



Town of Aurora
Community Recognition Review Advisory Committee
Meeting Agenda

Date: Wednesday, February 11, 2026

Time: 10 a.m.

Location: Holland Room, Aurora Town Hall

Meetings are available to the public in person and via live stream on the [Town's YouTube channel](#). To participate, please visit aurora.ca/participation.

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1.	Call to Order	
2.	Land Acknowledgement	
3.	Approval of the Agenda	
4.	Declarations of Pecuniary Interest and General Nature Thereof	
5.	Receipt of the Minutes	
5.1	Community Recognition Review Advisory Committee Meeting Minutes of November 12, 2025	1
	1. That the Community Recognition Review Advisory Committee meeting minutes of November 12, 2025, be received for information.	
6.	Delegations	
7.	Matters for Consideration	
7.1	Memorandum from Cultural Services Supervisor - Special Events; Re: 2026 Community Recognition Awards - Evaluation Matrices	5
	1. That the memorandum regarding 2026 Community Recognition Awards - Evaluation Matrices be received; and	
	2. That the Community Recognition Review Advisory Committee comments regarding 2026 Community Recognition Awards - Evaluation Matrices be received and referred to staff for	

consideration and further action as appropriate.

7.2 Memorandum from Cultural Services Supervisor - Special Events; Re: 2026 Community Recognition Awards - Ceremony Logistics 17

1. That the memorandum regarding 2026 Community Recognition Awards - Ceremony Logistics be received; and
2. That the Community Recognition Review Advisory Committee comments regarding 2026 Community Recognition Awards - Ceremony Logistics be received and referred to staff for consideration and further action as appropriate.

8. Informational Items

9. New Business

10. Adjournment



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

Date: Wednesday, November 12, 2025

Time: 10 a.m.

Location: Holland Room, Aurora Town Hall

Committee Members: Mayor Tom Mrakas (Chair)*

Diane Buchanan

Phiona Durrant*

Arif Faheem Khan*

Elaine Martini*

Jo-anne Spitzer

Patricia Wallace (Vice Chair)

Other Attendees: Adam Robb, Manager, Policy Planning and Heritage

Shelley Ware, Supervisor, Special Events

Linda Bottos, Council/Committee Coordinator

*Attended electronically

1. Call to Order

The Chair called the meeting to order at 10:05 a.m.

2. Land Acknowledgement

The Committee acknowledged that the meeting took place on Anishinaabe lands, the traditional and treaty territory of the Chippewas of Georgina Island, recognizing the many other Nations whose presence here continues to this day, the special relationship the Chippewas have with the lands and waters of this territory, and that Aurora has shared responsibility for the stewardship of these lands and waters. It was noted that Aurora is part of the treaty lands of the Mississaugas and Chippewas, recognized through Treaty #13 and the Williams Treaties of 1923.

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3. Approval of the Agenda

Moved by Patricia Wallace

Seconded by Phiona Durrant

That the agenda as circulated by Legislative Services be approved.

Carried

4. 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.*

5. Receipt of the Minutes

5.1 Community Recognition Review Advisory Committee Meeting Minutes of June 11, 2025

Moved by Jo-anne Spitzer

Seconded by Elaine Martini

1. That the Community Recognition Review Advisory Committee Meeting Minutes of June 11, 2025, be received for information.

Carried

6. Delegations

None.

7. Matters for Consideration

7.1 Round Table Discussion; Re: Inclusion of Heritage Award

Staff provided background and an overview of the potential to add the Heritage Award as a category as suggested by the Heritage Advisory Committee. The Committee and staff discussed solidifying the eligibility criteria, timelines, and next steps for inclusion next year. There was further discussion regarding the selection process and that it adheres to the evaluation matrix.

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The Committee supported the inclusion of the Heritage Award as an additional category.

Moved by Diane Buchanan
Seconded by Phiona Durrant

1. That the Community Recognition Review Advisory Committee comments regarding Inclusion of Heritage Award be received and referred to staff for consideration and further action as appropriate.

Carried

7.2 Round Table Discussion; Re: Alternate Location for the Awards Ceremony

The Committee discussed the possibility of an alternate venue for the awards ceremony instead of the Council Chambers at Town Hall. The Committee suggested to consider another Town facility noting that the location should enhance the overall experience of the ceremony while maintaining cost and accessibility. It was suggested that the Performance Hall at Town Square should be explored as a possible alternate venue.

