting

(2) Where the meeting referred to in subsection (1) is not open to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration. R.S.O. 1990, c. M.50, s. 5 (2).

Exception, consideration of penalty

(2.1) The following rules apply if the matter under consideration at a meeting or a part of a meeting is to consider whether to suspend the remuneration paid to the member under subsection 223.4 (5) or (6) of the *Municipal Act, 2001* or under subsection 160 (5) or (6) of the *City of Toronto Act, 2006*:

- 1. Despite clauses (1) (b) and (c), the member may take part in the discussion of the matter, including making submissions to council or the local board, as the case may be, and may attempt to influence the voting on any question in respect of the matter, whether before, during or after the meeting. However, the member is not permitted to vote on any question in respect of the matter.
- 2. Despite subsection (2), in the case of a meeting that is not open to the public, the member may attend the meeting or part of the meeting during which the matter is under consideration. 2017, c. 10, Sched. 3, s. 3.

When absent from meeting at which matter considered

(3) Where the interest of a member has not been disclosed as required by subsection (1) by reason of the member's absence from the meeting referred to therein, the member shall disclose the interest and otherwise comply with subsection (1) at the first meeting of the council or local board, as the case may be, attended by the member after the meeting referred to in subsection (1). R.S.O. 1990, c. M.50, s. 5 (3).

Section Amendments with date in force (d/m/y)

2017, c. 10, Sched. 3, s. 3 - 01/03/2019

Written statement re disclosure

5.1 At a meeting at which a member discloses an interest under section 5, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the clerk of the municipality or the secretary of the committee or local board, as the case may be. 2017, c. 10, Sched. 3, s. 4.

Section Amendments with date in force (d/m/y)

2017, c. 10, Sched. 3, s. 4 - 01/03/2019

Influence

5.2 (1) Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter that is being considered by an officer or employee of the municipality or local board, or by a person or body to which the municipality or local board has delegated a power or duty, the member shall not use his or her office in any way to attempt to influence any decision or recommendation that results from consideration of the matter. 2017, c. 10, Sched. 3, s. 4.

Exception

(2) However, if a municipality delegates a power to suspend the remuneration paid to a member under subsection 223.4 (5) of the *Municipal Act, 2001* or subsection 160 (5) of the *City of Toronto Act, 2006* to a person or body, and the person or body is considering exercising that power with respect to a member, subsection (1) of this section does not prevent the member from attempting to influence any decision or recommendation of the person or body that results from consideration of the matter. 2017, c. 10, Sched. 3, s. 4.

Section Amendments with date in force (d/m/y)

2017, c. 10, Sched. 3, s. 4 - 01/03/2019

Head of council

5.3 (1) Where a head of council of a municipality either on their own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter of the municipality and has a power or duty listed in subsection (2) with respect to the matter, the head of council,

- (a) shall, upon becoming aware of the interest in the matter, disclose the interest by filing a written statement of the interest and its general nature with the clerk of the municipality;
- (b) shall not use the power or exercise the duty with respect to the matter; and
- (c) shall not use their office in any way to attempt to influence any decision or recommendation of the municipality that results from consideration of the matter. 2022, c. 18, Sched. 3, s. 2.

Same

(2) For the purposes of subsection (1), the powers and duties are the powers and duties of a head of council in Part VI.1 of the *Municipal Act, 2001* and Part VI.1 of the *City of Toronto Act, 2006* but do not include the power to delegate in section 284.13 of the *Municipal Act, 2001* and section 226.11 of the *City of Toronto Act, 2006*. 2022, c. 18, Sched. 3, s. 2.

Section Amendments with date in force (d/m/y)

2022, c. 18, Sched. 3, s. 2 - 23/11/2022

RECORD OF DISCLOSURE

Disclosure to be recorded in minutes

6 (1) Every declaration of interest and the general nature thereof made under section 5 shall, where the meeting is open to the public, be recorded in the minutes of the meeting by the clerk of the municipality or secretary of the committee or local board, as the case may be. R.S.O. 1990, c. M.50, s. 6 (1).

Idem

(2) Every declaration of interest made under section 5, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public. R.S.O. 1990, c. M.50, s. 6 (2).

REGISTRY

Requirement to establish registry

- 6.1** (1) Every municipality and local board shall establish and maintain a registry in which shall be kept,
- (a) a copy of each statement filed under section 5.1 or 5.3; and
 - (b) a copy of each declaration recorded under section 6. 2017, c. 10, Sched. 3, s. 5; 2022, c. 18, Sched. 3, s. 3.

Access to registry

- (2) The registry shall be available for public inspection in the manner and during the time that the municipality or local board, as the case may be, may determine. 2017, c. 10, Sched. 3, s. 5.

Section Amendments with date in force (d/m/y)

2017, c. 10, Sched. 3, s. 5 - 01/03/2019

2022, c. 18, Sched. 3, s. 3 - 23/11/2022

REMEDY FOR LACK OF QUORUM

Quorum deemed constituted

- 7 (1) Where the number of members who, by reason of the provisions of this Act, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, despite any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two. R.S.O. 1990, c. M.50, s. 7 (1).

Application to judge

- (2) Where in the circumstances mentioned in subsection (1), the remaining number of members who are not disabled from participating in the meeting is less than two, the council or local board may apply to a judge without notice for an order authorizing the council or local board, as the case may be, to give consideration to, discuss and vote on the matter out of which the interest arises. R.S.O. 1990, c. M.50, s. 7 (2).

Power of judge to declare s. 5, 5.1 or 5.2 not to apply

- (3) The judge may, on an application brought under subsection (2), by order, declare that section 5, 5.1 or 5.2 does not apply to the council or local board, as the case may be, in respect of the matter in relation to which the application is brought, and the council or local board thereupon may give consideration to, discuss and vote on the matter in the same manner as though none of the members had any interest therein, subject only to such conditions and directions as the judge may consider appropriate and so order. R.S.O. 1990, c. M.50, s. 7 (3); 2017, c. 10, Sched. 3, s. 6.

Section Amendments with date in force (d/m/y)

2017, c. 10, Sched. 3, s. 6 - 01/03/2019

ACTION WHERE CONTRAVENTION ALLEGED

Application

- 8** (1) An elector, an Integrity Commissioner of a municipality or a person demonstrably acting in the public interest may apply to a judge for a determination of the question of whether,
- (a) a member has contravened section 5, 5.1, 5.2 or 5.3; or
 - (b) a former member contravened section 5, 5.1, 5.2 or 5.3 while he or she was a member. 2017, c. 10, Sched. 3, s. 7; 2022, c. 18, Sched. 3, s. 4.

