



Town of Aurora
Community Recognition Review
Advisory Committee Meeting Minutes

Date:	Wednesday, July 25, 2018
Time and Location:	2 p.m., Leksand Room, Aurora Town Hall
Committee Members:	Councillor Tom Mrakas (Chair), Councillor Sandra Humfryes (Vice Chair), Diane Buchanan, Steve Hinder, Brian North, and Jo-anne Spitzer
Members Absent:	Tim Jones
Other Attendees:	Shelley Ware, Supervisor, Special Events, and Linda Bottos, Council/Committee Secretary

The Chair called the meeting to order at 2:12 p.m.

1. Approval of the Agenda

Moved by Councillor Humfryes
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 of February 26, 2018

Moved by Brian North

Seconded by Councillor Humfryes

That the Community Recognition Review Advisory Committee meeting minutes of February 26, 2018, be received for information.

Carried

4. Delegations

None

5. Matters for Consideration

1. Round Table Discussion

Re: 2018 Awards Event – Debriefing

The Committee and staff reviewed aspects of the 2018 Community Recognition Awards including the nomination process, awards ceremony and reception, and the Citizen of the Year reception.

It was agreed that a promotional strategy would be developed for the 2019 awards, including a promotional roadshow to engage the members of the various local organizations, service clubs, community groups, and Town advisory committees.

The Committee agreed that the current award categories are appropriate and suggested that the nomination form be restructured and customized to each category in order to facilitate the appropriate responses and information. It was further suggested that the nomination form be made available as an online fillable form to ease the nomination process, and that any background/support information be limited.

The Committee agreed that all eligible nominees should be acknowledged with a congratulatory letter and certificate of recognition for their nomination and contributions to the community.

Staff agreed to consider alternatives for the physical setup and audio component during the receiving and photo opportunities of each award.

The Committee and staff discussed further options for the commemoration of Citizen of the Year recipients at future awards events.

Moved by Brian North

Seconded by Diane Buchanan

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

Carried

6. Informational Items

2. **Extract from Council Meeting of April 10, 2018**
Re: Community Recognition Review Advisory Committee Meeting
Minutes of February 26, 2018

Moved by Councillor Humfryes

Seconded by Diane Buchanan

1. That the Extract from Council Meeting of April 10, 2018, regarding the Community Recognition Review Advisory Committee meeting minutes of February 26, 2018, be received for information.

Carried

7. New Business

The Chair expressed appreciation to staff and the Committee members for their efforts toward recognition of volunteers in the community.

8. Adjournment

Moved by Steve Hinder

Seconded by Jo-anne Spitzer

That the meeting be adjourned at 3:25 p.m.

Carried

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