



## **TOWN OF AURORA COMMUNITY RECOGNITION REVIEW ADVISORY COMMITTEE MEETING MINUTES**

**Date:** Tuesday, December 15, 2015

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

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

**Members Absent:** Councillor Sandra Humfryes

**Other Attendees:** Stephen Huycke, Town Clerk, Jennifer Norton, Web Services and Corporate Events Co-ordinator, and Samantha Yew, Council/Committee Secretary

---

The Chair called the meeting to order at 3:05 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 Tim Jones  
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 Steve Hinder**

**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 for information.

**CARRIED**

**4. DELEGATIONS**

None

**5. MATTERS FOR CONSIDERATION**

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

The Town Clerk facilitated discussion on Terms of Reference for the Community Recognition Review Advisory Committee.

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

THAT the Community Recognition Review Advisory Committee recommend the following Terms of Reference to Council:

**1. PURPOSE**

The Community Recognition Review Advisory Committee is formed to support Town staff in various aspects of the Community Recognition Event and report to Council on any outcomes and/or changes as required.

**2. MEMBERSHIP**

The Committee shall be comprised of seven (7) members, as follows:

- Two (2) members of Council; and
- Five (5) citizen members selected by Council.

In making its citizen appointments, Council will give preference to applicants who have experience in the volunteer sector and/or Community Recognition Awards.

**3. TERM**

The remainder of the 2014-2018 Term of Council.

**4. REMUNERATION**

None

**5. DUTIES AND FUNCTIONS**

- Support Town staff in the delivery of the Community Recognition Awards by supporting community participation through the nomination process and sponsorship opportunities;
- Report to Council on opportunities to continuously improve the Community Recognition Awards.

**6. REPORTING**

The Committee shall report directly to Council through the Staff Liaison appointed by the Chief Administrative Officer.

**7. MEETING TIMES AND LOCATIONS**

The Committee will meet on an as required basis to address various aspects of the Community Recognition Awards, at the call of the Chair.

**8. STAFF SUPPORT**

The Chief Administrative Officer will appoint one or more appropriate staff liaisons to provide technical support to the Committee.

The Legal and Legislative Services department will provide administrative support services to the Committee.

**CARRIED**

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

The Committee discussed various aspects of sponsorship for the Community Recognition Awards, including:

- Sponsorship opportunities and ideas for the event;
- The nomination process and advertising ideas in order to attract more nominations;

- Potential signage for the event; and
- Potential sponsors providing materials for the Swag Bag.

The Committee also discussed the proposed branding of the Community Recognition Awards, and agreed that the changes to the sponsorship levels as discussed previously are appropriate.

## **6. INFORMATIONAL ITEMS**

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

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

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**

None

## **8. ADJOURNMENT**

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

THAT the meeting be adjourned at 4:08 p.m.

**CARRIED**

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