



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**CURLY STEWART MEMORIAL TRUST FUND AWARD COMMITTEE MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON WEDNESDAY, MARCH 27, 2019 at 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

AGENDA

- 1. Call to Order**
- 2. Appointment of Recorder**
- 3. Approval of the Agenda**
- 4. Public Questions & Comments**
- 5. Approval of Minutes**
 - A. Curly Stewart Memorial Award Committee Meeting – September 24, 2018
(Page 3)
- 6. Business Arising from the Minutes**
- 7. Unfinished Business**
- 8. New Business**
 - A. Review of Terms of Reference and Application Form (Page 5)
 - B. Affiliation with Lions Bay Community Scholarship Foundation
 - C. Lions Bay Code of Conduct (Page 9)
- 9. Public Questions & Comments**
- 10. Adjournment**

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CURLY STEWART MEMORIAL AWARD COMMITTEE MEETING OF THE VILLAGE OF LIONS BAY HELD ON MONDAY, SEPTEMBER 24, 2018 AT 7:00 P.M. UPSTAIRS MEETING ROOM, 400 CENTRE ROAD, LIONS BAY

MINUTES OF MEETING

Present: Mayor K. Buhr and 2 appointed Committee Members.

1. Chair, Mayor K. Buhr, called the meeting to order at 7:00 p.m.
2. C. Conlin was appointed as Recorder.
3. The Agenda was approved as circulated.
4. No members of the public attended; no public questions and comments at the meeting.
5. The Minutes of May 14, 2018 were approved as circulated.
6. There was no Business Arising from the Minutes.
7. There was no Unfinished Business.
8. There was no New Business.
9. The Meeting was closed to the Public under section 90 (1) of the Community Charter at 7:05 p.m. to begin the Closed Session.
8. Reporting Out from Closed Portion of Meeting
Jasmine Grant was identified at the May 14, 2018 meeting as the top candidate for the 2018 Curly Stewart Memorial Award.
9. At 7:09 p.m. the meeting adjourned.

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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.



VILLAGE OF LIONS BAY CODE OF CONDUCT

A. INTRODUCTION

As local elected and appointed representatives (“Members”), we recognize that responsible conduct is essential to providing good governance for the Village of Lions Bay.

We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, and leadership & collaboration.

In order to fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being active participants in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other members, staff, and the public.

B. HOW TO APPLY AND INTERPRET THIS CODE OF CONDUCT

This Code of Conduct applies to the Council Members of the Village of Lions Bay. It is each Council Member’s individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other members, staff, and the public.

Elected officials must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted and applied by Council Members in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the bylaws and policies of the Village of Lions Bay, the common law and any other legal obligations which apply to Council Members individually or as a collective Council.

Except where otherwise indicated, this Code of Conduct also applies to the members of boards, committees, subcommittees, working groups, task forces and other advisory bodies, collectively referred to as Committee Members. Where the term “Members” is used without qualification, it applies to both Council Members and Committee Members.

C. FOUNDATIONAL PRINCIPLES OF RESPONSIBLE CONDUCT

1. **Integrity** – means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.
2. **Respect** – means having due regard for others’ perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when a Member fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others and an understanding of the role of the local government.
3. **Accountability** – means an obligation and willingness to accept responsibility or to account for one’s actions. Conduct under this principle is demonstrated when the Council (or other decision-making body of the Municipality), individually and collectively, accept responsibility for their actions and decisions.
4. **Leadership & Collaboration** – means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when a Member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

D. STANDARDS OF CONDUCT

Integrity: Integrity is demonstrated by the following conduct:

- Members will be truthful, honest, and open in all dealings, including those with other Members, staff and the public.
- Members will ensure that their actions are consistent with the shared principles and values of this Code of Conduct collectively agreed to by the Council.
- Members will follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.
- Members will direct their minds to the merits of the decisions before them, ensuring that they act on the basis of relevant information and principles and in consideration of the consequences of those decisions.

- Members will behave in a manner that promotes public confidence in all of their dealings.
- Members will uphold the public interest, serving citizens diligently to make decisions in the best interest of the community.

Respect: Respect is demonstrated through the following conduct:

- Members will treat every person with dignity, understanding, and respect.
- Members will show consideration for every person's values, beliefs, and contributions to discussions.
- Members will demonstrate awareness of their own conduct, and consider how their words or actions may be perceived as offensive or demeaning.
- Members will not engage in behaviour that is indecent, insulting or abusive. This behaviour includes unwanted physical contact, or other aggressive actions that may cause any person harm or makes them feel threatened.

Accountability: Accountability is demonstrated through the following conduct:

- Members will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective Council.
- Members will listen to and consider the opinions and needs of the community in all decision-making, and allow for appropriate opportunities for discourse and feedback.
- Members will carry out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.

Leadership and Collaboration: Leadership and collaboration is demonstrated through the following conduct:

- Members will behave in a manner that builds public trust and confidence in the local government.
- Members will consider the issues before them and make recommendations and decisions as a collective body. As such, Members will actively participate in debate about the merits

of a recommendation or decision, but once a recommendation or decision has been made, all Members will recognize the democratic majority, ideally acknowledging its rationale, when articulating their opinions on a recommendation or decision.

