

**Wednesday, April 6, 2016**  
**9:30 AM. – Regular Meeting**

**Closed Session (See Item 19) – Following Regular Business**  
*(Under Section 239 of the Municipal Act, 2001)*

**Council Chambers – 4<sup>th</sup> Floor – City Hall**

**Members:**

Regional Councillor G. Gibson – Wards 1 and 5 (**Chair**)  
Regional Councillor E. Moore – Wards 1 and 5  
*(Vice-Chair, Service Brampton and Facilities)*  
Regional Councillor M. Palleschi – Wards 2 and 6  
*(Vice-Chair, Fire Services)*  
Regional Councillor M. Medeiros – Wards 3 and 4  
Regional Councillor G. Miles – Wards 7 and 8  
Regional Councillor J. Sprovieri – Wards 9 and 10  
*(Vice-Chair, Transit Services)*  
City Councillor D. Whillans – Wards 2 and 6  
City Councillor J. Bowman – Wards 3 and 4  
City Councillor P. Fortini – Wards 7 and 8  
City Councillor G. Dhillon – Wards 9 and 10  
*(Vice-Chair, Recreation and Culture)*

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

Chandra Urquhart, Legislative Coordinator.

Phone: 905-874-2114 or TTY 905-874-2130 or [cityclerksoffice@brampton.ca](mailto:cityclerksoffice@brampton.ca)

Note: Some meeting information may also be available in alternate formats, upon request

**Agenda**  
**Community and Public Services Committee**

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Note: Please ensure all cell phones, mobile and other electronic devices are turned off or placed on non-audible mode during the meeting. Council Members are prohibited from sending text messages, e-mails and other electronic messaging during the meeting.

1. **Approval of Agenda**

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

3. **Consent**

\* The following items listed with an asterisk (\*) are considered to be routine and non-controversial by the Committee and will be approved at this time. There will be no separate discussion of any of these items unless a Committee Member requests it, in which case the item will not be consented to and will be considered in the normal sequence of the agenda.

4. **Announcements**

5. **Delegations**

6. **Staff Presentations**

7. **Recreation and Culture**

- 7.1. Report from Victoria Mountain, Advisor, Office of the Chief Administrative Officer, re: **Arts and Culture Panel – Governance and Terms of Reference** (File DB.x)

Recommendation

8. **Fire Services**

- 8.1. Report from Alain Normand, Manager of Emergency Management Office , Public Services, re: **Amendment to the City of Brampton Emergency Management Program By-law - All Wards** (File GF.x).

Recommendation

**Agenda**  
**Community and Public Services Committee**

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9. **Transit Services**

10. **Service Brampton and Facilities**

11. **Minutes**

11.1. Minutes - **Brampton Sports Hall of Fame Committee - March 3, 2016**

To be received

12. **Other/New Business**

12.1. Report from Bryan Rutherford, Director, Business Services Office, Public Services, re: **Request for Budget Amendment and to Begin Procurement – Feasibility Analysis Related to Potential Acquisition of Powerade Centre - Ward 3** (File AF.a)

Recommendation

13. **Referred Matters**

13.1. Referred Matters List – **Community and Public Services**

14. **Deferred Matters**

15. **Notices of Motion**

16. **Correspondence**

17. **Councillors' Question Period**

18. **Public Question Period**

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

19. **Closed Session**

**Agenda**  
**Community and Public Services Committee**

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- 19.1. Report from V. Mountain, Advisor, Office of the Chief Administrative Officer, dated March 17, 2016, re: **Arts and Culture Panel: Proposed Community Membership** (File DB.x) – Personal matters about an identifiable individual, including municipal or local board employees.

20. **Adjournment**

Next Meetings: Wednesday, April 20, 2016  
Wednesday, May 4, 2016

**Date:** 2015-12-17

**Subject:** **Arts and Culture Panel - Governance and Terms of Reference**

**Contact:** Victoria Mountain  
Advisor, Office of the CAO  
905-874-5979

**Recommendations:**

1. That the report from Victoria Mountain, Advisor, Office of the Chief Administrative Officer, dated March 17, 2016, to the Community and Public Services Committee meeting of April 6, 2016, re: Arts and Culture Panel: Governance and Terms of Reference (File DB.x), be received;
2. That the recommended Governance Structure for the proposed ad-hoc Arts and Culture Panel be approved; and
3. That the recommended Terms of Reference for the proposed ad-hoc Arts and Culture Panel be approved.

**Overview:**

- This report addresses Referred Matters List item 2015 040 and fulfills Council's direction by providing a recommended Governance Structure and Terms of Reference for the City's Arts and Culture Panel, for Council approval.

**Background:**

On September 30, 2015, Council resolved to establish an ad-hoc arts and culture panel to advise on the appropriate role of the municipality in arts and culture and make recommendations for the development of the City's forthcoming Arts and Culture Strategy. The Panel was established in response to the 2015 closing of the Brampton Arts Council and the need to engage the community in developing the City's go-forward plan for arts and culture.

At the meeting, Mr. Charles Scott, an award winning arts professional and experienced community leader in Brampton, was appointed by Council as the volunteer leader of the Panel. Council also directed staff to report back with a recommended governance structure, terms of reference, and budget for the Panel,

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including an opportunity for all Members of Council to participate (RML 2015 040 – please refer to Appendix A).

## **Current Situation:**

City staff has worked closely with Mr. Scott to develop a recommended Governance Structure and Terms of Reference for the Panel. These are outlined below for Council review and approval.

## **A. Governance**

The Panel will report to the Community and Public Services Committee of Council, and ultimately by way of Committee minutes, to City Council.

## **B. Terms of Reference**

### ***Mandate***

The Panel is to provide Council with recommendations on key areas of focus for the Arts and Culture Strategy.