Six-week period

- (2) An application may only be made within six weeks after the applicant became aware of the alleged contravention. 2017, c. 10, Sched. 3, s. 7.

Exception

- (3) Despite subsection (2), an application may be made more than six weeks after the applicant became aware of the alleged contravention if all of the following conditions are satisfied:
1. The applicant applied to an Integrity Commissioner for an inquiry under section 223.4.1 of the Municipal Act, 2001 or under section 160.1 of the City of Toronto Act, 2006 in accordance with those sections.

2. The Integrity Commissioner conducted an inquiry under section 223.4.1 of the *Municipal Act, 2001* or under section 160.1 of the *City of Toronto Act, 2006* and the Commissioner,
 - i. has advised the applicant under subsection 223.4.1 (16) of the *Municipal Act, 2001* or under subsection 160.1 (16) of the *City of Toronto Act, 2006* that the Commissioner will not be making an application to a judge,
 - ii. has not completed the inquiry within the time limit set out in subsection 223.4.1 (14) of the *Municipal Act, 2001* or subsection 160.1 (14) of the *City of Toronto Act, 2006*, or
 - iii. has terminated the inquiry under subsection 223.4.1 (12) of the *Municipal Act, 2001* or subsection 160.1 (12) of the *City of Toronto Act, 2006*.
3. The application under this section includes a copy of the applicant's statutory declaration made under subsection 223.4.1 (6) of the *Municipal Act, 2001* or under subsection 160.1 (6) of the *City of Toronto Act, 2006*.
4. The application under this section is made within six weeks after the earlier of the following,
 - i. the day the Commissioner advised the applicant under subsection 223.4.1 (16) of the *Municipal Act, 2001* or under subsection 160.1 (16) of the *City of Toronto Act, 2006* that the Commissioner will not be making an application to a judge,
 - ii. the last day on which the Commissioner is required under subsection 223.4.1 (14) of the *Municipal Act, 2001* or subsection 160.1 (14) of the *City of Toronto Act, 2006* to complete the inquiry referred to in paragraph 2 of this subsection, and
 - iii. the day the inquiry was terminated under subsection 223.4.1 (12) of the *Municipal Act, 2001* or subsection 160.1 (12) of the *City of Toronto Act, 2006*. 2017, c. 10, Sched. 3, s. 7.

Same, application by Integrity Commissioner

(4) Despite subsection (2), an application may be made more than six weeks after the applicant became aware of the alleged contravention if the applicant is an Integrity Commissioner and if the application relates to an inquiry conducted by the Commissioner under section 223.4.1 of the *Municipal Act, 2001* or under section 160.1 of the *City of Toronto Act, 2006*. 2017, c. 10, Sched. 3, s. 7.

No application by Integrity Commissioner during regular election

(5) No application shall be made by an Integrity Commissioner of a municipality during the period of time starting on nomination day for a regular election, as set out in section 31 of the *Municipal Elections Act, 1996*, and ending on voting day in a regular election, as set out in section 5 of that Act. 2017, c. 10, Sched. 3, s. 7.

Limitation

(6) Despite subsections (2), (3) and (4), no application shall be made after the sixth anniversary of the alleged contravention. 2017, c. 10, Sched. 3, s. 7.

Contents of notice of application

(7) The notice of application shall state the grounds for finding that the member or former member contravened section 5, 5.1, 5.2 or 5.3. 2017, c. 10, Sched. 3, s. 7; 2022, c. 18, Sched. 3, s. 4.

Section Amendments with date in force (d/m/y)

2017, c. 10, Sched. 3, s. 7 - 01/03/2019

2022, c. 18, Sched. 3, s. 4 - 23/11/2022

Power of judge

9 (1) If the judge determines that the member or former member contravened section 5, 5.1, 5.2 or 5.3, the judge may do any or all of the following:

1. Reprimand the member or former member.
2. Suspend the remuneration paid to the member for a period of up to 90 days.
3. Declare the member's seat vacant.
4. Disqualify the member or former member from being a member during a period of not more than seven years after the date of the order.

5. If the contravention has resulted in personal financial gain, require the member or former member to make restitution to the party suffering the loss, or, if the party's identity is not readily ascertainable, to the municipality or local board, as the case may be. 2017, c. 10, Sched. 3, s. 7; 2022, c. 18, Sched. 3, s. 4.

Same

(2) In exercising his or her discretion under subsection (1) the judge may consider, among other matters, whether the member or former member,

- (a) took reasonable measures to prevent the contravention;
- (b) disclosed the pecuniary interest and all relevant facts known to him or her to an Integrity Commissioner in a request for advice from the Commissioner under the *Municipal Act, 2001* or the *City of Toronto Act, 2006* and acted in accordance with the advice, if any, provided to the member by the Commissioner; or
- (c) committed the contravention through inadvertence or by reason of an error in judgment made in good faith. 2017, c. 10, Sched. 3, s. 7.

Section Amendments with date in force (d/m/y)

2017, c. 10, Sched. 3, s. 7 - 01/03/2019

2022, c. 18, Sched. 3, s. 4 - 23/11/2022

10 REPEALED: 2017, c. 10, Sched. 3, s. 7.

Section Amendments with date in force (d/m/y)

1997, c. 31, s. 156 (2) - 01/01/1998

2017, c. 10, Sched. 3, s. 7 - 01/03/2019

Appeal to Divisional Court

11 (1) An appeal lies from any order made under section 9 to the Divisional Court in accordance with the rules of court. R.S.O. 1990, c. M.50, s. 11 (1); 2017, c. 10, Sched. 3, s. 8.

Judgment or new trial

(2) The Divisional Court may give any judgment that ought to have been pronounced, in which case its decision is final, or the Divisional Court may grant a new trial for the purpose of taking evidence or additional evidence and may remit the case to the trial judge or another judge and, subject to any directions of the Divisional Court, the case shall be proceeded with as if there had been no appeal. R.S.O. 1990, c. M.50, s. 11 (2).

Appeal from order or new trial

(3) Where the case is remitted to a judge under subsection (2), an appeal lies from the order of the judge to the Divisional Court in accordance with the provisions of this section. R.S.O. 1990, c. M.50, s. 11 (3).