- Members will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other Members and staff to provide their perspectives on relevant issues.
- As leaders of their communities, Council Members will calmly face challenges, and provide considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and staff to do the same.
- Members will recognize, respect and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other Members, staff, and the public.
- Members will recognize the importance of the role of the chair of meetings, and treat that person with respect at all times.

E. SPECIFIC AREAS OF ETHICAL CONDUCT

Confidential Information: Members shall respect the confidentiality of information that could reasonably harm the interests of individuals or organizations, including the Village of Lions Bay, if disclosed to persons who are not authorized to access the information, as well as information to which section 117 of the *Community Charter* applies. Members shall neither disclose confidential information without proper authorization, nor use such information to advance their personal, financial or other private interests.

Conflict of Interest: Council Members are expected to make decisions that benefit the community. They are to be free from undue influence and shall not act or appear to act in order to gain financial or other benefits for themselves, family, friends, or business interests. Council Members must appropriately resolve any conflict or incompatibility between their personal interests and the impartial performance of their duties in accordance with the statutory requirements of Part 4, Division 6 of the *Community Charter*.

Committee Members are uncompensated volunteers who are expected to provide advice and recommendations in the best interests of the community. They are to be free from undue influence and shall not act or appear to act in order to gain financial or other benefits for themselves, family, friends, or business interests. They are required to be vigilant for issues of real or perceived conflict of interest and declare any such conflicts openly and immediately,

removing themselves from the meeting room and any discussion of the matter. The CAO is available to discuss issues of conflict with a potentially affected Committee member.

Gifts and Personal Benefits: The receipt and reporting of gifts and personal benefits is dealt with under sections 105 and 106 of the *Community Charter*.

Council Members must not accept a gift or personal benefit that could reasonably be expected to result in a real or perceived conflict of interest, and to assist in avoiding that situation, Council Members will not accept gifts or personal benefits having a value that exceeds \$50.00 from business or commercial enterprises or, where the total value of such gifts and benefits, received directly or indirectly, from one source in any twelve (12) month period, would exceed \$250.00.

It is the responsibility of Council Members to be familiar with the provisions in the *Community Charter* relating to acceptance and disclosure of gifts and to ensure that they comply with these requirements as contemplated by the statute.

Policy Role of Members: As a general principle, the Municipality adopts the one employee model where Council's point of contact with staff is the Chief Administrative Officer. In this model, the Council determines the policies of the Municipality with advice, information and analysis provided by Municipal staff. Council Members, therefore, shall not interfere with the administrative functions of the Municipality or with the professional duties of Municipal staff. Council Members will defer to the authority and responsibility of the Chief Administrative Officer on all matters relating to the management of staff or their duties and shall not impair the ability of staff to implement Council policy decisions.

Respectful Workplace Environment: Members shall be aware of and act in accordance with the Village of Lions Bay Respectful Workplace Policy No. 1501.

F. BREACHES, COMPLAINT HANDLING AND DISCIPLINARY ACTION

Council Members are to abide by the requirements of the *Community Charter* and this Code of Conduct, and shall endeavor to resolve disputes in good faith, recognizing that interpersonal rancor does not facilitate good governance.

Alleged breaches of this Code of Conduct by Members shall be submitted in a written complaint addressed to the Mayor and the Chief Administrative Officer within six (6) months of the last alleged breach. In the event that the Mayor is the subject of, or is implicated in the complaint, the complaint shall be addressed to the current Acting Mayor unless that individual is the subject of, or implicated in the complaint.

The matter shall be set down for consideration by Council on a Closed Council Meeting Agenda within a timeframe which provides the person alleged to have breached this Code of Conduct at least 21 days notice of complaint particulars and an opportunity to be heard. Upon hearing the matter, Council may:

- a. dismiss the complaint;
- b. require that the Member apologize to any person adversely affected by a breach of this Code of Conduct;
- c. remove the Member from a Committee;
- d. censure a Council Member for breach of this Code of Conduct;
- e. recommend counselling for a Council Member;
- f. make such other recommendation as Council may deem appropriate; or
- g. refer the matter to appoint an independent third party identified and agreed between the Complainant(s) and Respondent(s) as having the necessary professional skills, knowledge and experience to investigate the complaint (the "Third Party Investigator") and make recommendations to Council. If the parties cannot agree on the choice of investigator, the nominee of the Complainant(s) and the Respondent(s) shall jointly select a suitable Third Party Investigator.

Where a Council Member alleges a breach of this Code of Conduct by a fellow Council Member, all Council Members shall refrain from commenting on such allegations at open meetings of Council pending the conclusion of the investigation and any decision of Council.

Council Members who retain legal counsel to represent them in proceedings under this section may request in writing that the Municipality indemnify them for their reasonable costs of representation, in accordance with section 740 of the *Local Government Act*.

Date

Name