

District of West Vancouver
POLICY

Title: Awards Committee Terms of Reference
Division: Parks, Culture & Community Services
Policy Number: 0087
File Number: 0282-20-0087

1. Mandate

- 1.1. The purpose of the Awards Committee (the Committee) is to oversee an annual, ongoing Civic Awards and Recognition program. Consistent with our Vision, the District will recognize and celebrate leadership, personal civic commitment and engagement in several aspects of community life. An effective recognition process will strengthen the relationship that will help “secure our treasured quality of life and will be the measure of our success as a community”. To this end, a formal yearly Awards and Recognition program is to be developed that delivers on the criteria set out in the “Role” below.

2. Role

- 2.1. The Committee will:
 - (a) develop the principles, purpose and scope for an overarching Civic awards and recognition program;
 - (b) create an overarching framework for the award programs;
 - (c) consider any additional awards categories that should be added to this program;
 - (d) clarify and develop program category objectives and selection processes;
 - (e) clarify and develop criteria for the awards selection process and work with staff on calls for nominations;
 - (f) assist staff in planning an awards and recognition calendar of events and implementation of awards ceremony(ies) and related publicity; and
 - (g) identify staff and financial resource requirements year-over-year to maintain a model community awards and recognition program.

3. Membership

- 3.1. The Committee consists of a minimum of seven (7) and a maximum of nine (9) voting members
- 3.2. Appointments will be made by Council according to the General Council Committees Procedure.
- 3.3. The Chair and Acting Chair must be designated, by resolution, according to the Council Committee Procedure Bylaw.

District of West Vancouver

POLICY

- 3.4. The Committee membership includes the following non-voting members:
- (a) One (1) member of Council, appointed annually to serve as the Council representative on the Committee.

4. General Terms and Code of Conduct

- 4.1. Volunteer members are expected to uphold the standards outlined in the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

5. Rules of Procedure

- 5.1. Meetings must be conducted in accordance with the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

6. Working Groups

- 6.1. Working Groups may be established by the Committee in alignment with the Council Committee Procedure Bylaw and the General Council Committees Procedure for specific tasks or projects identified in the Annual Work Plan.

7. Annual Work Plan

- 7.1. An Annual Work Plan must be submitted to Council for approval and be consistent with the requirements outlined in the General Council Committees Procedure.

8. Altering Terms of Reference

- 8.1. Any alterations to the Terms of Reference must be in accordance with the General Council Committees Procedure.

9. Staff Assistance

- 9.1. Staff assistance will be provided to the Committee, as necessary and within reason, by staff of the Parks, Culture & Community Services division.

10. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2021/01/25	
Council minutes eDocs # (Council Policies only)	4196414	
Council report eDocs # (Council Policies only)	4139278	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

Replaced by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Replacement date	2025/09/15	
Council minutes Document ID (Council Policies only)	LGDM-711734498-24640	
Council report Document ID (Council Policies only)	LGDM-711734498-24649	
Replacement description	Updated to align with amendments to the Council Committee Procedure bylaw.	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

11. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	2025	