



**COMMUNITY
RECOGNITION REVIEW
AD HOC COMMITTEE
MEETING AGENDA**

TUESDAY, SEPTEMBER 15, 2015

3 P.M.

**LEKSAND ROOM
AURORA TOWN HALL**



**TOWN OF AURORA
COMMUNITY RECOGNITION REVIEW
AD HOC COMMITTEE
MEETING AGENDA**

DATE: Tuesday, September 15, 2015

TIME AND LOCATION: 3 p.m., Leksand Room, Aurora Town Hall

APPOINTMENT OF COMMITTEE CHAIR AND VICE CHAIR

RECOMMENDED:

THAT Committee Members appoint a Member to be the Chair and a Member to be the Vice Chair of the Community Recognition Review Ad Hoc Committee.

1. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

2. APPROVAL OF THE AGENDA

RECOMMENDED:

THAT the agenda as circulated by Legal and Legislative Services be approved.

3. RECEIPT OF THE MINUTES

4. DELEGATIONS

5. MATTERS FOR CONSIDERATION

6. INFORMATIONAL ITEMS

- 1. Memorandum from Manager of Corporate Communications
Re: Overview of the Community Recognition Awards**

RECOMMENDED:

THAT the memorandum regarding Overview of the Community Recognition Awards be received for information.

7. NEW BUSINESS

8. ADJOURNMENT



100 John West Way
Box 1000
Aurora, Ontario
L4G 6J1
Phone: 905-727-3123 ext. 4238
Email: mkemp@aurora.ca
www.aurora.ca

Town of Aurora
Office of the CAO
Corporate Communications

MEMORANDUM

DATE: Wednesday, September 15, 2015
TO: Members of the Community Recognition Review Ad Hoc Committee
FROM: Michael Kemp, Manager of Corporate Communications
RE: Overview of the Community Recognition Awards

RECOMMENDATIONS

THAT the memorandum regarding Overview of the Community Recognition Awards be received for information.

COMMENTS

The Community Recognition Awards acknowledge and celebrate the contributions that outstanding volunteers, residents and organizations make to the community. The awards were originally organized by the Parks & Recreation department, but were transferred to the Office of the CAO in 2011.

Traditional Format:

Award categories have been added and removed over the years. Traditionally, the following awards were given:

- Five-year Volunteer Award
- 10-year Volunteer Award
- 15-year Volunteer Award
- Bob Harman Memorial Award
- Johnston's Cultural Achievement Award
- Civic Appreciation Award
- Outstanding Achievement Award – Individual
- Outstanding Achievement Award – Non-Profit Organization
- Youth Volunteer Achievement Award
- Quarter Century Organization Award
- Community Organization of the Year Award

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Other categories have included:

- 20+ year Volunteer Award
- 30-year Volunteer Award
- Adopt a Park Award
- Civic Award – Individual
- Civic Award – Group
- Ontario Heritage Foundation Award
- Staff Character Champion
- Good Neighbour Award
- Citizen of the Year Award

Format Change (2011):

In an effort to revitalize the awards and better realign with the newly-approved Town of Aurora Strategic Plan, the format and categories were updated to feature:

- Volunteer Service Award
- Youth Award
- Environmental Award
- Achievement in Sports Award
- Arts and Culture Award
- Community Organizer of the Year Award
- Accessibility Award
- Good Neighbour Award
- No-for-Profit Organization Award

The category change was reflected in an overall change to the format, which featured video vignettes and a glamorous Hollywood-style theme.

Format Re-Evaluation:

In 2012, the format of the Community Recognition Awards was re-evaluated. Further to a number of discussions and recommendations between the Office of the Mayor, Council and the Parks & Recreation Advisory Committee, Council opted to revert to the traditional categories, with the addition of the Citizen of the Year (held separately since 2011) and hosted in spring.

Present Format:

- Five-year Volunteer Award
- 10-year Volunteer Award
- 15-year Volunteer Award
- 20+ year Volunteer Award
- Bob Harman Memorial Award
- Johnston's Cultural Achievement Award
- Civic Appreciation Award
- Outstanding Achievement Award – Individual
- Outstanding Achievement Award – Non-Profit Organization

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Recognition Awards

- Youth Volunteer Achievement Award
- Quarter Century Organization Award
- Community Organization of the Year Award
- Good Neighbour Award
- Citizen of the Year Award

Venue:

The Community Recognition Awards have been held either in Council Chambers (and second floor reception area) or at the Aurora Seniors' Centre in the West Mackenzie Room (and surrounding rooms).

