

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
AWARDS COMMITTEE MEETING MINUTES
PACIFIC ROOM, MUNICIPAL HALL
THURSDAY, MARCH 7, 2019**

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

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

1. CALL TO ORDER

The meeting was called to order at 6:31 p.m.

2. APPROVAL OF AGENDA

It was Moved and Seconded:

THAT the March 7, 2019, Awards Committee meeting agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

It was Moved and Seconded:

THAT the December 6, 2018, Awards Committee meeting minutes be adopted as circulated.

CARRIED

REPORTS / ITEMS

4. Introductions

Members introduced themselves and provided a brief background as it relates to the Committee.

5. Terms of Reference

Copies of the Awards Committee Terms of Reference (ToR) were distributed to the Committee. Staff gave a brief review and reminded the Committee that if there are any amendments or updates to be made to the ToR, they may make a recommendation to Council.

There was further discussion regarding section 4.0 of the ToR and if it could be better worded to reflect the Committee's compliance of the terms.

Action: Staff will prepare a draft of recommended amendments to section 4.0 of the ToR and will provide a copy to the Committee for review.

6. Committee Chair Selection

Discussions ensued regarding selection and the Committee agreed to table this item until the next meeting when D. Havlovic could be present.

7. Determine Frequency and Schedule of Meetings for 2019

The members agreed to meet every first Thursday of the month at 6:30 p.m. with the exception of the month of August. Staff reminded the Committee that typically, the Committee meets twice in October as it leads up to the event in November.

8. History of Awards Program

Staff provided the Committee with background information on the awards program. It was initially created to help build a volunteer program and to facilitate recognition for volunteers who contribute their time and resources to the community.

The Committee may decide if there should be any changes to the categories. For example, if a category should be added for long service.

9. 2019 Work Plan

Staff went over the general overview of the work plans over the years touching upon the timeline, communications plan, criteria and submission requirements.

The Committee will re-visit and confirm if further research is allowed or if the submission review will only be based on the actual documents and information put forward. There was also discussion about increasing the rating from 1 to 5 to 1 to 10.

Staff confirmed Kay Meek Arts Centre agreed to put a soft hold on November 21 and 28. The Committee will need to determine the date for the awards ceremony no later than June to be able to reserve the venue.

Action: Staff will distribute copies of the previous year's work plan to the Committee.

Committee members will review the nomination form and advise Staff of any recommendations for amendments.

10. Other Business

The Committee was reminded that Staff or Council do not submit nominations. A member should advise the rest of the Committee if he or she has a connection to a nominee as lobbying or advocating creates a conflict of interest.

Action: Staff will re-circulate the adopted November 2018 meeting minutes to the Committee.

PUBLIC QUESTIONS

11. PUBLIC QUESTIONS

There were no questions.

12. ADJOURNMENT

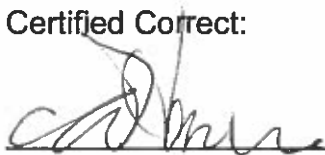
It was Moved and Seconded:

THAT the March 7, 2019, Awards Committee meeting (open session) be adjourned.


CARRIED

The meeting adjourned at 7:43 p.m.

Certified Correct:



Chair



Committee Clerk