



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

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

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

CALL TO ORDER

- 1. Call to Order**
The meeting was called to order at 6:30 p.m.

APPROVAL OF AGENDA

- 2. Approval of September 6, 2018 Awards Committee Meeting Agenda**

RECOMMENDED:

THAT the September 6, 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 July 5, 2018 Awards Committee meeting minutes be adopted as circulated.

CARRIED

INFORMATION ITEMS

4. Review distribution of marketing collateral

- Members had a round table discussion regarding the distribution points for collateral pieces (poster, nomination brochure) – all major WV locations have been targeted and posters have been distributed
- Members contacted media representatives and will follow up with the NSN
- Members have put up posters outdoor as well as indoors (Sea Wall, Park Royal)
- Members have placed the Community Awards sandwich board in key municipal locations starting with the Community Centre
- Members emailed various foundations they belong to and local community organizations
- Councillor Mary-Ann Booth made the announcement of the Community Awards during her Arts and Culture event
- Members discussed past projects that could be re-evaluated and/or requested for re-submission on nominations for the 2018 Community Awards program

5. Review of media communications

- Press release/media appeared in the Beacon and Friends of Dunderave
- Potentially the Global Canadian will pick up the notification of the Awards
- Member posted the nomination form on the “I grew up in WV” Facebook page
- Member is following up with the North Shore News, including the Asian edition

6. Review of revised Rating Selection Form and category descriptions

- Chair went through the proposed changes to the rating table
- Chair discussed the category descriptions, with most of the descriptions based from the brainstorming sessions and aligning it with the new criteria in the 2018 rating table
- Members had a discussion regarding Legacy as a criteria, specifically in terms of objectively measuring its lasting impact, they agreed that Legacy should be changed to Impact with Legacy being a subset of Impact

OTHER ITEMS

7. Awards Ceremony Overview

- Chair gave an overview of the awards ceremony, the Committee Members roles such as hosting the event and assisting guests with their seats.
- Chair encouraged Committee Members to think of students who may be able to perform for the 30 minutes prior to the Awards Ceremony.

PUBLIC QUESTION PERIOD

8. Public Questions and Comments

ADJOURNMENT

9. **Adjournment of September 6, 2018 Awards Committee Meeting.**
Meeting adjourned at 8 p.m.



CHAIR



STAFF LIAISON