The Panel will develop a work plan to achieve this objective and may access background information, municipal, and consultant expertise as needed to inform the process. As part of the work plan, the Panel will solicit wider engagement from the public and all Council Members.

### ***Deliverable***

The Panel's deliverable will be a report containing recommended key areas of focus for the Arts and Culture Strategy, for Council consideration and approval.

### ***Timeframe***

The Panel's work will begin in spring 2016. As an ad-hoc body, the Panel's term is intended to be short-term, and disband upon completion of its mandate within a reasonable timeframe.

### ***Responsibilities***

The Panel will use their knowledge, expertise, and best judgement to provide recommendations to Council. The Panel's work will be guided by the following principles:

- operate in a transparent and collaborative manner
- maintain public interest as its first priority
- respect diversity and support inclusivity
- have regard for the City's strategic vision, goals, and key priorities
- promote the arts as a vehicle for economic and social development

In addition, Panel Members will declare any actual or perceived conflict of interest arising in regard to any matter under consideration for the recommendations

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## ***Support***

The Panel's work will be supported by City staff from the Office of the Chief Administrative Officer, the Recreation and Culture Division, the Economic Development Division, and other municipal resources as required. Areas of staff support include Panel administration and operations, as well as the provision of information and expertise as needed in the development of the Panel's recommendations including, but not limited to, communication and broader community engagement.

## ***Composition***

As the Panel is for a limited purpose and of a short-term, ad-hoc nature, it is not considered to be a citizen-based advisory committee of Council. Therefore, the Citizen-based Advisory Committee Guideline and Appointment Procedure has not been applied to the Panel's proposed composition.

The Panel will be comprised of five Council members and 19 volunteer members (including a Chair and Vice Chair) from across the city's diverse arts and culture, business, and education communities. Members were identified based on demographics and cultural industry categorizations to ensure that a fair process and representation of interests was achieved.

The Panel will include the following members of Council:

- Regional Councillor Grant Gibson
- Regional Councillor Gael Miles
- Regional Councillor Elaine Moore
- City Councillor Jeff Bowman
- City Councillor Doug Whillans

A companion report entitled, **Arts and Culture Panel: Proposed Community Membership** (File DB.x) contains the proposed list of volunteer community members for the Panel. This report will be considered in Closed Session.

A Vice Chair shall be selected from the community members at the first regular meeting of the ad-hoc Panel.

## ***Meeting Frequency***

Meetings will be held at the call of the Chair or Vice Chair.

## ***Record of Meetings***

The Panel will ensure that an agreed written record of each of their meetings will be made publically available.

## ***Scope Limitations***

The following functions will be considered outside the scope of the Panel:

- Conducting a review of City services and organizational structure
- Serving as a long-term arts council
- Authoring the City's Arts and Culture Strategy
- Serving as an approving body for the City's arts and culture activities

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## **Next Steps**

Once the Panel has been struck, the first order of business will be to develop their work plan. The Panel will report back to Council in late Q2 with a recommended work plan, community engagement strategy, communications plan, and related budget.

## **Corporate Implications:**

### Financial Implications:

While there are no financial implications associated with the recommendations outlined in this report, it is noted that the Panel will be coming forward at a future date with a budget request aligned with a work plan for Council approval.

### Other Implications:

As detailed in the Terms of Reference, a cross-departmental team of staff will provide administrative and operational support to the Arts and Culture Panel to achieve its deliverable.

## **Strategic Plan:**

This initiative supports the 2016-2018 Strategic Plan priority area entitled “Strong Communities”, specifically the goal to “Celebrate citizens and create partnerships through arts, culture, and social interaction”.

## **Conclusion:**

It is recommended that the Council approve the recommended governance structure and the Panel’s Terms of Reference. The Panel will report back with a recommended work plan and budget for Council approval. The Panel will continue to provide Council with progress updates up to the completion of its deliverable and fulfilment of its mandate.

Original signed by:

\_\_\_\_\_  
Victoria Mountain  
Advisor  
Office of the Chief Administrative Officer

Original signed by:

\_\_\_\_\_  
Peter Simmons  
Acting Chief Administrative Officer

Appendix A: Copy of City Clerk’s Correspondence, re: RML 2015 040, dated October 6, 2015

Report authored by: Victoria Mountain, Advisor, Office of the Chief Administrative Officer



**Date:** October 6, 2015  
**To:** J. Patteson  
Council All Group  
**From:** C. Urquhart

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The following recommendation of the Community and Public Services Committee of September 23, 2015 was approved by Council on September 30, 2015:

- CPS103-2015      Whereas Brampton is a diverse city of over 500,000 residents and home to more than 70 arts and culture groups from a variety of cultural and linguistic communities;
- Whereas significant regional and municipal cultural assets such as the Peel Art Gallery Museum and Archives, the Rose Theatre, and Garden Square are located in Brampton and are venues for artists of various mediums to show their work;
- Whereas the creative industries are among Ontario's fastest growing sectors and arts and culture is increasingly recognized as a key contributor to the economic prosperity, social vitality, and tourism of a city;
- Whereas according to the Ontario Ministry of Tourism, Culture and Sport, municipal arts and culture planning is led by the local municipality;
- Whereas the City's draft 2015-2018 Strategic Plan includes the need to develop an Arts and Culture Strategy for Brampton;
- Whereas the Brampton Arts Council ceased operations on June 30, 2015;
- Whereas Brampton City Council has a continued interest in supporting the arts community;
- Whereas the following members of Brampton City Council have volunteered to serve on an Arts and Culture Panel: Regional Councillor Moore, Regional Councillor Gibson, Regional Councillor Miles, City Councillor Bowman, and City Councillor Whillans; and,

cont'd. . .

