

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
AWARDS COMMITTEE MEETING MINUTES  
PACIFIC ROOM, MUNICIPAL HALL  
THURSDAY, OCTOBER 4, 2018**

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Committee Members: S. Ferros; W. Hansen; D. Havlovic; T. Hodgins; B. Howlett; J. Roote (Chair); C. Winfield; J. Wright. Absent: M. Knez and Councillor Mary-Ann Booth

Staff: C. Rosta; M. Kwaterska; and L. de Jesus, Committee Clerk.

**CALL TO ORDER**

1. The meeting was called to order at 6:31 p.m.

**APPROVAL OF AGENDA**

2. It was Moved and Seconded:

THAT the October 4, 2018 Awards Committee meeting agenda be approved.

**CARRIED**

**ADOPTION OF MINUTES**

3. It was Moved and Seconded:

THAT the September 6, 2018 Awards Committee meeting minutes be adopted.

**CARRIED**

**INFORMATION ITEMS**

4. **Review distribution of marketing collateral**

- A few nominations have been received. It is anticipated that more will come closer to the deadline as was the case last year.
- Members had a round table discussion regarding the further distribution of marketing materials. Major West Vancouver locations have been targeted.
- Members have followed up with various organizations.
- Some have expressed disappointment that some establishments that agreed to put up posters in their locations have not followed through.
- Some posters that were put up were being taken down but members have been diligent and have posted new ones.
- The notice on the North Shore News has been published.
- It was noted the close of nominations is listed as 4:30 p.m. on the District website but no time was indicated on the print collateral. Nominations will therefore be accepted until midnight on October 12.

**5. Final review of approved Rating Selection Form**

- It was agreed that the form is manageable but one particular category may not apply to one of the programs. In such a case, nominations for that category will be treated separately.
- The deadline for nominations is October 12.
- Between October 16 and 19 from 9:30 am to 3 p.m., there will be stations available to the members in Municipal Hall (Cultural Services, 2nd Floor) where they can review the nomination packages. There will be one night session on October 18 from 5:30 to 7:30 p.m.
- There will be an additional Awards Committee closed session meeting on October 25 at 5:30 p.m.

**Action:**

- M. Kwaterska to update the footer on the form.

**6. Review of Community Awards Budget**

- The ceremony will take place at Kay Meek on Thursday, November 29 from 7-9 p.m.
- Last year, there was no music at the ceremony but members agreed to try to locate a volunteer pianist to play as guests arrive at this year's event.
- M. Kwaterska went over the estimate for the ceremony and it was suggested and agreed to that the committee will keep to the same budget with an adjustment to the food expense.

**7. Awards Ceremony**

- Information about the ceremony was included and discussed as per #6.
- Remaining marketing materials should be distributed.

**OTHER ITEMS**

N/A

**PUBLIC QUESTION PERIOD**

8. N/A

**ADJOURNMENT**

9. It was Moved and Seconded:

THAT the October 4, 2018 Awards Committee meeting be adjourned at 7:25 p.m.

**CARRIED**

Chair



Committee Clerk

