



## Official Recognition Committee Meeting Agenda

Thursday, March 20, 2025, 4:00 p.m.

Martin Room - 3rd Floor, City Hall

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### Pages

**1. Official Recognition Committee Meeting 02-2025**

Chair: Anthony Foglia

**2. Members**

Councillor Michael Zussino

Anthony Foglia

Tiffany Gervasi

Elaine Lynch

Matthew Villella

**3. Officials**

Dana Earle, Deputy City Clerk

Lori Wiitala, Committee Clerk/Legislative Specialist

**4. Disclosures of Interest**

**5. Agenda Approval**

WITH RESPECT to the March 20, 2025, meeting of the Official Recognition Committee, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

**6. Confirmation of Previous Minutes**

The Minutes of Meeting 01-2025 of the Official Recognition Committee, held on February 13, 2025, to be confirmed.

THAT the Minutes of Meeting 01-2025 of the Official Recognition Committee, held on February 13, 2025, be confirmed.

**7. 47th Annual City of Thunder Bay Official Recognition Awards**

The Committee will discuss the 47th Annual City of Thunder Bay Citizens of Exceptional Achievement Awards event preparations.

**8. New Business**

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9. **Next Meeting**

10. **Adjournment**



## **Official Recognition Committee Meeting Minutes**

**Thursday, February 13, 2025, 4:16 p.m.**

**Martin Room - 3rd Floor, City Hall**

### **1. Official Recognition Committee Meeting 01-2025**

Chair: Anthony Foglia

### **2. Members**

Anthony Foglia

Tiffany Gervasi

Elaine Lynch

Matthew Villella

Councillor Michael Zussino

### **3. Officials**

Dana Earle, Deputy City Clerk

Lori Wiitala, Committee Clerk/Legislative Specialist

### **4. Election of Chair and Vice-Chair**

Committee Clerk & Legislative Specialist Lori Wiitala administered nominations for Chair of the Official Recognition Committee for 2025.

MOVED BY: Matthew Villella

SECONDED BY: Tiffany Gervasi

WITH RESECT to the position of Chair on the Official Recognition Committee, we recommend that Anthony Foglia be appointed Chair of the Committee for the remainder of the 2025 calendar year, and until a replacement has been appointed, as required annually.

CARRIED

Committee Clerk & Legislative Specialist Lori Wiitala administered the nomination for Vice-Chair of the Official Recognition Committee for 2025.

MOVED BY: Elaine Lynch  
SECONDED BY: Tiffany Gervasi

WITH RESPECT to the position of Vice-Chair of the Official Recognition Committee, we recommend that Matthew Villella be appointed Vice-Chair of the Committee for the remainder of the 2025 calendar year, and until a replacement has been appointed, as required annually.

CARRIED

The newly appointed Chair, Anthony Foglia, assumed the role of Chair for the remainder of the meeting.

**5. Disclosures of Interest**

Matthew Villella declared a conflict of interest relative to the Citizens of Exceptional Achievement Awards nominations.

**6. Agenda Approval**

MOVED BY: Matthew Villella  
SECONDED BY: Councillor Michael Zussino

WITH RESPECT to the February 13, 2025, meeting of the Official Recognition Committee, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

**7. Confirmation of Previous Minutes**

The Minutes of Meeting 04-2024 of the Official Recognition Committee, held on October 22, 2024, to be confirmed.

MOVED BY: Matthew Villella  
SECONDED BY: Councillor Michael Zussino

THAT the Minutes of Meeting 04-2024 of the Official Recognition Committee, held on October 22, 2024, be confirmed.

CARRIED

**8. Resolution to Resolve into Closed Session**

MOVED BY: Tiffany Gervasi  
SECONDED BY: Matthew Villella

THAT the Official Recognition Committee resolve into closed session in order to receive information pursuant to *Municipal Act* (Section 239 (2)):

(b) personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

The Committee resolved into Closed Session.

**9. Citizens of Outstanding Achievement Monthly Awards**

**9.1 Current Nominations**

The Office of the City Clerk will provide an update relative to the current nominations.

There were no monthly nominations to discuss.

**9.2 New Nominations**

A call for nominations for the Citizens of Exceptional Achievement Monthly Awards.

There were no new monthly nomination to discuss.

**10. 47th Annual City of Thunder Bay Citizens of Exceptional Achievement Awards**

**10.1 Nomination Selection**

The committee reviewed the nominations for the 47<sup>th</sup> Annual Citizens of Exceptional Achievement Awards.

MOVED BY: Matthew Villella  
SECONDED BY: Tiffany Gervasi

THAT the Official Recognition Committee confirms all final decisions regarding the nominations;

AND THAT Administration proceed as directed.

CARRIED

Matthew Villella stepped out of the room to allow the committee to discuss the item with which he declared a conflict.

At 5:36 the Committee resolved back into open session.

## **10.2 Event Planning**

The Committee discussed next steps for the annual event including:

- prepare and distribute successful and unsuccessful candidate letters
- gather additional information regarding biographies
- prepare event programme and scrolls
- prepare PowerPoint (PPT) presentation to include
  - category, name of recipients, a split screen of Chambers and the PPT presentation at the event
- obtain a City of Thunder Bay backdrop for photos of award recipients to be taken in the McNaughton Room following receipt of award, Corporate Communications to take photos
- prepare list of duties for volunteers including:
  - biography readers
  - greeters
  - traffic direction
  - hand out scrolls for all winners, and medallions for Spirit winners

If enough copies are available; the committee would like to distribute a copy of the Prince Arthur's Landing book to all award recipients.

Award recipients can bring up to two guests, and groups can bring up to 5 guests.

The television will be set-up in the lobby at City Hall for viewing.

## **11. Next Meeting**

The next meeting will be held on Thursday, March 20, 2025, at 4:00 p.m. in the Martin Room, 3rd Floor, City Hall.

**12. Adjournment**

The meeting adjourned at 5:59 p.m.