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Whereas Chuck Scott is an award winning arts professional and experienced community leader in Brampton, who has volunteered to lead an Arts and Culture Panel;

Therefore Be It Resolved that Brampton City Council establish an Arts and Culture Panel to advise on the appropriate role of the municipality in arts and culture and to make recommendations for the development of the City's Arts and Culture Strategy.

Be It Further Resolved that Chuck Scott lead this Arts and Cultural Panel for a period of time determined by Council.

Be It Further Resolved that City staff be directed to report back to Council on the proposed governance, terms of reference, and budget for the Panel, including an opportunity for all Members of Council to participate. **(RML 2015-040)**.

Be It Further Resolved that City staff be directed to provide administrative and operational support to the Panel.

Be It Further Resolved that the Panel will provide regular progress updates to Council.

It is understood that J. Patteson, Chief Public Services Officer, will coordinate the direction outlined in the subject recommendation. **(RML #2015-040)**

Yours truly,

Chandra Urquhart  
Legislative Coordinator  
City Clerk's Office  
Tel: 905-874-2114/ Fax: 905-874-2119  
[chandra.urquhart@brampton.ca](mailto:chandra.urquhart@brampton.ca)

(CPSC -L1)

**Date:** 2016-03-14

**Subject:** **Amendment to the City of Brampton Emergency Management Program By-law - All Wards - GF.x**

**Contact:** Alain Normand, Manager, Emergency Management Office,  
905.874.3360

**Recommendations:**

1. That the report from Alain Normand, Manager of the Emergency Management Office, dated March 14, 2016, to the Community and Public Services Committee Meeting of April 6, 2016 re: **City of Brampton Emergency Management Program Amendment – All Wards (File GF.x)**, be received; and
2. That a By-law be passed to adopt an amended and updated City of Brampton Emergency Management Program By-law, and to repeal By-law 114-2004.

**Overview:**

- The legislation of the Emergency Management and Civil Protection Act requires that all municipalities develop and implement an emergency management program and the council of the municipality shall, by by-law, adopt the emergency management program.
- The City of Brampton Emergency Management Program encompasses all of the elements that aim to make provisions for the arrangements and measures that may have to be taken to safeguard the life, property, environment, and economy of the municipality, when faced with a large-scale emergency.
- The Emergency Management Program By-law has been amended and updated to better reflect the mature state of the Program, to address the needs of this growing municipality, and to strengthen the overall resilience of the community.

**Background:**

The *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9 (the Act), requires that:

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“Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program.”

The Act also provides a range of items that are required to be completed by the municipality in order to be compliant to the legislation. The City of Brampton meets or exceeds the Provincial standards for the emergency management program, and compliance is reviewed by the Brampton Emergency Management Program Committee and the Province of Ontario Office of the Fire Marshal and Emergency Management, on an annual basis.

### **Current Situation:**

The responsibility to develop and maintain the City of Brampton Emergency Management Program falls under the Brampton Emergency Management Office (BEMO), a division of Fire and Emergency Services, in the Public Services Department.

The previous iteration of the City of Brampton Emergency Management Program was adopted under By-law 114-2004. Since 2004, there have been significant changes to the emergency program, in particular because of the growing needs of the quickly changing municipality, and the subsequent volume of projects undertaken by BEMO.

### **Corporate Implications:**

The Emergency Management Program is unique in that, although it resides within BEMO, it is a program that has implications across all departments in the corporation; as, every department has a specific role to play in the emergency management cycle, including measures towards mitigation, prevention, preparedness, response, and recovery. While BEMO is mainly responsible for the necessary preparedness actions prior to an incident or emergency, the rest of the corporation plays a large part in the other phases of emergency management. There are numerous response and support roles for City staff at the Emergency Operations Centre; whether it is in command, communications, operations, planning, logistics, or finance and administration, and beyond through the recovery phase of any incident. For this reason, one component of the By-law is to enhance readiness by bringing together a varied range of employees, to train them on emergency-related matters, and to participate in emergency exercises. Ensuring that the necessary employees are trained and aware of their roles and responsibilities before, during, and after an emergency, is one of the ways BEMO makes an effort towards building a resilient community, in that we are prepared to manage and successfully overcome any incident.

### Other Implications:

The updated Emergency Management Program By-law, as well as the maintenance of the program through the Brampton Emergency Management Office, satisfies The Office of the Fire Marshal and Emergency Management annual review of Brampton's

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program, which state that municipalities are required, in accordance with the *Emergency Management and Civil Protection Act*, to provide an emergency program, plan, training and exercises, among other elements.

## **Strategic Plan:**

This report achieves the Strategic Plan priority of Good Government, by way of delivering trusted services to make a positive difference for citizens.

## **Conclusion:**

This report supports the updates to the Emergency Management Program By-law, which strive to enhance the City of Brampton Emergency Management Program. Plans and policies and other elements of the program must continually be updated to accommodate changes to the municipality, especially as Brampton continues to grow and expand. Consistent review and revision of the Program will allow BEMO and supporting responding agencies to effectively and efficiently manage and successfully overcome emergency situations. It will also allow BEMO to continue to serve residents and safeguard and protect life, property, the environment, and the economy; and to enhance the resiliency of the City of Brampton.

Original approved by:

Original approved by:

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Alain Normand, Manager  
Emergency Management

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Michael Clark, Fire Chief

Report authored by: Amanda Maula, Emergency Management Office, Fire and  
Emergency Services, Public Services Department



THE CORPORATION OF THE CITY OF BRAMPTON

# BY-LAW

Number \_\_\_\_\_ -2016

**To adopt an Emergency Management Program for the City of Brampton and to repeal By-law 114-2004**

**WHEREAS** the *Emergency Management and Civil Protection Act*, R.S.O. 1990, CHAPTER E.9, requires that every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program;

**THEREFORE** the Council of The Corporation of the City of Brampton **ENACTS AS FOLLOWS:**

1. That Appendix A to this By-law is hereby adopted as the emergency management program for the City of Brampton.

READ A FIRST, SECOND AND THIRD TIME AND PASSED IN OPEN COUNCIL THIS (x) day of (month) (year).