Section Amendments with date in force (d/m/y)

2017, c. 10, Sched. 3, s. 8 - 01/03/2019

Proceedings not invalidated but voidable

12 (1) A member's failure to comply with section 5, 5.1, 5.2 or 5.3 does not invalidate any proceedings in respect of a matter referred to in those sections, but those proceedings are voidable in the circumstances described in subsection (2). 2017, c. 10, Sched. 3, s. 9; 2022, c. 18, Sched. 3, s. 4.

Declaring proceedings void

(2) Subject to subsection (3), if a member has failed to comply with section 5, 5.1, 5.2 or 5.3 in respect of a matter referred to in those sections, the municipality or local board, as the case may be, may declare the proceedings to be void before the second anniversary of the date of the passing of the by-law or resolution authorizing the matter. 2017, c. 10, Sched. 3, s. 9; 2022, c. 18, Sched. 3, s. 4.

Exception

(3) Subsection (2) does not apply if declaring the proceedings to be void would adversely affect the rights that any person who acted in good faith and without actual notice of the failure to comply with section 5, 5.1, 5.2 or 5.3 acquired under or by virtue of the proceedings. 2017, c. 10, Sched. 3, s. 9; 2022, c. 18, Sched. 3, s. 4.

Section Amendments with date in force (d/m/y)

2017, c. 10, Sched. 3, s. 9 - 01/03/2019

2022, c. 18, Sched. 3, s. 4 - 23/11/2022

Other proceedings prohibited

13 (1) A proceeding that relates to a member's or former member's alleged conflict of interest and seeks a remedy described in subsection 9 (1) shall be brought only under this Act. 2017, c. 10, Sched. 3, s. 9.

Same

(2) Subsection (1) does not affect the power of a municipality or a local board to reprimand a member or suspend a member's remuneration under subsection 223.4 (5) or (6) of the *Municipal Act, 2001* or under subsection 160 (5) or (6) of the *City of Toronto Act, 2006*. 2017, c. 10, Sched. 3, s. 9.

Section Amendments with date in force (d/m/y)

2017, c. 10, Sched. 3, s. 9 - 01/03/2019

GENERAL

Insurance

14 (1) Despite section 279 of the *Municipal Act, 2001* or section 218 of the *City of Toronto Act, 2006*, as the case may be, the council of every municipality may at any time pass by-laws,

- (a) for contracting for insurance;
- (b) despite the *Insurance Act*, to enable the municipality to act as an insurer; and
- (c) for exchanging with other municipalities in Ontario reciprocal contracts of indemnity or inter-insurance in accordance with Part XIII of the *Insurance Act*,

to protect a member of the council or of any local board thereof who has been found not to have contravened section 5, 5.1, 5.2 or 5.3 against any costs or expenses incurred by the member as a result of a proceeding brought under this Act, and for paying on behalf of or reimbursing the member for any such costs or expenses. R.S.O. 1990, c. M.50, s. 14 (1); 2002, c. 17, Sched. F, Table; 2006, c. 32, Sched. C, s. 33 (2); 2017, c. 10, Sched. 3, s. 10 (1); 2022, c. 18, Sched. 3, s. 4.

Insurance Act does not apply

(2) The *Insurance Act* does not apply to a municipality acting as an insurer for the purposes of subsection (1). R.S.O. 1990, c. M.50, s. 14 (2).

Surplus funds

(3) Despite section 387 of the *Insurance Act*, any surplus funds and the reserve fund of a municipal reciprocal exchange may be invested only in accordance with subsection 279 (2) of the *Municipal Act, 2001* or subsection 218 (3) of the *City of Toronto Act, 2006*, as the case may be. 2017, c. 10, Sched. 3, s. 10 (2).

Reserve funds

(4) The money raised for a reserve fund of a municipal reciprocal exchange may be expended or pledged for, or applied to, a purpose other than that for which the fund was established if two-thirds of the municipalities that are members of the exchange together with two-thirds of the municipalities that previously were members of the exchange and that may be subject to claims arising while they were members of the exchange agree in writing and if section 386 of the *Insurance Act* is complied with. R.S.O. 1990, c. M.50, s. 14 (4); 2009, c. 33, Sched. 21, s. 7.

Local boards

(5) A local board has the same powers to provide insurance for or to make payments to or on behalf of its members as are conferred upon the council of a municipality under this section in respect of its members. R.S.O. 1990, c. M.50, s. 14 (5).

Former members

(6) A by-law passed under this section may provide that it applies to a person who was a member at the time the circumstances giving rise to the proceeding occurred but who, prior to the judgment in the proceeding, has ceased to be a member. R.S.O. 1990, c. M.50, s. 14 (6).

Section Amendments with date in force (d/m/y)

1996, c. 32, s. 76 (1) - 06/03/1997

2002, c. 17, Sched. F, Table - 01/01/2003

2006, c. 32, Sched. C, s. 33 (2, 3) - 01/01/2007

2007, c. 7, Sched. 27, s. 1 - 05/05/2008

2009, c. 33, Sched. 21, s. 7 - 15/12/2009

2017, c. 10, Sched. 3, s. 10 (1) - 01/03/2019; 2017, c. 10, Sched. 3, s. 10 (2) - 01/03/2018

2022, c. 18, Sched. 3, s. 4 - 23/11/2022

Conflict with other Acts

15 In the event of conflict between any provision of this Act and any provision of any general or special Act, the provision of this Act prevails. R.S.O. 1990, c. M.50, s. 15.

Français

Back to top

BRAMPTON SPORTS HALL OF FAME

CONSTITUTION

Approved by Council on January 30, 2019

1.	<u>OBJECTIVES</u>
1.1	<p>The Brampton Sports Hall of Fame, hereinafter referred to as the “Sports Hall of Fame”, was founded in 1979 to recognize and honour the names and deeds of those who have brought fame to the City of Brampton and to themselves through their athletic prowess or contributions to sport;</p> <p>Note: Sport is defined as any “athletic competition or activity” recognized by the Sport Alliance of Ontario or any other recognized Ontario (Provincial) or Canadian (National) sport governing body. Consideration of sports not recognized by the aforementioned statement will be accommodated through a presentation by an individual or group to the Committee.</p>
1.2	The Sports Hall of Fame is committed to become Canada’s most diversified Sports Hall of Fame.
1.3	The Sports Hall of Fame exists in order to honour the history of sport in the City of Brampton and in particular those persons and teams who have made outstanding contributions and achievements in the development of sport within the community.
1.4	The Sports Hall of Fame will collect, preserve, research, exhibit and promote all those objects, images and histories which are determined to be significant to the development of sport in the City of Brampton.
1.5	The Sports Hall of Fame Committee (the Committee) is established as a Citizen Advisory Committee of Council. As such, the Sports Hall of Fame will follow City Council Procedure By-law 160-2004, as amended regarding the procedures to be followed for all meetings. Furthermore, the Sports Hall of Fame must abide by all procurement rules and protocols pertaining to the City’s Purchasing By-laws.
1.6	The Sports Hall of Fame will continuously strive for excellence through its efforts to increase exposure and awareness in the City of Brampton.
1.7	The Sports Hall of Fame operates as a non-profit organization.
2	<u>COMPOSITION AND APPOINTMENT OF COMMITTEE MEMBERS</u>
2.1	<p>Committee composition is as outlined in the Council-approved Terms of Reference:</p> <ul style="list-style-type: none"> • minimum of one Member of Council; • one Curator of the Sports Hall of Fame • up to 12 Members at Large (Council approval is required for additional citizen appointees).
2.2	The Term of Office of the Committee shall be concurrent with the term of Council, or until successors are appointed.

