

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
AWARDS COMMITTEE MEETING MINUTES  
PACIFIC ROOM, MUNICIPAL HALL  
THURSDAY, AUGUST 15, 2019**

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Committee Members: W. Hansen (Meeting Chair); D. Havlovic; T. Hodgins; J. Wright; and Councillor M. Wong. Absent: A. Badawy; B. Howlett; 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 7:03 p.m.

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the August 15, 2019, Awards Committee meeting agenda be approved as circulated.

CARRIED

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the June 6, 2019, Awards Committee meeting minutes be adopted as circulated.

CARRIED

**REPORTS / ITEMS**

**4. Nomination Form and Poster Update**

Mock-ups of the nomination form and poster were distributed to the Committee.

It was Moved and Seconded:

THAT the Awards Committee approves the content of the poster mock-up #3 subject to the addition of the graphic image as on mock-up #1.

CARRIED

It was Moved and Seconded:

THAT the Awards Committee approves nomination form mock-up #2 subject to the addition of the hand motif below the title.

CARRIED

**Action:** Final change requests will be submitted to the Communications Department and Staff will confirm with the Committee when copies of the marketing materials will be available for pick up.

## 5. Contact Groups - Update

An updated contact list was distributed to the Committee. A further review was done and outstanding groups were assigned to members to reach out to.

Mass outreach will be done in September.

**Action:** Staff will circulate an updated contact list to the Committee. Members are asked to email Staff with contact information to be added to the master list on an ongoing basis.

## 6. Potential Evaluation Questions and Key Terms

Copies of last year's rating criteria was distributed.

**Action:** Staff to provide the Committee with last year's list of applicants.

Staff to circulate a copy of the Committee's December 2019 meeting minutes.

It was Moved and Seconded:

THAT the Awards Committee will use the same rating criteria this year as was used the previous year.

CARRIED

## 7. Evaluation Rating Sheet

Copies of the 2018 rating sheet was distributed to the Committee. Discussions held regarding relevant changes to be made to it. Further conversation held with respect to previous processes and candidates.

**Action:** Staff to amend the rating sheet as discussed.

It was Moved and Seconded:

THAT the Awards Committee approves the amendment of the rating scale from 1-5 to 1-10.

CARRIED

## 8. Other Business

C. Rosta reminded members that some of terms expire at the end of this year. Members who have not reached the maximum full term allowable may re-apply.

**Action:** Volunteer application forms will be emailed to Committee members.

## PUBLIC QUESTIONS

### 9. PUBLIC QUESTIONS

There were no questions.

**10. ADJOURNMENT**


It was Moved and Seconded:

THAT the August 15, 2019, Awards Committee meeting (open session) be adjourned.

CARRIED

The meeting adjourned at 7:53 p.m.

Certified Correct:

  
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Co-Chair

  
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Committee Clerk