

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

**AWARDS COMMITTEE MEETING AGENDA  
FRIDAY, MAY 13, 2022  
3 PM IN THE RAVEN ROOM, MUNICIPAL HALL  
(In-person attendance only)**

*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 in-person, pursuant to Council Committee Procedure Bylaw No. 5020, 2019 (as amended).*

**APPROVAL OF AGENDA**

**2. Approval of Committee Meeting Agenda**

RECOMMENDATION:

THAT the May 13, 2022 Awards Committee meeting agenda be approved as circulated.

**ADOPTION OF MINUTES**

**3. Adoption of Committee Meeting Minutes**

RECOMMENDATION:

THAT the April 6, 2022 Awards Committee meeting minutes be adopted as circulated.

**PUBLIC QUESTIONS**

**4. Public Questions**

**NEXT MEETING**

**5. Next Meeting**

The next Awards Committee meeting is scheduled for June 1, 2022 at 6 p.m. via electronic communications facilities.

**EXCLUSION OF PUBLIC**

**6. Exclusion of Public Pursuant to s.90 and s.93 of the *Community Charter***

RECOMMENDATION:

THAT in the public interest, members of the public be excluded from part of the May 13, 2022 Awards Committee meeting on the basis of the following sections of the *Community Charter*:

- 90. (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:
  - (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee, or agent of the municipality or another position appointed by the municipality.
  
- 93. In addition to its application to council meetings, this Division and section 133 (of the *Community Charter*) also applies to meetings of the following:
  - (a) Council committees.

Purpose of meeting: Review of awards nominations.

**ADJOURNMENT**

**7. Adjournment of Committee Meeting**

RECOMMENDATION:

THAT the May 13, 2022 Awards Committee meeting (open session) be adjourned.

The Committee will then proceed with the closed session.

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
AWARDS COMMITTEE MEETING MINUTES  
VIA ELECTRONIC COMMUNICATION FACILITIES  
WEDNESDAY, APRIL 6, 2022**

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

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 6:02 p.m.

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

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

CARRIED

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

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

CARRIED

**REPORTS / ITEMS**

**4. Annual Committee Evaluation**

Staff informed the Committee that the Annual Committee Evaluation is emailed to all District committee members annually in November/December. Staff explained that the purpose of the evaluation is to ensure that committee members are satisfied with how the meetings are being conducted and their ability to provide input. The 2022 evaluation will be sent in November with hopes of achieving more participation.

It was Moved and Seconded:

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

CARRIED

## **5. Review of Community 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. Staff to provide a script template for email distribution.

It was Moved and Seconded:

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

CARRIED

## **PUBLIC QUESTIONS**

### **6. PUBLIC QUESTIONS**

There were no questions.

## **NEXT MEETING**

### **7. NEXT MEETING**

It was Moved and Seconded:

THAT

1. the next Awards Committee meeting be confirmed for May 13, 2022 at 3 p.m. in-person; and
2. the Raven Room in the Municipal Hall be designated as the place these meeting proceedings be held.

CARRIED

It was Moved and Seconded:

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.

CARRIED

### **8. ADJOURNMENT**

It was Moved and Seconded:

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

CARRIED

The meeting adjourned at 6:41 p.m.

Certified Correct:

\_\_\_\_\_  
Chair

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

DRAFT