



The Corporation of The Town of Cobourg
Civic Awards Advisory Committee

Wednesday, December 9, 2020

4:00 P.M.

Electronic Participation

	Pages
1. <u>CALL TO ORDER</u>	
2. <u>APPROVAL / ADDITIONS TO THE AGENDA</u> Action Recommended: THAT the Agenda dated December, 9, 2020 be approved as presented/amended.	
3. <u>APPROVAL / EDITS TO MINUTES</u> Action Recommended: THAT the minutes dated November 4, 2020 be adopted as presented/amended.	2
4. <u>REPORTS</u> 1. Communications Plan -- Ashley Purdy, Communications Manager, Town of Cobourg 2. Select Committee Vice-Chair -- All 3. Select Committee Roles -- All 4. Review Program Timeline (attached) -- All 5. Gala Evening Overview -- Toni Galea	6
5. <u>NEW BUSINESS</u>	
6. <u>ADJOURNMENT</u>	



**The Corporation of The Town of Cobourg
Civic Awards Advisory Committee
MINUTES**

**November 4, 2020, 4:00 p.m.
Electronic Participation**

Members Present: Adam Bureau
Beth Selby
Jennifer Ashley
Lynn McMillan
John Henderson
Olinda Casimiro
Reva Nelson

Members Absent: Duncan Walker
Debbie Verschuren

Staff Present: Toni Galea

Staff Absent: Brent Larmer

1. CALL TO ORDER

The meeting was called to order at 4:05 p.m.

2. APPROVAL / ADDITIONS TO THE AGENDA

Moved by Adam Bureau

THAT the Agenda dated November, 4, 2020 be approved as presented/amended.

Carried

3. APPROVAL / EDITS TO MINUTES

Not applicable.

4. REPORTS

4.1 Roundtable Introductions.

Roundtable introductions were made by all Advisory Committee Members present.

4.2 Brief History of the Civic Awards by Mayor John Henderson.

The Mayor presented a brief overview of the Civic Awards history, which commenced in 2001. The Civic Awards, known in the past as the "Mayor's Committee" has been fully supported by Mayors Chalovich, Delanty and Brocanier. In 2019, Mayor Henderson saw greater scope for these Awards and Committee and a decision was made to transform it into an Advisory Committee. The 19th Annual Civic Awards will take place on May 6, 2021.

The Civic Awards is a much-beloved and supported event, highlighting our vibrant volunteering community.

4.3 General Impressions of the Civic Awards to date by all.

Members of the Advisory Committee who have been involved with past Civic Awards agree that this is an excellent event within the community.

4.4 Review Terms of Reference.

The Mayor referred to the new Terms of Reference document drawing special attention to Section 5.0. The newly struck Civic Awards Advisory committee is a unique committee within the Advisory Committee group at the Town of Cobourg. While meetings will be open to the public, the subcommittee of this Advisory Committee will not be open to the public. Also, the Civic Awards Advisory Committee does not require the approval of Council to strike such a Committee. However, if the Advisory Committee does choose to amend the Terms of Reference, those changes must be brought to Council for its approval.

The Mayor did ask all Committee Members to review the Terms of Reference and bring questions to the next Committee Meeting.

4.5 Appoint Committee Chair and Vice-Chair.

The Mayor advised the Committee that a name had been brought forward for Chair and asked if there were any other names to be put forward as well. No other names were put forward and Beth Selby was named as Chair of the Civic Awards Advisory Committee. The Vice-Chair will be named at the next meeting to take place on Wednesday, December 9th at 4 p.m. This will be Beth's first meeting as Advisory Committee Chair.

4.6 Introduce 2020 Roles and assign roles based on expertise and connections.

The Mayor asked the Committee to reflect on the roles and responsibilities of the Civic Awards Advisory Committee. Positions are awarded sometimes on a Committee member's expertise or connections or also on an area of development opportunity. The Mayor did note that returning Committee Member Jennifer Ashley did request to have the sports portfolio as Jennifer's passion lives within the sporting community where she spent her career.

ACTION: Toni will send out a list of roles and responsibilities for the Committee's consideration. Please come to the December 9th meeting with a recommendation for your role on the Committee.

4.7 Review Award Categories.

The Mayor briefly touched upon the current Award categories which are outlined in the program attachment.

Changes to the Awards program can be made at the discretion of the Committee's consensus. The Mayor suggested a community engagement program following the 19th Annual Civic Awards to check in with the community on our Awards Program.

4.8 Approve Program Timelines.

A draft timeline for the 2021 program will be sent out to the Committee before the next meeting which is taking place on Wednesday, December 9th at 4 p.m by ZOOM.

Civic Award Advisory Committee meetings take place once a month on the second Wednesday of the month by ZOOM (for the present time being). Meetings will increase in frequency as we draw closer to the Awards event in May of 2021.

The Mayor did explain that it is customary to let the Secretary know if you are going to be absent for a meeting. An Advisory Committee member with three absences will be excused from the Advisory Committee.

5. NEW BUSINESS

There was no new business brought forward. The Mayor concluded the meeting by saying that this Advisory Committee had great support both in its financial and human resources from the Town from the following areas: Communications, Community Services (events coordinator), Legislative Services and the Mayor's Office.

6. ADJOURNMENT

The meeting adjourned at 4:51 p.m.

Mayor John Henderson



Town of Cobourg
19th Annual Civic Awards

Timeline

Important Dates for 2020/2021:

Monthly Wednesday Meetings	<i>2nd Wednesday of the month, 4 pm</i> <i>Nov 2020 – April 2020, with additional meetings in April.</i> (Nov 4; Dec 9; Jan 13; Feb 10; March 10; April 14)
Deadline for Nominations	Friday, March 12 th
Sub-Committee Judging	Thursday, March 18 – Location TBD
Speech Distribution	Wednesday, March 31 (Special Meeting)
Invitations Sent	BY Thursday, April 1 (Secretary)
<u>Speeches back to Secretary</u>	<u>Wednesday, April 14</u>
RSVP to Invitations Deadline	Thursday, April 22 (Secretary)
Invite MC	Meeting TBD
Event Date	Thursday, May 6, 2021 (Concert Hall)

Confirmed:

Master of Ceremonies	TBD
Hoselton Studios	Confirmed
Concert Hall	Beth Hunt/Vince Edgar – Confirmed
TV Cogeco	Mark Rockburn – Confirmed
Poet Laureate:	Jessica Outram – Confirmed
Town Crier	Mandy Robinson – Confirmed
The Concert Band of Cobourg	Paul Storms – Confirmed

CAAC Member Holidays to be noted

Civic Advisory Award Committee Roles

The following are Civic Award Advisory Committee roles and responsibilities:

Chair – Beth Selby

Vice-Chair - TBD

Secretary – Toni Galea

Marketing/Promotional Lead

Arts & Culture Lead

Sports/Athletics Lead – Jennifer Dalgarno

Environmental Lead

Community Service Lead

Educational & Technology Lead

Seniors/Accessibility Lead

COVID-19 Contingency Plan Lead