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Town of Aurora

Community Recognition Review Advisory Committee

Terms of Reference

Purpose

The Community Recognition Review Advisory Committee is formed to support Town staff in various aspects of the annual Community Recognition Awards event.

Membership

The Committee shall be comprised of seven (7) members, as follows:

- One (1) member of Council; and
- Six (6) citizen members selected by Council.

In making its citizen appointments, Council will give preference to applicants who have experience in the volunteer sector and/or Community Recognition Awards.

Term

The 2018-2022 Term of Council.

Remuneration

None.

Duties and Functions

- Support Town staff in the delivery of the Community Recognition Awards by supporting community participation through the nomination process and sponsorship opportunities;
- Advise staff on opportunities to continuously improve the Community Recognition Awards; and
- Appoint an independent Selection Committee, which has the delegated authority to formally approve the recipients of the Community Recognition Awards.

Reporting

When necessary, the Committee shall report through the staff liaison to General Committee.

Meeting Time and Location

The Committee will meet on an as-required basis to address various aspects of the Community Recognition Awards at the call of the Chair.

Staff Support

The Chief Administrative Officer will appoint one or more appropriate staff liaisons to provide technical support to the Committee.

The Legislative Services division will provide administrative support services to the Committee.