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Approved as to content  
 A. Normand  
 Manager, Emergency Management Office  
 Public Services Department

Approved as to form. ____ / ____ / ____ _____ Name
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Linda Jeffrey, Mayor

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Peter Fay, City Clerk

**APPENDIX "A" TO BY-LAW \_\_\_\_\_ - 2016****CITY OF BRAMPTON EMERGENCY MANAGEMENT PROGRAM****1. Overview**

The province of Ontario, through the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9., and Ontario Regulation 380/40, outlines specific legislated requirements in regards to emergency management, in which all municipalities must annually comply with. The City of Brampton Emergency Management Program establishes the elements to develop, implement, maintain, and evaluate emergency management and continuity of operations strategies, that address mitigation, prevention, preparedness, response, and recovery; and to meet and exceed all of the necessary requirements of the municipality.

**2. Program Elements**

The Program is the City of Brampton Emergency Management Program, for the purpose of fulfilling the legislated municipal requirements of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9.

The following section provides a breakdown of the specific elements encompassed within the City of Brampton Emergency Management Program.

**2.1 Program Management**

- a) The City of Brampton Emergency Management Program shall be developed, implemented, reviewed, and updated in accordance with the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9.
- b) The City of Brampton shall establish a program budget, including the development of financial procedures and controls to support the Program before, during, and after an emergency.
- c) The City of Brampton shall employ a Manager of Emergency Management, who shall be designated as the Community Emergency Management Coordinator (CEMC) for the municipality.
- d) The City of Brampton shall establish and maintain an Emergency Management Program Committee, to meet a minimum of once, annually.

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- e) The City of Brampton shall conduct an annual review of the Emergency Management Program and report the results to the Emergency Management Program Committee.
- f) The City of Brampton shall adopt, by by-law, an Emergency Plan.
- g) The City of Brampton Emergency Management Program shall establish, maintain and equip a primary and alternate Emergency Operations Centre, as referenced in the Emergency Plan.
- h) The Head of Council of the City of Brampton, or Acting Head of Council, is designated as the official spokesperson for the municipality; and the Strategic Communications Division of the Office of the Chief Operating Officer comprises the designated Communications Team members during an emergency, as referenced in the Emergency Plan.

## **2.2 Program Strategies**

- a) The City of Brampton Emergency Management Program shall conduct a hazard identification and risk assessment to determine the emergency threats in the municipality.
- b) The City of Brampton Emergency Management Program shall identify and maintain an assessment of its critical infrastructure.
- c) The City of Brampton Emergency Management Program shall conduct annual training for the staff of the Emergency Operations Centre and the Municipal Control Group, to ensure the readiness of employees, as referenced in the Emergency Plan.
- d) The City of Brampton Emergency Management Program shall conduct an annual emergency exercise to evaluate its emergency response strategies under the Emergency Plan.
- e) The City of Brampton shall develop, implement, and maintain a continuity of municipal services program; and conduct a business impact analysis of City services to determine the critical, necessary, and important operations.



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- f) The City of Brampton Emergency Management Program shall develop, implement, and maintain a community emergency preparedness program, including an annual public awareness campaign.
- g) The City of Brampton Emergency Management Program shall develop a presence on social media and use this platform as a communication tool to share emergency preparedness and emergency response information with the community.
- h) The City of Brampton Emergency Management Program shall maintain a database of trained emergency volunteers, known as Community Emergency Response Volunteers (CERV); and engage them to assist during emergencies and promote emergency preparedness to the public.
- i) The City of Brampton Emergency Management Program shall be involved in the process of City of Brampton community event planning, to provide safety plans for large crowd events.
- j) The City of Brampton shall deliver and develop projects that work toward achieving a stronger community that is resilient against the adverse impacts of emergencies.

## **Thursday, March 03, 2016**

**Members Present:** Dean McLeod, Chair  
Stephen Clarke, Vice-Chair  
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 J. Bowman – Wards 3 and 4

**Members Absent:** Carmen Araujo, Treasurer  
City Councillor D. Whillans – Wards 2 and 6 (personal)  
City Councillor G. Dhillon – Wards 9 and 10 (other municipal business)

**Staff Present:** Supa D.A. Meikle, Recreation Coordinator, Sports Services,  
Public Services  
Erica McDonald, Manager, Sport Brampton, Public Services  
Sonya Pacheco, Legislative Coordinator, Corporate Services

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## Minutes

### Brampton Sports Hall of Fame Committee

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The meeting was called to order at 7:12 p.m. and adjourned at 9:43 p.m.

#### 1. Approval of Agenda

The following motion was considered.

SHF015-2016 That the agenda for the Brampton Sports Hall of Fame Committee Meeting of March 3, 2016 be approved, as amended to add the following items:

7.5. Discussion at the request of Supa Meikle, Recreation Coordinator, Sports Services, Public Services, re: **100 Day Countdown Event.**

7.6. Verbal Update from Elizabeth Harris-Solomon, Co-Chair, Events Sub-Committee, re: **Brampton Sports Hall of Fame Induction Ceremony Tickets for Committee Members.**

Carried

The following supplementary information was provided at the meeting.

1. Revised minutes for **Item 6.1** (Minutes – Events Sub-Committee – February 18, 2016).
2. Information re. **Item 6.3** (Brampton Sports Hall of Fame Constitution Update).

