

THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER

AWARDS COMMITTEE MEETING AGENDA

WEDNESDAY, FEBRUARY 2, 2022

6 PM VIA ELECTRONIC COMMUNICATION FACILITIES

(Members of the public may hear, or watch and hear, the meeting by attending the Atrium in the Municipal Hall, or via electronic communication facilities through the link provided on the Committee's webpage)

Note: Council Committee meetings are conducted in accordance with Council Committee Procedure Bylaw No. 5020, 2019 (as amended), subject to the discretion of the Chair.

CALL TO ORDER

1. Call to order.

Note: Chair will confirm that the meeting is being conducted via electronic communication facilities, pursuant to s. 5.7(b) of Council Committee Procedure Bylaw No. 5020, 2019 (as amended).

APPROVAL OF AGENDA

2. **Approval of February 2, 2022 Meeting Agenda**

RECOMMENDATION:

THAT the February 2, 2022 Awards Committee meeting agenda be approved as circulated.

ADOPTION OF MINUTES

3. **Adoption of January 5, 2022 Meeting Minutes**

RECOMMENDATION:

THAT the January 5, 2022 Awards Committee meeting minutes be adopted as circulated.

REPORTS / ITEMS

4. **Review and Confirm Award Categories**

RECOMMENDATION:

THAT the discussion regarding Review and Confirm Award Categories be received for information.

5. Review of Evaluation Sheet

RECOMMENDATION:

THAT the discussion regarding Review of Evaluation Sheet be received for information.

6. Review of Nomination Form

RECOMMENDATION:

THAT the discussion regarding Review of Nomination Form be received for information.

7. Review of Outreach Plan

RECOMMENDATION:

THAT the discussion regarding Review of Outreach Plan be received for information.

PUBLIC QUESTIONS

8. Public Questions

NEXT MEETING

9. Next Meeting

The next Awards Committee meeting is scheduled for March 2, 2022 at 6 p.m.

ADJOURNMENT

10. Adjournment of February 2, 2022 Awards Committee Meeting

RECOMMENDATION:

THAT the February 2, 2022 Awards Committee meeting be adjourned.

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
AWARDS COMMITTEE MEETING MINUTES
VIA ELECTRONIC COMMUNICATION FACILITIES
WEDNESDAY, JANUARY 5, 2022**

Committee Members: J. Saba (Chair), L. Brown, C. Burns, S. Hennessy, T. Hodgins, S. Mani, C. McLaughlin, D. Morrison; and Councillor S. Thompson attended the meeting via electronic communication facilities.

Staff: S. Ketler, Director of Parks, Culture, and Community Services; C. Rosta, Manager, Cultural Services (Staff Liaison); and F. Costa, Cultural Services Department Secretary (Committee Clerk), attended the meeting via electronic communication facilities.

1. CALL TO ORDER

The meeting was called to order at 7:18 p.m.

2. Election of Chair for 2022

It was Moved and Seconded:

THAT J. Saba be elected as Co-Chair for 2022.

CARRIED

It was Moved and Seconded:

THAT T. Hodgins be elected as Co-Chair for 2022.

CARRIED

3. Committee Meeting Schedule for 2022

It was Moved and Seconded:

THAT the Awards Committee Meeting Schedule for 2022 be adopted as follows:

- February 2, 2022 at 6 p.m.
- March 2, 2022 at 6 p.m.
- April 6, 2022 at 6 p.m.
- May 4, 2022 at 6 p.m.
- June 1, 2022 at 6 p.m.
- July 6, 2022 at 6 p.m.
- November 2, 2022 at 6 p.m.
- December 14, 2022 at 6 p.m.

CARRIED

It was Moved and Seconded:

THAT

1. all remaining Awards Committee meetings, including subcommittee meetings, for 2022 be held via electronic communication facilities only;
2. the Atrium in the Municipal Hall be designated as the place where the public may attend to hear, or watch and hear, the Awards Committee and subcommittee meeting proceedings; and
3. a staff member be in attendance at the Atrium in the Municipal Hall for each of the scheduled meetings.

CARRIED

4. APPROVAL OF AGENDA

It was Moved and Seconded:

THAT the January 5, 2022 Awards Committee meeting agenda be approved as circulated.

CARRIED

5. ADOPTION OF MINUTES

It was Moved and Seconded:

THAT the December 1, 2021 Awards Committee meeting minutes be adopted as circulated.

CARRIED

REPORTS / ITEMS

6. Welcome and Introductions

Members introduced themselves. C. Burns, C. McLaughlin and D. Morrison were welcomed to the committee. S. Ketler, Director, Parks, Culture & Community Services introduced herself to the committee.

It was Moved and Seconded:

THAT the discussion regarding Welcome and Introductions be received for information.

CARRIED

7. Committee Orientation

Members were reminded to advise the Chair, Staff Liaison, and Department Secretary if unable to attend a meeting or take a leave of absence if planning to miss more than three consecutive meetings.

Member contact information is confidential and for committee business only.

New members may request binders with key documents including Committee Terms of Reference, Council Committee Procedure Bylaw, General Council Committees Policy, Privacy Policy, Conflict of Interest Policy, and key reports. If any returning members are missing documents, they must advise the Department Secretary.

Staff informed about the guiding principles and the goals of the committee, with a critical part being the outreach to the community via marketing tools, such as brochures and application forms, to spread the word about the program, and to encourage the public to nominate or encourage others to nominate.

Councillor Thompson suggested that the Work Plan 2022 be presented at the meeting. Staff informed the committee about the items listed on the Work Plan 2022 that will be presented for Council's consideration on January 10, 2022. Emerging issues will be added to the work plan as needed.

It was Moved and Seconded:

THAT the discussion regarding Committee Orientation be received for information.

CARRIED

8. Review and Confirm Award Categories

The discussion was deferred to the next meeting so all new members could have the opportunity to read about the current five categories.

It was Moved and Seconded:

THAT the discussion regarding Review and Confirm Award Categories be deferred to the next Awards Committee meeting.

CARRIED

9. Review of Evaluation Sheet

The discussion was deferred to the next meeting so all new members could have the opportunity to read about the evaluation sheet.

It was Moved and Seconded:

THAT the discussion regarding Review of Evaluation Sheet be deferred to the next Awards Committee meeting.

CARRIED

PUBLIC QUESTIONS

10. PUBLIC QUESTIONS

There were no questions.

NEXT MEETING

11. NEXT MEETING

Staff confirmed that the next Awards Committee meeting is scheduled for February 2, 2022 at 6 p.m.

CARRIED

12. ADJOURNMENT

It was Moved and Seconded:

THAT the January 5, 2022 Awards Committee meeting be adjourned.

CARRIED

The meeting adjourned at 8:04 p.m.

Certified Correct:

Chair

Committee Clerk

DRAFT