



**MINUTES**  
**Markham Sport Hall of Fame Board**  
**November 10 2016**  
**Markham Pan Am Centre**

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**Board Members**

Ron Anderson  
Regional Councillor Nirmala Armstrong  
to 7:50 pm  
Bruce Barnett  
Councillor Colin Campbell  
Paul Cicchini  
John Collie  
Councillor Don Hamilton to 7:50 pm  
Rila Levine  
Cathy McKnight  
Anderson Mendonca  
Rukshan Para from 5:45pm  
Mark Saito  
Jason Sheldon  
Meg Stokes

**Staff**

Stephen Chait, Director of Culture and Economic  
Development  
Mary Creighton, Director of Recreation to 6:10 pm  
Christina Lee, Recording Secretary

**Regrets**

Janis Cookson, Manager, Sports Development  
Kelly O'Hanlon  
Mayor Frank Scarpitti

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The Markham Sport Hall of Fame Board meeting was officially convened at 5:38 pm with Meg Stokes in the Chair.

Ms. Stokes introduced Stephen Chait, Director of Culture and Economic Development from the City of Markham. She advised the members that Mr. Chait was officially on vacation and did have a prior commitment and so could only stay until 7:00 pm. She suggested that the meeting cover as much of the Discussion Document as possible in the time available with Mr. Chait.

**1. CONFIRMATION OF AGENDA**

**2. ADOPTION OF THE JULY 14, 2016 MINUTES**

The September 9, 2016 Markham Sport Hall of Fame Board meeting minutes were adopted as distributed.

CARRIED

### **3. DISCUSSION DOCUMENT PRESENTATION – Stephen Chait**

Mr. Chait expressed his appreciation of the work accomplished by the members and advised that he had prepared the discussion paper to assist the members in their task of creating the Markham Sport Hall of Fame.

Mr. Chait advised that the MSHOF must be significant and recognizable as belonging to the Markham brand, the City of Markham and as a destination in Markham.

Mr. Chait led the members through the topics of his discussion paper which is intended to illustrate the importance of defining stages for any sizable project and working group. (Attachment 1 to these minutes)

#### ***Vision Statement – What do we aspire the MSHOF to be and what does success look like?***

He advised that the activities of the members towards the creation of the MSHOF be elevated by a compelling vision of the legacy of athleticism.

#### ***Mandate/Mission – What is the purposed of the MSHOF?***

Mr. Chait recommended that the members consider the creation of a Mandate and a redefined Mission Statement to clearly define the purpose of the MSHOF.

He informed the members that a redefined Vision Statement, Mandate and Mission Statement would allow the members to work cohesively towards determining a business plan for the MSHOF. He further recommended that the members focus on developing a business plan for Council's consideration.

#### **Target Market / Audience**

Mr. Chait was in agreement with members regarding the target audience for the MSHOF. Mr. Chait asked the members to consider that the MSHOF be rooted in the Pan Am Centre but also to focus on having a bigger presence externally. He advised that there were many opportunities for sponsorship but laying the groundwork of a Vision Statement, Mandate/Mission Statement and business plan would be very important in enticing those potential sponsors.

#### **Governance and Performance Monitoring**

Mr. Chait reminded the members that this group is a Committee of Council and encouraged the members to prepare an interim report and presentation for Council regarding the work that has been accomplished. Members are aware that an annual report to Council is expected as outlined in the Terms of Reference. It was agreed that a report and presentation to Council would be an excellent opportunity to bring Council current on the group's efforts. Although Council already receives the meeting minutes and this group is represented at Council by Councillors Campbell and Hamilton, Regional Councillor Armstrong as well as Mayor Scarpitti, a presentation would allow the Council to be better informed and provide an opportunity to ask questions and to engage with the members through the Chair.

In discussion, members informed Mr. Chait that the observations which he included in his discussion paper were from draft only documents which had been prepared by the various subcommittees for the meeting of September 9, 2016; but the documents had not yet been reviewed by the members. On September 9th, the meeting time expired without the Agenda advancing to the presentation and discussions of the subcommittees save for Design and Technology.

Mr. Chait was also advised that the members had been operating according to the Terms of Reference and Mandate approved by Council in June 2015.

Expressing their passion for the project, members also recognize the magnitude of the task of creating the MSHOF. Members understand that the MSHOF will be a reflection on the City and should therefore be a reflection of the City.

Mr. Chait was informed that each subcommittee had moved forward in collaboration with each other by applying their own expertise in the development of drafts of a press kit, sponsorship solicitation documents, lists of potential sponsors, informational packages, nomination forms and selection criteria, researching design and display possibilities, etc.

Members asked if the Commissioners could clarify the scope of staff support and engagement that the members could expect. Directed staff support from the City would be very welcome to ensure that work by the members would be in line with the City's protocols. Further, directed staff support would define what the members can ask for.

Members stated that it would be helpful for Mr. Chait to meet with each subcommittee so that he would have the opportunity to understand what each subcommittee has been trying to accomplish and what each has done; and for Mr. Chait to provide the members with guidance and information regarding resource opportunities at the City.

The Chair thanked Mr. Chait for his attendance.

As the review of the discussion paper was not completed, the Chair suggested that the meeting adjourn at this juncture and that the review continue at the next meeting.

#### **4. NEW BUSINESS**

No new business was introduced.

#### **5. NEXT MEETING**

The next meeting will be held on Thursday, December 8, 2016 at 5:30 pm - to be determined.

### **ADJOURNMENT**

The Markham Sport Hall of Fame Board meeting adjourned at 7:00 pm.