

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
AWARDS COMMITTEE MEETING MINUTES  
PACIFIC ROOM, MUNICIPAL HALL  
THURSDAY, SEPTEMBER 5, 2019**

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Committee Members: A. Badawy; W. Hansen; D. Havlovic; T. Hodgins; M. Knez (Meeting Chair); 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 6:57 p.m.

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the September 5, 2019, Awards Committee meeting agenda be approved as circulated.

CARRIED

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the August 15, 2019, Awards Committee meeting minutes be adopted as circulated.

CARRIED

**REPORTS / ITEMS**

**4. Communication Outreach Update**

Copies of the updated distribution list were handed out to the committee for review and to confirm further amendments and updates. An amended version will be provided at the next meeting.

**5. Evaluation Rating Sheet Update**

Copies of the updated evaluation sheet were handed out. Discussion ensued regarding the basis of information to be considered when reviewing the nominations.

As in the past, the committee will have a frank and open discussion if there might be a potential conflict of interest.

The rating definitions from last year will be used again for this year.

**Action:** Staff will work on standardizing marketing materials effective next year.

**6. Confirm Meeting Dates**

The next Awards Committee meeting is on Thursday, October 3 at 7 p.m.

The nomination review period is from October 22 to October 30.

A closed meeting to review and finalize the selection of recipients is set for Wednesday, October 30 at 6 p.m.

**7. Confirm Awards Reception Date**

Staff to confirm the reception date and venue.

**8. Other Business**

Staff reminded the members to re-apply to the committee if they so wish.

**Action:** Once the deadline date is set by Legislative Services, staff will email the committee to confirm when members need to submit their applications by.

**PUBLIC QUESTIONS**

**9. PUBLIC QUESTIONS**

There were no questions.

**10. ADJOURNMENT**

It was Moved and Seconded:


THAT the September 5, 2019, Awards Committee meeting (open session) be adjourned.

CARRIED

The meeting adjourned at 7:56 p.m.

Certified Correct:

  
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Co-Chair

  
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Committee Clerk