



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**CURLY STEWART MEMORIAL TRUST FUND COMMITTEE MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, MAY 18, 2021 at 5:00 PM
VIA ZOOM VIDEO CONFERENCE CALL**

To access the meeting click the following link: <https://us02web.zoom.us/j/83596933184>

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: 835 9693 3184

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 Minutes – February 17, 2021
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6. **Business Arising from the Minutes**
7. **Unfinished Business**
8. **New Business**
9. **Public Questions & Comments**
10. **Closed Committee Meeting**

Proposed Topics for Discussion in the Absence of the Public:

 - A. Review of Applications

THAT the meeting be 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 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.

11. Reporting Out from Closed Portion of Meeting

12. Adjournment



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, 2020 AT 5:12 P.M. VIA ZOOM VIDEO CONFERENCE CALL

MINUTES OF MEETING

Present on Video call: Councillor Neville Abbott and 5 appointed Committee Members (Carole Conlin, Joan Coert, Jennifer Hetherington, Kit McLean, Hugo van Hoogstraten).

1. Chair, Councillor Abbott, called the meeting to order at 5:12 p.m.
2. H. van Hoogstraten 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 December 8, 2020 were approved as circulated.
6. There was one item that arose from the Minutes:
 - A. Joan shared a suggested revised, draft updated application form. The committee discussed and agreed on the following revisions to be included in the new application form:
 - *“Personal Achievement, (for example in a non-prioritized alphabetical order: arts, athletics, awards and prizes, education, offices held, team participation, work experience)”*
 - Replaced “and” by “or” in the first criterion:
“Lions Bay, British Columbia, Canada or world citizenship (for example: leadership, fundraising, volunteering, organizations, travel, family)”
 - The revised document also expanded on the application documents to be submitted, by including video presentation as an option, as well as an art submission, as follows (page 2):
*“Application: this can be any expression of your achievements and intentions with respect to the selection criteria. For example:
1) a written statement (max. 1000 words), or
2) a video presentation submission (between 2-5 minutes) on how you exemplify the criteria described, or*

3) in the case of art, a video in which you present your art (also between 2-5 minutes).”

- Replace “scholarship” by “award” in all instances in the application form.

Action Karla Duarte: update the application form with the updates above and distribute the updated draft form to the committee for review and acceptance by February 26, 2021, so that the forms can be published online, in Village Update March 09 and to schools the first week of March considering the April 30 submission deadline.

- Confirm if changes require Council sanction and bring to March 02 regular council meeting.

7. Unfinished Business.

8. New Business

A. Welcome to Jennifer Hetherington

The committee welcomed Jennifer to the committee.

B. Application process

As per updates agreed regarding the application form noted under item #6 above.

C. Verbal update: Relationship with Lions Bay Community Scholarship Foundation (LBCSF)

It was clarified that candidates can qualify for awards with both the Curly Stewart Memorial Trust Fund as well as the LBCSF during the same year.

It was discussed how funding of the Curly Stewart Memorial Trust Fund could be expanded by fundraising options after the candidate evaluations this year. This could potentially increase the \$500 to \$1,000. A number of fundraising considerations include:

- Explaining the history of the Curly Stewart Memorial Trust Fund to raise awareness to the Village residents, potentially complimented with stories from students who received the award in previous years
- Leveraging the 50th anniversary of the Village

Action Carole Conlin: prepare a draft communication regarding the 50th anniversary and purpose of the Curly Stewart Memorial Trust Fund to be included in Village Update and mailbox community board

- Leveraging the Village Update email distribution
- Evaluating opportunities to combine fundraising with the Lions Bay School’s Parent Advisory Council’s fundraising initiatives

- Considering other fundraising opportunities

The committee discussed the idea to consider increasing the award from \$500 to \$1,000 recognizing the cost of education and inflation. To be evaluated in future meetings. Committee decided it will not be implemented in 2021.

9. There were no Public Questions & Comments.

10. Closed Committee Meeting

Not applicable.

11. Reporting Out from Closed Portion of Meeting

There was no Reporting Out from the Closed Meeting.

12. The next meeting date and time will be confirmed as needed, based on committee feedback and acceptance of the revised application form which will be distributed to the committee by email.

13. At 6:33 p.m. the meeting adjourned.