Event Format:

Award recipients and their families are invited to attend the ceremony. The Mayor hosts the event as Master of Ceremonies and gives a prepared speech before announcing the award winners. Each winner comes forward to receive their respective award, which is presented by members of Council.

Following the award ceremony, there is a designated photography area and backdrop, with a professional photographer. Food and drink is served.

Nomination Process:

Nomination forms are available in hard-copy format at various Town facilities or online at www.aurora.ca for eight to 10 weeks beginning in January. The current nomination form is attached for reference.

Nomination Criteria:

The nomination criteria differ by category. The criteria are attached for reference.

Evaluation Process:

All nominations are vetted for accuracy and duplication from previous years. This involves reviewing all previous submissions and fact-checking with nominators and/or appropriate clubs or organizations.

All nominations are subsequently reviewed by members of the Parks & Recreation Advisory Committee, which has been the traditional evaluation group for the awards.

The Citizen of the Year nominations are reviewed by a separate committee, convened by the Office of the Mayor.

Budget:

The budget can vary, depending on the number of award recipients and attendees. Originally, \$3,800 was allocated for the awards; however, costs have ranged as high as \$5,000.

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Overview of the Community
Recognition Awards

Attachments:

Attachment 1 – 2014 Community Recognition Awards – Categories and Criteria

Attachment 2 – 2014 Community Recognition Awards – Nomination Form



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Box 1000,
Aurora, ON L4G 6J1
Phone: 905-727-3123

TOWN OF AURORA

**2014 COMMUNITY RECOGNITION
AWARDS – CATEGORIES & CRITERIA**

Attachment 1

VOLUNTEER SERVICE AWARD

These awards are divided into **five years, 10 years, 15 years and 20 or more** of continuous service to the Aurora community.

Criteria:

- Nomination form must be accompanied by a letter of reference verifying the years of continuous service.

YOUTH VOLUNTEER ACHIEVEMENT AWARD

This award is presented to a young citizen for volunteer efforts (excluding school requirements) who has made a significant contribution to the community.

Criteria:

- Nominee must be 19 years of age or younger and have volunteered on behalf of or within The Town of Aurora for at least two years.
- Nomination form must be accompanied by a letter detailing the nominee's contribution.

CIVIC APPRECIATION AWARD

This award was established to recognize Aurora's individuals and groups who have received provincial, national or international recognition.

Criteria:

- Individuals and local organized groups must have been recognized for their achievements at a provincial, national or international level.
- Individuals must be residents of The Town of Aurora or own a business in The Town of Aurora that has been recognized for provincial, national or international achievements.
- Nomination form must be accompanied by a proof of the provincial, national or international recognition.

OUTSTANDING ACHIEVEMENT AWARD – INDIVIDUAL

This award is presented to an individual who has been outstanding in our community.

Criteria:

- Nomination form must be accompanied by a letter detailing the individual's contribution.

OUTSTANDING ACHIEVEMENT AWARD – NON-PROFIT ORGANIZATION

This award is presented to a non-profit organization that has been outstanding in our community.

Criteria:

- Nomination form must be accompanied by a letter detailing the non-profit organization's contribution.



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TOWN OF AURORA

**2014 COMMUNITY RECOGNITION
AWARDS – CATEGORIES & CRITERIA**

GOOD NEIGHBOUR AWARD

This award acknowledges and thanks those who continually demonstrate generosity, kindness and consideration towards their neighbours. This award was inspired by the late Frank Camenzuli who lived in Aurora for 45 years. He was the neighbour you could always count on. Whether your car wouldn't start or your bicycle didn't work, Frank would fix it. He was the neighbour who always said hello whether he knew you or not. Like Frank Camenzuli, there are many good neighbours among us who make a difference in our daily lives and our community.

Criteria:

- This award will be presented annually to **one** resident of Aurora.
- Nominee cannot be an elected official, someone seeking elected office or employed by The Town of Aurora.
- Nominees will not be considered for this award if their nomination involved monetary compensation or fulfilling duties of their employment.
- Nomination form must be accompanied by a letter detailing the individual's contribution.

JOHNSON'S CULTURAL ACHIEVEMENT AWARD

Mr. and Mrs. Johnson lived in Aurora and were instrumental in developing the Arts in the Town of Aurora. Mr. Johnson led the Town Band and Mrs. Johnson taught arts and craft classes. This award acknowledges individuals or groups who have made a significant contribution to the community through the Arts.

Criteria:

- Nominee must have made a significant impact on the Arts locally or provincially in the previous year.
- Nomination form must be accompanied by a letter detailing the individual's or group's contribution.

QUARTER CENTURY ORGANIZATION

This award was presented for the first time in 1993 and will continue to be presented annually to a deserving organization encompassing cultural groups, sports groups or service groups to recognize length of service in the community. The award specifically honours a quarter century of achievements.

