

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
AWARDS COMMITTEE MEETING MINUTES  
PACIFIC ROOM, MUNICIPAL HALL  
THURSDAY, JUNE 6, 2019**

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Committee Members: A. Badawy; W. Hansen; B. Howlett; M. Knez (Meeting Chair); J. Wright; and Councillor M. Wong. Absent: D. Havlovic; and T. Hodgins.

Staff: C. Rosta, Events & Festival Manager; and L. de Jesus, Recording Clerk.

**1. CALL TO ORDER**

The meeting was called to order at 7:02 p.m.

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the June 6, 2019, Awards Committee meeting agenda be approved as circulated.

CARRIED

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the May 2, 2019, Awards Committee meeting minutes be adopted as circulated.

CARRIED

**REPORTS / ITEMS**

**4. Potential Evaluation Questions and Key Terms**

As three committee members are not present, items #4 and #6 are deferred to the next meeting.

**5. Nomination Form and Poster Update**

Copies of the draft nomination form and poster are distributed to the committee. The draft included updates as discussed at the last meeting. Discussion ensued regarding further changes to be made. The final versions will be confirmed at the July meeting.

**Action:** Staff will request design changes to the Communications department regarding further updates to the form and poster. Mock-ups will be distributed to the committee before the next meeting.

**6. Evaluation Rating Sheet**

Deferred to the next meeting.

**7. Identify Contact Groups**

Copies of the draft distribution list were handed out and the committee went through the list for additions and amendments.

**Action:** Staff will confirm with Legislative Services regarding policy on collecting email addresses of various organizations to disseminate information on the awards program.

Staff will send out the updated distribution list, alumni list and the community awards website link to the committee.

**8. 2019 Work Plan Council Report Update**

The report is submitted and is on the June 24th Council meeting consent agenda.

**9. Other Business**

A brief discussion was held regarding the number of award recipients.

**PUBLIC QUESTIONS**

**10. PUBLIC QUESTIONS**

There were no questions.

**11. ADJOURNMENT**

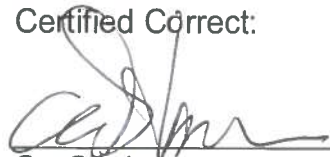
It was Moved and Seconded:

THAT the June 6, 2019, Awards Committee meeting (open session) be adjourned.

CARRIED

The meeting adjourned at 8:12 p.m.

Certified Correct:

  
\_\_\_\_\_  
Co-Chair

  
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Committee Clerk