



**Community Recognition  
Review Advisory  
Committee  
Meeting Agenda**

**Monday, November 4, 2019**

**11 a.m.**

**Leksand Room  
Aurora Town Hall**

Public Release  
October 29, 2019



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

**Date:** Monday, November 4, 2019

**Time and Location:** 11 a.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  
July 25, 2019**

**Recommended:**

That the Community Recognition Review Advisory Committee meeting minutes of July 25, 2019, be received for information.

#### **4. Delegations**

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

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

**Re: 2020 Awards Event – Award Categories Review**

**Recommended:**

1. That the Round Table Discussion regarding 2020 Awards Event – Award Categories Review be received and the comments of the Committee be referred to staff for consideration and action as appropriate.

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

##### **2. Memorandum from Deputy Town Clerk**

**Re: Advisory Committee Chair Rotation**

**Recommended:**

1. That the memorandum regarding Advisory Committee Chair Rotation be received for information.

#### **7. Adjournment**



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

<b>Date:</b>	Thursday, July 25, 2019
<b>Time and Location:</b>	11 a.m., Leksand Room, Aurora Town Hall
<b>Committee Members:</b>	Erin Cerenzia (Chair) (departed 3:20 p.m.), Diane Buchanan, Paul Martin, Elaine Martini, Jo-anne Spitzer, and Mayor Tom Mrakas
<b>Members Absent:</b>	Brian North (Vice Chair)
<b>Other Attendees:</b>	Councillor Rachel Gilliland, Shelley Ware, Supervisor, Special Events, and Linda Bottos, Council/Committee Coordinator

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The Chair called the meeting to order at 2:09 p.m.

The Chair relinquished the chair to Mayor Mrakas at 3:20 p.m.

**1. Approval of the Agenda**

**Moved by Mayor Mrakas  
Seconded by Paul Martin**

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**

#### **Community Recognition Review Advisory Committee Meeting Minutes of April 8, 2019**

**Moved by Elaine Martini**

**Seconded by Jo-anne Spitzer**

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

**Carried**

### **4. Delegations**

#### **(a) Eric McCartney, Resident**

**Re: Additional Award Ideas**

Mr. McCartney offered suggestions and examples of additional recognition awards for consideration.

**Moved by Jo-anne Spitzer**

**Seconded by Elaine Martini**

That the comments of the delegation be received for information.

**Carried**

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

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

**Re: 2019 Awards Event – Debriefing**

The Committee and staff reviewed aspects of the 2019 Community Recognition Awards including the nomination process, Citizen of the Year reception, Awards ceremony, and Awards reception.

Staff provided feedback on the event and the Committee discussed areas for improvement regarding the nomination evaluation process, increasing the Citizen of the Year reception attendees, ceremonial logistics, and reception logistics.

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Thursday, July 25, 2019

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The Committee and staff agreed to hold a working group meeting in September 2019 to consider the suitability of the current award categories and other options.

**Moved by Jo-anne Spitzer**

**Seconded by Diane Buchanan**

1. That the Round Table Discussion regarding the 2019 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**

None

## **7. Adjournment**

**Moved by Paul Martin**

**Seconded by Jo-anne Spitzer**

That the meeting be adjourned at 3:22 p.m.

**Carried**



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**Town of Aurora  
Corporate Services**

## **Memorandum**

**Date:** November 4, 2019  
**To:** Community Recognition Review Advisory Committee  
**From:** Samantha Yew, Deputy Town Clerk  
**Re:** **Advisory Committee Chair Rotation**

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### **Recommendation**

- 1. That the memorandum regarding Advisory Committee Chair Rotation be received for information.**

### **Background**

At the Council meeting of July 23, 2019, Council passed a motion to amend the Town's Policy for Ad Hoc/Advisory Committees and Local Boards ("Policy"). Changes to the Policy include:

- The position of Chair and Vice Chair be held for a one-year term, with elections being held at the beginning of every calendar year;
- Citizen members may not act as a Chair or Vice Chair for more than two years in a single term; and
- Should no citizen member put their name forward for the role of Chair, Councillors are able to serve as Chair without any term restrictions.

As the new provisions of the Policy are now in effect, the next Chair and Vice Chair will be elected at the first Committee meeting of 2020.

### **Attachments**

Attachment 1 – Extract from July 23, 2019 Council meeting, Motion (a) Councillor Thompson Re: Advisory Committee Chair Rotation

**Attachment 1**



**Extract from  
Council Meeting of  
Tuesday, July 23, 2019**

**8. Motions**

- (a) Councillor Thompson  
Re: Advisory Committee Chair Rotation**

**Moved by Councillor Thompson  
Seconded by Councillor Humfryes**

Whereas the Town's Procedure By-Law and Policy for Ad/Hoc Advisory Committees and Local Boards govern all meetings; and

Whereas in the interest of good governance there is value in rotating the Committee Chair; and

Whereas the rotation of roles and responsibilities can develop/enhance a committee member's skillset, create additional engagement, and help build a stronger 'team' environment; and

Whereas some committees/boards, such as Aurora Public Library Board, Joint Council Committee, and Finance Advisory Committee, already rotate the Chair;

1. Now Therefore Be It Hereby Resolved That the Town's Policy for Ad Hoc/Advisory Committees and Local Boards be amended so that the position of Chair and Vice Chair of each Advisory Committee be for a one-year term; and
2. Be It Further Resolved That at the start of each calendar year elections be held for the Chair and Vice Chair positions, and that no citizen member may act as Chair or Vice Chair for more than two years in a single term of Council; and
3. Be It Further Resolved That members of Council may serve as Chair should no citizen member put their name forward, and that members of Council not be subject to any term restrictions.

**Carried**