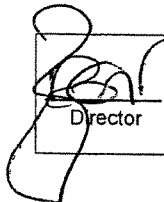
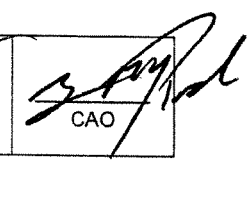


COUNCIL AGENDA/INFORMATION		
<input type="checkbox"/> Closed	Date:	Item #
<input checked="" type="checkbox"/> Reg. Council	Date: Dec 7, 09	Item # 11
<input type="checkbox"/> Supplemental	Date:	Item #

		11
Director	CAO	

DISTRICT OF WEST VANCOUVER  
750 - 17<sup>TH</sup> STREET, WEST VANCOUVER, BC V7V 3T3

## COUNCIL REPORT

Date: November 16, 2009

File: 0116-20-AWARD

From: Brent Leigh

Subject: **Establishment of a District of West Vancouver Awards Committee**

### RECOMMENDED THAT:

Council approve the establishment of a District of West Vancouver Awards Committee that will ensure community recognition in Heritage, Youth, Environment, and other program areas deemed appropriate are effectively administered and celebrated year over year.

### Purpose

The purpose of this report is to ensure that an effective and consistent community recognition system is committed to by the District.

### 1.0 Background

West Vancouver enjoys a high level of quality public engagement in many aspects of Community life. Contributions in the areas of heritage, youth and environment have been recognized in the past and Council has expressed the desire to see this be formally governed by a standing committee.

The attached terms of reference provide latitude to both add categories to the awards and determine if they should be staged throughout the year or as a single celebration.

### 2.0 Policy

2.1 There are no policy implications at this time.


### 3.0 Analysis

The terms of reference open with the Districts vision statement as recognizing the "spirit of personal civic commitment" shown by our community is central to an awards program. Embedding consistent and effective recognition into our culture will strengthen our relationship and help "secure our treasured quality of life".

It is essential to ensure that consistent Council, Community and staff attention, along with appropriate financial resources year over year, is provided. It is anticipated that the program and related resource requirements will be provided as part of the committees work.

#### **4.0 Options**

4.1 As advised by Council

Author:  \_\_\_\_\_  
Concurrence (optional) \_\_\_\_\_

Appendices: (List and label) (optional)

# District of West Vancouver CORPORATE POLICY

Administrative Services Division	<b>Council Committee Terms of Reference Awards Committee</b>
Policy #:	
File: 0282-02	

*West Vancouver will inspire excellence and lead by example. Collaborative government and a spirit of personal civic commitment will power the innovations that shape our shared future. The strength of this relationship will secure our treasured quality of life and will be the measure of our success as a community.*

## Purpose

- 1.0** The Awards Committee is a select committee of Council and oversees an annual, ongoing District program. Consistent with our Vision, the District will recognize personal civic commitment in several aspects of community life. An effective recognition process will strengthen the relationship that will help "*secure our treasured quality of life and will be the measure of our success as a community*". To this end a formal yearly recognition program is to be developed that delivers on the criteria set out in the "Duties" below.

## Policy

### 2.0 Duties

- 2.1 Consolidate the three current award programs (Heritage, Youth and Environment) into one program.
- 2.2 Consider any additional award categories that should be added to this program.
- 2.3 Create program objectives, categories and selection processes.
- 2.2 Establish criteria for the award selection process and work with staff on calls for nominations.
- 2.3 Assist staff in planning and implementation of award ceremony(ies) and related publicity.
- 2.4 Identify staff and financial resource requirements year-over-year to maintain a model community recognition program.

**3.0 Origin of Work**

In accordance with Council's direction to bring together the District's three distinct award programs (Heritage, Youth, Environment) and increase the profile of the individual achievement areas.

**4.0 Membership**

Members: Two representatives from each of the three award categories; and three members at large (approximately nine members in total).

Council Representative: one Council member.

Staff Liaison(s): staff from Cultural Affairs & Corporate Partnerships (Administration), Planning (Planning, Lands and Permits), Youth Services (Parks and Community Services), and Environment (Administration) programs.

**5.0 Term**

Appointments will be made for one and two year terms to enable overlap and continuity from year to year.

**6.0 Meeting Schedule**

As determined by the Committee.

**7.0 Rules of Procedure**

Meetings shall be conducted in accordance with the General Council Committee Policy, the Council Procedure Bylaw, and the *Community Charter*.

**8.0 Support Services**

A designated staff person will provide clerical support services, including the preparation of agendas and minutes.

**9.0 Policy Approvals, Reviews, Amendments**

To be made by Council.

<b>Approval Date:</b>	<b>Approved by:</b> Council	
<b>Amendment Date:</b>	<b>Approved by:</b>	