



**Community Recognition  
Review Advisory  
Committee  
Meeting Agenda**

**Monday, February 26, 2018**

**2 p.m.**

**Leksand Room  
Aurora Town Hall**

Public Release  
February 20, 2018



**Town of Aurora  
Community Recognition Review  
Advisory Committee  
Meeting Agenda**

**Date:** Monday, February 26, 2018

**Time and Location:** 2 p.m., Leksand Room, Aurora Town Hall

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**1. Approval of the Agenda**

**Recommended:**

That the agenda as circulated by Legislative Services be approved.

**2. Declarations of Pecuniary Interest and General Nature Thereof**

**3. Receipt of the Minutes**

**Community Recognition Review Advisory Committee Meeting Minutes of  
August 21, 2017**

**Recommended:**

That the Community Recognition Review Advisory Committee meeting minutes of August 21, 2017, be received for information.

**4. Delegations**

## **5. Matters for Consideration**

### **1. Round Table Discussion**

**Re: 2018 Awards Event – Nominations**

**Recommended:**

1. That the Round Table Discussion regarding 2018 Awards Event – Nominations be received and the comments of the Committee be referred to staff for consideration and action as appropriate.

### **2. Round Table Discussion**

**Re: 2018 Awards Event – Promotions**

**Recommended:**

1. That the Round Table Discussion regarding 2018 Awards Event – Promotions be received and the comments of the Committee be referred to staff for consideration and action as appropriate.

### **3. Round Table Discussion**

**Re: 2018 Awards Event – Selection Process**

**Recommended:**

1. That the Round Table Discussion regarding 2018 Awards Event – Selection Process be received and the comments of the Committee be referred to staff for consideration and action as appropriate.

### **4. Round Table Discussion**

**Re: 2018 Awards Event – Ceremony**

**Recommended:**

1. That the Round Table Discussion regarding 2018 Awards Event – Ceremony be received and the comments of the Committee be referred to staff for consideration and action as appropriate.

## **6. Informational Items**

### **5. Extract from Council Meeting of October 10, 2017**

**Re: Community Recognition Review Advisory Committee Meeting  
Minutes of August 21, 2017**

#### **Recommended:**

1. That the Extract from Council Meeting of October 10, 2017, regarding the Community Recognition Review Advisory Committee meeting minutes of August 21, 2017, be received for information.

## **7. New Business**

## **8. Adjournment**



**Town of Aurora  
Community Recognition Review  
Advisory Committee Meeting Minutes**

**Date:** Monday, August 21, 2017

**Time and Location:** 2 p.m., Leksand 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:** Stephanie Mackenzie-Smith, Manager of Corporate Communications, Shelley Ware, Supervisor, Special Events, and Linda Bottos, Council/Committee Secretary

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The Chair called the meeting to order at 2:10 p.m.

**1. Approval of the Agenda**

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

That the agenda as circulated by Legislative Services be approved.

**Carried**

**2. Declarations of Pecuniary Interest and General Nature Thereof**

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

**3. Receipt of the Minutes**

Community Recognition Review Advisory Committee Meeting Minutes  
Monday, August 21, 2017

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**Community Recognition Review Advisory Committee Meeting Minutes of  
February 22, 2017**

**Moved by Tim Jones**

**Seconded by Diane Buchanan**

That the Community Recognition Review Advisory Committee meeting minutes of February 22, 2017, be received for information.

**Carried**

**4. Delegations**

None

**5. Matters for Consideration**

**1. Round Table Discussion**

**Re: 2017 Awards Event – Debrief**

Staff noted the positive feedback received on the event and provided an update on the comments received regarding award categories, including the Good Business Award, Green Award, and Community Leadership Award. The Committee discussed various options and challenges, and agreed that the current selection of categories should be maintained and that the criteria should focus on community. Staff and Committee discussed further elements of the awards event including the opening ceremonies, presentation and photo op area, food and beverage, and sponsorships.

**Moved by Tim Jones**

**Seconded by Jo-Anne Spitzer**

1. That the Round Table Discussion regarding the 2017 Awards Event – Debrief be received and the comments of the Committee be referred to staff for consideration and action as appropriate.

**Carried**

**2. Round Table Discussion  
Re: 2018 Awards Event – Plans**

Staff and Committee discussed various logistical options for the next awards event including food and beverage, ceremony and reception format, invitations, venue, entertainment, promotion, and minor revisions to the nomination form. It was agreed that the 2018 Community Recognition Awards event will be held on Monday, May 28, 2018, at Town Hall.

**Moved by Brian North  
Seconded by Jo-Anne Spitzer**

1. That the Round Table Discussion regarding the 2018 Awards Event – Plans be received and the comments of the Committee be referred to staff for consideration and action as appropriate.

**Carried**

**6. Informational Items**

**3. Extract from Council Meeting of March 28, 2017  
Re: Community Recognition Review Advisory Committee Meeting  
Minutes of February 22, 2017**

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

1. That the Extract from Council Meeting of March 28, 2017, regarding the Community Recognition Review Advisory Committee meeting minutes of February 22, 2017, be received for information.

**Carried**

**7. New Business**

The Committee discussed the structure and location of future meetings and agreed that formal meetings are not yet needed.

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## **8. Adjournment**

**Moved by Brian North**

**Seconded by Diane Buchanan**

That the meeting be adjourned at 3:10 p.m.

**Carried**

Committee recommendations are not binding on the Town unless adopted by Council.



**Extract from  
Council Meeting of  
Tuesday, October 10, 2017**

**5. Consent Agenda**

**Moved by Councillor Gaertner  
Seconded by Councillor Mrakas**

**C1. General Committee Meeting Report of October 3, 2017**

1. That the General Committee meeting report of October 3, 2017, be received and the following recommendations carried by the Committee be approved:

**(C4) Community Recognition Review Advisory Committee Meeting Minutes of August 21, 2017**

1. That the Community Recognition Review Advisory Committee meeting minutes of August 21, 2017, be received for information.

**Carried**