

Senior's Hall of Fame Awards Committee

February 7, 2018

Canada Room

11:00 am

Attendance

Members: Yash Kapur, Javaid Khan, Ardy Reid, George George, Gail Leet, Lily Liu, and Councillor Amanda Collucci

Staff: Laura Gold, Council/Committee Coordinator, Kaushalya Rajah, Andrea Berry, Senior Manager, Corporate Communications

Regrets: Councillor Colin Campbell, Lorraine Li, Special Assistant to Mayor Frank Scarpitti; Raj Sethi, Manickampillai Velauthapillai, and Pearl Mantell

Item	Discussion	Action
Call to Order	<p>The Senior's Hall of Fame Committee convened at 11:08 am with Yash Kapur presiding as Chair.</p> <p>The meeting started with introductions, as new staff were in attendance.</p> <p>Laura Gold advised that Zavina Kheir has stepped down from the Committee, as she wasn't well and was not able to commit this year.</p>	
1. Approval of the Minutes	<p>The Committee approved the minutes from the October 5, 2017 meeting.</p>	
2. Matters arising from the minutes	<p>Terms of Reference</p> <p>Laura Gold advised that the Committee has no Terms of Reference and suggested that this is something that it could work on with Clerk's Office, and the Mayor's Office. The Committee suggested forming a sub committee to work on a draft Terms of Reference. Once the Terms of Reference is finalized it can be brought forward to the General Committee then to Council for approval.</p> <p>The Committee discussed the membership of the Committee. Last year there were 9 members (12 including the Councillors) on the Committee, but there are no guidelines stipulating how many members should be on the Committee because it does not have a Terms of Reference.</p>	<p>Advise at the next meeting if Lorraine Li or another</p>

	<p>The Committee inquired if a representative from the Mayor's Office will attend meetings this year. Laura Gold advised that Lorraine Li was going to ask the Mayor about her involvement on the committee. A response to the Committee's inquiry will be provided at the next meeting.</p> <p>There was a discussion on the term and residency requirements of Committee Members. Laura Gold advised that new Members are appointed to the Committee under the City's Appointment Policy. The policy requires applicants to be a Markham residents or own property in Markham, unless Council deems the Member is required due to their expertise or to maintain board continuity. Under the Policy, Members also have a two term limit.</p> <p>Ardy Reid and Javaid Khan volunteered to work with Staff on a Terms of Reference for the Committee.</p> <p style="text-align: center;">Low Nomination</p> <p>The Committee discussed why there were less nominations last year. Some of the issues included:</p> <p><u>Language Barriers</u></p> <p>Language barrier was an issue for the Chinese community, they had difficulty filling out the form. Laura Gold advised that it is challenging to find a staff member who can translate the nomination form within the timeframe required. Lily Liu suggested using Chinese international students to translate the nomination form, as she has a connection to these students through her work and the students need volunteer hours to graduate. The form should also state that the nomination form should be submitted in English and that if translation is required to contact Laura Gold prior to a certain date.</p> <p><u>Promotion</u></p> <p>The Committee suggested that there was too short of a time period between the nomination deadline and the availability of the nomination form.</p> <p>It also suggested there was a lack of sufficient advertisements. The Committee suggested the award should be promoted in the following locations: Markham Life Magazine; the Mayor's letter in the local paper; on the City page; in the local news papers; on the website; through social media; and at libraries and community centres.</p>	<p>representative from the Mayor's Office will attend meetings – Laura Gold</p>
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	The Committee also suggested that Members need to reach out to the community and personally bring in nominations.	
3. Calendar of events	The Date of the 2018 Mayor's Hall of Fame Award was decided to be on Oct 1 st - to coincide with the International Day for Older Persons. The nomination deadline will be Sep 7, 2018. Laura Gold will report back at the next meeting on the dates the nomination packages are to be completed, and on the adjudication date.	Report back on the dates the nomination packages are to be completed and on the adjudication date - Laura Gold
4. Evaluation of Criteria	<p><u>Evaluation Criteria</u></p> <p>The Committee thought the evaluation criteria worked fine last year, unless any of the Members had any suggestions for improvement.</p> <p><u>Nomination Form</u></p> <p>The Committee agreed to update the nomination form. The first page of the form was fine, but the rest needs to be updated. Attachments to the nomination form should not be permitted, rather nominees should complete a set template.</p> <p>There was a discussion on if the residency requirement for nominees should be reduced from seven to five years, so more seniors can qualify for the award. It was decided that the residency requirement was already reduced last year and that in order to maintain a balance between the quality and quantity of nominations, requiring 7 years residency is reasonable.</p> <p>As discussed previously, the form should indicate that it needs to be completed in English and that if translation services are required the request must be made prior to a certain date. A Committee Member suggested that one certificate of appreciation should be reserved for a nominee that volunteered within a particular community as opposed to Markham as a whole.</p>	

	It was suggested that a subcommittee be formed to work on the nomination form and to report back at the next meeting. Yash Kapur, Ardy Reid and Andrea Berry agreed to work together to update the nomination form. Member should send their comments and suggestions regarding the nomination form to Yash Kapur, and Laura Gold.	
5. Responsibility of the members of the committee	<p>It was suggested that each Committee Member should be responsible for bringing in at least 2 nominations this year. Committee Members should use their affiliations within the community to bring in nominations.</p> <p>Laura Gold reviewed the City's attendance policy for Committee Members, noting that they are unable to miss three consecutive meetings or five meetings in any one year without good reason.</p> <p>Other responsibilities include, deciding on the guest speaker for the event, and establishing the criteria for selecting nominees.</p>	
6. Expectations from the Councillors on the Committee	It was suggested that Councillors be asked to promote nominations through their newsletter/ social media.	
7. A.O.B	None.	
8. New Business	None.	
9. Date of Next Meeting	Wednesday, March 28, 2018, at 11:00 a.m.	
10. Adjournment	The Senior's Hall of Fame Committee adjourned at 12:22 p.m.	