A further suggestion was made to gather feedback from past award recipients regarding an alternate venue, and staff agreed to follow up.

Moved by Elaine Martini
Seconded by Diane Buchanan

1. That the Community Recognition Review Advisory Committee comments regarding Alternate Location for the Awards Ceremony be received and referred to staff for consideration and further action as appropriate.

Carried

8. Informational Items

None.

9. New Business

The Committee requested that the current Community Recognition Award evaluation matrix be included for review and discussion at the next meeting.

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10. Adjournment

Moved by Elaine Martini

Seconded by Phiona Durrant

That the meeting be adjourned at 10:41 a.m.

Carried



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Town of Aurora
Memorandum
Community Services

Re: 2026 Community Recognition Awards – Evaluation Matrices

To: Community Recognition Review Advisory Committee

From: Shelley Ware, Cultural Services Supervisor – Special Events

Date: February 11, 2026

Recommendation

1. That the memorandum regarding 2026 Community Recognition Awards – Evaluation Matrices be received; and
2. That the Community Recognition Review Advisory Committee comments regarding 2026 Community Recognition Awards – Evaluation Matrices be received and referred to staff for consideration and further action as appropriate.

Background

The Community Recognition Review Advisory Committee (CRRAC) is responsible for reviewing nominations and selecting recipients for each of the Community Recognition Award categories on an annual basis.

In 2023, the CRRAC identified the need for a more structured, transparent, and equitable approach to evaluating nominations. In response to this direction, staff developed a set of Evaluation Matrices in 2024 to support the CRRAC's review of each nomination submission and selection of award winner. These matrices were designed to:

- Reduce the influence of innocent or unconscious biases
- Provide a consistent framework for assessing nominees across all award categories
- Support more focused, evidence-based discussions during the selection process
- Enhance fairness, clarity, and accountability in decision-making

The Evaluation Matrices were implemented for the 2024 awards cycle and used again in 2025. With two full years of application, the CRRAC has expressed interest in reviewing

the matrices to ensure they remain relevant, effective, and aligned with the Committee's expectations and the evolving nature of the awards program.

This review will support continuous improvement and help prepare the CRRAC for the 2026 selection meeting.

Analysis

The Evaluation Matrices have been developed by Staff to be a valuable tool for the Selection Committee.

The Evaluation Matrices currently in use were developed following a comprehensive review of:

- Award categories and their intended purpose
- Nomination form questions and criteria
- Best practices in municipal recognition programs
- Approaches to mitigating unconscious bias in group decision-making

Since their introduction, the matrices have been positively received by Committee members. They have contributed to:

- More structured and consistent evaluation of nominees
- Improved clarity around how each nomination aligns with award criteria
- More balanced and equitable discussions during deliberations
- Enhanced confidence in the fairness and transparency of the selection process

Given that the matrices have now been used for two award cycles, a formal review is timely. Committee feedback will help determine whether:

- The scoring criteria remain appropriate and reflective of the award categories
- Any criteria require refinement, expansion, or clarification
- The weighting of evaluation components continues to support fair and meaningful assessment
- Additional guidance or tools would further support the Committee's work

Staff will compile and assess all Committee comments and, where appropriate, prepare revisions for future Committee consideration.

2026 Community Recognition Awards – Evaluation Matrices

February 11, 2026

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Attachments

Attachment 1 – Community Recognition Awards – Evaluation Matrices

Attachment 1

Town of Aurora Community Recognition Awards Evaluation Matrix Arts and Culture Award											
Nominee:											
Criteria	Score Values	Enter Score	Weighted Score								
Nomination meets the criteria of the Arts and Culture Award	0 - Nominee does not meet the criteria, don't proceed with further scoring 1 - Nominee partially meets the criteria 2 - Nominee meets criteria 3 - Nominee exceeds the criteria	0	0	0	0	0	0	0	0	0	0
Did the nominees efforts impact the larger community or a specific group?	0 - Not impactful 1 - Impactful to a specific group 2 - Impactful to a specific group and for the community	0	0	0	0	0	0	0	0	0	0
Value of examples provided.	0 - No specific applicable examples provided 1 - Insufficient or weak examples provided 2 - Examples provided demonstrate the nominee's impact and contribution	0	0	0	0	0	0	0	0	0	0
Has the nominee's contributions been consistent over a period of time?	1 - One time project 2 - Efforts have been ongoing	0	0	0	0	0	0	0	0	0	0
What relevant additional information provided?	1 - No or little additional information was provided 2 - Additional information was provided but was very general 3 - Additional information added to learning more about the nominees impact to the Arts and Culture community	0	0	0	0	0	0	0	0	0	0
Total Score			0		0		0		0		0

