



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

**AWARDS COMMITTEE MEETING MINUTES  
MAY 3, 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, DOLFI H HAVLOVIC  
**COUNCILLOR MARY- ANN BOOTH**  
**STAFF:** CHRISTIE ROSTA, MAGDA KWATERSKA  
**REGRETS:** MARINA KNEZ, CORAL WINFIELD

**CALL TO ORDER**

**1. Call to Order**

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

**APPROVAL OF AGENDA**

**2. Approval of May 3, 2018 Awards Committee Meeting Agenda**

RECOMMENDED:

THAT the May 3, 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 April 5, 2018 Awards Committee meeting minutes be adopted as circulated.

**CARRIED**

## **INFORMATION ITEMS**

### **4. Review of District Volunteer Recognition Program, including Ceremony**

- Review of Volunteer Recognition Program, vs. Community Awards Program
- Main difference between the Awards Recognition Program and Community Awards Program, is that volunteers donate time to municipal events and programs such as Harmony Arts Festival or the Senior Centre
- The Community Awards Program includes nominations that could be project based or years of service
- Members concluded that volunteers recognized through the Awards Recognition Program could also be nominated for a Community Award
- Members recommended that it would be beneficial to have a Liaison to communicate between the two committees

### **5. Review and approval of Nomination Form and Poster**

- Chair and Members reviewed the revised nomination form, and proposed another revision by adding "awards" to read "Council, Award Committee Members & District staff may not put forward a nomination"
- Poster was approved by Committee Members
- Staff was requested to print posters and nomination for next meeting

### **6. Discussion of "outstanding"**

- Chair began the discussion by proposing a review of the vision of what "outstanding" means to the Committee Members
- Chair began a brainstorming session with the focus being on "outstanding" and its meaning – "What do you think makes them an outstanding volunteer?" the following list evolved:
  - Action
  - Initiative
  - Leadership – awareness, educate
  - Wow factor
  - Personal civic commitment – dedication of time
  - Change – lasting impact (legacy)
  - Significance
  - Community building
  - Innovative
  - Depth of commitment
  - Altruistic reach to vulnerable part of the community
  - Driven – vision
  - Personal sacrifice
  - Sustained
  - Tenacity – sustained commitment
- Members proposed that perhaps it is beneficial to have nominators come and present their nominations. The presentations would be viewed from the shortlisted nominations.

### **7. Initial discussion of rating criteria**

- Members reviewed the current criteria used
- Members agreed that using some of the terms from the brainstorming session should be incorporated in the criteria rating moving forward
- Chair suggested to re-visit the criteria discussion in July for development of a new rating sheet
- Members discussed the rating system in terms of a numerical system and its accuracy in terms of individual decision making
- Members determined that the numerical rating system and the way it stands by applying a value to something could present challenges
- Members agreed that the rating scale can/should be used to start a discussion
- Members discussed other methods of scaling other than numerical, for example high, medium, low
- Members pondered how the committee members can remain objective about items that are subjective in nature

**8. Discussion on ceremony venue**

- The Kay Meek Studio Theatre is available on November 29, and the lobby is available for a reception
- Committee Members agreed to host the 2018 Ceremony and Reception at Kay Meek Centre on November 29

**9. Review of Community Awards Communication Plan**

- Chair gave an overview of last year's communication methods
- Chair encouraged Committee Members to think about ways to get the message out to the public through various media channels

**OTHER ITEMS**

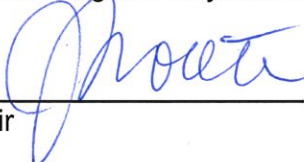
**PUBLIC QUESTION PERIOD**

**10. Public Questions and Comments**

**ADJOURNMENT**

**9. Adjournment of May 3, 2018 Awards Committee Meeting.**

The meeting was adjourned at 8:10 p.m.

  
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 Chair

  
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 Staff Liaison