

THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER

**AWARDS COMMITTEE MEETING AGENDA
WEDNESDAY, APRIL 3, 2024
6 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.

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).

2. APPROVAL OF AGENDA

RECOMMENDATION:

THAT the April 3, 2024 Awards Committee meeting agenda be approved as circulated.

3. ADOPTION OF MINUTES

RECOMMENDATION:

THAT the March 6, 2024 Awards Committee meeting minutes be adopted as circulated.

REPORTS / ITEMS

4. Council Liaison Update

RECOMMENDATION:

THAT the discussion regarding Council Liaison Update be received for information.

5. Marketing and Outreach Plan

RECOMMENDATION:

THAT the discussion regarding Marketing and Outreach Plan be received for information.

6. Planning Timeline

RECOMMENDATION:

THAT the discussion regarding Planning Timeline be received for information.

7. PUBLIC QUESTIONS

8. NEXT MEETING

The next Awards Committee meeting is scheduled for May 1, 2024 at 6 p.m. and held in-person in the Raven Room, Municipal Hall

9. ADJOURNMENT

RECOMMENDATION:

THAT the April 3, 2024 Awards Committee meeting be adjourned.

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
AWARDS COMMITTEE MEETING MINUTES
RAVEN ROOM, MUNICIPAL HALL
WEDNESDAY, MARCH 6, 2024**

Committee Members: C. Burns (Chair), L. Endler, S. Hennessy, P. Mayan, L. Paton, J. Waterhouse; and Councillor S. Thompson attended the meeting in the Raven Room, Municipal Hall. Absent: A. Hendi, S. Mani, and M. Ware.

Staff: C. Rosta, Cultural Services Manager (Staff Representative); and A. Nomura, 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 6:05 p.m.

2. APPROVAL OF AGENDA

It was Moved and Seconded:

THAT the March 6, 2024 Awards Committee meeting agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

It was Moved and Seconded:

THAT the February 7, 2024 Awards Committee meeting minutes be adopted as circulated.

CARRIED

REPORTS / ITEMS

4. Council Liaison Update

Councillor Thompson reported that Council had budget discussions.

Council also hosted a town hall meeting about the Ambleside Local Area Plan which was well attended by the community.

It was Moved and Seconded:

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

CARRIED

5. Confirm Award Categories

Staff met with the Squamish Nation to discuss the addition of Truth and Reconciliation to the Community Awards. Members of the Squamish Nation recommended that the Awards Committee and staff formally work with the Squamish Nation to implement this award.

Truth and Reconciliation will be added in each category for 2024, and the Committee will spend 2024 working with the Squamish Nation to create a complete plan and strategy for implementation in 2025.

The Committee then worked to define the Lifetime Achievement Award and discussed the criteria to receive it. It was discussed that a Lifetime Achievement Award should be related to “a dedicated lifetime of service, an individual that is a community ambassador that embodies the spirit of inclusion, service, and humility.”

The Committee approved the other existing award categories.

It was Moved and Seconded:

THAT the discussion regarding Confirm Award Categories be received for information.

CARRIED

6. Planning Timeline

The Committee decided that the deadline for applications would be May 5, 2024 at 11:55 p.m.

The Kay Meek Arts Centre has been booked for the Community Awards ceremony on June 13, 2024.

The Committee determined that an additional meeting would be required to review the nominations and be ready for June 13, 2024.

It was Moved and Seconded:

THAT the Awards Committee schedule a meeting on May 15, 2024 at 6 p.m. and held in-person in the Raven Room at Municipal Hall.

CARRIED

It was Moved and Seconded:

THAT the discussion regarding Planning Timeline be received for information.

CARRIED

7. Marketing and Outreach Plan

Committee members discussed creating different graphics for each of the award categories, and discussed creating a separate Instagram page dedicated to the Community Awards.

The main item the Committee would like to address is updating last year’s marketing graphics to better reflect the awards. An updated communication plan will be shared with the Committee in April.

It was Moved and Seconded:

THAT the discussion regarding Marketing and Outreach Plan be received for information.

CARRIED

8. PUBLIC QUESTIONS

There were no questions.

9. NEXT MEETING

Staff confirmed that the next Awards Committee meeting is scheduled for April 3, 2024 at 6 p.m. and held in-person in the Raven Room, Municipal Hall.

10. ADJOURNMENT

It was Moved and Seconded:

THAT the March 6, 2024 Awards Committee meeting be adjourned.

CARRIED

The meeting adjourned at 7:19 p.m.

Certified Correct:

Chair

Committee Clerk