



## CITY OF ORILLIA Commemorative Awards Committee MINUTES

**Minutes of the Meeting of the Commemorative Awards Committee, Wednesday, May 15, 2019 at 2:00 p.m. in the Brooks Boardroom, Orillia City Centre**

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**Present:** Shannon Jackman in the Chair  
Barbara Dickson  
Susan McGraw  
Kym Kennedy

**Also Present:** Darcy Hoover, Manager of Marketing  
Lisa Thomson-Roop, Manager,  
Downtown Orillia Management Board  
Robin Cadeau, Assistant Clerk  
Chelsea Ward, Committee Secretary

### **Call to Order**

The meeting was called order at 2:00 p.m.

### **Approval of Agenda**

Moved by Dickson, seconded by Kennedy:

THAT the agenda for the Commemorative Awards Committee meeting held on May 15, 2019 be approved as amended to move Correspondence - Action Item Numbers 2 and 1 to follow the Minutes.

**Carried by 2/3 of members present.**

### **Disclosure of Interest**

None declared.

### **Deputations**

None.

### **Minutes**

1. March 20, 2019.
2. April 17, 2019.

Moved by Dickson, seconded by Kennedy:

THAT the minutes of the following Commemorative Awards Committee meetings be adopted, having been printed and distributed:

- March 20, 2019
- April 17, 2019

**Carried.**

### **Correspondence - Action Items**

2. Committee Secretary/Manager of the Downtown Orillia Management Board - re Hall of Fame Banners Update.

Members were advised:

- There is availability in September and October for the banners to be installed in the downtown core by Downtown Orillia Management Board staff.
- There is an option for the banners to be placed along the waterfront for the majority of the winter months.
- The poles surrounding the City Centre are possibly seized and may not adjust to fit the banners.

Moved by McGraw, seconded by Dickson:

THAT the agenda submission dated May 8, 2019 from the Committee Secretary regarding the update on the Hall of Fame Banners be received;

AND THAT the Downtown Management Board be requested to hang the banners as soon as possible in September until the end of October with the banners to be placed in close proximity to each other along Mississauga Street.

**Carried.**

1. Manager of Marketing - re Hall of Fame Book.

Moved by Dickson, seconded by McGraw:

THAT the agenda submission dated April 10, 2019 from the Manager of Marketing regarding the Hall of Fame Book be received;

AND THAT the Commemorative Awards Committee approve the following actions, to include:

- Authorize the Manager of Marketing to work with Kym Kennedy to standardize the biographies, and to explore cover options and design;
- Authorize the Manager of Marketing to work with the Secretary to oversee the hiring of a printer/publisher, and report back to the next meeting.

**Carried.**

## **Closed Session**

### **Motion to move into Closed Session**

Moved by Dickson, seconded by Kennedy:

THAT, pursuant to Section 239(4) of the Municipal Act, 2001, S.O. 2001, c.25, notice was hereby given that this Committee intended to hold a closed session meeting today in the Brooks Boardroom of the Orillia City Centre, to deal with matters pursuant to Section 239 (2) (b) of the said Act (Personal Matter).

**Carried.**

## **Closed Session Items**

1. Order of Orillia Nomination

Confidential materials were distributed at the meeting. Two nominations were reviewed and next steps discussed.

## **Motion to Rise to Open Session**

Moved by Dickson, seconded by Kennedy:

THAT the Committee return to Open Session.

**Carried.**

## **Open Session**

Open Session resumed at 3:32 p.m.

## **Motions Arising from Closed Session Discussions**

Moved by McGraw, seconded by Kennedy:

THAT the confidential nominations for the Order of Orillia be received at this time;

AND THAT the confidential direction provided to the Secretary be adopted.

**Carried.**

## **Correspondence - Information Items**

None.

## **Correspondence - Action Items (Continued)**

3. Barbara Dickson/Committee Secretary - re Review of Committee Mandate.

Moved by Dickson, seconded by McGraw:

THAT the agenda submission dated April 10, 2019 from Barbara Dickson regarding the Committee mandate be received as information.

**Carried.**

4. Shannon Jackman - re Awards Awareness.

Moved by Kennedy, seconded by McGraw:

THAT the agenda submission dated April 10, 2019 from Shannon Jackman regarding Awards Awareness be received;

AND THAT the Committee report back to the next meeting with promotion suggestions.

**Carried.**

5. Committee Secretary - re Printing of the Hall of Fame Banners.

Moved by McGraw, seconded by Dickson:

THAT, further to the correspondence dated July 12, 2018 from the Committee Secretary regarding new banners for new Hall of Fame Inductees, the Secretary be authorized to proceed to purchase the banners in the amount of approximately \$150 (including taxes).

**Carried.**

6. Committee Secretary - re Orillia Hall of Fame or Order of Orillia Ceremony Date.

There was consensus of the Committee to carry this item forward to the next meeting.

### **Reports**

1. Committee Secretary - re CAW Budget Report to March 31, 2019.

There was consensus of the Committee to carry this item forward to the next meeting.

### **Date of Next Meeting**

Wednesday, June 19, 2019 at 2:00 p.m. in the Brooks Boardroom, Orillia City Centre.

### **Adjournment**

Moved by McGraw, seconded by Kennedy:

THAT the meeting be adjourned.

**Carried.**

Meeting adjourned - 4:33 p.m.

*[adopted June 19, 2019]*

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S. Jackman,  
Chair.