

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

**AWARDS COMMITTEE MEETING AGENDA**

**WEDNESDAY, APRIL 6, 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 April 6, 2022 Meeting Agenda**

RECOMMENDATION:

THAT the April 6, 2022 Awards Committee meeting agenda be approved as circulated.

**ADOPTION OF MINUTES**

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

RECOMMENDATION:

THAT the March 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 of Community Outreach Plan**

RECOMMENDATION:

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

**PUBLIC QUESTIONS**

**6. Public Questions**

**NEXT MEETING**

**7. Next Meeting**

The next Awards Committee meeting is scheduled for May 4, 2022 at 6 p.m.

RECOMMENDATION:

THAT

1. all remaining committee meetings, including subcommittee meetings, for 2022 be held in-person; and
2. the Raven Room in the Municipal Hall be designated as the place where committee and subcommittee meeting proceedings be held.

OR

RECOMMENDATION:

THAT

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

**ADJOURNMENT**

**8. Adjournment of April 6, 2022 Awards Committee Meeting**

RECOMMENDATION:

THAT the April 6, 2022 Awards Committee meeting be adjourned.

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

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

CARRIED

S. Mani absent at the vote

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

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

CARRIED

S. Mani absent at the vote

**REPORTS / ITEMS**

**4. Annual Committee Evaluation**

The Annual Committee Evaluation will be discussed at the April 6, 2022 Awards Committee meeting.

The Committee discussed the evaluation form to jury the award nomination submissions.

It was Moved and Seconded:

THAT the verbal report regarding evaluation form to jury the award nomination submissions be received for information.

CARRIED

S. Mani absent at the vote

S. Mani entered the meeting at 6:08 p.m.

## 5. Review and Confirm Award Categories

Committee members discussed the addition of new categories to the 2022 Community Awards program. Staff provided the history of the programs. The Chair explained that any changes to the Terms of Reference (ToR) requires Council's approval. If the Committee proposes changes to the ToR, this can be presented for Council's consideration in early 2023.

D. Morrison volunteered to compile a list of awards categories from other communities so the committee can discuss options. All members agreed to maintain the current five categories for the 2022 Community Awards and consider changes in the categories for the 2023 program. The committee discussed how to engage with the Squamish Nation and bring an awareness of the program. Staff will reach out to the Squamish Nation Communications Department to promote the program and engage with the community.

It was Moved and Seconded:

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

CARRIED

Councillor Thompson entered the meeting at 6:30 p.m.

## 6. Review of Nomination Form

Committee members discussed the Nomination Form details and a few adjustments were required. The current format was approved by all members, and staff will send the final version on Monday, March 7, 2022.

It was Moved and Seconded:

THAT the Nomination Form be approved and adopted.

CARRIED

## 7. Review of Outreach Plan

Committee members discussed the outreach plan and community distribution list, making additions and modifications to the list. Committee members confirmed their willingness to implement the outreach plan.

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 April 6, 2022 at 6 p.m.

**10. ADJOURNMENT**

It was Moved and Seconded:

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

CARRIED

The meeting adjourned at 6:51 p.m.

Certified Correct:

\_\_\_\_\_  
Chair

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

DRAFT