Town of Aurora Community Recognition Awards Evaluation Matrix Community Leadership Award											
Nominee:											
Criteria	Score Values	Enter Score	Weighted Score								
Nomination meets the criteria of the Community Leadership Award	0 - Nominee does not meet the criteria, don't proceed with further scoring 1 - Nominee partially meets the criteria 2 - Nominee meets criteria 3 - Nominee exceeds the criteria	0	0	0	0	0	0	0	0	0	0
Do the nominee's efforts distinguish themselves as a community leader?	0 - No 1 - Nominee's efforts distinguished themselves in one area as a community leader 2 - Nominee's efforts distinguished themselves in multiple facets as a community leader	0	0	0	0	0	0	0	0	0	0
Value of examples provided.	0 - No specific applicable examples provided 1 - Insufficient or weak examples provided 2 - Examples provided demonstrate the nominee's impact and contribution	0	0	0	0	0	0	0	0	0	0
Has the nominee's contributions been consistent over a period of time?	1 - One time project 2 - Efforts have been ongoing	0	0	0	0	0	0	0	0	0	0
What relevant additional information provided?	1 - No or little additional information was provided 2 - Additional information was provided but was very general 3 - Additional information added to learning more about the nominees impact as a community leader	0	0	0	0	0	0	0	0	0	0
Total Score			0		0		0		0		0

Town of Aurora Community Recognition Awards											
Evaluation Matrix											
Good Business Award											
Nominee:											
Criteria	Score Values	Enter Score	Weighted Score								
Nomination meets the criteria of the Good Business Award	0 - Nominee does not meet the criteria, don't proceed with further scoring 1 - Nominee partially meets the criteria 2 - Nominee meets criteria 3 - Nominee exceeds the criteria	0	0	0	0	0	0	0	0	0	0
Did the nominee's efforts and actions have an impact on charitable causes, events or programs in the community?	0 - Not impactful 1 - Nominee's efforts made a good impact to a specific group, cause or program 2 - Nominee's efforts made to an outstanding effort to a specific group, cause or program and for the community	0	0	0	0	0	0	0	0	0	0
Value of examples provided aside from financial contributions.	0 - No specific applicable examples provided 1 - Insufficient or weak examples provided 2 - Examples provided demonstrate the nominee's impact and contribution	0	0	0	0	0	0	0	0	0	0
Has the nominee's contributions been consistent over a period of time?	1 - One time project 2 - Efforts have been ongoing	0	0	0	0	0	0	0	0	0	0
What relevant additional information provided?	1 - No or little additional information was provided 2 - Additional information was provided but was very general 3 - Additional information added to learning more about the nominees impact to the community	0	0	0	0	0	0	0	0	0	0
Total Score			0		0		0		0		0

Town of Aurora Community Recognition Awards Evaluation Matrix Good Neighbour Award											
Nominee:											
Criteria	Score Values	Enter Score	Weighted Score								
Nomination meets the criteria of the Good Neighbour Award	0 - Nominee does not meet the criteria, don't proceed with further scoring 1 - Nominee partially meets the criteria 2 - Nominee meets criteria 3 - Nominee exceeds the criteria	0	0	0	0	0	0	0	0	0	0
Did the nominees acts of kindness and compassion have a positive impact on their neighbourhood?	0 - Not demonstrated 1 - A positive impact on the neighbourhood was noted 2 - An extensive and lasting positive impact on the neighbourhood was noted	0	0	0	0	0	0	0	0	0	0
Has the nominee inspired others to be a good neighbour?	0 - No specific applicable examples provided 1 - Insufficient or weak examples provided 2 - Good examples noted	0	0	0	0	0	0	0	0	0	0
Has the nominee's contributions been consistent over a period of time?	1 - One time project 2 - Efforts have been ongoing	0	0	0	0	0	0	0	0	0	0
What relevant additional information provided?	1 - No or little additional information was provided 2 - Additional information was provided but was very general 3 - Additional information added to learning more about the nominees impact to the neighbourhood	0	0	0	0	0	0	0	0	0	0
Total Score			0		0		0		0		0

