



**CURLY STEWART MEMORIAL TRUST FUND COMMITTEE MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON MONDAY, FEBRUARY 10, 2025 at 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY, BC
AND VIA ZOOM VIDEO CONFERENCE**

ZOOM INVITE LINK: <https://us02web.zoom.us/j/2780145720?omn=88951687414>
TO JOIN VIA PHONE, DIAL 778-907-2071 | MEETING ID: 278 014 5720

AGENDA

- 1. Call to Order**
- 2. Appointment of Recorder**
- 3. Approval of the Agenda**
THAT the Curly Stewart Memorial Trust Fund Committee meeting agenda for February 10, 2025 be approved, as presented.
- 4. Public Questions & Comments**
- 5. Approval of Minutes**
 - A. Curly Stewart Memorial Trust Fund Committee – May 16, 2024 (*page 3*)
THAT the Curly Stewart Memorial Trust Fund Committee minutes of May 16, 2024 be approved, as presented.
- 6. Business Arising from the Minutes**
- 7. Unfinished Business**
- 8. New Business**
 - A. Overview of Committee Membership – Councillor Abbott Verbal Update
 - B. Overview of Funds - Curly Stewart Memorial Trust Fund Reserve (*page 6*)
 - C. Overview of Application Form and Process – Publication in the Village Update (*page 7*)
 - D. Overview of Schedule (*page 10*)
- 9. Public Questions & Comments**
- 10. Adjournment**

Agenda – Curly Stewart Memorial Trust Fund Committee Meeting – February 10, 2025

Village of Lions Bay

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11. Next Meeting -



CURLY STEWART MEMORIAL TRUST FUND COMMITTEE MEETING

HELD ON THURSDAY, MAY 16, 2024, AT 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY BC
AND VIA ZOOM VIDEO CONFERENCE

ZOOM INVITE LINK: [HTTPS://US02WEB.ZOOM.US/J/2780145720](https://us02web.zoom.us/j/2780145720)
TO JOIN VIA PHONE, DIAL 778-907-2071 | MEETING ID: 278 014 5720

MINUTES

In Attendance: Councillor Neville Abbott (Chair) (via conference)
Hugo van Hoogstraten (via conference)
Jennifer Hetherington (via conference)
Nicole Strahl
Kit McLean (via conference)

Staff: Deputy Corporate Officer, Marina Blagodarov (Recorder)

1. Call to Order

The Chair Abbott called the meeting to order at 7:15pm.

2. Approval of the Agenda

Moved/Seconded

THAT the agenda be approved as presented.

CARRIED

3. Public Questions & Comments

None.

4. Approval of Minutes

A. Curly Stewart Memorial Award Committee Meeting Minutes – March 14, 2024

Moved/Seconded

THAT the Curly Stewart Memorial Award Committee Meeting Minutes be approved, as presented.

CARRIED

5. Business Arising from the Minutes

None.

6. Unfinished Business

None.

7. New Business

A. Christmas Tree Fundraiser update:

Nicole: Spoke with the school, and they are fine with the committee managing the event and do not plan a similar or competing fund raiser.

Questions to address: Who will order the trees and handle the timing.

Hugo and Kit will coordinate the tree sale event.

The school will not be involved with the trees.

Coordination with the VU for updates is necessary.

Nicole will handle communications and plans to distribute a flyer in the first week of November.

Neville will manage the finances.

The idea is on hold for now and will be revisited at the next meeting.

8. Public Questions & Comments

None.

9. Closed Committee Meeting

Proposed Topics for Discussion in the Absence of the Public:

A. Review of Applications

B. Adjudication and Recommendation of this year's award

Moved/Seconded

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.

CARRIED

The Committee moved into Closed session at 7:20pm and resumed at 7:37pm.

10. Reporting Out from Closed portion of Meeting

The committee made recommendations for the award. Reporting out will remain confidential until approved at closed council meeting.

11. Adjournment

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 7:38pm.