2.3	<p>The citizen appointments shall be in accordance with the “Citizen-Based Advisory Committee Guidelines and Appointment Procedures”, as established by Council Resolution, Council By-law and Governing Constitution, with a view to recommending applicants who will provide:</p> <ul style="list-style-type: none"> • a broad representation of all sports groups; • a cross-section representation of all recognized sports; • knowledge in the history, traditions and skills of sport in the City of Brampton, the former Village or Town of Brampton, former Township of Chinguacousy or former Township of Toronto Gore; • expertise through having been recognized as being high achievers/performers in the following areas: journalism (retired or active); business/financial; recreation; marketing; • expertise through having been inducted as an individual into the Brampton Sports Hall of Fame.
2.4	Applicants shall meet all requirements as outlined in the “Citizen-Based Advisory Committee Guidelines and Appointment Procedure”.
2.5	The Committee shall report to the “Committee of Council” through staff report.
2.6	The Committee shall be resourced by up to three non-voting support staff appointed by the Corporation to perform such duties as may be assigned. Subject matter expertise shall be provided by the Community Services Department.
2.7	Meeting management support will be provided by the City Clerk’s Office.
2.8	The Committee shall appoint a Chair, Vice-Chair, Financial Liaison Officer and Curator. Sub-committees and Chairs will be appointed as follows: Event Chair, Marketing Chair, Nomination Chair, Constitution Chair, Financial Chair, Building Chair and any additional Sub-Committees and Chairs (i.e. Community Outreach) as deemed necessary by the Members.
2.9	In the case of any dispute respecting the interpretation of the constitution, the Committee shall decide, and the Committee’s interpretation shall be final.
3.	<u>DUTIES OF MEMBERS</u>
3.1	<p>All Members are expected to attend all meetings, and participate on at least two Sub-Committees each calendar year of their term;</p> <p>All Members are responsible to attend at least 80% of all scheduled Sub-Committee meetings and to come prepared to actively participate and contribute towards the completion of the objectives and tasks as outlined in the action plan. Members must be available to take on extra duties as requested by the Chair or designate Member appointee.</p>

	<p>All Members are responsible for all aspects of soliciting nominations for Induction into the Sports Hall of Fame, ensuring the accuracy of such nominations and voting for Inductees on an annual basis.</p> <p>It is the responsibility of the Chair or designate Member appointee to schedule and book all Sub-Committee meetings and to notify all Members (including Council Members), City Clerk's Office and Community Services Department representatives of all Sub-Committee meetings. Chairs or designate Member appointees are responsible to chair all meetings and ensure that all Members are actively participating and contributing towards a collaborative effort. Chairs shall appoint a designate Member appointee to take notes and attendance. If unable to attend a meeting, a Chair must appoint a designate Member appointee to chair the meeting in the Chair's absence. Chairs are responsible for championing the completion of all objectives as identified in the Sub-Committee's action plan.</p>
3.2	<p>The Chair shall:</p> <ul style="list-style-type: none"> • preside over all meetings of the Committee; • indicate when quorum has been achieved at a meeting; • attend any Sub-Committee meetings as the Chair deems necessary; • perform all other duties as outlined in the City Council Procedure By-law 160-2004 as amended;
3.3	<p>The Vice-Chair shall:</p> <ul style="list-style-type: none"> • fulfill all duties of the Chair in the absence of the Chair; • in the absence of both the Chair and the Vice-Chair, those duties shall be performed, in order by the Financial Liaison Office, Curator, Event Chair or the Marketing Chair.
3.4	<p>The Financial Liaison Officer shall:</p> <ul style="list-style-type: none"> • work in conjunction with designated Community Services Department representative to monitor all Sports Hall of Fame funds. Treasury staff will summarize revenues and expenses and provide a monthly up-to-date statement of account of the Sports Hall of Fame dedicated City bank (trust) account to the designated Community Services Department representative. • the Financial Liaison Officer will provide this statement of account all at Committee meetings; • work with the Financial Chair to determine an annual budget request.

3.5	<p>The Curator shall:</p> <ul style="list-style-type: none"> • establish a Curator’s Committee to assist in overseeing all aspects of the planning and operation of the actual Hall of Fame; • recruit members from the Committee and any other residents or ratepayers of the City of Brampton • preside over all operations of the actual Sports Hall of Fame; • oversee the collection, preservation, research, exhibition and promotion of all objects, images and history that make up the Sports Hall of Fame; • to provide a written report at all Committee meetings; • work with the Financial Chair to determine an annual budget request based on current and projected operating and capital expenses of the actual Hall of Fame.
3.6	<p>The Event Chair shall:</p> <ul style="list-style-type: none"> • establish an Event Committee to assist in overseeing all aspects of planning and hosting the Annual Induction Awards Ceremony (the Event); • recruit members from the Committee and any other residents or ratepayers of the City of Brampton; • initiate and engage with the Theatre Events Team and designated support staff to define general roles and responsibilities, including, but not limited to the establishment of various timelines for critical planning items (i.e. venue selection, meal selection, ticket pricing, key note speaker, event format, event fundraising, induction procedures, etc.); • liaise with all Chairs and other appointees as per the provisions in 2.9 above to promote the Event and to initiate a plan to obtain support for any sponsorship initiatives of the Event Chair; • appoint a Honourary Chair of the Event who shall serve in a honorary position, assisting where deemed appropriate to generate ticket sales and performing in a public relations capacity; • to provide a written report at all Committee meetings (where applicable); • provide a written post-event evaluation report at the first Committee meeting following the Event; • work with the Financial Chair to determine an annual budget request.
3.7	<p>The Marketing Chair shall:</p> <ul style="list-style-type: none"> • establish a Marketing Committee to assist in overseeing all aspects of planning and implementation of the marketing plan to increase community profile, encourage nominations and promote the Annual Induction Awards Ceremony (the Event); • recruit members from the Committee and any other residents or ratepayers of the City of Brampton; • coordinate and attend community events to promote the Sports Hall of Fame; • initiate and engage with designated support staff to define general roles and responsibilities, including, but not limited to the establishment of various timelines for critical planning items (i.e. print ads, media releases, announcements, promotional opportunities, etc.);

