

# CIVIC AWARDS COMMITTEE

## Minutes of the Open Meeting

**Date:** Wednesday, October 28, 2015  
**Location:** Gala Board Room - Parkinson Recreation Centre

**Members in Attendance:**  
Michael Loewen; Caroline Grover; Ellen Boelck, Wayne Moore,  
Councillor Maxine DeHart

**Regrets:** Cheryl Miller

**Staff:**  
Community & Neighbourhood Services Manager, Louise Roberts  
Recreation Technician, Amber Gilbert

**Recording Secretary:**  
Arlene McClelland

(\*denotes partial attendance)

### I. Call to Order

The Chair called the meeting to order at 12:13 p.m.

### 2. Confirmation of Minutes

Moved By Wayne Moore/Seconded By Caroline Grover

THAT the Minutes of the May 22, 2015 Civic Awards Committee Meeting be adopted.

**Carried**

Staff:

- To forward a copy of the minutes to Committee members.

### 3. New Business

#### 3.1 Appoint Committee Chair / Vice Chair

Staff:

- Provided background information regarding the need for the positions of Chair and Vice Chair and identified the roles and responsibilities.

Moved By Wayne Moore/Seconded By Michael Loewen

THAT Louise Roberts be appointed Chair of the Civic Awards Committee.

**Carried**

Moved By Amber Gilbert/Seconded By Wayne Moore

THAT Michael Loewen be appointed Vice Chair of the Civic Awards Committee.

**Carried**

### 3.2 Appoint new Nominating Committee Chair

Moved By Michael Loewen/Seconded By Caroline Grover

THAT Dawn Wilkinson be appointed Nominating Committee Chair of the Civic Awards Committee.

**Carried**

Staff:

- Advised that Dawn Wilkinson will attend the next Committee meeting.

### 3.3 Terms of Reference - Louise Roberts

Staff:

- Provided an overview of the Committee's Terms of Reference.
- Provided Members with the draft Terms of Reference for review and comments.
- Noted the Committee's three scheduled meeting dates for the year and advised that other meetings can be held on a need to basis where decisions need to be voted on.
- To inquire with the City Clerk's Office for clarity on wording for Conflicts of Interest.
- To provide Members with monthly updates via email.

Moved By Caroline Grover/ Seconded by Ellen Boelck

THAT the Civic Awards Committee endorse in principle the Civic Awards Committee Terms of Reference.

**Carried**

### 3.4 New Award Category Proposal from United Way - Amber

Staff:

- Reviewed and summarized the proposal from United Way.

Committee Discussion:

- All Members appreciated the proposed award category.
- Raised concern with duplication of categories.
- Raised concern with the current length of the Awards program.

Moved By Louise Roberts/ Seconded by Ellen Boelck

THAT the Civic Awards Committee create a Children Champion Award category.

**Defeated**

Staff:

- Will report back to United Way the Committee's decision.
- Will suggest the United Way participate on the Nomination Committee.

### 3.5 Audio Visual - New contract needed, proposed changes - Amber

Staff:

- Provided an updated regarding the Audio Visual contract.
- Advised Members of the services the Community Theatre provides within the rental agreement.

Discussion:

- Members agreed to use City services within the Community Theatre rental agreement and SW Audio services for other components.

4. Old Business

4.1 Sponsorship for this year - Amber

Staff:

- Advised that letters have gone out to sponsors and noted sponsors who have positively responded.

4.2 Time line and Key dates

- o working back from Awards night set for April. 27, 2016
- o Proposed Mayor's Reception date - Saturday April 16, 2016 (National Volunteer Week)

Staff:

- To provide a timeline and key dates to Members via email.
- Asked Members to provide venue ideas for the Mayor's Reception.
- Advised that the plan is for 160 invites to the Reception.

Discussion:

- Members agreed to use the same format as the previous Mayor's Reception.
- Members discussed the advantages and disadvantages of certain dates for the Reception.

Moved By Wayne Moore/Seconded By Caroline Grover

THAT the Civic Awards Committee recommends the Mayor's Reception be held on Sunday, April 17, 2016.

Carried

4.3 Sub -Committee Reports - Nominating / Sports / ARTSCO / Selection

Discussion:

- Provided updates for the sub-committees.
- Staff to provide further updates to Members via email.

5. Next Meeting Date

Wednesday, February 17, 2016 - Review Nominations

6 Termination of Meeting

The Chair declared the meeting terminated at 1:21 p.m.

/acm

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Louise Roberts, Chair