



**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
NOTICE OF MEETING**

**AWARDS COMMITTEE MEETING MEETINGS
JUNE 7, 2018 AT 6:30 P.M.
MAIN FLOOR CONFERENCE ROOM SOUTH #161
WEST VANCOUVER MUNICIPAL HALL (750 17TH STREET)**

ATTENDEES: BRUCE HOWLETT, WAYNE HANSEN, TERRY HODGINS, DOLFI H
HAVLOVIC, MARINA KNEZ, CORAL WINFIELD
STAFF: CHRISTIE ROSTA, MAGDA KWATERSKA
REGRETS: JASON WRIGHT, JENNIFER ROOTE, SANDRA FERROS,
COUNCILLOR MARY- ANN BOOTH

CALL TO ORDER

1. Call to Order

The meeting was called to order at 6:30 p.m.

APPROVAL OF AGENDA

2. Approval of June 7, 2018 Awards Committee Meeting Agenda

RECOMMENDED:

THAT the June 7, 2018 Awards Committee meeting agenda be approved as circulated.

CARRIED

ADOPTION OF MINUTES

3. Adoption of Awards Committee Meeting Minutes

RECOMMENDED:

THAT the minutes of May 3, 2018 Awards Committee meeting minutes be adopted as circulated.

CARRIED

INFORMATION ITEMS

- 4. Review of member's roles and responsibilities in the nomination process**
 - Members are the information carriers of the Community Awards nomination process
 - They purely relate the information and promote the Community Awards Program to community members
 - They distribute the collateral to various community distribution points and communicate the program via community newsletters
- 5. Review and distribution of marketing collateral**
 - Posters, nomination forms, digital collateral provided to members for distribution
- 6. Review of the 2018 Community Awards Communication Plan**
 - Communication plan reviewed by a discussion led by Acting Chair
 - Members discussed various distribution points and channels of communication they can take the lead on
 - There were no changes to the 2018 Communication Plan
- 7. Review of 2018 media distribution list and designation of committee members**
 - Members reviewed the distribution list, allocated names and presented new and interesting options for additional distribution points.
- 8. Review of prospect list from Councillors received in 2017**
 - Acting Chair went through the prospect list of community leaders who have made significant community contributions
- 9. Review of letter sent to nominators when application is not approved**
 - Members received copies of the letter sent to nominators, there were no changes at this point.

OTHER ITEMS

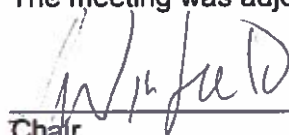
PUBLIC QUESTION PERIOD

10. Public Questions and Comments

ADJOURNMENT

9. Adjournment of June 7, 2018 Awards Committee Meeting.

The meeting was adjourned at 7:30 p.m.



Chair



Staff Liaison