



**COMMUNITY  
RECOGNITION REVIEW  
ADVISORY COMMITTEE  
MEETING AGENDA**

**TUESDAY, DECEMBER 15, 2015**

**3 P.M.**

**TANNERY ROOM  
AURORA TOWN HALL**



**TOWN OF AURORA  
COMMUNITY RECOGNITION REVIEW  
ADVISORY COMMITTEE  
MEETING AGENDA**

**DATE:** Tuesday, December 15, 2015

**TIME AND LOCATION:** 3 p.m., Tannery Room, Aurora Town Hall

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**1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

**2. APPROVAL OF THE AGENDA**

RECOMMENDED:

THAT the agenda as circulated by Legal and Legislative Services be approved.

**3. RECEIPT OF THE MINUTES**

**Community Recognition Review Ad Hoc Committee Meeting** pg. 1  
**Minutes of November 17, 2015**

RECOMMENDED:

THAT the Community Recognition Review Ad Hoc Committee meeting minutes of November 17, 2015, be received for information.

**4. DELEGATIONS**

**(a) Stephen Huycke, Town Clerk** pg. 4  
**Re: Item 1 – Community Recognition Review Advisory  
Committee Terms of Reference**

**5. MATTERS FOR CONSIDERATION**

**1. Community Recognition Review Advisory Committee Terms of Reference**

RECOMMENDED:

THAT the Committee provide recommendations to Council regarding their Terms of Reference.

**2. Round Table Discussion  
Re: Sponsorship**

**6. INFORMATIONAL ITEMS**

**3. Extract from Council Meeting of December 8, 2015** pg. 5  
**Re: Community Recognition Review Ad Hoc Committee Meeting  
Minutes of November 17, 2015**

RECOMMENDED:

THAT the Extract from Council Meeting of December 8, 2015, regarding the Community Recognition Review Ad Hoc Committee meeting minutes of November 17, 2015, be received for information.

**7. NEW BUSINESS**

**8. ADJOURNMENT**



**TOWN OF AURORA  
COMMUNITY RECOGNITION REVIEW  
AD HOC COMMITTEE MEETING MINUTES**

**Date:** Tuesday, November 17, 2015

**Time and Location:** 3 p.m., Leksand Room, Aurora Town Hall

**Committee Members:** Councillor Tom Mrakas (Chair), Councillor Sandra Humfryes, Diane Buchanan, Steve Hinder, Tim Jones, Brian North, and Jo-anne Spitzer

**Members Absent:** None

**Other Attendees:** Jennifer Norton, Web Services and Corporate Events Co-ordinator, Joanne Gorry, Strategist, Marketing & Public Affairs, and Linda Bottos, Council/Committee Secretary

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The Chair called the meeting to order at 3:15 p.m.

**1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

There were no declarations of pecuniary interest under the *Municipal Conflict of Interest Act*.

**2. APPROVAL OF THE AGENDA**

**Moved by Steve Hinder  
Seconded by Brian North**

THAT the agenda as circulated by Legal and Legislative Services be approved.

**CARRIED**

**3. RECEIPT OF THE MINUTES**

**Moved by Diane Buchanan  
Seconded by Brian North**

**Community Recognition Review Ad Hoc Committee Meeting Minutes of  
October 27, 2015**

THAT the Community Recognition Review Ad Hoc Committee Meeting Minutes of October 27, 2015, be received for information.

**CARRIED**

**4. DELEGATIONS**

None

**5. MATTERS FOR CONSIDERATION**

**1. Round Table Discussion**

The Committee discussed options for the composition of a Selection Committee that would review the Community Recognition Awards nominations and choose the Awards recipients.

Staff provided examples of sponsorship levels for the Awards event and the Committee discussed alternatives for the various types of sponsorship proposed. Committee members volunteered to organize the elements of food, alcohol, and video sponsorships. The Committee also discussed ideas around branding and other aspects of the event. It was agreed that staff would provide further options to the Committee by email, for feedback by email, regarding sponsorship levels and branding. It was further agreed that the Committee would meet next in mid-December 2015.

**Moved by Tim Jones  
Seconded by Councillor Humfryes**

THAT the following four (4) members of the Committee who are Citizen of the Year recipients comprise the Selection Committee for the 2015 Community Recognition Awards: Diane Buchanan, Steve Hinder, Brian North, and Joanne Spitzer.

