

THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER

**AWARDS COMMITTEE MEETING AGENDA
WEDNESDAY, FEBRUARY 5, 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

2. APPROVAL OF AGENDA

RECOMMENDATION:

THAT the February 5, 2025 Awards Committee meeting agenda be approved as circulated.

3. ADOPTION OF MINUTES

RECOMMENDATION:

THAT the January 15, 2025 Awards Committee meeting minutes be adopted as circulated.

REPORTS / ITEMS

4. Council Representative Update

RECOMMENDATION:

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

5. Review Adjudication Process

RECOMMENDATION:

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

6. Marketing and Outreach

RECOMMENDATION:

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

7. **PUBLIC QUESTIONS**

8. **NEXT MEETING**

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

9. **ADJOURNMENT**

RECOMMENDATION:

THAT the February 5, 2025 Awards Committee meeting be adjourned.

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
AWARDS COMMITTEE MEETING MINUTES
RAVEN ROOM, MUNICIPAL HALL
WEDNESDAY, JANUARY 15, 2025**

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

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. Welcome to Members and Election of Chair

It was Moved and Seconded:

THAT C. Burns be elected as Chair for 2025.

CARRIED

It was Moved and Seconded:

THAT S. Hennessy be elected as Acting Chair for 2025.

CARRIED

3. Committee Meeting Schedule

It was Moved and Seconded:

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.

CARRIED

It was Moved and Seconded:

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

CARRIED

4. APPROVAL OF AGENDA

It was Moved and Seconded:

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

CARRIED

5. ADOPTION OF MINUTES

It was Moved and Seconded:

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

CARRIED

REPORTS / ITEMS

6. Council Representative Update

It was Moved and Seconded:

THAT the discussion regarding Council Representative Update be deferred to the next meeting.

CARRIED

7. Review Award Categories

Members expressed an interest in ensuring that the Squamish Nation is engaged in the Awards program and would like to consult with the Squamish Nation. Members also suggested changing the “heritage” award to be titled the “community heritage” award.

It was Moved and Seconded:

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

CARRIED

8. Review Adjudication Process

Staff provided a brief overview of the adjudication process. Members discussed the number of awards given each year and questioned if too many were being awarded. Members agreed to think about the number of awards being given and to discuss further at the next meeting.

It was Moved and Seconded:

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

CARRIED

9. Community Outreach

Members discussed outreach methods. Members viewed some sample social media graphics developed by L. Endler. The production of a marketing video which would highlight past winners was discussed.

It was Moved and Seconded:

THAT the discussion regarding Community Outreach be received for information.

CARRIED

10. PUBLIC QUESTIONS

There were no questions.

11. NEXT MEETING

Staff confirmed that 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

It was Moved and Seconded:

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

CARRIED

The meeting adjourned at 6:55 p.m.

Certified Correct:

Chair

Committee Clerk