

DISTRICT OF WEST VANCOUVER
750 17TH STREET, WEST VANCOUVER BC V7V 3T3

COUNCIL REPORT

Date:	January 20, 2025
From:	Christie Rosta, Cultural Services Manager
Subject:	Awards Committee Annual Work Plan
File:	0116-20-AWARD

RECOMMENDATION

THAT the Awards Committee Annual Work Plan, attached as Appendix B to this report dated January 20, 2025 from the Cultural Services Manager, be approved.

1.0 Purpose

The purpose of this report is to seek Council approval of the Awards Committee Annual Work Plan, as well as provide information on the specific targets and priorities that the Awards Committee plans to achieve in 2025.

2.0 Legislation/Bylaw/Policy

The Awards Committee (Committee) oversees the annual Community Awards and Recognition Program. This program exists to recognize and celebrate leadership, personal civic commitment, and engagement in several aspects of community life.

The Committee’s Terms of Reference 0282-20-0087 (January 25, 2021) guides the work of the Committee (**Appendix A**).

The District of West Vancouver’s (District) Community Outreach and Engagement Policy outlines a spectrum of engagement which communicates the District’s commitment to engaging the community. Active participation by residents in governance is encouraged and citizens can become directly involved through working groups, committees, boards, and other civic engagement opportunities that arise from time to time.

3.0 Council Strategic Objective(s)/Official Community Plan

Council Strategic Plan 2024–2025

The work of the Awards Committee meets Council’s Strategic Objective 5.2 to pursue excellence in community engagement, consultation, communication, and customer services.

Official Community Plan

The Official Community Plan provides high-level policies to express the District's long-term intent for improving social well-being by promoting an engaged community.

2.8.17 Engage the community in planning for services, programs, and facilities, and municipal decision-making.

2.8.18 Provide meaningful volunteer engagement opportunities to support civic programs and services.

4.0 Financial Implications

The annual operating budget includes \$4,000 to support the Community Awards and Recognition Program. No additional financial resources are requested or required.

5.0 Background

The Terms of Reference outlines that the Committee is expected to identify a concise set of annual targets and objectives for the upcoming calendar year and an Annual Work Plan must be submitted to Council for approval.

5.1 Previous Decisions

Council, at its February 26, 2024, regular meeting, passed the following resolution:

THAT the Awards Committee Annual Work Plan, attached as Appendix B to the report dated January 29, 2024 from the Cultural Services Manager, be approved.

5.2 History

In 2009, Council approved the establishment of a District Awards Committee to ensure community recognition in Heritage, Youth, Environment, and other program areas that are deemed appropriate. The Committee's primary goal is to administer an awards program and acknowledge outstanding community contributions by individuals and/or groups each year. Over the past 15 years, the program has grown to incorporate five categories:

1. Environment
2. Heritage
3. Arts & Culture
4. Civic Commitment
5. Health, Wellness, and Activity

A recognition ceremony is held annually, and the ceremony is well attended by award recipients and guests.

6.0 Analysis

6.1 Discussion

The Committee meets monthly to implement the annual Community Awards and Recognition Program which includes planning a recognition ceremony.

The Committee's general duties include the following:

- create program objectives, categories, and selection processes
- consider any additional award categories that should be added to this program
- establish criteria for the awards selection process and work with staff on calls for nominations
- review nominations and select the award recipients

One of the most important roles of the Committee is to bring awareness about the Community Awards and Recognition Program to the broader community, as well as to share the opportunity and call for nominations with volunteers and volunteer-based organizations throughout West Vancouver.

In 2024, Committee members expressed a desire to increase public engagement and outreach for the Community Awards and Recognition Program. The production of an outreach video to promote the program and award winners has been incorporated into the work plan for 2025. The video will be produced by Committee members and posted on the District website and social media channels.

The annual recognition ceremony will be held at the Kay Meek Arts Centre on June 12, 2025.

6.2 Climate Change & Sustainability

Social benefits resulting from a community recognition program include an increased sense of civic belonging and pride; volunteer engagement; and appreciation of community-driven projects.

6.3 Public Engagement and Outreach

The Community Awards and Recognition Program's "Call for Nominations" is advertised in *the North Shore News* and through the District's social media channels and website. The Committee members are ambassadors for the awards program and play a critical role in community outreach.

