



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Curly Stewart Memorial Trust Fund Award Committee Terms of Reference

Purpose of the Committee

The purpose of the Curly Stewart Memorial Trust Fund Award Committee (the “Committee”) is to advise Council on the selection of an applicant for the annual award of a scholarship from the Curly Stewart Memorial Trust Fund (the “Award”).

Establishment and Authority

Section 142 of the Community Charter provides Council with the authority to establish a select committee to consider or inquire into any matter and to report its findings and opinion to Council. The Committee’s role is advisory; it has no authority to approve or implement decisions. The Committee shall report directly to Council through its Chair.

Composition

The Committee shall be comprised of 5 or 7 members, with the Chair to be a member of Council and the remaining members to be residents of Lions Bay as appointed by Council. For initial appointments to the Committee, one half of the members shall be for a term of one year and the other half shall be for a term of two years, with all appointments expiring on February 28th of their respective years. Thereafter, terms shall be for two years each, expiring February 28th.

Each year in January, the Committee members whose term is expiring the following month shall advise the CAO and Council if they will stand for re-appointment. If any members wish to resign, the CAO will advertise in the Village Update and bring the names of new applicants to the last Council meeting in February where Council will appoint or re-appointment members to the Committee in respect of those positions expiring.

Committee Responsibility

The Committee shall recommend one award per year, based upon the criteria encapsulated in the application form, and review these Terms of Reference and the Application Form, and recommend any changes for the consideration of Council. This should be the first task of a newly convened Committee each year.

Committee Procedure

The Committee will meet as often as is required between the close of applications on April 30th each year and the last Council meeting in June of each year. Meetings will be convened in “open



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meeting” and only closed to the public as required pursuant to the grounds enumerated in section 90 of the *Community Charter*. The Committee’s recommendations shall be by consensus; where consensus cannot be reached, each member shall have one vote.

The conflict of interest provisions of the *Community Charter* shall apply to all members, and any member with a conflict shall so declare and recuse themselves from the decision-making process. If, as a result of recusal of a member the Committee is unable to make a recommendation by consensus or by voting, the Chair shall cast the deciding vote.

The Committee will appoint one of its members to take descriptive, succinct minutes to be vetted by the Chair and approved by the Committee at a subsequent meeting.

Staff Role and Responsibility

Municipal staff will assist the Committee by preparing and posting Notices of Meeting, Agendas and Minutes of the open portion of meetings. Staff will not attend Committee meetings, unless requested to do so by the Committee or its Chair. Background or financial information from staff may be requested by the Chair to assist the Committee.

Adopted by Council:	March 20, 2018
Amended:	



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Schedule "A"

CONFIDENTIAL

Application for the Curly Stewart Memorial Trust Fund Award

The Curly Stewart Memorial Trust Fund was established to honour the life and public service of the first mayor of the Village of Lions Bay, Allan M. "Curly" Stewart, who served from 1971 to 1981. A \$500 scholarship is awarded annually from the trust fund, to the applicant who best exemplifies the criteria described in the official terms of reference for the award, which are, in no particular order:

- Lions Bay, British Columbia, Canada and world citizenship (for example, leadership, fundraising, volunteering, organisations, travel, family);
Academic, athletic, arts or personal achievement (for example, schooling, offices held, awards and prizes, team participation, work experience);
Future plans (for example, study, travel, career, service).
And such other qualifying requirements as may be set out in this application.

All application materials are confidential to Lions Bay staff and the Award Committee. Do not supply originals: applications are not returned. Applications must be received at the municipal office by close of business on April 30th (or the next business day), by mail to PO Box 141, Lions Bay, BC V0N 2E0, by hand to 400 Centre Road, Lions Bay, BC V0N 2E0, or by email to office@lionsbay.ca .

PLEASE NOTE THAT THE FOLLOWING INFORMATION WILL BE CONFIDENTIAL TO STAFF AND MEMBERS OF THE MAYOR CURLY STEWARD MEMORIAL TRUST FUND AWARD COMMITTEE.

Name: _____ Phone: _____

Date of birth: _____ Application date: _____

Graduating from which secondary institution (independent and private schools included):

Applicants must be under 20 years old on the date of application, and have been resident in the Village of Lions Bay for at least four months in each of the past 3 years. Provide street address(es), adult guardian name(s) and dates here (use a separate sheet for more space):



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Name and city of intended CICIC-accredited post-secondary institution:

Intended field of study: _____

I hereby certify that I have truthfully represented my qualifications for the Curly Stewart Memorial Trust Fund Award with this application.

Signature of applicant: _____

Application checklist (submit only when complete)

- ✓ This completed form.
- ✓ Applicant's 500-1000 word statement of their achievements and intentions against the selection criteria.
- ✓ A letter to the Award Committee from a resident of Lions Bay on one or more aspects of the applicant's participation in the community.
- ✓ A letter to the Award Committee from the applicant's current school on their school career.
- ✓ Applicant's final 11th year and most recent 12th year (or equivalent) grade/mark reports.

Applicants will not be contacted for further input, so this application should stand on its own. Council's award is based on the Award Committee's recommendation and is final. The full name of the Award recipient is publically announced on the Village website, in one or more weekly Village Update newsletters, and at the Village's Canada Day commemoration on July 1st (in respect of which it is preferred but not mandatory that the Award is announced and a plaque presented to the recipient in person by the Mayor or Acting Mayor).

The \$500 monetary component of the award is paid to the recipient in Canadian funds upon delivery to the municipal office of an official half- or full-year course official transcript demonstrating full-time study (as defined by the applicable institution) at any Canadian Information Centre for International Credentials (CICIC)-accredited post-secondary education institution. Recipients may defer delivery of such transcript to the end of the second scholastic year following the award, after which time the monetary component, but not the award itself, is rescinded.