

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER  
AWARDS COMMITTEE MEETING MINUTES  
RAVEN ROOM, MUNICIPAL HALL  
WEDNESDAY, MARCH 1, 2023**

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Committee Members: C. Burns (Chair), S. Hennessy, C. McLaughlin, L. Paton, and M. Ware attended the meeting in the Raven Room, Municipal Hall. Absent: Councillor S. Thompson, S. Mani, D. Morrison, and J. Saba.

Staff: C. Rosta, Cultural Services Manager (Staff Representative); and F. Costa, 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 5:05 p.m.

**2. APPROVAL OF AGENDA**

It was Moved and Seconded:

THAT the March 1, 2023 Awards Committee meeting agenda be approved as circulated.

CARRIED

**3. ADOPTION OF MINUTES**

It was Moved and Seconded:

THAT the February 1, 2023 Awards Committee meeting minutes be adopted as circulated.

CARRIED

**REPORTS / ITEMS**

**4. Council Liaison Update**

There was no update.

**5. Review of Nomination Form**

The Committee discussed the Nomination Form. The Community Awards website was also reviewed, and updates were suggested. The Committee approved the current format for the nomination form with the adjustments discussed. Staff will send the final versions of the nomination form and the website by the end of March 2023.

It was Moved and Seconded:

THAT the discussion regarding Review of Nomination Form be received for information.

CARRIED

**6. Review of Community Outreach Plan**

Committee members discussed the outreach plan and the community distribution list, making additions and modifications to the list. Committee members confirmed their willingness to implement the outreach plan. Staff to provide a script template for email distribution.

It was Moved and Seconded:

THAT the discussion regarding Review of Community Outreach Plan 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 April 5, 2023 at 5 p.m. and held in-person in the Raven Room at Municipal Hall.

**9. ADJOURNMENT**

It was Moved and Seconded:


THAT the March 1, 2023 Awards Committee meeting be adjourned.

CARRIED

The meeting adjourned at 6:05 p.m.

Certified Correct:

  
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Chair

  
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Committee Clerk