



Town of Aurora
Community Recognition Review
Advisory Committee Meeting Minutes

Date: Monday, April 8, 2019

Time and Location: 11 a.m., Leksand Room, Aurora Town Hall

Committee Members: Erin Cerenzia (Chair), Brian North (Vice Chair), Diane Buchanan, Paul Martin, Jo-anne Spitzer, and Mayor Tom Mrakas

Members Absent: Elaine Martini

Other Attendees: Councillor Rachel Gilliland, Shelley Ware, Supervisor, Special Events, Samantha Yew, Deputy Town Clerk, and Linda Bottos, Council/Committee Coordinator

The Deputy Town Clerk called the meeting to order at 11:07 a.m.

Appointment of Committee Chair and Vice Chair

Moved by Mayor Mrakas
Seconded by Brian North

That Erin Cerenzia be appointed as Chair of the Community Recognition Review Advisory Committee.

Carried

Moved by Mayor Mrakas
Seconded by Jo-anne Spitzer

That Brian North be appointed as Vice Chair of the Community Recognition Review Advisory Committee.

Carried

1. Approval of the Agenda

Moved by Brian North

Seconded by Mayor Mrakas

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, R.S.O. 1990, c. M.50*.

3. Receipt of the Minutes

4. Delegations

(a) Samantha Yew, Deputy Town Clerk

Re: Advisory Committee Orientation

Ms. Yew presented an overview of the roles and responsibilities of an advisory committee, its members, the chair, and staff. She noted the importance of an advisory committee as a tool for civic engagement and public input, and highlighted various aspects of procedure, including the Town's Procedure By-law and the new Code of Conduct for Local Boards.

Moved by Brian North

Seconded by Jo-anne Spitzer

That the comments of the delegation be received for information.

Carried

(b) Shelley Ware, Supervisor, Special Events

Re: Committee Update

Ms. Ware presented an update of the Committee's role in supporting various aspects of the Town's annual Community Recognition Awards event, including

an overview of the background, award categories, and recognition forums. She provided a brief review of the event phases, including the Citizen of the Year Reception, Community Recognition Awards Ceremony, Awards Ceremony Reception, and event debriefing.

Moved by Diane Buchanan

Seconded by Paul Martin

That the comments of the delegation be received for information.

Carried

5. Matters for Consideration

1. Round Table Discussion

Re: 2019 Awards Event – Citizen of the Year Reception

The Committee and staff reviewed and discussed various aspects of the Citizen of the Year Reception (for previous award recipients), held just prior to the Awards Ceremony, including venue and attendees, food and refreshments, name badges, historical database and photographs, archival and future newspaper articles, and working group meetings.

Moved by Brian North

Seconded by Jo-anne Spitzer

1. That the Round Table Discussion regarding the 2019 Awards Event – Citizen of the Year Reception be received and the comments of the Committee be referred to staff for consideration and action as appropriate.

Carried

2. Round Table Discussion

Re: 2019 Awards Event – Community Recognition Awards Ceremony

The Committee and staff reviewed and discussed various aspects of the Community Recognition Awards Ceremony being held on Monday, May 27, 2019, including entertainment, award design, greeter options, Council member involvement, accessibility, singing of the national anthem and video, and emcee

options. It was agreed that staff would work with the Chair and Mayor Mrakas toward securing an emcee for the Awards Ceremony.

Moved by Paul Martin

Seconded by Diane Buchanan

1. That the Round Table Discussion regarding the 2019 Awards Event – Community Recognition Awards Ceremony be received and the comments of the Committee be referred to staff for consideration and action as appropriate.

Carried

6. Informational Items

None

7. Adjournment

Moved by Mayor Mrakas

Seconded by Paul Martin

That the meeting be adjourned at 12:27 p.m.

Carried