	<ul style="list-style-type: none"> • create an annual marketing budget request and submit same to the Financial Chair for inclusion in the annual budget request to the Community Services Department; • liaise with media outlets to increase community news coverage and interest; • appoint a primary public relations person from the sub-committee who shall serve in assisting where appropriate to handle all media inquiries; • provide a written report at all Committee meetings (where applicable); • provide a post-evaluation report at the Committee meeting following the Event.
3.8	<p>The Nomination Chair shall:</p> <ul style="list-style-type: none"> • establish an annual Nomination Review Committee comprised of a minimum of three Members and the Community Services Department representative to assist in all aspects of soliciting and co-ordinating all Nomination Forms for the annual Election Meeting; • recruit members from the Committee and any other residents or ratepayers of the City of Brampton • call a meeting of the Nomination Review Committee immediately after the Event to strategize the receipt of new nominations; • meet with the Community Services Department representative within four weeks of the close of nominations as per the provisions in 7.3 below and they shall prepare a complete list of all nominations received from the City Clerk’s Office; • call a meeting of the Nomination Review Committee within four weeks following the preparation of the complete list of all nominations received, to review and discuss the list of all nominations received, and to develop a finalized list of nominees going forward for discussion at the annual Election Meeting (including World, I.I.A.F. and Olympic medal winners who were not nominated in the regular election process). Such review of the nomination forms received must ensure that all Nomination Forms brought forward to the annual Election Meeting are eligible for consideration and properly completed as per the approved criteria; • oversee regular monitoring of the Athlete and Builder “bank lists” to champion the timely submission of new Nomination Forms on behalf of nominees worthy of consideration for induction into the Sports Hall of Fame.
3.9	<p>The Constitution Chair shall:</p> <ul style="list-style-type: none"> • establish a Constitution Committee to assist in all aspects of soliciting, researching, tracking, coordinating and documenting all potential changes to the current constitution; • recruit members from the Committee and any other residents or ratepayers of the City of Brampton; • oversee the preparation of a written annual report (and all follow-up reports) to the Committee that brings forward all proposed changes to the current constitution as discussed at Committee meetings throughout the year; • liaise with the Community Services Department representative to assist in providing written content for all constitution reports to Council through Committee of Council.

3.10	<p>The Financial Chair shall:</p> <ul style="list-style-type: none"> • establish a Financial Committee to assist with all financial aspects of the Committee; as such the Financial Committee is responsible for preparing an annual budget request through input received from various Committee Chairs and the Financial Liaison Officer; such budget request will be based upon the previous years' budget and modified to reflect the newly identified priorities of the Committee; such request will be submitted at the first Committee meeting following the Event for general discussion and endorsement of the Committee. The final Committee-approved budget request will be submitted to the Community Services Department representative no later than the last business day in June for consideration in the City's annual budget process; • recruit members from the Committee and any other residents or ratepayers of the City of Brampton; • work with the Committee to examine financial requirements to meet all short term and long term goals; • meet regularly to be current and provide Members with details relative to the Committee's financial mandate through the provision of a written report at all Committee meetings (where applicable).
3.11	<p>The Building Chair shall:</p> <ul style="list-style-type: none"> • establish a Building Committee to assist with all aspects pertaining to the various options relative to the expansion of the existing Sports Hall of Fame and/or the construction of a new Sports Hall of Fame to meet the identified short term and long term goals; • recruit members from the Committee and any other residents or ratepayers of the City of Brampton; • explore, discuss, strategize and prioritize the various options regarding the expansion of the existing building and/or construction of a new building which would fulfil the mandate of the Brampton Sports Hall of Fame; • examine and prioritize both the short term and long term building needs of the Sports Hall of Fame; • present various written proposals to the Committee regarding the expansion of the existing building and/or construction of a new building; • be a member of the Financial Committee and prepare and submit to the Financial Chair in a timely manner both a Capital and Operating Budget relative to any projects identified by the Building Committee.
3.12	<p>The Additional Chairs shall:</p> <ul style="list-style-type: none"> • establish a Committee pertaining to the specific chair appointment; • recruit members from the Committee and any other residents or ratepayers of the City of Brampton; • oversee and lead the tasks relative to the specific chair appointment and subsequent objectives as identified in the sub-committee's action plan; • provide a written report to the Committee specific to the defined task in a timely manner; • work with the Financial Chair to determine an annual budget request (where applicable).

4	<u>SPORTS HALL OF FAME FUNDS</u>
4.1	The Committee may decide, from time to time, to engage in various fundraising projects to help offset expenditures.
4.2	For any donation of \$50.00 or more, designated for the Sports Hall of Fame (cheque payable to the City of Brampton), the City will issue a tax-deductible receipt.
5	<u>GENERAL OPERATING PROCEDURES</u>
5.1	Any amendment to this Constitution requires the approval of Council; Any recommendation for an amendment to this Constitution requires approval by the majority of the Committee Members present.
5.2	Any decision of the Committee requires approval by a majority of the Committee Members present.
5.3	A quorum representing a majority of the Committee must be present at a Committee meeting.
6	<u>ELIGIBILITY FOR INDUCTION</u>
6.1	Any person (defined to include a “team”) who is or has been distinguished as an athlete, or as an executive member or coach, and having demonstrated outstanding achievement (athlete), or consistently outstanding commitment and leadership to athletics or sport (builder), or who has brought honour to Brampton, shall be eligible for election as an Inductee into the Sports Hall of Fame, provided that person was a resident of the City of Brampton (or the former Village or Town of Brampton, or the former Township of Chinguacousy, or the former Township of Toronto Gore), at the time of the achievement which is the focus for that person’s consideration; The Committee can also consider the application of non-residents for election into the Sports Hall of Fame for those individuals who promoted and enhanced sport in the City of Brampton over a minimum cumulative period of ten years.
6.2	The Committee may induct persons (athletes or builders) into the Veteran category who have concluded their careers as active athletes or builders (i.e. executive members, coaches, managers and officials), and who have brought honour to the City of Brampton prior to 1965; In the year 2015, eligibility has been advanced to 1975 and, thereafter, will be advanced in five year increments every fifth year (i.e. in 2020, 2025, etc.).
6.3	The Committee may induct one team each year based on outstanding achievement in a single season, or domination over a specific period of time.

