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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.

Members will be appointed for a two-year term.

### **Term**

The 2022-2026 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.