



District of West Vancouver

## **Terms of Reference – Awards Committee 02-10-324**

Effective Date: December 7, 2009

### **Consolidated for Convenience Only**

This is a consolidation of the policies below. The amendment policies have been combined with the original policy for convenience only. This consolidation is not a legal document. Certified copies of the original policies should be consulted for all interpretations and applications of the policy on this subject.

<b>Amendment Policy</b>	<b>Effective Date</b>
02-10-324	July 7, 2014
02-10-324	December 13, 2010

The policy numbers in the margin of this consolidation refer to the policies that amended the original policy (Terms of Reference – Awards Committee, 02-10-324, 2009). The number of any amending policy that has been repealed is not referred to in this consolidation.

# District of West Vancouver CORPORATE POLICY

Administrative Services Division	<b>Council Committee Terms of Reference  Awards Committee</b>
Policy #: 02-10-324	
File: 0282-02	

***West Vancouver will inspire excellence and lead by example. Collaborative government and a spirit of personal civic commitment will power the innovations that shape our shared future. The strength of this relationship will secure our treasured quality of life and will be the measure of our success as a community.***

## 1.0 Purpose

Amended  
December 13,  
2010

The Awards Committee is a select committee of Council and oversees an annual, ongoing Civic Awards and Recognition program. Consistent with our Vision, the District will recognize and celebrate leadership, personal civic commitment and engagement in several aspects of community life. An effective recognition process will strengthen the relationship that will help “*secure our treasured quality of life and will be the measure of our success as a community*”. To this end a formal yearly Awards and Recognition program is to be developed that delivers on the criteria set out in the “Duties” below.

## Policy

### 2.0 Duties

Amended  
December 13,  
2010

2.1 Develop the principles, purpose and scope for an overarching Civic awards and recognition program.

Amended  
July 7, 2014

2.2 Create an overarching framework for the award programs.

2.3 Consider any additional awards categories that should be added to this program.

Amended  
December 13,  
2010

2.4 Clarify and develop program category objectives and selection processes.

Amended  
December 13,  
2010

- 2.5 Clarify and develop criteria for the awards selection process and work with staff on calls for nominations.

Amended  
December 13,  
2010

- 2.6 Assist staff in planning an awards and recognition calendar of events and implementation of awards ceremony(ies) and related publicity.

- 2.7 Identify staff and financial resource requirements year-over-year to maintain a model community awards and recognition program.

Amended  
December 13,  
2010

- 2.8 Explore opportunities for sponsorships and partnerships to support recognition events and awards.

### 3.0 Origin of Work

In accordance with Council's direction to bring together the District's five distinct award programs (Environment, Heritage, Arts & Culture, Civic Commitment, Health, and Wellness and Activity), and to increase the profile of the individual achievement areas.

Amended  
July 7, 2014

### 4.0 Membership

#### 4.1 Voting Members:

- A minimum of two and a maximum of four members at large, appointed by Council;
- One representative from each of the five award categories, appointed by Council: Environment, Heritage, Arts & Culture, Civic Commitment, Health, and Wellness and Activity.

Amended  
July 7, 2014

#### 4.2 Non-Voting Members:

- **Council Representative:** one Council member, as appointed by Council, as a non-voting member.
- **Staff Liaison(s):** Staff from Cultural Affairs & Corporate Partnerships, and Environment and Sustainability (Administration); Planning (Planning, Lands and Permits); and Community Services (Parks and Community Services).

Amended  
July 7, 2014

### 5.0 Term

Appointments will be made for one and two year terms to enable overlap and continuity from year to year.

**6.0 Meeting Schedule**

As determined by the Committee.

**7.0 Rules of Procedure**

Meetings shall be conducted in accordance with the General Council Committee Policy, the Council Procedure Bylaw, and the *Community Charter*.

**8.0 Support Services**

A designated staff person will provide clerical support services, including the preparation of agendas and minutes.

**9.0 Policy Approvals, Reviews, Amendments**

To be made by Council.

<b>Approval Date:</b> December 7, 2009	<b>Approved by:</b> Council (December 7, 2009 Council Meeting)
<b>Amendment Date:</b> December 13, 2010 (Amends Sections 1.0 - Purpose and 2.0 - Policy)	<b>Approved by:</b> Council (December 13, 2010 Council Meeting)
<b>Amendment Date:</b> July 7, 2014 (Amends Sections 2.2, 3.0, and 4.0)	<b>Approved by:</b> Council (July 7, 2014 Council Meeting)