



## CITY OF ORILLIA Commemorative Awards Committee MINUTES

**Minutes of the Meeting of the Commemorative Awards Committee, Wednesday, August 15, 2018 at 3:00 p.m. in the Brooks Boardroom, Orillia City Centre**

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**Present:** Paul Raymond in the Chair  
Barbara Dickson  
Ted Duncan  
Betsy Gross  
Shannon Jackman

**Also Present:** Darcy Hoover, Manager of Marketing (part of meeting)  
Leigh Kenderdine, Committee Secretary

### **Call to Order**

The meeting was called to order at 3:02 p.m. by the Committee Secretary who proceeded to conduct the Election for the Chair for 2018, pursuant to section 105.2.3. of Chapter 105 of the City of Orillia Municipal Code, being the Procedure By-law for Local Boards and Committees.

Moved by Gross, seconded by Dickson:

THAT the following member of the Commemorative Awards Committee be elected Chair for 2018:

- Paul Raymond.

**Carried.**

Paul Raymond assumed the Chair.

### **Approval of Agenda**

Moved by Duncan, seconded by Gross:

THAT the agenda for the Commemorative Awards Committee meeting held on August 15, 2018 be approved as distributed.

**Carried.**

### **Disclosure of Interest**

None declared.

### **Deputations**

None.

## Minutes

1. June 20, 2018.

Moved by Gross, seconded by Dickson:

THAT the minutes of the Commemorative Awards Committee meeting held on June 20, 2018 be adopted, having been printed and distributed.

**Carried.**

## Correspondence - Information Items

None.

## Correspondence - Action Items

1. Treasury Department - re 2019 Budget.

- a) Budget Instruction memo
- b) Budget Spreadsheet
- c) CAW Account Breakdown

Moved by Dickson, seconded by Jackman:

THAT the Commemorative Awards Committee approve the line item amounts for a total budget request for 2019 of \$5,100 as follows:

00-8-7850-0249 Operating Tools	\$350
00-8-7850-0331 Postage	\$50
00-8-7850-0340 Printing	\$3,500
00-8-7850-0350 Contracts	\$1,000
00-8-7850-0385 Other Services	\$200

**Carried.**

2. Shannon Jackman - re Hall of Fame.

Moved by Gross, seconded by Duncan:

THAT, further to the memo dated August 8, 2018 from Shannon Jackman regarding Hall of Fame Award Additions, Shannon Jackman and Barb Dickson research the possibility of improving the Hall of Fame Inductee Ceremony and bring suggestions to a future Committee meeting.

**Carried.**

3. Shannon Jackman - re Awards Awareness

Moved by Dickson, seconded by Gross:

THAT, further to the memo dated August 8, 2018 from Shannon Jackman regarding Commemorative Awards Awareness, the Commemorative Awards Committee create an action plan for review at a future Committee meeting in order to increase awareness of the City awards given out and increase the number of nominations submitted.

**Carried.**

4. Shannon Jackman - re Volunteer Acknowledgements.

Moved by Duncan, seconded by Jackman:

THAT, further to the memo dated August 8, 2018 from Shannon Jackman regarding Volunteer Appreciation Week Improvements, Betsy Gross approach Information Orillia regarding a central list of volunteer awards and report back to the Committee at the September 19, 2018 meeting.

**Carried.**

5. Shannon Jackman - re Hall of Fame Banners.

Moved by Gross, seconded by Dickson:

THAT the memo dated August 8, 2018 from Shannon Jackman regarding Hall of Fame Banners Care and Maintenance be received as information.

**Carried.**

6. Secretary - re Quote for new Hall of Fame Banner.

Moved by Gross, seconded by Duncan:

THAT, further to the correspondence dated July 12, 2018 from the Secretary regarding a new Hall of Fame banner, the Committee authorize the Secretary to purchase a new Hall of Fame banner for the new inductees in the amount of \$141.49 (\$125 plus HST).

**Carried.**

7. Secretary - re Quote for Order of Orillia Frames and Name Plates.

Moved by Jackman, seconded by Dickson:

THAT the Commemorative Awards Committee authorize the Secretary to purchase the 2018 Order of Orillia engraved awards at the cost of \$305.10 (including applicable taxes);

AND THAT the Secretary also be authorized to purchase four 2018 Order of Orillia name plates in an amount not to exceed \$60.

**Carried.**

8. Secretary - re Order of Orillia Timeline Update.

Moved by Jackman, seconded by Gross:

THAT the timeline for the Committee regarding the September 17, 2018 Order of Orillia Induction Ceremony be approved.

**Carried.**

**Reports**

None.

**Date of Next Meeting**

Wednesday, September 19, 2018 at 3:00 p.m. in the Brooks Boardroom, Orillia City Centre.

**Adjournment**

Moved by Gross, seconded by Dickson:  
THAT the meeting be adjourned.

**Carried.**

Meeting adjourned - 4:35 p.m.

*[adopted March 20, 2019]*

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P. Raymond,  
Chair.