

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
AWARDS COMMITTEE MEETING MINUTES
VIA ELECTRONIC COMMUNICATION FACILITIES
WEDNESDAY, FEBRUARY 2, 2022**

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

Staff: C. Rosta, Cultural Services Manager (Staff Liaison); Rachelle McCormack, Cultural Services Supervisor; 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 6:03 p.m.

2. APPROVAL OF AGENDA

It was Moved and Seconded:

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

CARRIED

3. ADOPTION OF MINUTES

It was Moved and Seconded:

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

CARRIED

REPORTS / ITEMS

4. Review and Confirm Award Categories

Staff provided an overview of the five award categories. A discussion was held regarding the removal of COVID-19 mentions in the Health, Wellness & Activity category. The committee discussed the addition of a new category to celebrate West Vancouver citizens who are providing outstanding volunteer services to organizations or communities outside West Vancouver. All members agreed that the decision to add a new category will be deferred to the next Awards Committee meeting.

It was Moved and Seconded:

THAT

1. the reference to COVID-19 response in the Health, Wellness & Activity category be removed; and

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

CARRIED

5. Review of Evaluation Sheet

The committee reviewed the rating system and evaluation sheet. All members agreed that the rating criteria and general guidelines will support the evaluation process.

It was Moved and Seconded:

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

CARRIED

6. Review of Nomination Form

Staff presented the brochure and nomination form. All members agreed that the brochure is efficient and serves the purpose. Staff will update the brochure to reflect the 2022 Awards Program, and will distribute to committee members for final review at the next Awards Committee meeting.

It was Moved and Seconded:

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

CARRIED

7. Review of Outreach Plan

Discussion was held regarding outreach and communication with community organizations. Committee members will send names of organizations to Staff to add to the community distribution list and Staff will circulate this list for review and committee input.

It was Moved and Seconded:

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

CARRIED

PUBLIC QUESTIONS

8. PUBLIC QUESTIONS

There were no questions.

NEXT MEETING

9. NEXT MEETING

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

10. ADJOURNMENT

It was Moved and Seconded:

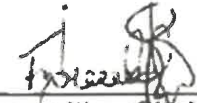
THAT the February 2, 2022 Awards Committee meeting be adjourned.

CARRIED

The meeting adjourned at 7:11 p.m.

Certified Correct:


Chair


Committee Clerk