



## **Official Recognition Committee Meeting Minutes**

**Tuesday, October 22, 2024, 4:03 p.m.  
Martin Room - 3rd Floor, City Hall**

### **1. Official Recognition Committee Meeting 04-2024**

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**

MOVED BY: Matthew Villella  
SECONDED BY: Councillor Michael Zussino

WITH RESPECT to the October 22, 2024, meeting of the Official Recognition Committee, we recommend that the agenda as printed, including any additional information and new business, be confirmed.

CARRIED

**6. Confirmation of Previous Minutes**

The Minutes of Meeting 03-2043 Official Recognition Committee, held on September 17, 2024, to be confirmed.

MOVED BY: Councillor Michael Zussino

SECONDED BY: Matthew Villella

THAT the Minutes of Meeting 03-2024 of the Official Recognition Committee, held on September 17, 2024, be confirmed.

CARRIED

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

**7.1 Current Nominations**

There were no nominations to present.

**7.2 New Nominations**

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

There were no new nominations brought forward.

**8. 47th Annual Citizens of Exceptional Achievement Awards Event**

The committee reviewed the volunteer distribution list, the letter to organizations, the nomination form, and the media release.

Preparation will start the week of November 18th; letters to organizations will be mailed the week of November 25th, with a deadline of January 31, 2025, to receive submissions. A copy of the letter and nomination form will be included in the mailouts, and a fillable application will be available online. An external and internal media release will be issued.

In reviewing the application form, the committee agreed to include the Office of the City Clerk phone number for questions.

At the February meeting, the committee will review applications and select award recipients. At the March meeting the committee will review the documents for the 47th Annual event, including the PowerPoint presentation, speaking notes, and assigned duties.

**9. Next Meeting**

The next meeting will be held on Thursday, November 21, 2024, at 4:00 p.m. in the Martin Room, City Hall.

**10. Adjournment**

The meeting adjourned at 4:44 p.m.