#### 2. Declarations of Interest under the Municipal Conflict of Interest Act – nil

#### 3. Previous Minutes

##### 3.1. **Minutes – Brampton Sports Hall of Fame Committee – February 4, 2016**

The minutes were considered by the Community and Public Services Committee on February 17, 2016 and the recommendations were approved by Council on February 24, 2016. The minutes were provided for Committee's information.

#### 4. Delegation/Presentations – nil

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## Minutes

### Brampton Sports Hall of Fame Committee

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5. **Reports – nil**

6. **Sub-Committees**

6.1. **Minutes – Events Sub-Committee – February 18, 2016**  
*(Elizabeth Harris-Solomon and Cindy Maguire, Co-Chairs)*

Elizabeth Harris-Solomon, Chair, provided an overview of the revised Events Sub-Committee minutes (distributed at the meeting) for the meeting held on February 18, 2016. Ms. Harris-Solomon highlighted the recommendation in the revised minutes, regarding the event proposal and service selections for the 2016 Induction Ceremony.

Committee discussion took place with respect to the following:

- Role of this Committee in planning the induction ceremony event
- Concerns relating to the requirement and timelines for Council approval of Committee recommendations
- Challenges relating to staff time and resources, meeting deadlines and Committee member availability
- The need to review and adjust the timelines in the constitution to provide more time for the event planning process

The following motion was considered.

- SHF016-2016
1. That the **Revised Minutes from the Events Sub-Committee Meeting of February 18, 2016**, to the Brampton Sports Hall of Fame Committee Meeting of March 3, 2016, be received; and,
  2. That services provided by the following businesses/individuals be procured for the 2016 Brampton Sports Hall of Fame Induction Ceremony, in an amount that is within the approved budget:
    - Caterer – Catering by Gregory's
    - National Anthem Singer – Kacelynne Manipula
    - Lobby Entertainer – Miles Raine

Carried

6.2. Verbal Update from Norman Da Costa and Mario Russo, Co-Chairs, Marketing Sub-Committee, re: **Marketing Sub-Committee Update**

Elizabeth Harris-Solomon, Committee Member, provided an overview of the discussions at the recent Marketing Sub-Committee meeting, and provided details on the communications plan provided by Strategic Communications staff. Objectives of this plan included:

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### Brampton Sports Hall of Fame Committee

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- increasing ticket sales for the induction ceremony
- attracting more nominations for 2017
- raising awareness of the Brampton Sports Hall of Fame

Ms. Harris-Solomon provided additional information on the communications plan, relating to:

- providing information packages to the media
- using cost efficient marketing options (i.e. social media, LED road signs)
- financial implications of online and print advertisements

Committee discussion took place with respect to the financial implications of online and print advertisements and a possible budget for these items.

The following motion was considered.

- SHF017-2016
1. That the verbal update from Norman Da Costa and Mario Russo, Co-Chairs, Marketing Sub-Committee, to the Brampton Sports Hall of Fame Committee Meeting of March 3, 2016, re: **Marketing Sub-Committee Update** be received; and,
  2. That a marketing budget for the 2016 Brampton Sports Hall of Fame Induction Ceremony be approved in the amount of \$1700.

Carried

- 6.3. Verbal Update from Don Doan, Chair, Constitution Sub-Committee, re: **Brampton Sports Hall of Fame Constitution Update**.

Don Doan, Chair, Constitution Sub-Committee, referred to the handout distributed at the meeting regarding changes to the Constitution, and outlined the items that require additional information.

Committee discussion on this matter included:

- Clarification from staff regarding the procedure for making an annual budget request to Council and how this should be reflected in the Constitution
- Process for determining the annual financial requirements of this Committee
- Eligibility criteria for induction to the Sports Hall of Fame and the need to review this criteria to ensure consistency
- Consideration of establishing a “weighted” voting system for the election process
- How to respond to inquiries regarding why a nomination was unsuccessful

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### Brampton Sports Hall of Fame Committee

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- There was Committee concurrence that an appropriate response is to advise that the nominee (1) did not receive the required number of votes or (2) did not meet the technical criteria, as required under the Constitution
- How to provide assistance to nominators in completing nomination forms (e.g. providing a sample nomination form)
- The need to review the nomination deadline
  - Suggestion that this date be changed to June 30<sup>th</sup>, which would provide more time to review nominations and plan the induction ceremony event
- The need to review and amend the language in the Constitution to provide more flexibility with respect to the timeline and method for publicizing the election results

The following motion was considered.

- SHF018-2016
1. That the verbal update and handout from Don Doan, Chair, Constitution Sub-Committee, to the Brampton Sports Hall of Fame Committee Meeting of March 3, 2016, re: **Brampton Sports Hall of Fame Constitution Update** be received; and,
  2. That the role of the Financial Sub-Committee Chair include the responsibility to determine the annual financial requirements of the Brampton Sports Hall of Fame Committee, in consultation with the various sub-committees and the Committee Treasurer.

Carried

## 7. Other/New Business

- 7.1. Verbal Update from Elizabeth Harris-Solomon, Co-Chair, Events Sub-Committee, re: **Date for the 2017 Brampton Sports Hall of Fame Induction Ceremony.**

Elizabeth Harris-Solomon, Co-Chair, Events Sub-Committee, advised Committee that the conflict with the Rose Theatre regarding the original 2017 induction ceremony date has been resolved, and that date can now be booked for this event.

The following motion was considered.

- SHF019-2016
1. That the verbal update from Elizabeth Harris-Solomon, Co-Chair, Events Sub-Committee, to the Brampton Sports Hall of Fame Committee Meeting of March 3, 2016, re: **Date for the 2017 Brampton Sports Hall of Fame Induction Ceremony** be received; and,

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## Minutes

### Brampton Sports Hall of Fame Committee

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2. That the 2017 Brampton Sports Hall of Fame Induction Ceremony date be changed to May 9, 2017.