6.4	<p>Subject to the provisions below, the following persons shall be eligible for Induction into the Sports Hall of Fame:</p> <ul style="list-style-type: none"> • any athlete or builder who is or was a resident of the City of Brampton and over a minimum cumulative period of three years exhibits exceptional athletic prowess or exemplary contributions to sport, even if that athlete or builder moves out of Brampton after three years; • any athlete or builder representing Canada while playing for a Brampton-based team or club who has been a medallist at a World, International Amateur Athletic Federation (I.A.A.F.), or Olympic event; • any athlete or builder referred to in the provisions above who moves out of Brampton to attend an amateur, university or professional sport program or league; • only humans shall be eligible for Induction into the Sports Hall of Fame; • self-nominations are not allowed; • exceptions to these eligibility provisions may be made by the Committee based upon compassionate or extenuating circumstances.
6.5	<p>Athlete Category:</p> <ul style="list-style-type: none"> • those persons in the “Athlete” category shall not be considered for Induction into the Sports Hall of Fame until after a three (3) year waiting period following retirement from major championship competition, except by outstanding pre-eminence and skill, and upon request by the Committee; • the Committee may reduce or eliminate such waiting period upon receipt of a formal motion to consider an exception to the waiting period by a Member; • notwithstanding the foregoing, an athlete who has reached his/her 50th birthday may be eligible without any waiting period.
6.6	<p>Builder Category:</p> <ul style="list-style-type: none"> • those persons in the “Builder” category may be either active or inactive at the time of their consideration for Induction into the Sports Hall of Fame.
6.7	<p>Veteran Category:</p> <ul style="list-style-type: none"> • the Committee, recognizing the need to celebrate and recognize the accomplishments of the past, has established a Veteran category; • a Veteran category will initially be restricted to athletes or builders who participated in sports between 1900 and 1965; • in the year 2010 eligibility has been advanced to 1970 and thereafter in five year increments every fifth year (i.e. 2015, 2020, etc).
6.8	<p>Team Category:</p> <ul style="list-style-type: none"> • the team so honoured must have attained a high level of achievement and brought recognition to the City of Brampton at the National or International level; • the team so honoured would be recognized for its outstanding achievement in a single year, or it may be chosen for its contribution and/or domination of the sport over a cumulative period of time;

	<ul style="list-style-type: none"> consideration will be extended to teams from the past representing the City of Brampton for which there was no National or International recognition, in accordance with the years outlined in the Veteran category as per the provisions in 6.7 above.
7.	<u>NOMINATION PROCESS FOR CANDIDATES</u>
7.1	Nominations of persons or teams for consideration for Induction into the Sports Hall of Fame shall be submitted electronically or manually (mail or drop off in person).
7.2	<p>All information being submitted on the Nomination Form shall be complete, factual and as accurate as possible concerning the record and the merits of the person or team nominated.</p> <p>To assist a nominator in properly completing a nomination form, the Nomination Committee will provide a “sample” nomination form.</p>
7.3	<p>A nomination form must be received by the City Clerk’s Office , 1st floor City Hall, by 4:30pm on June 15;</p> <p>In the event that June 15 falls on a weekend, the deadline shall be adjusted to the previous Friday.</p>
7.4	Under extenuating circumstances as may be decided by the Committee, Nomination Forms may be accepted after the deadline set out as per the provisions in 7.3 above.
7.5	The Chair shall advise the nominees and the nominators in writing within ten business days of the Election Meeting of those nominees who were elected for Induction in that year, and such notification shall be undertaken prior to the media release as per the provisions in 10 below.
7.6	<p>The Nomination Review Committee will carry forward all nomination paperwork for unsuccessful nominees for a total of five consecutive Election Meetings for consideration, and this shall be noted on the nominations summaries;</p> <p>Any nominee whose nomination has been considered by the Committee at five consecutive Election Meetings and has not been elected shall not be eligible for further consideration;</p> <p>Prior to the public announcement of successful nominees as per the provisions in 10 below, the Chair shall advise the nominators in writing of those nominees who were not elected for Induction after five consecutive years of consideration; such written notification to be limited to indicate that the nominee did not receive the required number of votes, or did not meet the technical criteria, as outlined in the constitution, and to remind the nominator to consider re-submitting a new Nomination form in a future year.</p>

8	<u>ELECTION PROCESS</u>
8.1	The Committee shall meet at least once in each calendar year to consider the election of nominees for Induction into the Sports Hall of Fame (the Election Meeting).
8.2	The City Clerk's Office, through the annual distribution of the Schedule of Meetings document, shall give notice to the Members of the date, time and location of the Election Meeting.
8.3	The Election Meeting will, where possible, be held a minimum of six months prior to the Event.
8.4	A quorum representing at least two-thirds of the Members must be present at the Election Meeting and during the election process.
8.5	<p>A Member shall declare a conflict of interest and shall not have a vote on a specific election process if his/her name, or that of an immediate family member*, has been nominated; the Member shall also refrain from all discussion associated with said nomination.</p> <p>*Note an immediate family member shall include a spouse (legal or common-law), child or step child, mother or father, step mother or step father, grandmother or grandfather, step grandfather or step grandmother, sibling, step brother or step sister and in-laws of all the aforementioned.</p>
8.6	<p>The Committee shall review a list of all World, I.A.A.F., or Olympic medal winners who meet the eligibility criteria of this Constitution (and who are currently not Inductees in the Sports Hall of Fame) as prepared by the Nomination Review Committee;</p> <p>The Committee reserves the right to induct such eligible nominees in the year in which they were medalists;</p> <p>Such appointments must be passed by a three-quarters (3/4) majority vote of the Members present.</p>
8.7	<p>The Committee may annually elect the following for Induction:</p> <ul style="list-style-type: none"> • two (2) "Athlete" nominees, and • two (2) "Builder" nominees, and • one (1) "Veteran" nominee (Athlete or Builder), and • one (1) "Team" nominee
8.8	Notwithstanding the provisions in 8.7 above, the Committee may, by consent of 2/3 majority vote of the Members present, increase or decrease the number of nominees being considered for Induction in any year.

