



**CURLY STEWART MEMORIAL TRUST FUND AWARD COMMITTEE MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON THURSDAY, MAY 15, 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=85452220487>
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 Award Committee meeting agenda for May 15, 2025 be approved, as presented.
- 4. Public Questions & Comments**
- 5. Approval of Minutes**
 - A. Curly Stewart Memorial Trust Fund Award Committee – February 10, 2025
(page 3)
THAT the Curly Stewart Memorial Trust Fund Committee minutes of February 10, 2025 be approved, as presented.
- 6. Business Arising from the Minutes**
- 7. Unfinished Business**
 - A. Overview of Funds - Curly Stewart Memorial Trust Fund Reserve (page 6)
- 8. New Business**
- 9. Public Questions & Comments**
- 10. Closed Meeting**
Proposed Topics for Discussion in the Absence of the Public:
 - A. Review of Applications
 - B. Adjudication and Recommendation of this year's award

Recommendation:

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. Adjournment

12. Next Meeting



CURLY STEWART MEMORIAL TRUST FUND COMMITTEE MEETING

HELD ON MONDAY, FEB 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

MINUTES

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

1. Call to Order

The Chair Abbott called the meeting to order at 7:05pm.

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 – May 16, 2024 (*page 3*)

Moved/Seconded

THAT the Curly Stewart Memorial Award Committee Meeting Minutes be approved at the next meeting

CARRIED

5. Business Arising from the Minutes

None.

6. Unfinished Business

None.

7. New Business

A. Overview of Committee Membership – Councillor Abbott gave a verbal Update: The committee may be looking to replace two members at the end of this year. This will be confirmed later in the year. In the meantime, Neville asked committee members to seek out interested parties, with the hope of maintaining a balance of academic and professional? (community?) members

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*)
Neville provided a verbal update of the funds in the account, and explained the reason for the deficit (donations incorrectly allocated to Curly Stewart Account). This has been rectified.

The Christmas tree fundraiser was a success and the overall amount raised was \$1070 (including donations. There may be two more larger donations coming in.

As a result of the increase in funds in the account and the successful Christmas Tree fundraiser, Neville proposed increasing the Scholarship amount to \$1500 this year and moving forward. All agreed.

C. Christmas Tree Fundraiser update:
Fundraiser was successful, and this will be the main fundraiser moving forwards.
Tracking who had paid was challenging.
Payments must go through the office.
We need to re-look at payment options and potentially the Village Office can track payments directly on the Google form spreadsheet.
One of the Village staff needs access to the Google form for orders and tracking.
Action Item: Kit will check if feasible to take Christmas Tree orders after Halloween and have orders due a week or so later
Trees ordered after the deadline cannot be guaranteed (farm may not have availability)
Kit and Neville have trucks for pick up, and Nicole has a trailer if needed
Nicole will help with marketing and flyers for the 2025 fundraiser
Positive feedback was received regarding the substitute trees we received last year, so we should order those this year. These were the Nordmann Firs (larger), and the economy trees were Fraser Firs (6ft, but ask for the taller, hopefully 7ft trees if possible)

D. Overview of Application Process – Publication in the Village Update (*page 7*)
Action Item: Neville to ask the office to:

1. Update the note for the Village Update: - amount of scholarship needs to be changed to \$1500 in the Village Update as well as on the Google Form
2. Find out when (dates) schools are having their commencement ceremonies, and send the information re the scholarship application process to schools

Late applications will not be considered

E. Overview of Schedule (*page 10*)

Monday, May 5 (end of day 11:59pm) - deadline for Curly Stewart Award applications

Monday, May 12 - Curly Stewart meets to discuss applications

Tuesday, May 20 - Council meeting deadline for Curly Stewart Award submission

Action Item: Neville to check with Lions Bay Scholarship Committee when plaque will be handed out. Will it be at Commencement or Canada Day?

8. Public Questions & Comments

None.

9. Adjournment

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 8:30 pm.

11. Next Meeting - Monday, May 12

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	
Donation - Ken Xu	500.00	
Anonymous Donation	250.00	
Balance May 8, 2025	12,260.92	