Criteria:

- Nomination form must be accompanied by a letter detailing the group or organization's contribution.

COMMUNITY ORGANIZATION OF THE YEAR

This award is to be presented to a deserving group that has provided outstanding contribution, commitment and leadership to our community over the preceding year.

Criteria:

- Nomination form must be accompanied by a letter detailing the organization's contribution.



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TOWN OF AURORA

**2014 COMMUNITY RECOGNITION
AWARDS – CATEGORIES & CRITERIA**

BOB HARMAN MEMORIAL AWARD

Bob Harman, a lifelong resident of the Town of Aurora, died at the early age of 42 in April 1977. Mr. Harman unselfishly gave of his time for more than 20 years. He was active all his life in baseball and hockey, both as a player and a coach. He served on the Town of Aurora's Recreation Committee and other recreation-related committees. Mr. Harman was indeed a "Volunteer's Volunteer."

Criteria:

- Nominee must have made a distinct contribution to the field of recreation in The Town of Aurora.
- Nominee should have made a significant volunteer contribution to The Town of Aurora.
- Nominee should have demonstrated leadership and direction to the community.
- Nominee must have at least 15 years of continuous volunteerism ending no more than three (3) years ago.
- Nomination form must be accompanied by a letter detailing the nominee's contribution.

CITIZEN OF THE YEAR AWARD

The Town of Aurora's Citizen of the Year Award is an annual event recognizing the exceptional contributions made by a local citizen to our community.

The Citizen of the Year Award has been awarded by the Town of Aurora since 1970. The award recipient is selected by the Office of the Mayor in consultation with a small group of dedicated community volunteers who evaluate nominations submitted by residents.

Criteria:

- Nominees must be a citizen of the Town of Aurora who are at least 16 years of age, excluding elected Members of Council or employees of the Town of Aurora.
- Nominations may be made by an individual citizen, a group of citizens, and/or a Town organization.
- Nomination form must be accompanied by a letter of no more than two pages, detailing the recent or ongoing activities or contributions of the nominee in the Town of Aurora. These activities should demonstrate all-round community involvement rather than a specific activity or contribution.

**Special consideration may be given to nominees younger than 16 years of age, if the evaluation group deems such a nomination applicable and the nominee meets all other criteria.*

***The evaluation group will give priority to nominations that recognize a nominee's recent or ongoing activities or contributions to the Town of Aurora. Special consideration may be given to posthumous nominations or to nominees whose activities or contributions occurred more than three (3) years ago, if the evaluation group deems such nominations applicable and the nominee meets all other criteria.*

Nominations will be accepted until **Thursday, March 13, 2014 at 2 p.m.** All nominations must be submitted in writing to:

Town of Aurora
100 John West Way, Box 1000
Aurora, Ontario, L4G 6J1
ATTENTION: ERIKA VILMANIS
2014 COMMUNITY RECOGNITION AWARD NOMINATION



100 John West Way,
Box 1000,
Aurora, ON L4G 6J1
Phone: 905-727-3123

TOWN OF AURORA

**2014 COMMUNITY RECOGNITION
AWARDS – NOMINATION FORM**

Attachment 2

Please complete all fields of the 2014 Community Recognition Awards Nomination Form (print) ensuring the correct spelling of each name. Nominations will be accepted until **Thursday, March 13, 2014 at 2 p.m.**

Date: _____

Nominator: _____

Organization (if applicable) _____

Address: _____

Postal Code _____

Telephone (daytime) _____

Telephone (evening) _____

Email address: _____

Category:

- | | |
|--|---|
| <input type="checkbox"/> Volunteer Service Awards (5, 10, 15, 20+) | <input type="checkbox"/> Good Neighbour Award |
| <input type="checkbox"/> Youth Volunteer Achievement Award | <input type="checkbox"/> Johnson's Cultural Achievement Award |
| <input type="checkbox"/> Civic Appreciation Award (individual or group) | <input type="checkbox"/> Quarter Century Organization |
| <input type="checkbox"/> Outstanding Achievement – Individual | <input type="checkbox"/> Community Organization of the Year |
| <input type="checkbox"/> Outstanding Achievement – Not-for-profit Organization | <input type="checkbox"/> Bob Harman Memorial Award |
| <input type="checkbox"/> Citizen of the Year Award | |

Date: _____

I Nominate: _____

Address: _____

Postal Code _____

Telephone (daytime) _____

Telephone (evening) _____

Email address: _____

Please attach a letter detailing your nominee's contributions and reasons for making this nomination.