



**Community Recognition  
Review Advisory  
Committee  
Meeting Agenda**

**Thursday, July 25, 2019**

**2 p.m.**

**Holland Room  
Aurora Town Hall**

Public Release  
July 18, 2019



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

**Date:** Thursday, July 25, 2019

**Time and Location:** 2 p.m., Holland 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  
April 8, 2019**

**Recommended:**

That the Community Recognition Review Advisory Committee meeting minutes of April 8, 2019, be received for information.

#### **4. Delegations**

- (a) Eric McCartney, Resident**  
**Re: Additional Award Ideas**

#### **5. Matters for Consideration**

- 1. Round Table Discussion**  
**Re: 2019 Awards Event – Debriefing**

**Recommended:**

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

#### **6. Informational Items**

#### **7. Adjournment**



**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

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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**

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## **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

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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

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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**



Legislative Services  
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## Delegation Request

This Delegation Request form and any written submissions or background information for consideration by either Council or Committees of Council must be submitted to the Clerk's office by the following deadline:

**9 a.m. One (1) Business Day Prior to the Requested Meeting Date**

<b>Council/Committee Meeting and Date:</b> Community Recognition Awards Advisory Committee	
<b>Subject:</b> Additional Award Ideas	
<b>Name of Spokesperson:</b> Eric McCartney	
<b>Name of Group or Person(s) being Represented (if applicable):</b>  	
<b>Brief Summary of Issue or Purpose of Delegation:</b> There are businesses and residents within our Town, that in my opinion, should be recognized but they do not fall within any criteria of our Town's current recognition awards. These new awards will not only recognize the business / resident but may also teach us all.	
<b>Please complete the following:</b>	
Have you been in contact with a Town staff or Council member regarding your matter of interest?      Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If yes, with whom? Shelley Ware	Date: Tue. June 25th, 2019
<input checked="" type="checkbox"/> I acknowledge that the Procedure By-law permits five (5) minutes for Delegations.	