

THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER

**AWARDS COMMITTEE MEETING AGENDA
WEDNESDAY, MARCH 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 March 1, 2023 Awards Committee meeting agenda be approved as circulated.

ADOPTION OF MINUTES

3. Adoption of Committee Meeting Minutes

RECOMMENDATION:

THAT the February 1, 2023 Awards Committee meeting minutes be adopted as circulated.

REPORTS / ITEMS

4. Council Liaison Update

RECOMMENDATION:

THAT the verbal report regarding Council Liaison Update be received for information.

5. Review of Nomination Form

RECOMMENDATION:

THAT the discussion regarding Review of Nomination Form be received for information.

6. Review of Community Outreach Plan

RECOMMENDATION:

THAT the discussion regarding Review of Community Outreach Plan be received for information.

PUBLIC QUESTIONS

7. Public Questions

NEXT MEETING

8. Next Meeting

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

ADJOURNMENT

9. Adjournment of Committee Meeting

RECOMMENDATION:

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

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
AWARDS COMMITTEE MEETING MINUTES
RAVEN ROOM, MUNICIPAL HALL
WEDNESDAY, FEBRUARY 1, 2023**

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

Staff: C. Rosta, Cultural Services Manager (Staff Representative); R. McCormack, Cultural Services Supervisor; 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 5:05 p.m.

2. APPROVAL OF AGENDA

It was Moved and Seconded:

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

CARRIED

S. Mani absent at the vote

3. ADOPTION OF MINUTES

It was Moved and Seconded:

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

CARRIED

S. Mani absent at the vote

REPORTS / ITEMS

4. Review Award Categories

The Committee discussed the information gathered in the research into other communities' awards programs. Staff commented about the awards programs from the West Vancouver Police and Fire Departments and the possibility of having a joint ceremony. Discussion was held regarding new categories for the 2023 Community Awards program, and members agreed to update the application form with different wording to include non-volunteer contributions.

On the program webpage (<https://westvancouver.ca/awards>), the text under "About the Awards Program" should read: "Community Awards recognize the efforts and commitments made by individual and groups to build a stronger community and enhance our quality of life through volunteerism, achievement, acts of heroism or philanthropy."

It was recommended that a disclaimer should be included to explain that the program is not a competition and that each category will be evaluated on its own merit. The Committee also agreed that an online form should be available on the website. The 2023 application form will be circulated to the Committee for review and approval.

S. Mani entered the meeting at 5:13 pm.

It was Moved and Seconded:

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

CARRIED

5. Planning Timeline

The Committee discussed the timeframe of an Awards Ceremony in the Spring or the Fall, and members agreed to host the Awards Ceremony in the Spring. The ceremony is booked for June 20, 2023 at the Kay Meek Arts Centre in the McEwen Theatre.

It was Moved and Seconded:

THAT the Planning Timeline be supported.

CARRIED

PUBLIC QUESTIONS

6. PUBLIC QUESTIONS

There were no questions.

NEXT MEETING

7. NEXT MEETING

Staff confirmed that 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

It was Moved and Seconded:

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

CARRIED

The meeting adjourned at 5:59 p.m.

Certified Correct:

Chair

Committee Clerk

DRAFT