

THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER

**AWARDS COMMITTEE MEETING AGENDA
WEDNESDAY, MAY 14, 2025
6 PM IN THE RAVEN ROOM, MUNICIPAL HAL
(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 May 14, 2025 Awards Committee meeting agenda be approved as circulated.

3. ADOPTION OF MINUTES

RECOMMENDATION:

THAT the April 2, 2025 Awards Committee meeting minutes be adopted as circulated.

4. PUBLIC QUESTIONS

5. NEXT MEETING

The next Awards Committee meeting is scheduled for June 4, 2025 at 6 p.m. and held in-person in the Raven Room, Municipal Hall.

EXCLUSION OF PUBLIC

6. Exclusion of Public Pursuant to s.90 and s.93 of the *Community Charter*

RECOMMENDATION:

THAT in the public interest, members of the public be excluded from part of the May 14, 2025 Awards Committee meeting on the basis of the following sections of the *Community Charter*:

90. (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (b) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee, or agent of the municipality or another position appointed by the municipality.
93. In addition to its application to council meetings, this Division and section 133 (of the *Community Charter*) also applies to meetings of the following:
- (a) Council committees.

Purpose of meeting: Review awards nominations.

7. ADJOURNMENT

RECOMMENDATION:

THAT the May 14, 2025 Awards Committee meeting (open session) be adjourned.

The Committee will then proceed with the closed session.

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
AWARDS COMMITTEE MEETING MINUTES
RAVEN ROOM, MUNICIPAL HALL
WEDNESDAY, APRIL 2, 2025**

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

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 April 2, 2025 Awards Committee meeting agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

It was Moved and Seconded:

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

CARRIED

REPORTS / ITEMS

4. Council Representative Update

Councillor Thompson updated the committee on the following:

- On April 7, there will be an event at the Nelson Creek Bridge to celebrate the dedication of 262 acres of new park land. The park dedication is the result of a density transfer to build 3,700 housing units in Cypress Village development.
- Council has purchased the Horseshoe Bay Boathouse Building and are exploring potential uses for it.

It was Moved and Seconded:

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

CARRIED

5. Adjudication Process

R. Herron conducted data analysis on previous years' evaluation sheets and discovered that there was a disproportionately high number of Community Commitment awards. R. Herron also noted that there were judging discrepancies present.

Members discussed adding "outreach" as another metric to evaluate nominations by. The outreach criteria is defined by:

- How the nominee educates the community
- How the nominee builds awareness
- How the nominee reaches vulnerable parts of the community
- How the nominee reaches underrepresented parts of the community

Members also discussed leaving notes on the evaluation sheets to describe why someone has scored exceptionally high or low.

It was Moved and Seconded:

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

CARRIED

6. Planning Timeline

Members discussed the Community Awards Program timeline.

The due date for applications is May 4, 2025. Members discussed rescheduling their next meeting to occur at a later date to provide staff more time to compile the nominations.

The Community Awards Ceremony is planned to be held on June 12, 2025.

It was Moved and Seconded:

THAT the discussion regarding Planning Timeline be received for information.

CARRIED

7. Marketing and Outreach

Members discussed their outreach assignments and determined which members would contact each community group.

It was Moved and Seconded:

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

CARRIED

8. PUBLIC QUESTIONS

There were no questions.

9. NEXT MEETING

It was Moved and Seconded:

THAT the next Awards Committee meeting be rescheduled to occur on May 14, 2025 at 6 p.m., and held in-person in the Raven Room, Municipal Hall.

CARRIED

10. ADJOURNMENT

It was Moved and Seconded:

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

CARRIED

The meeting adjourned at 7:14 p.m.

Certified Correct:

Chair

Committee Clerk