

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER**

**AWARDS COMMITTEE MEETING AGENDA**

**WEDNESDAY, MARCH 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 March 2, 2022 Meeting Agenda**

RECOMMENDATION:

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

**ADOPTION OF MINUTES**

3. **Adoption of February 2, 2022 Meeting Minutes**

RECOMMENDATION:

THAT the February 2, 2022 Awards Committee meeting minutes be adopted as circulated.

**REPORTS / ITEMS**

4. **Annual Committee Evaluation**

RECOMMENDATION:

THAT the verbal report regarding Annual Committee Evaluation be received for information.

**5. Review and Confirm Award Categories**

RECOMMENDATION:

THAT the discussion regarding Review and Confirm Award Categories 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 April 6, 2022 at 6 p.m.

**ADJOURNMENT**

**10. Adjournment of March 2, 2022 Awards Committee Meeting**

RECOMMENDATION:

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

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

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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

DRAFT