Town of Aurora Community Recognition Awards Evaluation Matrix Inclusivity Award											
Nominee:											
Criteria	Score Values	Enter Score	Weighted Score								
Nomination meets the criteria of the Inclusivity Award	0 - Nominee does not meet the criteria, don't proceed with further scoring 1 - Nominee partially meets the criteria 2 - Nominee meets criteria 3 - Nominee exceeds the criteria	0	0	0	0	0	0	0	0	0	0
Value of examples provided.	0 - No specific applicable examples provided 1 - Insufficient or weak examples provided 2 - Examples provided demonstrate the nominee's impact and contribution	0	0	0	0	0	0	0	0	0	0
Value of the nominees contributions towards potential short term or long term impact on making Aurora more inclusive?	0 - Not impactful 1 - Nominee's contributions provided short term impact on making the community more inclusive 2 - Nominee's contributions provided short and long term impact on making the community more inclusive	0	0	0	0	0	0	0	0	0	0
Has the nominee's contributions been consistent over a period of time?	1 - One time project 2 - Efforts have been ongoing	0	0	0	0	0	0	0	0	0	0
What relevant additional information provided?	1 - No or little additional information was provided 2 - Additional information was provided but was very general 3 - Additional information added to learning more about the nominees contributions to the community to make it more inclusive	0	0	0	0	0	0	0	0	0	0
Total Score			0		0		0		0		0

Town of Aurora Community Recognition Awards Evaluation Matrix Older Adult Volunteer Award											
Nominee:											
Criteria	Score Values	Enter Score	Weighted Score								
Nomination meets the criteria of the Older Adult Volunteer Award	0 - Nominee does not meet the criteria, don't proceed with further scoring 1 - Nominee partially meets the criteria 2 - Nominee meets criteria 3 - Nominee exceeds the criteria	0	0	0	0	0	0	0	0	0	0
What role did the nominee perform in volunteer positions?	0 - No applicable details provided 1 - Nominee has been a dedicated volunteer 2 - Nominee has been a dedicated volunteer and has demonstrated leadership	0	0	0	0	0	0	0	0	0	0
Value of examples provided.	0 - No specific applicable examples provided 1 - Insufficient or weak examples provided 2 - Examples provided demonstrate the nominee's impact and contribution	0	0	0	0	0	0	0	0	0	0
What was the commitment level of the nominee?	0 - No specific applicable examples provided 1 - Demonstrated an ongoing commitment to volunteering in a variety of fields 2 - Demonstrated an exceptional commitment to volunteering in a variety of fields	0	0	0	0	0	0	0	0	0	0
What relevant additional information provided?	1 - No or little additional information was provided 2 - Additional information was provided but was very general 3 - Additional information added to learning more about the nominees impact to the community	0	0	0	0	0	0	0	0	0	0
Total Score			0		0		0		0		0

Town of Aurora Community Recognition Awards Evaluation Matrix Youth Volunteer Award											
Nominee:											
Criteria	Score Values	Enter Score	Weighted Score								
Nomination meets the criteria of the Youth Volunteer Award	0 - Nominee does not meet the criteria, don't proceed with further scoring 1 - Nominee partially meets the criteria 2 - Nominee meets criteria 3 - Nominee exceeds the criteria	0	0	0	0	0	0	0	0	0	0
What role did the nominee perform in volunteer positions?	0 - No applicable details provided 1 - Nominee has been a dedicated volunteer 2 - Nominee has been a dedicated volunteer and has demonstrated leadership	0	0	0	0	0	0	0	0	0	0
Value of examples provided.	0 - No specific applicable examples provided 1 - Insufficient or weak examples provided 2 - Examples provided demonstrate the nominee's impact and contribution	0	0	0	0	0	0	0	0	0	0
Has the nominee's contributions been consistent over a period of time?	1 - One time project 2 - Efforts have been ongoing	0	0	0	0	0	0	0	0	0	0
What relevant additional information provided?	1 - No or little additional information was provided 2 - Additional information was provided but was very general 3 - Additional information added to learning more about the nominees impact to the community	0	0	0	0	0	0	0	0	0	0
Total Score			0		0		0		0		0



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Town of Aurora
Memorandum
Community Services

Re: 2026 Community Recognition Awards – Ceremony Logistics

To: Community Recognition Review Advisory Committee

From: Shelley Ware, Cultural Services Supervisor – Special Events

Date: February 11, 2026

Recommendation

1. That the memorandum regarding the 2026 Community Recognition Awards – Ceremony Logistics be received; and
2. That the Community Recognition Review Advisory Committee comments regarding the 2026 Community Recognition Awards – Ceremony Logistics and provide feedback to be referred to staff for consideration and further action as appropriate.

