



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

**AWARDS COMMITTEE MEETING MINUTES
JULY 5, 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, COUNCILLOR MARY-ANN BOOTH

STAFF: MAGDA KWATERSKA

REGRETS: TERRY HODGINS, DOLFI HAVLOVIC, WAYNE HANSEN, CHRISTIE ROSTA

CALL TO ORDER

1. Call to Order

The meeting was called to order at 6:30 p.m.

APPROVAL OF AGENDA

2. Approval of July 5, 2018 Awards Committee Meeting Agenda

RECOMMENDED:

THAT the July 5, 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 June 7, 2018 Awards Committee meeting minutes be adopted as circulated.

CARRIED

INFORMATION ITEMS

4. Review and feedback of distribution of marketing collateral

- Chair went through the marketing distribution list to review the main distribution points and add additional committee names to list responsible for poster/nomination brochure distribution
- Committee members will provide a list of distributed posters to dedicated Committee member to update the list
- Committee members will place the Community Awards sandwich board in various municipal facilities
- Councillor Booth volunteered to make an announcement during her forums in July and September with a focus on Arts and Culture (July 12) and Environment (September 5)
- Committee members reviewed a list of volunteer groups and outlined a few groups to forward Awards Program brochures to

5. Discussion of definition of outstanding

- Review of discussion originally brought forward during April's meeting
- Chair went through the criteria form as it currently stands (2017)
- Chair put together a presentation of what the members thought "outstanding" meant to them from the brainstorm session
- Chair grouped "outstanding" items and qualities together for ease of communication
- Members pondered the suggestion of a rating system of low, med, high vs. a numerical rating scale – at which point the members would calculate the "yes" or "no" giving it a broader range
- Committee members agreed that the rating system is a subjective process that should have an objective evaluation system
- Members went back to the Community Awards Terms of Reference – "recognize and celebrate leadership, personal civic commitment, engagement, secure our treasured quality of life"
- Committee members agreed that they need more categories to evaluate, such as: leadership, personal civic commitment, legacy, community building (opportunities to connect)
- The above mentioned categories would have descriptions to further elaborate on the category and offer explanation(s)
- Members also tossed the idea of a Matrix system – visual, subjective, no numbers, open for discussion

6. Review and discussion of the rating criteria form

- Members agreed that the rating system will be kept as is for the 2018 season, with the addition of adding descriptions to the categories for clarity and ease of voting
- Members agreed to changing the categories, adding the explanations in and keeping in the number system as per previous year
- Members proposed a total of four categories to replace the current categories listed: Personal Commitment, Leadership, Community Building, Legacy
- Members agreed to streamline the numbers from 1-5 vs. giving it higher range

OTHER ITEMS

PUBLIC QUESTION PERIOD

7. Public Questions and Comments

ADJOURNMENT

- 8. Adjournment of July 5, 2018 Awards Committee Meeting.**
Meeting adjourned at 8 p.m.


Chair


Staff Liaison