

THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER

**AWARDS COMMITTEE MEETING AGENDA
WEDNESDAY, APRIL 1, 2026
6 PM IN THE RAVEN ROOM, MUNICIPAL HALL
AND VIA ELECTRONIC COMMUNICATION FACILITIES**

(Members of the public may hear, or watch and hear, the meeting by attending the Raven Room in the Municipal Hall, or via electronic communication facilities through the link provided on the Committee's webpage)

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 1, 2026 Awards Committee meeting agenda be approved as circulated.

3. ADOPTION OF MINUTES

RECOMMENDATION:

THAT the March 4, 2026 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. 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 13, 2026 at 6 p.m. and held in in the Raven Room, Municipal Hall and via electronic communication facilities.

10. ADJOURNMENT

RECOMMENDATION:

THAT the April 1, 2026 Awards Committee meeting be adjourned.

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
AWARDS COMMITTEE MEETING MINUTES
RAVEN ROOM, MUNICIPAL HALL
AND VIA ELECTRONIC COMMUNICATION FACILITIES
WEDNESDAY, MARCH 4, 2026**

Committee Members: C. Burns (Chair), V. Ghafarpour, S. Kalantary, J. O'Flynn, M. Ware, and Councillor S. Thompson attended the meeting in the Raven Room, Municipal Hall. L. Ender attended the meeting via electronic communication facilities. Absent: A. Hendi and R. Herron.

Staff: C. Rosta, Manager, Cultural Services (Staff Representative), and F. McKinnon, Cultural Services Assistant (Committee Clerk) attended the meeting in the Raven Room, Municipal Hall.

1. CALL TO ORDER

The meeting was called to order at 6:01 p.m.

2. APPROVAL OF AGENDA

It was Moved and Seconded:

THAT the March 4, 2026 Awards Committee meeting agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

It was Moved and Seconded:

THAT the February 4, 2026 Awards Committee meeting minutes be adopted as circulated.

CARRIED

REPORTS / ITEMS

4. 2026 Calendar Update

It was Moved and Seconded:

THAT the October 7, 2026 Awards Committee meeting be moved from the Raven Room, Municipal Hall to the Main Floor Conference Room, Municipal Hall and via electronic communications facilities to accommodate the advance voting for the general local election.

CARRIED

5. Review of Awards Categories

Members discussed Review of Awards Categories and considered adding a new category for long service. Members clarified that nominations should reflect

community service above and beyond regular paid job duties. Members supported maintaining the current categories and strengthening outreach by encouraging organizations to submit nominations, rather than revising the nomination form at this time.

It was Moved and Seconded:

THAT the discussion regarding Review of Awards Categories be received for information.

CARRIED

6. Review of Awards Application Form

Members discussed Review of Awards Application Form and whether it needs clearer prompts for Questions 3: Provide Supporting Materials, so applicants can provide enough specific detail and examples that introduce a nominee to the Committee. Members supported accepting applicants to submit supporting materials in various formats like visuals, videos, and written. Members confirmed that the QR Code on the poster needs to be directly linked to the Awards Nomination Application Form instead of the District of West Vancouver Community Awards webpage. Members discussed the need for a social media promotional campaign.

It was Moved and Seconded:

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

CARRIED

7. Awards Ceremony Venue

Members discussed Awards Ceremony Venue and the option of using a new venue in the western region of the District in 2026. Members discussed shifting to the West Vancouver Yacht Club for June 1, 2026, noting differences in catering requirements and event setup (stage, lighting, screen, and accessibility). Members mentioned the application deadlines for nominations would change from May 3, 2026 to April 26, 2026.

It was Moved and Seconded:

THAT

- the 2026 Awards Ceremony be moved from the Kay Meek Arts Theatre on June 9, 2026 to the West Vancouver Yacht Club on June 1, 2026;
- the deadlines for nominations be adjusted from May 3, 2026 to April 26, 2026; and
- that the discussion regarding Awards Ceremony Venue be received for information.

CARRIED

8. PUBLIC QUESTIONS

There were no public questions.

9. NEXT MEETING

Staff confirmed that the next Awards Committee meeting is scheduled for April 1, 2026 at 6 p.m. and held in the Raven Room, Municipal Hall and via electronic communication facilities.

10. ADJOURNMENT

It was Moved and Seconded:

THAT the March 4, 2026 Awards Committee meeting be adjourned.

CARRIED

The meeting adjourned at 6:52 p.m.

Certified Correct:

Chair

Committee Clerk