

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER
AWARDS COMMITTEE MEETING MINUTES
RAVEN ROOM, MUNICIPAL HALL
AND VIA ELECTRONIC COMMUNICATION FACILITIES
WEDNESDAY, APRIL 1, 2026**

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

Staff: C. Rosta, Cultural Services Manager (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 6:02 p.m.

Member Endler entered the meeting at 6:04 p.m.

2. APPROVAL OF AGENDA

It was Moved and Seconded:

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

CARRIED

3. ADOPTION OF MINUTES

It was Moved and Seconded:

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

CARRIED

REPORTS / ITEMS

4. Council Representative Update

Staff, on behalf of Councillor Thompson, provided the Council Representative Update. Members were advised that the Awards Ceremony will take place on June 1, 2026 and that Mayor Sager will attend in place of Councillor Thompson.

It was Moved and Seconded:

THAT the Council Representative Update be received for information.

CARRIED

5. Adjudication Process

Members reviewed the Adjudication Process and discussed the previous year's evaluation sheet, ranking categories and overall scoring approach. It was noted that the point system serves as a guideline and that the awards are not intended to be competitive, with the possibility of multiple applicants being recognized within a category.

Members discussed the interpretation of the rating categories, with particular focus on the outreach category. Discussion included how to define the outreach category in relation to community impact, volunteerism, inspiring others, mobilizing community participation, and contributions that extend beyond an individual's formal role or employment. Members agreed that consideration should remain focused on impacts within West Vancouver.

It was noted that the existing five categories remain appropriate.

It was Moved and Seconded:

THAT the discussion regarding Adjudication Process be received for information.

CARRIED

6. Planning Timeline

Members discussed Planning Timeline and were advised that the nomination deadline is April 26, 2026. The Chair encouraged members to email their contacts and noted that a template email is available for use. Members also discussed the related correspondence and next steps for distribution.

Staff outlined the review process, noting that binders will be prepared in advance and available for members to review. The committee also discussed follow-up communication with unsuccessful nominees.

It was Moved and Seconded:

THAT the discussion regarding Planning Timeline be received for information.

CARRIED

7. Marketing and Outreach

Members discussed Marketing and Outreach and discussed sending initial emails to their contacts and reminder emails in advance of the nomination deadline.

Staff will also provide members with application count updates.

It was Moved and Seconded:

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

CARRIED

8. PUBLIC QUESTIONS

There were no public questions.

