

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

**AWARDS COMMITTEE MEETING AGENDA  
WEDNESDAY, APRIL 2, 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 April 2, 2025 Awards Committee meeting agenda be approved as circulated.

**3. ADOPTION OF MINUTES**

RECOMMENDATION:

THAT the February 5, 2025 Awards Committee meeting minutes be adopted as circulated.

**REPORTS / ITEMS**

**4. Council Representative Update**

RECOMMENDATION:

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

**5. Adjudication Process**

RECOMMENDATION:

THAT the discussion regarding Adjudication Process be received for information.

**6. Planning Timeline**

RECOMMENDATION:

THAT the discussion regarding Planning Timeline be received for information.

**7. Marketing and Outreach**

RECOMMENDATION:

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

**8. PUBLIC QUESTIONS**

**9. NEXT MEETING**

The next Awards Committee meeting is scheduled for May 7, 2025 at 6 p.m. and held in-person in the Raven Room, Municipal Hall

**10. ADJOURNMENT**

RECOMMENDATION:

THAT the April 2, 2025 Awards Committee meeting be adjourned.

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
AWARDS COMMITTEE MEETING MINUTES  
RAVEN ROOM, MUNICIPAL HALL  
WEDNESDAY, FEBRUARY 5, 2025**

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

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. APPROVAL OF AGENDA**

It was Moved and Seconded:

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

CARRIED

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

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

CARRIED

**REPORTS / ITEMS**

**4. Council Representative Update**

Councillor Thompson informed that Council is focused on the budget process and that there are no updates that pertain to the Awards Committee.

It was Moved and Seconded:

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

CARRIED

**5. Review Adjudication Process**

Members discussed whether they should be allowed to do external research on nominees. It was agreed that the nominee should be evaluated primarily based on

their nomination form.

Members suggested that the category “outreach” should be added to the nominee evaluation criteria, which describes how many people the nominee has gotten involved in a particular program, and that outreach can also describe attendance to a program.

It was Moved and Seconded:

THAT the discussion regarding review adjudication process be received for information.

CARRIED

**6. Marketing and Outreach**

Members discussed using images of the previous years’ winners as marketing material. Staff will research whether release forms need to be signed for the use of these materials.

It was Moved and Seconded:

THAT the discussion regarding Marketing and Outreach 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 March 5, 2025 at 6 p.m. and held in-person in the Raven Room, Municipal Hall.

**9. ADJOURNMENT**

It was Moved and Seconded:

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

CARRIED

The meeting adjourned at 7 p.m.

Certified Correct:

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Chair

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Committee Clerk