COUNCIL REPORT

Date: June 18, 2014

From: Christie Rosta, Special Events and Festivals Manager

Subject: Proposed Amendments to Awards Committee Terms of Reference

RECOMMENDED THAT:

1. The proposed amendments to the Awards Committee’s Terms of Reference, as attached to and described in the report dated June 18, 2014 from the Special Event and Festivals Manager, be approved.

Purpose

To seek Council’s approval of proposed amendments to the Awards Committee’s Terms of Reference (“Terms of Reference”). The proposed amendments will update the Terms of Reference to align with the current awards categories (Environment, Heritage, Arts & Culture, Civic Commitment, Health, Wellness and Activity Award) and will modify committee membership to include volunteer members with relevant knowledge and experience.

Executive Summary

N/A

1.0 Background

1.1 Prior Resolutions

At the December 7, 2009, regular meeting, Council passed the following resolution:

THAT Council approve the establishment of a District of West Vancouver Awards Committee that will ensure community recognition in Heritage, Youth, Environment, and other program areas deemed appropriate are effectively administered and celebrated year over year.

At the December 13, 2010, regular meeting, Council passed the following resolution:
THAT the revised terms of reference to the Awards Committee, as proposed in the report dated November 29, 2010 titled "Awards Committee: Revised Terms of Reference and Work Plan" be approved.

1.2 History

The Awards Committee was established in December 2009. Prior to 2009, contributions in the areas of heritage, youth and environment had been recognized and celebrated through departmental programs. Council expressed a desire to see a recognition program be formally governed by a standing committee and profiled as a District wide Awards program. In accordance with Council’s direction, a standing committee was formed to create and oversee an awards program.

Over the past five years the program has grown to include five awards categories and host an official ceremony held annually each fall.

2.0 Policy

2.1 Policy

The Awards Committee is a select committee of Council, and oversees an annual, ongoing Civic Awards and Recognition program. The program exists to recognize and celebrate leadership, personal civic commitment, and engagement in several aspects of community life. The Committee’s Terms of Reference can be found here:

http://westvancouver.ca/sites/default/files/dvw/assets/gov/docs/Committees-Groups/Committees/Awards-Committee/Awards%20Committee%20TOR.pdf

The Community Engagement Policy (02-10-311) encourages active participation by residence in governance. Citizens can become directly involved through working groups, committees, boards and other civic engagement opportunities that arise from time-to-time.

2.2 Bylaw

N/A

3.0 Analysis

3.1 Discussion

The Terms of Reference for the Awards Committee currently does not accurately outline the award categories, rather only identifies the original three categories (Heritage, Youth and Environment).

The awards program has had significant growth over the past five years, and
now host five categories. The Youth Awards program is still maintained through Community Services and an annual Awards Ceremony is held during Youth Week (May 1 to 7).

New Categories:

ENVIRONMENT AWARD

In recognition of individuals or groups who make significant contributions in environmental stewardship, protection, or education.

HERITAGE AWARD

In recognition of individuals or groups who make noteworthy contributions toward the preservation of West Vancouver’s natural, built, and cultural heritage through conservation projects, education, awareness, or advocacy.

ARTS & CULTURE AWARD

In recognition of individuals or groups who make exceptional contributions to the visual, literary and performing arts, or who advocate for cultural diversity and vitality.

CIVIC COMMITMENT AWARD

In recognition of unsung heroes, individuals or groups who make outstanding contributions to the community, lead others by example, and inspire excellence. This award recognizes civic commitment in dynamic participation, leadership, and active citizenship.

HEALTH, WELLNESS & ACTIVITY AWARD

In recognition of individuals or groups who make exceptional contributions toward enhancing health, well-being, and active lifestyles in the community of West Vancouver.

Council’s approval for the expanded terms of reference will allow the committee to continue its work in marketing the program and securing a full roster of nominations for this October’s Awards Ceremony.

The proposed amendments to the Awards Committee Terms of Reference are set out in Appendix A (proposed amendments are set out in blue text). A summary follows:

Section 2.0 – Policy

- Past categories removed
- One statement to allow for further growth
Section 3.0 – Origin of Work

- Updated description to reflect the five current categories

Section 4.0 – Membership

- Changes to membership requirements to accommodate the growth of the program from three categories to five categories.

3.2 Sustainability

The Awards Committee contributes to the development of our community’s culture, whether it is protecting the natural environment or our heritage resources; civic commitment and leadership; or celebrating and championing arts and culture, the goal is to recognize and celebrate individuals or groups that embody the values of personal civic commitment, leadership, and public engagement in community life.

3.3 Consultation

The proposed amendments were prepared in consultation with the Deputy Chief Administrative Officer and the Awards Committee.

3.4 Communications Process

If the proposed amendments to the Awards Committee’s Terms of Reference are approved, they will be posted on the District’s website for public access and be promoted for nomination purposes.

4.0 Options

4.1 Council may:

- Approve the recommendation;
- Request further information; and/or
- Not approve the recommendation.

Author:

Christie Rosta
Special Events and Festival Manager

Appendix A: Community Awards Committee: Proposed Terms of Reference.
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.

<table>
<thead>
<tr>
<th>Amendment Policy</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>Sections 1.0 and 2.0</td>
<td>December 13, 2010</td>
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<tr>
<td>Sections 2.2, 3.0, and 4.0</td>
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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
Policy #: 02-10-324
File: 0282-02

Council Committee
Terms of Reference
Awards Committee

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

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

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

2.2 Create an overarching framework with the intent to integrate and support the three current awards programs (Heritage, Youth and Environment).

Create an overarching framework for the award programs.

2.3 Consider any additional awards categories that should be added to this program.
2.4 Clarify and develop program category objectives and selection processes.

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

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.

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 three distinct award programs (Heritage, Youth, Environment) and increase the profile of the individual achievement areas.

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.

4.0 Membership

Members: Two representatives from each of the three award categories; and three members at large (approximately nine members in total).

Council Representative: one Council member.

Staff Liaison(s): staff from Cultural Affairs & Corporate Partnerships (Administration), Planning (Planning, Lands and Permits), Youth Services (Parks and Community Services), and Environment (Administration) programs.

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.
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).

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.

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