

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
AWARDS COMMITTEE MEETING MINUTES
ELECTRONIC MEETING
WEDNESDAY, MARCH 3, 2021**

Committee Members: A. Badawy; L. Brown; W. Hansen; M. Hess; T. Hodgins; J. Saba (Meeting Chair); and Councillor S. Thompson. Absent: M. Knez; S. Hennessy; and S. Mani.

Staff: C. Rosta, Cultural Services Manager; and R. McCormack, Cultural Services Supervisor, and Recording Clerk.

1. CALL TO ORDER

The meeting was called to order at 7:03 p.m.

It was Moved and Seconded:

WHEREAS the February 5, 2021 Order of the Provincial Health Officer on Gatherings and Events ("order") prohibits members of the public from attending committee meetings in-person until the order is rescinded or replaced;

WHEREAS the District of West Vancouver is required to prohibit in-person attendance at committee meetings pursuant to the order;

WHEREAS the District of West Vancouver has enabled public participation at committee meetings via electronic means to ensure openness, transparency, accessibility and accountability, including via the use of electronic communication facilities (video-conferencing software) for public participation; and

THEREFORE BE IT RESOLVED THAT the March 3, 2021 Awards Committee meeting be held without in-person public attendance.

CARRIED

2. APPROVAL OF AGENDA

It was Moved and Seconded:

THAT the March 3, 2021, Awards Committee meeting agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

It was Moved and Seconded:

THAT the February 3, 2021, Awards Committee meeting minutes be adopted as circulated.

CARRIED

REPORTS / ITEMS

4. Nomination Form Review & Finalize

The committee discussed the possibility of translating the nomination form into different languages and they recognize the difficulty in proceeding in the timeframe available. The committee discussed the idea of translating the poster into a few languages and distributing to different community organizations.

It was Moved and Seconded:

THAT the Awards Committee adopt the final nomination form in English as presented and proceed with distribution.

CARRIED

5. Discussion on Outreach Plan

The committee discussed the community distribution list and made additions and modifications to the list. Committee members volunteered to reach out to the organizations identified.

Action: R. McCormack to update the distribution list as discussed and add links to organization websites and general email addresses.

C. Rosta to circulate to the committee an introduction script for email distribution.

6. Review of Custom Awards and Plaques

The committee discussed the plaque and agreed to move forward with the same one as the previous few years.

7. Other Business

No other business discussed.

8. Next Meeting

The next meeting is on Wednesday, April 7 at 7 p.m.

PUBLIC QUESTIONS

9. PUBLIC QUESTIONS

There were no questions.

10. ADJOURNMENT

It was Moved and Seconded:

THAT the March 3, 2021, Awards Committee meeting (open session) be adjourned.

CARRIED

The meeting adjourned at 8:02 p.m.

Certified Correct:



Co-Chair



Committee Clerk