Carried

- 7.2. Verbal Update from Dean McLeod, Chair, re: **Brampton Beast Game – April 1, 2016.**

Dean McLeod, Chair, provided an update on the status of the event for the announcement of the 'Class of 2016' at the Brampton Beast Game on April 1, 2016.

Committee discussions took place with respect to the following:

- Financial contribution by the sponsor to this event (50% of the cost for food and beverages)
- Budgetary impact of this event and options to reduce expenses
- Number of tickets available
- Intent of this event to announce the 'Class of 2016', generate excitement leading to the 2016 Induction Ceremony, and increase awareness of the Sports Hall of Fame
- Potential future sponsorships from this event
- How to recognize the event sponsor for contributions to this event (e.g. sponsorship package)
- Proposed announcement for the 'Class of 2016'
- Suggestion that the Brampton Beast be requested to make a contribution towards this event

The following motion was considered.

- SHF020-2016
1. That the verbal update from Dean McLeod, Chair, to the Brampton Sports Hall of Fame Committee Meeting of March 3, 2016, re: **Brampton Beast Game – April 1, 2016** be received; and,
  2. That the Brampton Sports Hall of Fame Committee be responsible for 50% of the cost (excluding alcohol) of the event taking place at the Brampton Beast Game on April 1, 2016 for the announcement of the Class of 2016 inductees; and,
  3. That the Chairs of the Brampton Sports Hall of Fame Committee and the Financial Sub-Committee determine an appropriate way to recognize the event sponsor for in-kind contributions to this event.

Carried

# 11.1-7

## Minutes

### Brampton Sports Hall of Fame Committee

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- 7.3. Verbal Update from Elizabeth Harris-Solomon, Co-Chair, Events Sub-Committee, re: **Youth Sports Registration Days**.

Elizabeth Harris-Solomon, Co-Chair, Events Sub-Committee, provided the following information with respect to the Youth Sports Registration Days:

- Public attendance has decreased due to online registration
- Value of Committee's presence to increase awareness of the Committee and the 2016 Induction Ceremony
- Request that members interested in participating during the Youth Sports Registration Days contact Ms. Harris-Solomon directly for more information on volunteer opportunities

The following motion was considered.

- SHF021-2016 That the verbal update from Elizabeth Harris-Solomon, Co-Chair, Events Sub-Committee, to the Brampton Sports Hall of Fame Committee Meeting of March 3, 2016, re: **Youth Sports Registration Days** be received.

Carried

- 7.4. Discussion at the request of Mario Russo, Co-Chair, Marketing Sub-Committee, re: **Brampton Sports Hall of Fame Website**.

Mario Russo, Co-Chair, Marketing Sub-Committee, referenced the discussion paper appended to the agenda and provided details on the issues relating to the Brampton Sports Hall of Fame website. Mr. Russo provided the following information:

- The website was "crashing"
- Some issues have been corrected and staff made minimal changes to the site (e.g. inductee information has now been posted)
- The language of this website is outdated and "archaic"
- A budget needs to be established to resolve immediate issues with the website
- Consideration should be given in the near future to recreate this website

Committee discussion on this matter included the following:

- Issues and challenges with the existing website due to its outdated language and a suggestion that the website be recreated
- The need to address immediate concerns with the website
- Suggestion that the process to recreate the website commence as soon as possible



# 11.1-8

## Minutes

### Brampton Sports Hall of Fame Committee

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The following motion was considered.

- SHF022-2016
1. That the verbal update and discussion paper from Mario Russo, Co-Chair, Marketing Sub-Committee, to the Brampton Sports Hall of Fame Committee Meeting of March 3, 2016, re: **Brampton Sports Hall of Fame Website** be received; and,
  2. That the existing Brampton Sports Hall of Fame website be maintained; and,
  3. That the Brampton Sports Hall of Fame Committee commence the process to create a new, dynamic website for the Brampton Sports Hall of Fame.

Carried

- 7.5. Discussion at the request of Supa Meikle, Recreation Coordinator, Sports Services, Public Services, re: **100 Day Countdown Event**.

Supa Meikle, Recreation Coordinator, Sports Services, Public Services, provided information to Committee regarding the 100 Day Countdown Event leading to the 2016 Canada 55+ Games. Mr. Meikle outlined the purpose of this event and provided details regarding the staff request for Committee support to enhance and promote this event.

The following motion was considered.

- SHF023-2016 That the verbal update and handout from Supa Meikle, Recreation Coordinator, Sports Services, Public Services, to the Brampton Sports Hall of Fame Committee Meeting of March 3, 2016, re: **100 Day Countdown Event** be received.

Carried

- 7.6. Verbal Update from Elizabeth Harris-Solomon, Co-Chair, Events Sub-Committee, re: **Brampton Sports Hall of Fame Induction Ceremony Tickets for Committee Members**.

Elizabeth Harris-Solomon, Co-Chair, Events Sub-Committee, advised that each Committee member is entitled to one complimentary ticket to the Induction Ceremony and asked members to confirm their attendance. Ms. Harris-Solomon clarified that Committee members who have been inducted to the Sports Hall of Fame will also receive the lifetime complimentary ticket, and added that additional tickets may be purchased through the Rose Theatre.

# 11.1-9

## Minutes

### Brampton Sports Hall of Fame Committee

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Committee discussion included the following:

- Distribution of tickets to Committee members
- Tickets for elected officials, other dignitaries, special guests and media
- Suggestion that an announcement be made at a future Council Meeting regarding the Induction Ceremony
- Criteria for attaining sponsorships (City sponsorship agreements)

The following motion was considered.

