

THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER

**AWARDS COMMITTEE MEETING AGENDA
WEDNESDAY, APRIL 5, 2023
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 April 5, 2023 Awards Committee meeting agenda be approved as circulated.

ADOPTION OF MINUTES

3. Adoption of Committee Meeting Minutes

RECOMMENDATION:

THAT the March 1, 2023 Awards Committee meeting minutes be adopted as circulated.

REPORTS / ITEMS

4. Council Liaison Update

RECOMMENDATION:

THAT the verbal report regarding Council Liaison Update be received for information.

5. Review of Community Outreach Plan

RECOMMENDATION:

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

6. Community Awards Ceremony

RECOMMENDATION:

THAT the discussion regarding Community Awards Ceremony be received for information.

PUBLIC QUESTIONS

7. Public Questions

NEXT MEETING

8. Next Meeting

The next Awards Committee meeting is scheduled for May 3, 2023 at 5 p.m. and held in-person in the Raven Room at Municipal Hall.

ADJOURNMENT

9. Adjournment of Committee Meeting

RECOMMENDATION:

THAT the April 5, 2023 Awards Committee meeting be adjourned.

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
AWARDS COMMITTEE MEETING MINUTES
RAVEN ROOM, MUNICIPAL HALL
WEDNESDAY, MARCH 1, 2023**

Committee Members: C. Burns (Chair), S. Hennessy, C. McLaughlin, L. Paton, and M. Ware attended the meeting in the Raven Room, Municipal Hall. Absent: Councillor S. Thompson, S. Mani, D. Morrison, and J. Saba.

Staff: C. Rosta, Cultural Services Manager (Staff Representative); and F. Costa, Cultural Services Department Secretary (Committee Clerk) attended the meeting in the Raven Room, Municipal Hall.

1. CALL TO ORDER

The meeting was called to order at 5:05 p.m.

2. APPROVAL OF AGENDA

It was Moved and Seconded:

THAT the March 1, 2023 Awards Committee meeting agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

It was Moved and Seconded:

THAT the February 1, 2023 Awards Committee meeting minutes be adopted as circulated.

CARRIED

REPORTS / ITEMS

4. Council Liaison Update

There was no update.

5. Review of Nomination Form

The Committee discussed the Nomination Form. The Community Awards website was also reviewed, and updates were suggested. The Committee approved the current format for the nomination form with the adjustments discussed. Staff will send the final versions of the nomination form and the website by the end of March 2023.

It was Moved and Seconded:

THAT the discussion regarding Review of Nomination Form be received for information.

CARRIED

6. Review of Community Outreach Plan

Committee members discussed the outreach plan and the 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

7. PUBLIC QUESTIONS

There were no questions.

8. NEXT MEETING

Staff confirmed that the next Awards Committee meeting is scheduled for April 5, 2023 at 5 p.m. and held in-person in the Raven Room at Municipal Hall.

9. ADJOURNMENT

It was Moved and Seconded:

THAT the March 1, 2023 Awards Committee meeting be adjourned.

CARRIED

The meeting adjourned at 6:05 p.m.

Certified Correct:

Chair

Committee Clerk