



Official Recognition Committee Meeting Minutes

Thursday, September 28, 2023, 4:35 p.m.

Martin Room - 3rd Floor, City Hall

1. Official Recognition Committee Meeting 05-2023

Chair: Anthony Foglia

2. Members

Councillor Michael Zussino

Anthony Foglia

Tiffany Gervasi

Elaine Lynch

Matthew Villella

Amy Ward

3. Officials

Dana Earle, Deputy City Clerk

Lori Wiitala, Committee Clerk/Legislative Specialist

4. Guests

5. Disclosures of Interest

The Chair called the meeting to order, there were no disclosures of interest declared.

6. Agenda Approval

MOVED BY: Elaine Lynch

SECONDED BY: Councillor Michael Zussino

WITH RESPECT to the September 28, 2023, 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 04-2023 Official Recognition Committee, held on April 12, 2023, to be confirmed.

MOVED BY: Tiffany Gervasi
SECONDED BY: Elaine Lynch

THAT the Minutes of Meeting 04-2023 of the Official Recognition Committee, held on April 12, 2023, be confirmed.

CARRIED

8. 46th Annual City of Thunder Bay Official Recognition Awards - Debrief

Discussion was held relative to the above noted. The following information was provided.

On June 26, 2023, Administration brought forward Corporate Report 196-2023- Corporate Services & Long-Term Care-Financial Services - Report Back – 2024 Budget Amendments, with budget cut recommendations including to eliminate the Annual Citizens of Exceptional Achievement Awards Event; the recommendation was passed by City Council and the decision was ratified at City Council meeting on July 17, 2023.

The committee discussed the 46th Annual Event and the following information was provided:

The event was an overall success although \$1,230 over budget; the expectation of \$4,000 ticket sales came in substantially lower at \$2,600; dinner came in under budget at \$7,000. The addition of an access ramp was well utilized.

The following suggestions were provided if an event were to be held in 2024 and forward:

- provide more time to the biography writer to ensure accuracy of information; alternatively, have nominator write biography with nominees' assistance after application is approved, to ensure accuracy;
- cash bar with the option of alcohol beverages;
- provide presenters biographies well ahead of time to ensure accuracy of pronunciation of names; use large font and double space biographies;
- Land Acknowledgement is recommended prior to the National Anthem;
- an item to identify award winners;
- use of more colourful decor;
- ensure note cards on tables are legible
- event ran too quickly

9. Resolution to Resolve into Closed Session

MOVED BY: Matthew Villella
SECONDED BY: Councillor Michael Zussino

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.

10. Citizens of Outstanding Achievement Monthly Awards

10.1 Current Nominations

The Office of the City Clerk provided an update relative to the current nominations. It was consensus of committee to proceed as directed in closed session.

10.2 New Nominations

There were no new nominations for the Citizens of Exceptional Achievement Monthly Awards.

The committee resolved back into open session.

11. New Business

11.1 Annual Event

Discussion was held relative to future annual recognition initiatives, and the following suggestions were provided.

As the budget has been eliminated for the annual recognition event, options were discussed and the following actions will inform future discussions:

- Connecting with Community Safety & Well Being to discuss Community Safety Awards and respect. Awards – follow up by the Office of the City Clerk
- Potential for enhanced recognition held in conjunction with presentation at council meetings – further review required at a future meeting
- Social media campaign – follow up with Corporate Communications by the Office of the City Clerk
- Other sources of funding – follow up by the Office of the City Clerk

11.2 Amending nomination categories

A recommendation to amend list of monthly nomination categories to include Youth, Good Citizen and Spirit awards was presented. The committee discussed the Spirit award and would like to recognize the exceptional accomplishments of these individuals or groups in a higher regard than the other categories.

Another suggestion was to recognize the Annual Exceptional Achievements during the month of April with it being Volunteer Month.

In consultation with Indigenous Relations Office (IRO) a full review of the committee Policy and Terms of Reference happened in 2021; if any significant changes are made to the committee Terms of Reference and Policy it is recommended to consult with IRO again, and would require a report presented to City Council for authorization.

Committee Clerk/Legislative Specialist Lori Wiitala will email the TOR, Policy, and nomination application documents to the committee for review prior to the next committee meeting.

12. Next Meeting

The next committee meeting will be held November 2, 2023, in the Martin Room, at 4:30 p.m.

13. Adjournment

The meeting adjourned at 5:37 p.m.