SHF024-2016 That the verbal update from Elizabeth Harris-Solomon, Co-Chair, Events Sub-Committee, to the Brampton Sports Hall of Fame Committee Meeting of March 3, 2016, re: **Brampton Sports Hall of Fame Induction Ceremony Tickets for Committee Members** be received.

Carried

8. **Correspondence** – nil

9. **Information Items**

9.1. **News Items – Future / Potential Inductees** – Ken Giles

Ken Giles, Committee Member, provided information to Committee regarding the accomplishments and progress of various Brampton athletes.

Erica McDonald, Manager, Sport Brampton, Public Services, suggested that the information collected by Mr. Giles be stored for future reference.

10. **Question Period**

1. Elizabeth Harris-Solomon and Supa Meikle responded to a question from Don Doan regarding the purchasing process as it relates to the selection of the lowest bidder.

11. **Public Question Period** – nil

12. **Closed Session** – nil

# 11.1-10

## Minutes

### Brampton Sports Hall of Fame Committee

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#### 13. Adjournment

The following motion was considered.

SHF025-2015 That the Brampton Sports Hall of Fame Committee do now adjourn to meet again on Thursday, April 7, 2016 at 7:00 p.m.

Carried

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Dean McLeod, Chair

**Date:** 2016-03-15

**Subject:** **Request for Budget Amendment and Request to Begin Procurement, Purchasing By-Law Section 4, Feasibility Analysis Related to Potential Acquisition of Powerade Centre - Ward 3 (File AF.a)**

**Contact:** Brian Rutherford, Director, Business Services Office, Public Services Department, 905.874.3396

**Recommendations:**

1. That the report from Brian Rutherford, Director, Business Services Office, Public Services Department, dated March 15, 2016, to the Community and Public Services Committee Meeting of April 6, 2016 re: **Request for Budget Amendment and Request to Begin Procurement, Purchasing By-Law Section 4, Feasibility Analysis Related to Potential Acquisition of Powerade Centre – Ward 3 (File AF.a)** be received; and
2. That a budget amendment be approved and a new capital project be established in the amount of \$152,000 for the **Feasibility Analysis Related to Potential Acquisition of Powerade Centre** with funding of \$152,000 transferred from General Rate Stabilization Reserve (GRS); and
3. That the Purchasing Agent is authorized to undertake the procurement of consulting services for the Valuation and Business Case Analysis for the Feasibility Analysis Related to Potential Acquisition of Powerade Centre and to award a contract in compliance with the Purchasing By-law (310-2015).

**Overview:**

- **On March 2, 2016, Community and Public Services Committee received a staff report “Outline of Feasibility Analysis Related to Potential Acquisition of the Powerade Centre” (dated February 19, 2016) and approved recommendation CPS035-2016 authorizing staff to report back on a funding source for the proposed diligence work (Council Resolution C071-2016).**
- **This report is to obtain Council approval of a budget amendment for \$152,000 to fund the initial components (valuation and business case analysis) of the feasibility analysis related to the potential acquisition of Powerade Centre and authorize Purchasing staff to commence procurement of external consultants for this work.**

# 12.1-2

- **Funding for this budget amendment is recommended from the General Rate Stabilization Reserve (GRS).**
- **Staff will undertake the work as quickly as possible and will provide a status report in September 2016.**

## **Background:**

On March 2, 2016, Community and Public Service Committee received a staff report "Outline of Feasibility Analysis Related to Potential Acquisition of the Powerade Centre." Committee approved the following recommendation:

- CPS035-2016
1. That the report from Brian Rutherford, Director, Business Services, Public Services, dated February 19, 2016, to the Community and Public Services Meeting of March 2, 2016, re: **Outline of Feasibility Analysis Related to Potential Early Acquisition of the Powerade Centre, Ward 3** (File AF.a), be received; and,
  2. That staff be authorized to proceed with the four (4) stage feasibility analysis and acquisition process review, including:
    - 1) Valuation
    - 2) Business Case Analysis
    - 3) Acquisition Process
    - 4) Management Structuresubject to staff reporting back with a funding source and request to begin procurement report, as necessary; and,
  3. That pending approval for the feasibility analysis, staff be requested to report back with a status report in September 2016; and,
  4. That staff be requested to seek from P.A. Sports Centre Inc. written confirmation of their willingness to entertain an acquisition proposal from the City, should Council ultimately decide to pursue acquisition.

## **Current Situation:**

As indicated above, at its meeting of March 2, 2016, the Community and Public Services Committee received the staff report *Outline of Feasibility Analysis Related to Potential Acquisition of the Powerade Centre*, dated February 19, 2016 and recommended a motion authorizing staff to proceed with a four-stage feasibility analysis and acquisition process.

# 12.1-3

Based on this direction, the Public Services Department is requesting a budget amendment of \$152,000 to fund the costs of external consulting services for the Valuation and Business Case Analysis phases only. The Public Services Department is also requesting authorization to begin the procurement process for the consulting services for the Valuation and Business Case Analysis.

