

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
AWARDS COMMITTEE MEETING MINUTES  
VIA ELECTRONIC COMMUNICATION FACILITIES  
WEDNESDAY, NOVEMBER 3, 2021**

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Committee Members: J. Saba (Chair), L. Brown, S. Hennessy, T. Hodgins, and S. Mani attended the meeting via electronic communication facilities.

Staff: C. Rosta, Cultural Services Manager; R. McCormack, Cultural Services Supervisor; and F. Costa, Committee Clerk, attended the meeting via electronic communication facilities.

**1. CALL TO ORDER**

The meeting was called to order at 7:04 p.m.

It was Moved and Seconded:

THAT

1. all remaining Awards Committee meetings for 2021 be held via electronic communication facilities only;
2. the Cedar Room in the West Vancouver Community Centre be designated as the place where the public may attend to hear, or watch and hear, the Awards Committee meeting proceedings; and
3. a staff member be in attendance at the Cedar Room in the West Vancouver Community Centre for each of the scheduled meetings.

CARRIED

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

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

CARRIED

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the July 7, 2021 Awards Committee meeting minutes be adopted as circulated.

CARRIED

## **REPORTS / ITEMS**

### **4. Committee Member Terms and Application Process**

Staff informed the committee that a resume is required for the application process in addition to the application form.

It was Moved and Seconded:

THAT the discussion regarding Committee Member Terms and Application Process be received for information.

CARRIED

### **5. Review of Terms of Reference, Roles & Mandates, and Previous Minutes**

C. Rosta reviewed the terms of reference, including the roles and mandates of committee members to the committee. She referred to the discussion held at the meeting on July 7th about the major role of the committee being to inform the community about the program. The committee members agreed that the role of the committee is to approach individuals and organizations to spread information about the program and encourage applications. The committee also discussed the applications deadline. The committee agreed that the program's deadlines should be enforced with exceptions being discussed on a case-by-case basis.

It was Moved and Seconded:

THAT

1. the current Terms of Reference remain unchanged; and
2. the discussion regarding Roles & Mandates and Previous Minutes be received for information.

CARRIED

### **6. 2022 Awards Process**

C. Rosta proposed a discussion about an in-person ceremony for next year's program. Also, whether the committee would like to proceed within the Spring time frame for the program, keeping the same timeline as last year, or it be moved to the Fall as in previous years. The committee agreed that the program should keep the Spring time frame and that the committee should plan for an in-person ceremony, with a plan b for an online presentation. Staff will provide options of venues and dates for the ceremony for the committee to discuss and confirm.

It was Moved and Seconded:

THAT the 2022 Awards Ceremony be kept in the Spring and that options of venues and dates be reviewed at a future meeting.

CARRIED

## **PUBLIC QUESTIONS**

### **7. PUBLIC QUESTIONS**

There were no questions.

**NEXT MEETING**

**8. NEXT MEETING**

Staff confirmed that the next Awards Committee meeting is scheduled for December 1, 2021 at 7 p.m.

**9. ADJOURNMENT**

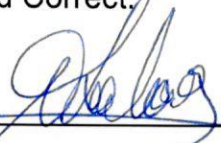
It was Moved and Seconded:

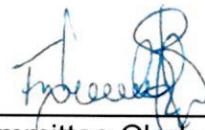
THAT the November 3, 2021 Awards Committee meeting be adjourned.

CARRIED

The meeting adjourned at 7:40 p.m.

Certified Correct:

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Committee Clerk