



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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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 between 5 and 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. Each member will serve for one year, with all appointments expiring on December 31st of their respective years. Members may choose to reapply each year.

Committee members whose term is expiring shall advise staff and the Chair if they would like to be considered for re-appointment. If any members wish to resign or resign prior to the end of their term, Village staff will advertise in the Village Update and bring the names of new applicants to the a Council meeting where Council will appoint or re-appoint 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 30<sup>th</sup> 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:	December 15, 2020