



**COMMUNITY  
RECOGNITION REVIEW  
ADVISORY COMMITTEE  
MEETING AGENDA**

**TUESDAY, JANUARY 12, 2016**

**3 P.M.**

**TANNERY ROOM  
AURORA TOWN HALL**



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

**DATE:** Tuesday, January 12, 2016

**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 Advisory Committee Meeting** pg. 1  
**Minutes of December 15, 2015**

RECOMMENDED:

THAT the Community Recognition Review Advisory Committee meeting minutes of December 15, 2015, be received for information.

**4. DELEGATIONS**

**5. MATTERS FOR CONSIDERATION**

- 1. Round Table Discussion  
Re: Sponsorship and Promotion**

**6. INFORMATIONAL ITEMS**

- 2. 2016 Community Recognition Awards Nomination Package** pg. 5

RECOMMENDED:

THAT the 2016 Community Recognition Awards Nomination Package be received for information.

**7. NEW BUSINESS**

**8. ADJOURNMENT**



**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

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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.



100 John West Way,  
Box 1000,  
Aurora, ON L4G 6J1  
Phone: 905-727-3123

TOWN OF AURORA

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## **2016 COMMUNITY RECOGNITION AWARDS – CATEGORIES & CRITERIA**

The Town of Aurora recognizes and honours volunteers who help create a community where individuals, groups and businesses actively support the Town's development and enhance the overall community.

Do you know an individual, corporation or business who deserves to be recognized for their outstanding contributions to our community? If so, please complete the nomination form below along with a detailed description to support your nomination and submit your signed form no later than **Friday, March 4, 2016**.

Winners will be recognized at an event on **Monday, May 30, 2016**.

### **VOLUNTEER SERVICE AWARD**

Awarded to individuals with 20 or more (25, 30, 35, 40) years of continuous service to the Aurora Community

Criteria:

- Nomination form must be accompanied by a letter of reference verifying the years of continuous service.

\*\* If your organization would like to recognize service awards for 5, 10 or 15 years of continued service, please submit a nomination form indicating the years of service and the Mayor and Members of Council would be happy to present these awards to the volunteers at your Annual General Meeting.

### **YOUTH VOLUNTEER ACHIEVEMENT AWARD**

This award is presented to a young citizen for volunteer efforts (excluding school requirements) who has made a significant contribution to the community.

Criteria:

- Nominee must be 19 years of age or younger and have volunteered on behalf of or within the Town of Aurora for at least two (2) years.
- Nomination form must be accompanied by a letter detailing the nominee's contribution.

### **ENVIRONMENTAL AWARD**

Awarded to an individual or organization that has made a significant contribution to the protection, preservation and conservation of our environment and green space in Aurora.

Criteria:

- Nomination form must be accompanied by a letter detailing the individual's or organization's contribution.

### **ACHIEVEMENT IN SPORTS AWARD**

Inspired by Bob Harman, this award will be presented to an individual who has made a distinct contribution to sports in Aurora.

Criteria:

- Nominee must have made a distinct contribution to the field of recreation in the Town of Aurora.
- Nominee should have made a significant volunteer contribution to the Town of Aurora.
- Nominee should have demonstrated leadership and direction to the community.
- Nominee must have at least 15 years of continuous volunteerism ending no more than three (3) years ago.
- Nomination form must be accompanied by a letter detailing the nominee's contribution.



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TOWN OF AURORA

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**2016 COMMUNITY RECOGNITION  
AWARDS – CATEGORIES & CRITERIA**

**ARTS AND CULTURE AWARD**

Inspired by the Johnsons family, this award will be presented to an individual or group that made a significant contribution to the enhancement of the community through support or promotion of culture, music, visual, performing or literary arts.

Criteria:

- Nominee must have made a significant impact on the arts locally or provincially in the previous year.
- Nomination form must be accompanied by a letter detailing the individual's or group's contribution.

**COMMUNITY ORGANIZER/ORGANIZATION OF THE YEAR AWARD**

Awarded to an individual or organization that has provided outstanding contribution, commitment and leadership to our community over the preceding year.

Criteria:

- Nomination form must be accompanied by a letter detailing the organizer/organization's contribution.

**GOOD NEIGHBOUR AWARD**

Inspired by Frank Camenzuli, this award will be presented to an Aurora resident who has proven themselves to be a "good neighbour" by virtue of volunteerism, considerate actions and/or attitude.

Criteria:

- This award will be presented annually to **one** resident of Aurora.
- Nominee cannot be an elected official, seeking elected office or employed by the Town of Aurora.
- Nominees will not be considered for this award if their nomination involved monetary compensation or fulfilling duties of their employment.
- Nomination form must be accompanied by a letter detailing the individual's contribution.