8.9	Notwithstanding the provisions in 8.7 – 8.8 above, the Committee may induct additional “Athletes”, “Builders”, “Veterans” or “Teams” under a Special Recognition Category, and such Induction must be passed by a three-quarters (3/4) majority vote of the Members present.
8.10	<p>The following procedure shall be followed for the election of nominees for each category, those being “Athlete”, “Builder”, “Veteran”, and “Team”:</p> <ul style="list-style-type: none"> • the Community Services Department representative shall confirm the names of all nominees (defined to include any teams); • Members may announce any objection related to any nominee being considered; • the Community Services Department representative shall confirm the maximum number of nominees being considered for each category as per the provisions above; • the Community Services Department representative shall confirm the number of votes that are required for a nominee to be elected, based on the number of Members present and voting.
8.11	<p>The Nomination Review Committee will make a presentation on behalf of all nominees;</p> <ul style="list-style-type: none"> • the Nomination Review Committee may ask a Member more familiar with a nominee to make the actual presentation; • in any event each presentation is limited to a maximum of five minutes in length, to be moderated by the Nomination Chair.
8.12	<p>Following the nominee presentations by the Nomination Review Committee or a designate Member appointee, the Community Services Department representative shall conduct the voting, by secret ballot, in accordance with the following:</p> <ul style="list-style-type: none"> • the Committee shall meet in closed session to discuss and vote on the nominations, since these discussions pertain to identifiable individuals; • the election process is comprised of a maximum of 2 “stages”; stage 1 may have up to 4 votes and stage 2 may have up to 3 votes. (Votes 1 through 4 are stage 1 and Votes 5 through 7 are stage 2); • to commence stage 1, the Community Services Department representative shall call upon each Member to mark his/her ballot for one nominee; • each Member is to vote for 1 nominee for each vote being held; • upon completion of each vote, the Community Services Department representative shall collect the ballots and count the votes for each nominee; • any nominee who received either no votes, or one vote only, is eliminated; • when there are three or more nominees being considered, the nominee receiving the fewest votes is automatically eliminated; • a ballot marked “void” or an improperly completed ballot is counted as an ineligible ballot; • a nominee who receives a vote of 75% of the Members present and voting in either stage of the election process is deemed to be elected; • if no nominees receive sufficient votes to be elected for Induction, a second vote shall be undertaken, with only those nominees whose names have not been

	<p>eliminated, and the process shall be repeated for a maximum of four votes until a nominee is deemed elected;</p> <ul style="list-style-type: none"> • in the event that a nominee is not elected after four votes, a break in the proceedings will be taken. The Nomination Chair or designate Member appointee shall take an opportunity to speak for or against any of the remaining nominees; • following that break, stage 2 of voting shall proceed in the same manner as stage 1; • in the event that no nominee is deemed elected after the completion of three votes in stage 2, voting is discontinued and no nominee shall be elected for that election process; • this procedure shall be undertaken for each nominee consideration as per the provisions in 8.7 – 8.9 above.
8.13	After all voting has been completed, a motion to destroy the ballots must be made by a Member.
8.14	The Community Services Department representative shall be responsible to destroy the ballots.
8.15	No Member shall divulge or disclose of the particulars of the voting at any time, nor shall a Member discuss the vote of any other Member(s) at any time.
8.16	No Member shall divulge or disclose the results of the voting to the general public in advance of the official media release as per the provisions in 10 below.
9	<u>CERTIFICATION</u>
9.1	When a person is elected for Induction through the voting process as per the provisions in 8 above, that person shall be duly certified by the Committee for official Induction into the Sports Hall of Fame.
9.2	The decision of the Committee shall be final.
10	<u>PUBLICATION OF ELECTION RESULTS</u>
10.1	The election results will be publicly announced in advance of the Event by the Community Services Department representative and Marketing Chair.
11	<u>ANNUAL INDUCTION AWARDS</u>
11.1	The Event will be held to recognize and honour the achievements of the individuals and/or teams being inducted.

11.2	The Event will be organized in a manner appropriate for presenting such prestigious awards.
11.3	The Event will be funded through the City of Brampton Community Services annual operating budget allocated to the Sports Hall of Fame.

Brampton Sports Hall of Fame Committee *Orientation*

**Council Chambers
September 14, 2023**

Overview

1. Committee Process and Meetings
2. Role of Committee Members

Brampton Sports Hall of Fame Committee

- [Brampton Sports Hall of Fame](#) was established by Council Resolution C266-2015 through adoption of Committee Terms of Reference
- 2022-2026 term Committee appointed May 3, 2023 by Council Resolution C113-2023, until November 14, 2026 or until successors are appointed.

Brampton Sports Hall of Fame Committee

Membership

- 13 members of the public, appointed until November 14, 2026, or until successors are appointed

Parvez Chowdhury
Beth Cooper
Norman Da Costa
Patty Grassam
Frank Juzenas
Glenn McClelland
Glenn McIntyre

Nicholas Moreau
Ziggy Musial
Sukhi Nijjar
Ron Noonan
Hernek Rai
Ephraim Sampson

- 2 Councillors:
Councillor Gurpartap Singh Toor
Councillor Rod Power

Brampton Sports Hall of Fame Committee

Attendance and Quorum

- **Quorum** = 7 citizen members
a majority of the 13 citizen members to be present to convene a meeting
- If a member is absent for three consecutive meetings, that position may be declared vacant and an alternate member is appointed
- *Please contact Chandra Urquhart if unable to attend a meeting*

Meeting dates and location

- Monthly (**first Thursday at 7:00 p.m.**)
- Meetings held at City Hall (Council Chambers)

Brampton Sports Hall of Fame Committee

Responsibility

- Honour, preserve and showcase outstanding sports achievements

Scope

- Serves in an advisory, consultative role
- Does not have decision-making authority, but may make recommendations to City Council through Committed of Council

Meeting Procedures , AGENDA Agendas and Minutes :



Meeting Procedures

- Council Procedure By-law 160-2004, as amended
<http://www.brampton.ca/EN/City-Hall/Bylaws/All%20Bylaws/ProcedureBy-law-160-2004.pdf>

Agendas

- Digitally published the Thursday before the scheduled meeting date
- Available on the City website
<https://www.brampton.ca/en/city-hall/meetings-agendas/Pages/Welcome.aspx>
- Meeting information is available in alternate formats, upon request

Minutes

- Committee recommendations/proceedings recorded in Committee Minutes
- Minutes presented to Committee of Council for approval
- Committee of Council Minutes approved by Council

