

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
AWARDS COMMITTEE MEETING MINUTES
WEDNESDAY, NOVEMBER 7, 2018
6:30 PM IN THE PACIFIC ROOM, MUNICIPAL HALL**

Committee Members: W. Hansen; D. Havlovic; T. Hodgins; B. Howlett; M. Knez; J. Roote; and J. Wright. Absent: C. Winfield and S. Ferros.

Staff: C. Rosta; and M. Kwaterska, Recording Clerk.

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

It was Moved and Seconded:

THAT the November 7, 2018, Awards Committee meeting agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

It was Moved and Seconded:

THAT the October 4, 2018, Awards Committee meeting minutes be adopted as circulated.

CARRIED

REPORTS / ITEMS

4. Re-examine nomination process

- Chair thanked committee members for their objective opinion and approach to the rating criteria.
- Committee members felt the criteria and categories worked well and that the overall process went smoothly.
- It was emphasized that members who know any nominees personally should recuse themselves from the discussion.
- Committee members expressed that the scale should be changed to a higher rating.
- It was suggested to have a "soft deadline" which would allow for committee members to request further information or clarification from applicants.
- It was suggested that nominees should be evaluated independently (doing external research independently, depending on Staff to assist with research) versus solely relying on the packages provided by nominators.

5. Confirm process of notifying award recipients

- Recipient letters have been signed by Mayor Booth and they will be mailed on November 8.
- Staff will call the nominators of those who were not selected and invite them to apply for the 2019 Community Awards program.

6. Confirm Awards Ceremony details and duties

- Chair discussed with Mayor Booth the process of how awards are distributed. Councillor Gambioli will emcee the event. Each Councillor will present an award to a recipient, followed by a picture taken with the Mayor.
- Committee members will take the lead on assisting with various roles during the ceremony and reception.
- Committee members discussed inviting the media including sending bios of the recipients.

7. Other Business

There were none discussed.

PUBLIC QUESTIONS

8. PUBLIC QUESTIONS

There were no questions.

9. ADJOURNMENT

It was Moved and Seconded:

THAT the November 7, 2018, Awards Committee meeting (open session) be adjourned.

CARRIED

The meeting adjourned at 7:35 p.m.

Certified Correct:



Chair



Committee Clerk