In 2025, additional outreach to the community will be conducted to share stories of previous award winners through social media posts and videos.

6.4 Other Communication, Consultation, and Research

Award recipients are announced through the District's social media channels and website.

7.0 Options

7.1 Recommended Option

THAT the Awards Committee Annual Work Plan, attached as Appendix B to this report dated January 20, 2025 from the Cultural Services Manager, be approved.

7.2 Considered Options

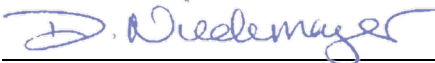
A considered option is for Council to request additional information.

8.0 Conclusion

The Awards Committee's Annual Work Plan outlines the specific targets and priorities the committee plans to achieve in 2025. As per the committee's Terms of Reference, the Work Plan is being brought forward for Council approval.

Author: 

Christie Rosta, Cultural Services Manager

Concurrence: 

Doti Niedermayer, Senior Manager, Cultural Services

Appendices

Appendix A: Awards Committee Terms of Reference 0282-20-0087
(January 25, 2021)

Appendix B: Awards Committee – 2025 Work Plan

Title: Awards Committee Terms of Reference
Division: Parks, Culture & Community Services
Policy Number: 0087
File Number: 0282-20-0087

1. Mandate

- 1.1. The purpose of the Awards Committee (the Committee) is to oversee an annual, ongoing Civic Awards and Recognition program. Consistent with our Vision, the District will recognize and celebrate leadership, personal civic commitment and engagement in several aspects of community life. An effective recognition process will strengthen the relationship that will help “secure our treasured quality of life and will be the measure of our success as a community”. To this end, a formal yearly Awards and Recognition program is to be developed that delivers on the criteria set out in the “Role” below.

2. Role

- 2.1. The Committee will:
 - (a) Develop the principles, purpose and scope for an overarching Civic awards and recognition program.
 - (b) Create an overarching framework for the award programs.
 - (c) Consider any additional awards categories that should be added to this program.
 - (d) Clarify and develop program category objectives and selection processes.
 - (e) Clarify and develop criteria for the awards selection process and work with staff on calls for nominations.
 - (f) Assist staff in planning an awards and recognition calendar of events and implementation of awards ceremony(ies) and related publicity.
 - (g) Identify staff and financial resource requirements year-over-year to maintain a model community awards and recognition program.

3. Membership

- 3.1. The Committee consists of a minimum of seven and a maximum of nine voting members.
- 3.2. Volunteer members must be appointed or re-appointed to the Committee for a term of one (1) or two (2) years to enable overlap and continuity from year to year, except as otherwise determined by Council.
- 3.3. Appointments terminate on December 31 of the year in which the member’s term is scheduled to expire, except as otherwise determined by Council.

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- 3.4. Volunteer members may serve for up to six years on the Committee, except as otherwise determined by Council.
- 3.5. The Chair and Vice-Chair (or co-Chairs, as the case may be) must be voting members of the Committee, and must be selected from amongst the Committee membership at the first meeting of each year.
- 3.6. The Committee membership includes the following non-voting members:
 - (a) One (1) member of Council, appointed annually to serve as the Council representative on the Committee; and
 - (b) Staff Liaison(s): Staff from Cultural Services.

4. General Terms and Code of Conduct

- 4.1. Decorum and Debate: Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Committee's mandate, and be respectful of others' thoughts and opinions.
- 4.2. Authority and Reporting: The Committee and its members will not represent themselves as having any authority beyond that delegated in the Terms of Reference (ToR) approved by Mayor and Council.
- 4.3. Media/Social Media: Members of the Committee are not permitted to speak to the media as representatives of the Committee unless authorized to do so by the Director of Community Relations & Communications. Committee members must strive to convey the public interest and remember that they represent the District of West Vancouver; this means that they must be consistent with the District's position on specific issues.
- 4.4. Professionalism: Committee members who engage in activities regarding the District of West Vancouver or Committee initiatives/projects and promotions are expected to maintain a respectful, constructive, professional tone that maintains the brand consistency of the District of West Vancouver.
- 4.5. Confidentiality: All new Committee members are required to sign a copy of the "Volunteer Services Confidentiality Agreement" (the Agreement) as part as their general orientation. All returning Committee members who have previously signed a copy of the Agreement are expected to honour and uphold the provisions as outlined within the Agreement.
- 4.6. West Vancouver Residency Requirement: all Committee volunteers must either reside in, or represent a business that is located in, the District of West Vancouver, except as otherwise determined by Council. With respect to this requirement, if a Committee member's primary place of residence or the location of their business changes to another municipality during the term of an appointment, the member must notify the Chair and staff representative regarding the change of address.