Agenda Sections

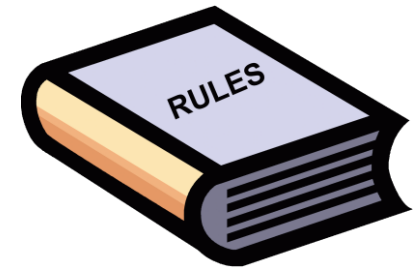


Committee Agenda:

1. Approval of the Agenda
2. Declarations of Interest under the Municipal Conflict of Interest Act
3. Previous Minutes
4. Delegations/Presentations
5. Reports/Updates
6. Other/New Business/Information Items
7. Correspondence
8. Question Period
9. Public Question Period
10. Adjournment

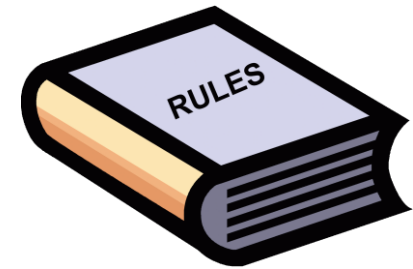
Municipal Conflict of Interest Act

- The *Act* applies where a **direct or indirect pecuniary (financial benefit) relationship** may exist for a member as a result of a matter before the Committee
 - “relationship” includes parent, spouse, child
- The member must declare a conflict of interest at the beginning of the meeting and excuse themselves from the proceedings and involvement in the decision regarding the item
- Declaring a conflict is up to the individual member
- New requirement, declaration to also be made in writing (form)
- Can seek advice regarding conflict of interest from Integrity Commissioner



Rules of Debate and Decision-Making

- Considering an agenda item:
 - Chair calls the item
 - May be introduction of item by Chair, member, staff
 - Committee considers the item
 - May ask questions of staff/proponent
 - May speak in favor/against the item/issue/proposal
 - Speaking and debate must be relevant to item under consideration



Rules of Debate and Decision-Making

- Making a decision
 - Consensus-based decision-making
 - Committee member introduces a motion to do something
 - Verbal or in writing
 - Does not require a seconder
 - Motion debated and may be amended, referred, deferred
 - After debate, Chair puts motion to a vote
 - Majority vote to pass Motion (does not carry on tie vote)

City By-laws and Policy

- Procedure By-law

<http://www.brampton.ca/EN/City-Hall/Bylaws/All%20Bylaws/ProcedureBy-law-160-2004.pdf>

- Code of Conduct

<http://www.brampton.ca/EN/City-Hall/Pages/CouncilCodeofConduct-2016.aspx>

- Lobbyist Registry

<https://lobbyist-registry.brampton.ca/>

Role of Committee Members

- Be familiar with Committee responsibilities
- Review agenda materials
- Attend meetings
- Listen to the presentations and debate; be respectful of everyone
- Contribute to discussions and ask questions for clarification
- **Work on sub-committees and participate at Committee events**
- Avoid emotional attachment
- If delegating to a Council or other Committee meeting, qualify your role (an interested citizen or Committee representative – if authorized)
- Support the Committee decision once approved
- Avoid criticizing Council decisions
- Refer media inquiries to the Chair or City staff
- Remember staff is available to help
- Enjoy the experience!

Brampton Sports Hall of Fame Committee

Orientation – September 14, 2023

*Discussion
Questions?*

Committee Contact

Chandra Urquhart, Legislative Coordinator, City Clerk's
Office, 905-874-2114

chandra.urquhart@brampton.ca

Sports Hall of Fame

New Committee Orientation

September 2023



Background: Current SHOF

The Brampton Sports Hall of Fame was founded in 1979 by a group of truly dedicated sport enthusiasts, in conjunction with the Brampton Parks and Recreation Department.

The purpose of the Brampton Sports Hall of Fame is to honour the history of sport in the City of Brampton and in particular those individuals who have made outstanding contributions and achievements in the development of sport.

In the fall of 1999, the Brampton Sports Hall of Fame was re-located to the new state-of-the-art Brampton Centre for Sports and Entertainment, (since renamed to "The CAA Centre").

At 213 inductees to date, the Brampton Sports Hall of Fame has since outgrown The CAA Centre and we are currently in the process of working with consultants to design our new home at the soon to be re-built Victoria Park Arena.



Current Composition:

Total Membership = 213



123 Athletes



74 Builders



13 Veterans



3 Teams



35+ sports represented



Governance:

Committee is governed by a Council approved Constitution that outlines the following:

- Objectives
- Composition & Appointment of Committee Members
- Duties of Members
- Funds
- General Operating Procedures
- Eligibility for Induction
- Nomination Process
- Election Process



Sub Committees:

Sub-Committees:

~ Event

~ Constitution

~ Marketing

~ Financial

~ Nomination

~ Building

* Appoint a chair of each sub-committee



Responsibilities:

- All members must participate on at least 2 sub-committees
- Must attend at least 80% of all scheduled sub-committee meetings
- Come prepared to actively participate and contribute
- Must be available to take on extra duties

Sports Hall of Fame

New Committee Orientation

September 2023



Background: Current SHOF

The Brampton Sports Hall of Fame was founded in 1979 by a group of truly dedicated sport enthusiasts, in conjunction with the Brampton Parks and Recreation Department.

The purpose of the Brampton Sports Hall of Fame is to honour the history of sport in the City of Brampton and in particular those individuals who have made outstanding contributions and achievements in the development of sport.

In the fall of 1999, the Brampton Sports Hall of Fame was re-located to the new state-of-the-art Brampton Centre for Sports and Entertainment, (since renamed to "The CAA Centre").

At 213 inductees to date, the Brampton Sports Hall of Fame has since outgrown The CAA Centre and we are currently in the process of working with consultants to design our new home at the soon to be re-built Victoria Park Arena.



Current Composition:

Total Membership = 213



123 Athletes



74 Builders



13 Veterans



3 Teams



35+ sports represented



Governance:

Committee is governed by a Council approved Constitution that outlines the following:

- Objectives
- Composition & Appointment of Committee Members
- Duties of Members
- Funds
- General Operating Procedures
- Eligibility for Induction
- Nomination Process
- Election Process



Sub Committees:

Sub-Committees:

~ Event

~ Constitution

~ Marketing

~ Financial

~ Nomination

~ Building

* Appoint a chair of each sub-committee



Responsibilities:

- All members must participate on at least 2 sub-committees
- Must attend at least 80% of all scheduled sub-committee meetings
- Come prepared to actively participate and contribute
- Must be available to take on extra duties