

**THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER**

**AWARDS COMMITTEE MEETING AGENDA**

**WEDNESDAY, MAY 6, 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 May 6, 2026 Awards Committee meeting agenda be approved as circulated.

**3. ADOPTION OF MINUTES**

RECOMMENDATION:

THAT the April 1, 2026 Awards Committee meeting minutes be adopted as circulated.

**REPORTS / ITEMS**

**4. Committee Member Update**

RECOMMENDATION:

THAT the discussion regarding Committee Member Update be received for information.

**5. PUBLIC QUESTIONS**

**6. NEXT MEETING**

The next Awards Committee meeting is scheduled for June 3, 2026 at 6 p.m. and held in in the Raven Room, Municipal Hall and via electronic communication facilities.

**EXCLUSION OF PUBLIC**

**7. 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 6, 2026 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 is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity.
  
- 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.

**8. ADJOURNMENT**

RECOMMENDATION:

THAT the May 6, 2026 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  
AND VIA ELECTRONIC COMMUNICATION FACILITIES  
WEDNESDAY, APRIL 1, 2026**

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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.

**9. NEXT MEETING**

It was Moved and Seconded:

THAT the next Awards Committee meeting, originally scheduled for May 13, 2026, be rescheduled for May 6, 2026 at 6 p.m. and held in the Raven Room, Municipal Hall and via electronic communication facilities.

CARRIED

**10. ADJOURNMENT**

It was Moved and Seconded:

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

CARRIED

The meeting adjourned at 7:02 p.m.

Certified Correct:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Committee Clerk