Depending on the length of appointment term remaining, the Committee member may be asked to step down, thus creating a vacancy. Vacancies will be filled through advertisement placed in local newspapers, social media and on the website; applications received will be reviewed by Council.

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- 4.7. Conflict of Interest: The conflict of interest provisions contained in the General Council Committees Policy applies to all Committee members.

5. Meetings

- 5.1. The Committee must, by resolution, establish an annual meeting schedule, and must hold additional meetings as required to respond in a timely manner to requests from Council.
- 5.2. All Committee and subcommittee meetings must be held in a District facility.
- 5.3. A majority of the voting members is required to constitute a quorum. Any member who is absent from three (3) meetings of the Committee without reason satisfactory to the Committee may be removed from the Committee by Council.

6. Rules of Procedure

- 6.1. Meetings must be conducted in accordance with the General Council Committees Policy, the Committee Procedure Bylaw and the *Community Charter*.

7. Subcommittees

- 7.1. Subcommittees may be established by the Committee from among its members for specific tasks or projects identified in the Annual Work Plan.
- 7.2. Subcommittee meetings are subject to the same requirements and rules of procedure as Committee meetings.

8. Annual Work Plan

- 8.1. The Committee is expected to identify a concise set of annual targets and objectives for the upcoming calendar year. The Annual Work Plan must be submitted to Council for approval prior to the end of the current year. The Annual Work Plan must be congruent with the ToR and must outline specific targets as to what the Committee plans to achieve while supporting the work, priorities and underlying principles of the District of West Vancouver.
- 8.2. The approved Annual Work Plan will be executed by the Committee, with the reasonable assistance of support staff.

9. Amending, Modifying, or Varying Terms of Reference

- 9.1. Any request for amendment, modification or variation to these ToR can be enacted either by way of a Committee recommendation to Council or through specific direction of Mayor and Council.


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9.2. In the event that Council endorses the requested change, the relevant resolution number and date of amendment will be recorded on the master ToR document.

10. Staff Assistance

10.1. Staff assistance will be provided to the Committee, as necessary and within reason, by Staff of the Cultural Services division.

11. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2021/01/25	
Council minutes eDocs # (Council Policies only)	4196414	
Council report eDocs # (Council Policies only)	4139278	
Signature		

12. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	n/a	

AWARDS COMMITTEE - DRAFT 2025 ANNUAL WORK PLAN (Spring Ceremony)													
ITEM	ACTIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	Hold regular committee meetings												
2	Review objectives for overall program												
3	Confirm / review Committee's Terms of Reference												
4	Outline roles and responsibilities for members												
5	Receive and review annual committee evaluation												
6	Set the calendar including the recognition awards ceremony												
7	Confirm annual work plan												
8	Review individual awards programs re: history, value, process, resources, etc.												
9	Update the nomination form												
10	Create and confirm the selection rating sheet												
11	Awards program launch and call for nominations												
12	Communicate awards program to Municipal staff representing: Environment, Heritage, Arts and Community Services												
13	Build communication outreach plan including new graphic and video content												
14	Ensure that all nominations immediately receive a thank you note for their nomination												
15	Outreach to previous alumni												
16	Determine contact groups and assign committee members												

ITEM	ACTIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
17	Push to secure nominations												
18	Final call for 2024 award nominations												
19	Submission deadline - May 10												
20	Awards selection process - May 15–20												
21	Inform awards recipients and nominators and send invitation for ceremony												
22	Media relations												
23	Host in-person awards ceremony - Thursday, June 13												
24	Debrief award ceremony												
25	Annual committee evaluation												