

THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER

**AWARDS COMMITTEE MEETING AGENDA
WEDNESDAY, NOVEMBER 9, 2022
5 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 November 9, 2022 Awards Committee meeting agenda be approved as circulated.

ADOPTION OF MINUTES

3. Adoption of Committee Meeting Minutes

RECOMMENDATION:

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

REPORTS / ITEMS

4. Consolidation of Awards and Community Grants Committees

RECOMMENDATION:

THAT the discussion regarding Consolidation of Awards and Community Grants Committees be received for information.

5. 2023 Awards Work Plan

RECOMMENDATION:

THAT the discussion regarding 2023 Awards Work Plan be received for information.

PUBLIC QUESTIONS

6. Public Questions

NEXT MEETING

7. Next Meeting

The next Awards Committee meeting is scheduled for December 14, 2022 at 6 p.m. via electronic communications facilities.

ADJOURNMENT

8. Adjournment of Committee Meeting

RECOMMENDATION:

THAT the November 9, 2022 Awards Committee meeting be adjourned.

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
AWARDS COMMITTEE MEETING MINUTES
CEDAR ROOM, WEST VANCOUVER COMMUNITY CENTRE
WEDNESDAY, JULY 6, 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 in the Cedar Room, West Vancouver Community Centre.

Staff: C. Rosta, Cultural Services Manager (Staff Liaison); and F. Costa, Cultural Services Department Secretary (Committee Clerk) attended the meeting in the Cedar Room, West Vancouver Community Centre.

1. CALL TO ORDER

The meeting was called to order at 5:07 p.m.

2. APPROVAL OF AGENDA

It was Moved and Seconded:

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

CARRIED

T. Hodgins absent at the vote

3. ADOPTION OF MINUTES

It was Moved and Seconded:

THAT the June 1, 2022 Awards Committee meeting minutes be adopted as circulated.

CARRIED

T. Hodgins absent at the vote

REPORTS / ITEMS

4. Review and Debrief of 2022 Awards Process

The Committee members provided comments regarding the 2022 awards ceremony. Committee members agreed that the ceremony went well, and the room setup encouraged people to engage with each other. Other items discussed included:

- Outreach plan: Distribution and communication of the application form; extended time between communication and deadline to apply, so people can have more time to consider nominations.
- Follow-up emails with recipients and nominators and a “reminder” for next year.
- Application form: Add wording informing that the Community Awards is not a competition; option for the nomination to remain anonymous.

- Community distribution list: Prior discussion about connections with groups; Members to consider the list as a guideline; other contacts should be added.
- Evaluation form: update to include space for notes.

Committee discussed the research results provided by D. Morrison on awards programs from other municipalities.

T. Hodgins entered the meeting at 5:21 p.m.

It was Moved and Seconded:

THAT the discussion regarding Review and Debrief of 2022 Awards Process be received for information.

CARRIED

5. Consolidation of Awards and Community Grants Committees

Committee discussed the benefits and concerns about a potential increased workload throughout the year. It was recommended that the awards program be moved back to the fall. Members agreed that Staff should draft a new Terms of Reference to be reviewed by the Awards Committee at the next meeting.

It was Moved and Seconded:

THAT Staff draft a new Terms of Reference for an amalgamated Awards Committee and Community Grants Committee to be reviewed in the fall.

CARRIED

PUBLIC QUESTIONS

6. PUBLIC QUESTIONS

There were no questions.

NEXT MEETING

7. NEXT MEETING

It was Moved and Seconded:

THAT the next Awards Committee meeting be scheduled for October 5, 2022 at 5 p.m. and be held in-person in the Music Box.

CARRIED

ADJOURNMENT

8. ADJOURNMENT

It was Moved and Seconded:

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

CARRIED

The meeting adjourned at 6:38 p.m.

Certified Correct:

Chair

Committee Clerk

DRAFT