

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
AWARDS COMMITTEE MEETING MINUTES
PACIFIC ROOM, MUNICIPAL HALL
THURSDAY, MAY 2, 2019**

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

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

1. CALL TO ORDER

The meeting was called to order at 6:32 p.m.

2. APPROVAL OF AGENDA

It was Moved and Seconded:

THAT the May 2, 2019, Awards Committee meeting agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

It was Moved and Seconded:

THAT the April 4, 2019, Awards Committee meeting minutes be adopted as circulated.

CARRIED

REPORTS / ITEMS

4. Awards Program Categories

A lifetime volunteer category will be included for the Committee's consideration only. This category will not be implemented this year but could potentially be for next year. The Committee is reminded to be mindful of possible overlaps with other existing categories.

5. Selection Rating Sheet

Should a lifetime volunteer category be included in the future, the Committee discussed the approach in its rating process. There was also a discussion regarding objective versus subjective aspects of rating.

As there are two committee members not present at the meeting, further discussion on the categories will take place at the next meeting and then again closer to the selection period.

Action: At the next meeting, Committee members will discuss potential evaluation questions and key terms to accompany the rating sheet to better evaluate each nomination package received.

6. Finalize Nomination Form

The Committee confirmed the changes required to the nomination form.

Action: Staff will submit the form amendments to the Communications Department.

7. 2019 Work Plan

It was Moved and Seconded:

THAT the Awards Committee adopt the 2019 Work Plan as circulated on May 2, 2019.

CARRIED

Action: Committee members will identify groups to speak with regarding the awards program. Once these groups have been identified, Staff will gather information on meeting dates so the Committee may be able to ask the groups for a 5-minute window to bring awareness to the awards program.

8. Other Business

Councillor Wong inquired about amending the meeting start time moving forward.

It was Moved and Seconded:

THAT the Awards Committee meeting start time be changed from 6:30 p.m. to 7 p.m. effective immediately.

CARRIED

PUBLIC QUESTIONS

9. PUBLIC QUESTIONS

There were no questions.

10. ADJOURNMENT

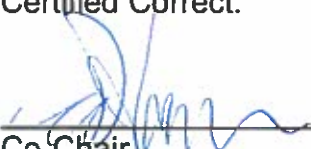
It was Moved and Seconded:

THAT the May 2, 2019, Awards Committee meeting (open session) be adjourned.


CARRIED

The meeting adjourned at 7:22 p.m.

Certified Correct:



Co-Chair



Committee Clerk