

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER**

**AWARDS COMMITTEE MEETING AGENDA  
WEDNESDAY, JANUARY 15, 2025  
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: Staff will confirm that the meeting is being conducted in-person, pursuant to Council Committee Procedure Bylaw No. 5020, 2019 (as amended).*

**2. Welcome to Members and Election of Chair**

RECOMMENDATION:

THAT [Name] be elected as Chair for 2025.

RECOMMENDATION:

THAT [Name] be elected as [Acting OR Co] Chair for 2025.

**3. Committee Meeting Schedule**

RECOMMENDATION:

THAT the Awards Committee Meeting Schedule for 2025 be adopted as follows:

- February 5, 2025 at 6 p.m.;
- March 5, 2025 at 6 p.m.;
- April 2, 2025 at 6 p.m.;
- May 7, 2025 at 6 p.m.;
- June 4, 2025 at 6 p.m.;
- July 2, 2025 at 6 p.m.;
- October 1, 2025 at 6 p.m.; and
- November 5, 2025 at 6 p.m.

RECOMMENDATION:

THAT all remaining Awards Committee meetings for 2025 be held in-person in the Raven Room, Municipal Hall.

**4. APPROVAL OF AGENDA**

RECOMMENDATION:

THAT the January 15, 2025 Awards Committee meeting agenda be approved as circulated.

**5. ADOPTION OF MINUTES**

RECOMMENDATION:

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

**REPORTS / ITEMS**

**6. Council Representative Update**

RECOMMENDATION:

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

**7. Review Award Categories**

RECOMMENDATION:

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

**8. Review Adjudication Process**

RECOMMENDATION:

THAT the discussion regarding Review Adjudication Process be received for information.

**9. Community Outreach**

RECOMMENDATION:

THAT the discussion regarding Community Outreach be received for information.

**10. PUBLIC QUESTIONS**

**11. NEXT MEETING**

The next Awards Committee meeting is scheduled for February 5, 2025 at 6 p.m. and held in-person in the Raven Room, Municipal Hall.

**12. ADJOURNMENT**

RECOMMENDATION:

THAT the January 15, 2025 Awards Committee meeting be adjourned.

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

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Committee Members: C. Burns (Chair), L. Endler, A. Hendi, S. Hennessy, S. Mani, J. Waterhouse; and Councillor S. Thompson attended the meeting in the Raven Room, Municipal Hall. Absent: J. Herron 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 6:03 p.m.

**2. Committee Orientation**

It was Moved and Seconded:

THAT the presentation regarding Committee Orientation be deferred until the next Awards Committee meeting.

CARRIED

**3. APPROVAL OF AGENDA**

It was Moved and Seconded:

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

CARRIED

**4. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the September 11, 2024 Awards Committee meeting minutes be adopted as circulated.

CARRIED

**REPORTS / ITEMS**

**5. Council Representative Update**

An update was provided regarding the recent flooding events in West Vancouver.

Council is reviewing Local Area Plan phase two, which involves reviewing land use and rezoning. Council is now examining commercial properties.

It was Moved and Seconded:

THAT the update regarding Council Representative Update be received for information.

CARRIED

## **6. Community Awards Ceremony 2025**

Staff confirmed that they booked the McEwen Theatre at the Kay Meek Arts Centre for June 12, 2025, to hold the next Community Awards Ceremony.

It was Moved and Seconded:

THAT the discussion regarding Community Awards Ceremony 2025 be received for information.

CARRIED

## **7. Annual Committee Evaluation**

Staff informed the Committee they would be circulating the annual committee evaluation survey soon. Staff will send out instructions when the survey is distributed.

It was Moved and Seconded:

THAT the discussion regarding Annual Committee Evaluation be received for information.

CARRIED

## **8. 2025 Work Plan**

Members reviewed the 2024 Work Plan and discussed modifications for next year. Members discussed enhancing the marketing materials to attract more nominations and discussed enhancing the PowerPoint which plays during the ceremony. Members suggested adding this to the workplan, to develop marketing videos and a better PowerPoint in February & March of 2025.

It was Moved and Seconded:

THAT the discussion regarding 2025 Work Plan be received for information.

CARRIED

## **9. PUBLIC QUESTIONS**

There were no questions.

## **10. NEXT MEETING**

Staff confirmed that the next Awards Committee meeting is scheduled for January 15, 2024 at 6 p.m. and held in-person in the Raven Room, Municipal Hall.

**11. ADJOURNMENT**

It was Moved and Seconded:

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

CARRIED

The meeting adjourned at 6:33 p.m.

Certified Correct:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Committee Clerk

DRAFT