Background

The Town of Aurora's Community Recognition Awards have traditionally been presented in the Council Chambers at Town Hall during a formal ceremony. This setting has been used consistently since the inception of the awards, with the exception of two years (2009 and 2010), when alternative arrangements were made.

As planning begins for this year's Community Recognition Awards, the Community Recognition Review Advisory Committee (CRRAC) expressed interest in exploring potential alternative venues for the ceremony, while remaining within the approved budget. The intent of this review is to consider whether another municipal venue could appropriately host the event while maintaining the significance and quality associated with the awards.

The Community Recognition Awards include multiple award categories presented annually, with the exception of the Lifetime Achievement Award, which is presented once every four years at the end of each Term of Council. The Citizen of the Year and Lifetime Achievement Awards are considered the Town's most prestigious community honours.

The event format includes:

- A pre-ceremony reception for former Citizens of the Year;
- A formal, invitation-only awards ceremony; and
- A post-ceremony licensed reception.

Analysis

Staff have identified two viable municipal venue options for consideration: the Council Chambers at Aurora Town Hall and the Davide de Simone Performance Hall at Aurora Town Square.

Both the Council Chambers and the Performance Hall offer high-quality, municipally operated spaces capable of hosting a meaningful and well-executed Community Recognition Awards ceremony. Each venue presents distinct advantages and considerations related to prestige, logistics, operations, and cost.

The Council Chambers in Town Hall is a long-standing and symbolic venue.

The Council Chambers provide a highly prestigious and formal setting. For many residents, being recognized in this space represents a unique and rare opportunity, as few community members are ever presented with an award in this environment. The Chamber setting reinforces the civic importance of the awards, particularly for the Citizen of the Year and Lifetime Achievement Awards.

Additional considerations include:

- **Live Streaming:** The Chambers are fully equipped for live streaming, which has become a valued component of the ceremony.
- **Prestigious Awards:** The Citizen of the Year and the Lifetime Achievement Award—two of the Town's highest honours—are traditionally presented in this space. The Lifetime Achievement Award is presented once every four years, at the end of each Term of Council.
- **Event Flow:** The pre- and post-ceremony receptions can be accommodated within Town Hall, with the licensed portion managed by Town staff.
- **Operational Context:** Town Hall would be dedicated solely to the awards event that evening, ensuring minimal operational disruption and full control over the environment.

The Davide de Simone Performance Hall in Aurora Town Square would showcase the Awards in a contemporary cultural setting.

The Performance Hall at Aurora Town Square offers a modern and engaging venue that has successfully hosted award ceremonies for various community organizations. The space presents an opportunity for a different aesthetic and atmosphere while still delivering a high-quality event.

However, there are several logistical considerations. Space within Town Square is more limited for hosting a pre-ceremony reception specifically for former Citizens of the Year. The post-ceremony reception would need to be relocated to the Bridge area within Town Square, resulting in a smaller overall footprint compared to Town Hall.

Live-streaming capabilities in the Performance Hall would require further review. While staff are confident that a technical solution can be identified, this would involve additional planning. There is a third-party bar service provider at ATS, so staff would need to ensure there are no issues with staff providing the licensed component of the reception. If staff were not permitted to deliver the licensed component of the reception there would be an increase to the cost. However, the difference in cost is considered absorbable within the event budget.

It should also be noted that Aurora Town Square is a multi-use facility. Other programs and activities—such as arts, cultural, or recreational classes—may be taking place in the building concurrently on the evening of the awards, which could affect the overall feel and exclusivity of the event.

Perceptions of venue significance and the recipient experience would be different at each of the potential venues.

While many community organizations have successfully hosted their award ceremonies in the Performance Hall, the Town of Aurora's Community Recognition Awards may be perceived differently due to the inclusion of the Citizen of the Year and Lifetime Achievement Awards. These honours carry a distinct level of civic significance that some recipients associate with the formal Council setting.

To better understand this perspective, staff consulted previous award recipients regarding their venue preference. All individuals indicated a preference for receiving their award in the Council Chambers, citing the limited public access to the space as a factor that enhanced the meaning and memorability of the recognition. At the same

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February 11, 2026

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time, all recipients acknowledged that a well-executed ceremony in the Performance Hall could still be impactful.

Attachments

None