



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**CURLY STEWART MEMORIAL TRUST FUND COMMITTEE MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON WEDNESDAY, FEBRUARY 17 2021 at 5:00 PM
VIA ZOOM VIDEO CONFERENCE CALL**

To access the meeting click the following link: <https://us02web.zoom.us/j/83275190025>

You can also phone in from your landline phone or mobile phone by dialing 1-778-907-2071 and entering the Conference ID: Meeting ID: 832 7519 0025

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 – December 8, 2020 (page 3)
- 6. Business Arising from the Minutes**
 - A. Revised Application for the Curly Stewart Memorial Trust Fund Award (page 5)
- 7. Unfinished Business**
- 8. New Business**
 - A. Welcome to Jennifer Hetherington
 - B. Application process
 - C. Verbal Update: Relationship with Lions Bay Community Scholarship Foundation (LBCSF)
- 9. Public Questions & Comments**
- 10. Closed Committee Meeting**
- 11. Reporting Out from Closed Portion of Meeting**
- 12. Adjournment**

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CURLY STEWART MEMORIAL TRUST FUND COMMITTEE MEETING OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, DECEMBER 8, 2020 AT 5:11 P.M. VIA ZOOM VIDEO CONFERENCE CALL

MINUTES OF MEETING

Present on Video call: Councillor Neville Abbott and 4 appointed Committee Members.

1. Chair, Councillor Abbott, called the meeting to order at 5:11 p.m.
2. K. McLean 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 28, 2020 were approved as circulated.
6. There was no Business arising from the Minutes.
7. Unfinished Business.
 - A. Fundraising and other means to finance the award program (Rod B) – This item is to be revisited at a future meeting when Rod B is available.
 - B. Alternate Application process (Joan C) – The Committee Members unanimously agreed that Schedule “A” “CONFIDENTIAL Application for the Curly Stewart Memorial Trust Fund Award” would be amended to indicate that academics will not necessarily be the main driver in the selection of an applicant. Wording such as “Academic” could be replaced with “Educational aspirations” or similar. Joan C is to take the pen and provide red lines. Then the balance of the Committee will review and add their changes, which will be reviewed at the next meeting.
8. New Business
 - A. Committee members for 2021 – Expressions of Interest in remaining part of the Committee were received from:
 - Carole C
 - Joan C

- Hugo V
- Neville A

Rod B to advise if he has Interest in remaining part of the Committee.

- B. Review of Village Update piece for open positions (page 5) – The only changed required is to replace “scholastic achievement” with “educational aspirations”. It was also discussed that perhaps we should use the word “award” rather than “scholarship” throughout the document, this was not decided upon.
- C. C. Draft Amended Terms of Reference (page 7) – No changes required.

9. There were no Public Questions & Comments.

10. Closed Committee Meeting

The meeting was closed to the public on the basis of matters to be considered under 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 related 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;

11. Reporting Out from Closed Portion of Meeting

There was no Reporting Out from the Closed Meeting.

12. The next meeting will convene on January 12, 2021 at 7:00 p.m.

13. At 5:56 p.m. the meeting adjourned.



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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);
Personal Achievement, (for example: athletics, arts, offices held, awards and prizes, team participation, work experience);
Future plans (for example: educational aspirations, 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 career aspirations:

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.
- ✓ Application: this can be **any** expression of your achievements and intentions with respect to the selection criteria. For example a video presentation submission max. 2 minutes, or an art work submission, or a max. 1000 word statement.
- ✓ A reference letter to the Award Committee from the applicant's current school.
- ✓ 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.

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.