

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
AWARDS COMMITTEE MEETING MINUTES
PACIFIC ROOM, MUNICIPAL HALL
THURSDAY, APRIL 4, 2019**

Committee Members: A. Badawy; W. Hansen; D. Havlovic; T. Hodgins; B. Howlett; M. Knez; and J. Wright; 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 April 4, 2019, Awards Committee meeting agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

It was Moved and Seconded:

THAT the March 7, 2019, Awards Committee meeting minutes be adopted as circulated.

CARRIED

REPORTS / ITEMS

4. Committee Chair Selection

C. Rosta reiterated the committee chair's duties and responsibilities. There was a round table discussion about members' capacity to take on this role.

It was Moved and Seconded:

THAT Wayne Hansen and Marina Knez be appointed as Co-Chairs.

CARRIED

5. Program Materials - Discussion

The Committee reviewed the nomination form used last year and proposed slight amendments to the formatting.

There was also discussion regarding inclusion of a lifetime volunteer category for this year's program.

Action: Staff will circulate B. Howlett's written comments to the Committee, as well as the previous Chair's notes about rating criteria.

Staff will circulate information regarding the volunteer recognition program led by the Community Services Department.

6. 2019 Work Plan - Discussion

Copies of the draft 2019 Work Plan was distributed to the Committee. Discussion ensued regarding accuracy and amendments.

After the evaluation period scheduled at the end of October, the Committee will reconvene the following week; exact date to be confirmed. The preferred date for the awards ceremony and reception is November 28th.

Action: Staff will update the 2019 Work Plan for the Committee's review for adoption at the next meeting.

It was Moved and Seconded:

THAT the nomination deadline for the 2019 Community Awards be October 16, 2019;

AND THAT the evaluation period occur between October 21 and 25, 2019.

CARRIED

PUBLIC QUESTIONS

7. PUBLIC QUESTIONS

There were no questions.

8. ADJOURNMENT

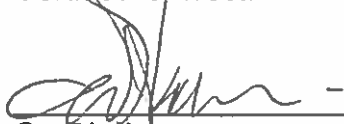
It was Moved and Seconded:

THAT the April 4, 2019, Awards Committee meeting (open session) be adjourned.


CARRIED

The meeting adjourned at 7:43 p.m.

Certified Correct:



Co-Chair



Committee Clerk