



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**CURLY STEWART MEMORIAL TRUST FUND AWARD COMMITTEE MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON MONDAY, MARCH 16, 2020 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 Trust Fund Award Committee Minutes – January 7, 2020 (Page 3)
- 6. Business Arising from the Minutes**
 - A. Terms of Reference and Committee Vacancies – appointment of Kent
 - B. VanCity Support for Trust Fund
 - C. Fund Management and Potential Fundraising
 - D. Trust Fund Initiation Date
 - E. Evaluation Criteria Scorecard
 - F. Acceptance of Video Submissions
- 7. Unfinished Business**
- 8. New Business**
 - A. Curly Stewart Memorial Trust Fund Award Application Form (Page 5)
- 9. Public Questions & Comments**
- 10. Adjournment**



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

CURLY STEWART MEMORIAL TRUST FUND AWARD COMMITTEE MEETING

OF THE VILLAGE OF LIONS BAY

HELD ON TUESDAY, JANUARY 7, 2020 AT 7:00 P.M.

COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

MINUTES OF MEETING

- Call to order. Meeting is opened at 7.02 pm
 - Attending: Rod, Carol, Hugo, Neville.
 - Absent: Joan, Lauren, Rose.
 - No public attendance
- Recorder: Hugo van Hoogstraten
- Review and approval of last meeting's minutes
 - Update that Rose was not present during committee meeting May 6, 2019
 - Minutes approved
- No new business arising from the minutes
- No unfinished business
- New business
 - A. Terms of reference re member commitment.
 - 2 vacancies will be advertised to the public.
 - **Action Neville:** bring the need to publish 2 vacancies to council and CAO to advertise the 2 vacancies.
 - Rose has communicated to Neville to pass on her committee membership role.
 - Carol decides to stay on the committee
 - Lauren has been non-responsive to inquiries
 - B. Funding approach
 - Municipality tax payers currently contribute to the trust fund, in addition to initial donations collected when the trust fund was established. It was discussed whether fundraising should be considered by other means than taxpayer contributions to build out the existing trust fund balance of \$8,200.
 - It was clarified that the annual award of \$500 is paid out of the general budgeted funds from taxes collected. The balance of \$8,200 is held in a reserve and not currently used for the annual award.
 - It was discussed that the Lions Bay Community Scholarship provides grants of \$1,000 based on invested funds that were raised and invested

through Vancity investments. Vancity provided matching funds through Vancity Foundation for scholarship purposes.

- **Action Rod:** Inquire with Vancity whether Vancity Foundation can support the Curly Stewart trust fund and enable any fundraising efforts for donors to donate via Vancity Foundation and for any available matching available.
- **Action Neville:** inform council that we will contact Vancity Foundation for support in fund management and potential fundraising
- Fundraising may be good opportunity to coincide with the upcoming 40th anniversary of the curly Stewart committee.
- **Action Neville:** find out when between 1971 and 1981 when trust fund was started.
- C. Application options
 - Joan brought up earlier to suggest alternate submission methods, for example video submissions.
 - It was discussed some pros/cons were discussed around continuing the written submission, potentially adding the video submission as an additional option, and what the and/or model for this would be. Given Joan's absence from the meeting this topic is tabled for the next meeting for Joan to present at the next meeting.
- D. Member evaluation sheet
 - It was discussed to consider using a standard evaluation sheet/grid for evaluating the candidates' submissions.
 - Considerations included how this grid / weighting could be communicated to candidates upfront to provide transparency. Also, it could overcomplicate the flexibility for committee members to assess candidates' all rounded profiles.
 - It is tabled for the next meeting with new committee members to discuss the member evaluation sheet topic.
- Next committee meeting
 - Council will decide on Tue Jan 14 when next council meetings will take place. First council meeting after February 28 is when the new committee members can be appointed
 - Next meeting proposed Monday March 9 at 7 pm
 - **Action Neville:** ask Shawna to set up a meeting invite for March 9, 2020.
- Public: no attendance, no questions
- Meeting adjourned at 7.55pm



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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 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):



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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 with respect to 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 reference letter to the Award Committee from the applicant's current school.
- ✓ 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 publicly 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.

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