

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER**

**AWARDS COMMITTEE MEETING AGENDA  
WEDNESDAY, FEBRUARY 1, 2023  
5 PM IN THE RAVEN ROOM, MUNICIPAL HALL  
(In-person attendance only)**

*Note: Council Committee meetings are conducted in accordance with Council Committee Procedure Bylaw No. 5020, 2019 (as amended), subject to the discretion of the Chair.*

**CALL TO ORDER**

**1. Call to Order**

*Note: Chair will confirm that the meeting is being conducted in-person, pursuant to Council Committee Procedure Bylaw No. 5020, 2019 (as amended).*

**APPROVAL OF AGENDA**

**2. Approval of Committee Meeting Agenda**

RECOMMENDATION:

THAT the February 1, 2023 Awards Committee meeting agenda be approved as circulated.

**ADOPTION OF MINUTES**

**3. Adoption of Committee Meeting Minutes**

RECOMMENDATION:

THAT the January 11, 2023 Awards Committee meeting minutes be adopted as circulated.

**REPORTS / ITEMS**

**4. Review Award Categories**

RECOMMENDATION:

THAT the discussion regarding Review Award Categories be received for information.

**5. Planning Timeline**

RECOMMENDATION:

THAT the Planning Timeline be supported.

**PUBLIC QUESTIONS**

**6. Public Questions**

**NEXT MEETING**

**7. Next Meeting**

The next Awards Committee meeting is scheduled for March 1, 2023 at 5 p.m. and held in-person in the Raven Room at Municipal Hall.

**ADJOURNMENT**

**8. Adjournment of Committee Meeting**

RECOMMENDATION:

THAT the February 1, 2023 Awards Committee meeting be adjourned.

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
AWARDS COMMITTEE MEETING MINUTES  
RAVEN ROOM, MUNICIPAL HALL  
WEDNESDAY, JANUARY 11, 2023**

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Committee Members: C. Burns (Chair), S. Hennessy, S. Mani, C. McLaughlin, D. Morrison, L. Paton, J. Saba, M. Ware; and Councillor S. Thompson attended the meeting in the Raven Room, Municipal Hall. Absent: T. Hodgins.

Staff: C. Rosta, Cultural Services Manager (Staff Representative); and F. Costa, Cultural Services Department Secretary (Committee Clerk) attended the meeting in the Raven Room, Municipal Hall.

**1. CALL TO ORDER**

The meeting was called to order at 5:02 p.m.

**2. Welcome and Committee Orientation**

Committee members introduced themselves. L. Paton and M. Ware were welcomed to the Committee.

It was Moved and Seconded:

THAT the discussion regarding Welcome and Committee Orientation be received for information.

CARRIED

**3. Election of Chair for 2023**

It was Moved and Seconded:

THAT D. Morrison be elected as Co-Chair for 2023.

CARRIED

It was Moved and Seconded:

THAT C. Burns be elected as Co-Chair for 2023.

CARRIED

**4. Committee Meeting Schedule for 2023**

It was Moved and Seconded:

THAT the Awards Committee Meeting Schedule for 2023 be adopted as follows:

- February 1, 2023 at 5 p.m.;
- March 1, 2023 at 5 p.m.;
- April 5, 2023 at 5 p.m.;
- May 3, 2023 at 5 p.m.;
- June 7, 2023 at 5 p.m.;

- July 5, 2023 at 5 p.m.;
- October 4, 2023 at 5 p.m.;
- November 1, 2023 at 5 p.m.; and
- December 6, 2023 at 5 p.m.

CARRIED

It was Moved and Seconded:

THAT all remaining Awards Committee meetings for 2023 be held in-person at the Raven Room in the Municipal Hall.

CARRIED

#### **5. Annual Committee Evaluation for 2022**

Staff informed the Committee about the results of the 2022 Annual Committee Evaluation. It was noted that there were only two responses. It was recommended that the survey should be recirculated to give members the opportunity to respond.

It was Moved and Seconded:

THAT

1. the report regarding Annual Committee Evaluation for 2022 be received for information.
2. the Annual Committee Evaluation for 2022 be recirculated to give members the opportunity to respond.

CARRIED

#### **6. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the January 11, 2023 Awards Committee meeting agenda be approved as circulated.

CARRIED

#### **7. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the December 7, 2022 Awards Committee meeting minutes be adopted as circulated.

CARRIED

### **REPORTS / ITEMS**

#### **8. Review Award Categories**

Staff summarized the discussion held in previous meetings regarding the addition of new categories to the 2023 Community Awards Program. Committee members shared the highlights of the information gathered in their research into other communities' awards programs.

Discussion was held regarding updates to the application form in order to include accomplishments and contributions that are not necessarily volunteered. It was requested that the documents from 2022 – the application form, the criteria information sheet, and the evaluation sheet – be sent to the Committee for review. Further discussion was deferred to the next meeting.

It was Moved and Seconded:

THAT the discussion regarding Review Award Categories be received for information.

CARRIED

## **9. Work Plan 2023**

The Committee discussed the timeframe of an Awards Ceremony in the Spring or the Fall. Further discussion was deferred to the next meeting.

It was Moved and Seconded:

THAT the 2023 Planning Timeline be discussed and supported in the next meeting.

CARRIED

## **PUBLIC QUESTIONS**

### **10. PUBLIC QUESTIONS**

There were no questions.

## **NEXT MEETING**

### **11. NEXT MEETING**

Staff confirmed that the next Awards Committee meeting is scheduled for February 1, 2023 at 5 p.m. and held in-person in the Raven Room at Municipal Hall.

## **ADJOURNMENT**

### **12. ADJOURNMENT**

It was Moved and Seconded:

THAT the January 11, 2023 Awards Committee meeting be adjourned.

CARRIED

The meeting adjourned at 6:28 p.m.

Certified Correct:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Committee Clerk