Chair

Corporate Officer

Date Adopted by Committee:	
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Curly Stewart Memorial Reserve

Opening Balance 2022	10,628.18	
Donations	1,792.74	
Award	-750.00	
Interest	212.00	
Opening Balance 2023	11,882.92	
Donations	0.00	
Award	-1,000.00	
Interest	238.00	
Opening Balance 2024	11,120.92	
2024 Curly Stewart Award	-1,000.00	
2024 Curly Stewart Fundraiser	-1,350.00	(Tree Costs)
Donations	260.00	
2024 Curly Stewart Fundraiser	2,160.00	(Trees Purchased)
2024 Interest Allocation	320.00	
Ending Balance 2024	11,510.92	



CURLY STEWART MEMORIAL TRUST FUND IN-PERSON APPLICATION FORM

About the 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 \$1,000 award is given 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 or world **citizenship** (for example, leadership, fundraising, volunteering, organizations, travel, family);

Personal Achievement, (for example, in a non-prioritized alphabetical order: arts, athletics, awards and prizes, education, offices held, team participation, and work experience);

Future plans (for example: career, educational aspirations, service and travel);

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 or before ^{DATE TBD} 2025.*

*Please submit all relevant documents with your application on or before the deadline by completing this [ONLINE APPLICATION FORM](#) (along with sealed reference letters delivered to Lions Bay Village Office in person) **OR the entire application in hard copy to:***

CSMTF AWARD APPLICATION

C/O THE VILLAGE OF LIONS BAY OFFICE
400 CENTRE ROAD
LIONS BAY, BC
V0N 2E0



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. Submit **one or more** of the following (For clarity, only one of the following is required to be submitted. More than one should only be submitted if you believe additional clarity is necessary):
 - 1) A written statement (max. 1000 words), or/and
 - 2) a video presentation submission (between two (2) and five (5) minutes) on how you exemplify the criteria described, or/and
 - 3) In the case of art, a video in which you present your art (also between two (2) and five (5) minutes, which may include a short, written introduction)
- ✓ A sealed reference letter to the Award Committee from the applicant's current school.
- ✓ A sealed reference 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 a plaque is presented to the recipient at the Village's Canada Day commemoration on July 1st or at another prearranged occasion.

The monetary component of the award is paid to the recipient in Canadian funds upon proof of registration in post-secondary study or other applicable career advancements.

Please complete:

Name: _____ **Phone:** _____

Student email: _____ **Date of birth:** _____

Parent email: _____

Current school and school address (independent and private schools included):

Applicant 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 you have lived here:

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: _____



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Recommendation for Decision		
Title	Curly Stewart Memorial Trust Fund Committee (CSMTFC)		
Author	Neville Abbott	Reviewed By:	Jenny Hetherington
Date	February 10, 2025	Version	
Issued for	RCM February 18, 2025		

Resolution

*That Council reappoint Jennifer Hetherington, Nicole Strahl, Hugo van Hoogstraten, Kit McLean to the Curly Stewart Memorial Trust Fund Award Committee, and
That Council authorize the committee to be formed as per the terms of reference.*

Background

The schedule for meetings and award of the Curly Stewart scholarship is compressed and the committee would like to build in some float and get started earlier.

The early Council resolution will allow dates deadlines approved by the committee, shown below, to be moved up. This will also allow new staff unfamiliar with the some process some flexibility.

No new applicants were received.

Curly Stewart Dates - 2025

January 31 - Deadline for committee members applications

February 10 CSMTF committee meeting - Meet with existing and new committee members - discuss available funds, fundraising, how is the information getting to schools, dates for school grads deadlines for student applications; dates for upcoming meetings/communications.

Shawna to assist.

February 18 - Council to approve new committee members

February 18 or March 18(if required) - Council to approve any changes to finances, fundraising, application/vetting process that goes into the Village Update.

March - mid to end - application to go into village update.

April 30 - student applications **deadline (TBD)**

May ?? - meet to discuss the applications

May 20 - Council to approve award winners in time for the first commencement ceremony, last year **Rockridge June 9th**. **Are there any earlier.** Committee to meet around May 15 to discuss award winners (at the latest) in that case.

June - end - award winner photo and village update article.

Commitment Required from the Village

Council Support

The CSMTFC is asking council to support the establishment of the CSMTFC Committee 2025. Appointments to be made in closed council meeting.

Access to the VU

The regular sequence of notices will be required assistance from Village Staff.

In-kind ask.

The Committee will require access to the Council Chambers for meetings.

Staff time required.

It is not anticipated that staff time will be required, other than the actions which would normally be associated with meeting agendas and postings, the VU and awards. Council ask CAO to confirm the staff member who will perform these functions.

Resolution

As per above.

FOLLOW UP ACTION AND COMMUNICATION

Per Council direction.

Reporting out.

Council is pleased to advise we have reappointed Jennifer Hetherington, Nicole Strahl, Hugo van Hoogstraten, Kit McLean to the Curly Stewart Memorial Trust Fund Award Committee. Councillor Abbott to continue as Chair.

NB. any additional applications received after May 19 meeting will be considered, at a special council meeting.