



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

**AWARDS COMMITTEE MEETING MINUTES
APRIL 5, 2018 AT 6:30 P.M.
MAIN FLOOR CONFERENCE ROOM SOUTH #161
WEST VANCOUVER MUNICIPAL HALL (750 17TH STREET)**

ATTENDEES: JASON WRIGHT, JENNIFER ROOTE, SANDRA FERROS, BRUCE HOWLETT, WAYNE HANSEN, TERRY HODGINS, MARINA KNEZ, CORAL WINFIELD
COUNCILLOR MARY- ANNE BOOTH
STAFF: CHRISTIE ROSTA, MAGDA KWATERSKA
REGRETS: DOLFI H HAVLOVIC

CALL TO ORDER

- 1. Call to Order**
The meeting was called to order at 6:30 p.m.

APPROVAL OF AGENDA

- 2. Approval of April 5, 2018 Awards Committee Meeting Agenda**

RECOMMENDED:

THAT the April 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 March 8, 2018 Awards Committee meeting minutes be adopted as circulated.

CARRIED

INFORMATION ITEMS

- 4. Review principles, purpose and scope of the Community Awards program**

- Members began with a round table discussion reviewing the principles and purpose of the Community Awards as outlined in the Terms of Reference. Through that discussion, members noted that there is no one major difference between an awards program vs. a recognition program in terms of wording and its reference.
- Chair outlined and briefed new members on the past awards given out, Chair noted that awards were given out since 2011, where the Committee started with three categories, then four and now five categories. On average in the last three years 12 awards are given out per year.
- Members noted and all agreed that the Community Awards is a recognition program.
- Members discussed the number of nominations received per category and the quality of its application.
- Members made reference to the Terms of Reference and its merit in terms of goals and objectives.
- Members brainstormed about putting a cap on the submissions per category.
- Members discussed the base criteria and language that would be determined moving forward.
- Until the 2018 Awards program and ceremony is complete, Members felt that they cannot commit to making changes to the nomination process until the 2018 nominations will be submitted for review and consideration.

5. Review award categories and their relevance

- Chair posed a question to the group in terms of the awards selection - are the awards handed out for "outstanding" contributions or "years of service".
- Chair conducted research amongst other municipalities and their awards criteria.
- Members had a discussion around having an additional category to include and highlight contributions for those in the community who spent a number of years volunteering in the community.
- Members further discussed examples brought forward that pertain to a "life achievement" or "long service" category as examples of an additional category to be added.
- Members agreed that during the 2018 Community Awards program the Committee will stay with the current five categories.

6. Review 2018 work plan and ceremony reception date/location

- Chair walked members through the deadline process and the 2018 work plan.
- Members discussed the redacted vs. not redacted process and its challenges in 2017.
- Members highlighted that ALL members need to vote on all nomination packages in order to have a fair vote.
- Members conducted a vote on final output of nomination submissions, with a strong consensus vote for the nominations to be received not be redacted.
- Nomination deadline is scheduled for October 12, with packages available for Members to review on October 16.
- Members will review all submitted nominations at Municipal Hall with a final vote during an additional voting meeting held on October 25 at 6:30 p.m. at Municipal Hall.

- Members confirmed the reception date to be scheduled for November 29, 2018.
- Members further discussed the venue options for the reception.
- Members brought up the following three locations for scheduling review; Kay Meek Centre, Municipal Hall Atrium, Community Centre Atrium or Community Centre Music Hall.

7. Review of nomination form

- Members presented examples they collected for nomination forms.
- Members requested staff to make changes for the 2018 Nomination Form for review in May.

OTHER ITEMS

8. Eligibility to nominate or be nominated

- Councillor and members of the committee could not nominate.
- Discussion was raised in terms of District staff putting forward an award. Councillor Representative expressed that staff should not be putting forward nominations as they work with all members of the community. Committee members agreed.
- Chair further posed a questions in regards to nominations submitted, in terms of clear identification of a "volunteer position" or a "paid position"? To that response, members agreed that until they receive and review nominations they cannot make that distinction, but agreed that the award should be given to those who "volunteer".

PUBLIC QUESTION PERIOD

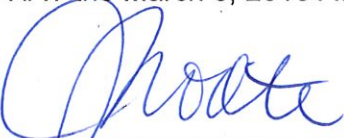
9. Public Questions and Comments

ADJOURNMENT

10. Adjournment of April 5, 2018 Awards Committee Meeting.

RECOMMENDED:

THAT the March 8, 2018 Awards Committee Meeting be adjourned at 8:20 p.m.



Chair



Staff Liaison