**NOT-FOR-PROFIT ORGANIZATION AWARD**

Awarded to a not-for-profit organization that has made a significant contribution to the enhancement of the community through their organization.

Criteria:

- Nomination form must be accompanied by a letter detailing the non-profit organization's contribution.

**GOOD BUSINESS AWARD**

Awarded to a business that has contributed to community capacity and involvement while supporting the overall health and well-being of our community.

Criteria:

- Nomination form must be accompanied by a letter detailing the businesses contributions to the overall health and well-being of our community.



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TOWN OF AURORA

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**2016 COMMUNITY RECOGNITION  
AWARDS – CATEGORIES & CRITERIA**

**ACCESSIBILITY AWARD**

Awarded to an individual, group or business that has contributed to the elimination of barriers for people with disabilities in Aurora.

Criteria:

- Nomination form must be accompanied by a letter detailing the individual's, group's or business's contribution to eliminating barriers for people with disabilities in Aurora.

**CITIZEN OF THE YEAR AWARD**

The Town of Aurora's Citizen of the Year Award is an annual event recognizing the exceptional contributions made by a local citizen to our community.

The Citizen of the Year Award has been awarded by the Town of Aurora since 1970. The award recipient is selected by the Office of the Mayor in consultation with a small group of dedicated community volunteers who evaluate nominations submitted by residents.

Criteria:

- Nominee must be a citizen of the Town of Aurora who is at least 16 years of age, excluding elected Members of Council or employees of the Town of Aurora.
- Nominations may be made by an individual citizen, a group of citizens, and/or a Town organization.
- Nomination form must be accompanied by a letter of no more than two (2) pages, detailing the recent or ongoing activities or contributions of the nominee in the Town of Aurora. These activities should demonstrate all-round community involvement rather than a specific activity or contribution.

*Special consideration may be given to nominees younger than 16 years of age, if the evaluation group deems such a nomination applicable and the nominee meets all other criteria.*

*The evaluation group will give priority to nominations that recognize a nominee's recent or ongoing activities or contributions to the Town of Aurora. Special consideration may be given to posthumous nominations or to nominees whose activities or contributions occurred more than three (3) years ago, if the evaluation group deems such nominations applicable and the nominee meets all other criteria.*

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Nominations will be accepted until **Friday, March 4, 2016**. All nominations must be submitted in writing to:

Town of Aurora  
100 John West Way, Box 1000  
Aurora, Ontario, L4G 6J1  
**ATTENTION: JENNIFER NORTON**  
**2016 COMMUNITY RECOGNITION AWARD NOMINATION**



100 John West Way,  
Box 1000,  
Aurora, ON L4G 6J1  
Phone: 905-727-3123

TOWN OF AURORA

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**2016 COMMUNITY RECOGNITION  
AWARDS – CATEGORIES & CRITERIA**

Please complete all fields of the 2016 Community Recognition Awards Nomination Form (print) ensuring the correct spelling of each name. Nominations will be accepted until **Friday, March 4, 2016**.

Date \_\_\_\_\_

**Nominator** \_\_\_\_\_

**Organization** (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone (daytime) \_\_\_\_\_

Telephone (evening) \_\_\_\_\_

Email address \_\_\_\_\_

**Category:**

- |  |  |
|--|--|
| <input type="checkbox"/> Volunteer Service Awards (5, 10, 15 years)<br><small>(Will be presented by Mayor and Members of Council at the organizations AGM)</small> | <input type="checkbox"/> Volunteer Service Awards (20, 25, 30, 35, 40 years) |
| <input type="checkbox"/> Good Neighbour Award  | <input type="checkbox"/> Youth Volunteer Achievement Award                   |
| <input type="checkbox"/> Not-for-profit Organization Award   | <input type="checkbox"/> Environmental Award                                 |
| <input type="checkbox"/> Good Business Award   | <input type="checkbox"/> Achievement in Sports Award                         |
| <input type="checkbox"/> Accessibility Award   | <input type="checkbox"/> Arts and Culture Award                              |
| <input type="checkbox"/> Community Organizer/Organization of the Year Award  | <input type="checkbox"/> Citizen of the Year Award                           |

Date \_\_\_\_\_

**I Nominate** \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone (daytime) \_\_\_\_\_

Telephone (evening) \_\_\_\_\_

Email address \_\_\_\_\_

***Please attach a letter detailing your nominee's contributions and reasons for making this nomination.***