## **Scope of Work:**

The proposed scope of work includes the initial two stages of the feasibility analysis that will be initiated concurrently to advance the time schedule:

### Valuation

- This component would undertake research on the value of the Powerade Centre as a basis for negotiations on its potential early acquisition by the City.
- Areas of analysis would include:
  - Review of leases, contracts, and agreements
  - Appropriate valuation models (e.g., business valuation, leasehold interest (building) valuation, land lease valuation)
  - Assessment of asset conditions and capital requirements
  - Market sounding of private and public sector organizations that own and/or operate ice sports complexes, to confirm key assumptions and validate results
- Anticipated resources
  - Internal project team
  - External real estate valuation consultant, estimated cost \$25,000 to \$35,000
  - Business valuation consultant, estimated cost \$25,000 to \$35,000
  - Building capital reserve projection (engineering) consultant, estimated cost \$15,000
  - External legal counsel, estimated cost \$2,000

### Business Case Analysis

- This component would establish the benefits and costs of City ownership of the Powerade Centre compared to benefits and costs of the status quo (i.e., reversion of facility to City in 2034)
- Areas of analysis would include:
  - Assessment of the facility's market potential
  - Revenues and costs of operating the sports and entertainment complex
  - Potential revenue sources, including programming revenues and associated outlays
  - Evaluation of potential operating and service delivery models (e.g., direct City operation versus contracted management)
  - Assessment of financial and other risks associated with early acquisition

# 12.1-4

- Anticipated resources
  - Internal project team
  - External management/business advisory consultant, estimated cost \$50,000-\$65,000

## **Timing:**

<b>Item</b>	<b>Anticipated Dates</b>
Budget amendment at committee	April 6, 2016
Council approval of budget amendment	April 13, 2016
Procurement of external consultants	April-June 2016
Committee status report	September, 2016

## **Cost:**

The estimated project cost for the first two phases is:

<b>Stage</b>	<b>Funding Source</b>	<b>Estimated Cost</b>
Valuation stage	2016 Budget Amendment	\$ 87,000
Business Case stage	2016 Budget Amendment	\$65,000
<b>TOTAL</b>		<b>\$152,000</b>

## **Corporate Implications:**

### Financial Implications:

Subject to Council approval, a new Capital Project will need to be established in the total amount of \$152,000 for the Feasibility Analysis Related to Potential Acquisition of Powerade Centre.

Funding for this initiative will require funding from the General Rate Stabilization Reserve (GRS) in the amount of \$152,000.

There is sufficient funding in the General Rate Stabilization Reserve (GRS) for this initiative.

Requests for funding additional phases would need to be identified should Council decide to pursue the Acquisition Process and Management Structure stages.

### Other Implications:

The external consultants will be obtained using a competitive public procurement process in accordance with the Purchasing By-law (310-2015).

# 12.1-5

## **Strategic Plan:**

This Strategic Plan 2016-2018 includes four priority areas for the vision of the City Council, which moves us forward as a connected city that is innovative, inclusive and bold. This report supports the Strategic Plan goal of Good Government through “proactive, effective and responsible management of municipal assets and services”.

## **Conclusion:**

The requested funding will allow staff to proceed as quickly as possible to provide a business case and valuation for determination of sufficient benefits for the City of Brampton to justify early acquisition of the Powerade Centre.

Staff will provide a status report in September 2016.

Original approved by:

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Brian Rutherford  
Director, Business Services Office  
Public Services Department

Original approved by:

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Julian Patteson  
Chief Public Services  
Officer

Report authored by: Rob Downard, Senior Business Advisor  
Business Services Office



## Community &amp; Public Services Committee

RML ID	Origin Meeting			Report to Committee	Report Name (working title only)	Original Deadline/Target	Revised Target Date	Revision Number	Contact
	Date	Resolution Motion	Committee						
<b>Recreation and Culture</b>									
RM16/2015 (2013-019)	2013/04/03	CW104-2013	CW	CPSC	Brampton Arts and Culture Master Plan and New Grant Program	2013/09/18	2016/06/01	12	B. Morrison x43542
RM17/2015 (2015-012)	2015/03/30	BC009-2015	Council	CPSC	Rates for seniors curling		Q4	7	E. McDonald x42310
RM18/2015 (2015-001)	2015/01/21	CPS002-2015	CPSC	CPSC	Use of City facilities: review the establishment of a "business rate" rental and booking fee; review current groups and organizations that would be defined as "business rate" groups (e.g. for-profit business entities)	2015/03/04	2016/06/01	8	E. McDonald x42310
RM19/2015 (2015-017)	2015/04/15	CPS044-2015	CPSC	CPSC	South Fletchers Sportsplex - reallocation options for use of the former Don Cherry's Sports Bar space		Q4	9	E. McNeice x43586
RM21/2015 (2015-026)	2015/06/04	SHF041-2015	SHF	CPSC	Strategic Plan for the Sports Hall of Fame	n/a	Q3	3	E. McDonald x42310
RM22/2015 (2015-034)	2015/09/23	CPS089-2015	CPSC	CPSC	Request to provide Surplus Properties 8300 Chinguacousy Road and 1524 Countryside Drive to Habitat for Humanity GTA	2015/12/02	2016/06/01	4	A. Pritchard x42131
RM23/2015 (2015-035)	2015/09/23	CPS094-2015	CPSC	CPSC	Status of Recommendation CPS055-2015: "That neighbourhood organizations that participate in community cleanups not be required to pay for a permit, insurance and that where possible, amenities like barbecues be provided; and further that a disclaimer be signed where and when required."	2015/12/02	2016/06/01	3	B. Rutherford x43396
RM24/2015 (2015-036)	2015/09/23	CPS095-2015	CPSC	CPSC	Re-Establishment of Winter Wonderland Event in Chinguacousy Park for 2015 and onwards and Funding Implications	2015/12/02	2016/05/18	3	C. Booth x43550

## Community & Public Services Committee

RML ID	Origin Meeting			Report to Committee	Report Name (working title only)	Original Deadline/Target	Revised Target Date	Revision Number	Contact
	Date	Resolution Motion	Committee						
<b>Fire Services</b>									
(nil)									
<b>Transit Services</b>									
(nil)									
<b>Service Brampton and Facilities</b>									
RM26/2015 (2014-025)	2014/04/16	CW141-2014	CW	CPSC	Status of funding and accommodation arrangements for Canadian-South Asians Supporting Independent Living (C-SASIL)	2014/09/03	2016/06/01	12	A. Pritchard x42131