**CARRIED**

**6. INFORMATIONAL ITEMS**

- 2. Extract from Council Meeting of November 10, 2015  
Re: Community Recognition Review Ad Hoc Committee Meeting Minutes  
of October 27, 2015**

**Moved by Tim Jones  
Seconded by Diane Buchanan**

THAT the Extract from Council Meeting of November 10, 2015, regarding the Community Recognition Review Ad Hoc Committee meeting minutes of October 27, 2015, be received for information.

**CARRIED**

**7. NEW BUSINESS**

The Committee recommended that the Community Recognition Review Ad Hoc Committee be restructured as an Advisory Committee to meet regularly with the same members, with a revised Terms of Reference for the remainder of the 2014-2018 Term, in order to maintain consistent support for the Awards process and event.

**New Business Motion No. 1  
Moved by Councillor Humfryes  
Seconded by Brian North**

THAT the Community Recognition Review Ad Hoc Committee be restructured into an Advisory Committee to meet regularly, with the same membership, and a new Terms of Reference for the remainder of the 2014-2018 Term of Council.

**CARRIED**

**8. ADJOURNMENT**

**Moved by Steve Hinder  
Seconded by Tim Jones**

THAT the meeting be adjourned at 4:05 p.m.

**CARRIED**

COMMITTEE RECOMMENDATIONS ARE NOT BINDING ON THE TOWN UNLESS ADOPTED BY COUNCIL AT A LATER MEETING.



Legal and Legislative Services  
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Town of Aurora  
100 John West Way, Box 1000  
Aurora, ON L4G 6J1

**DELEGATION REQUEST**

This Delegation Request form and any written submissions or background information for consideration by either Council or Committees of Council must be submitted to the Clerk's office by the following deadline:

**4:30 P.M. ON THE BUSINESS DAY PRIOR TO THE REQUESTED MEETING DATE**

**COUNCIL/COMMITTEE/ADVISORY COMMITTEE DATE:** December 15, 2015

**SUBJECT:** Community Recognition Review Advisory Committee Terms of Reference

**NAME OF SPOKESPERSON:** Stephen Huycke, Town Clerk

**NAME OF GROUP OR PERSON(S) BEING REPRESENTED (if applicable):**

**BRIEF SUMMARY OF ISSUE OR PURPOSE OF DELEGATION:**

To discuss the Terms of Reference for the Community Recognition Review Advisory Committee.

**PLEASE COMPLETE THE FOLLOWING:**

Have you been in contact with a Town staff or Council member regarding your matter of interest?      YES       NO

**IF YES, WITH WHOM?**

**DATE:**

I acknowledge that the Procedural By-law permits five (5) minutes for Delegations.



**EXTRACT FROM  
COUNCIL MEETING OF  
TUESDAY, DECEMBER 8, 2015**

**7. ADOPTION OF ITEMS NOT REQUIRING SEPARATE DISCUSSION**

Items 2 (with the exception of sub-item 2), 3, and 6 were identified as items not requiring separate discussion.

**Moved by Councillor Humfryes  
Seconded by Councillor Kim**

THAT the following recommendations with respect to the matters listed as “Items Not Requiring Separate Discussion” be adopted as submitted to Council and staff be authorized to take all necessary action required to give effect to same:

**2. General Committee Meeting Report of December 1, 2015**

THAT the General Committee meeting report of December 1, 2015, be received and the following recommendations carried by the Committee be approved:

**(18) Community Recognition Review Ad Hoc Committee Meeting Minutes of November 17, 2015**

THAT the Community Recognition Review Ad Hoc Committee meeting minutes of November 17, 2015, be received; and

THAT the Community Recognition Review Ad Hoc Committee recommend to Council:

**1. Round Table Discussion**

THAT the following four (4) members of the Committee who are Citizen of the Year recipients comprise the Selection Committee for the 2015 Community Recognition Awards: Diane Buchanan, Steve Hinder, Brian North, and Joanne Spitzer.

**New Business Motion No. 1**

THAT the Community Recognition Review Ad Hoc Committee be restructured into an Advisory Committee to meet regularly, with the same membership, and a new Terms of Reference for the remainder of the 2014-2018 Term of Council.

**CARRIED**