

Department:	<u>Office of the CAO</u>	Policy No.:	<u>COU-010</u>
Sub-department:	<u></u>	Created By:	<u>Wendy Olsson</u>
Approved By:	<u>Council</u>	Amended By:	<u>Emily White</u>
Approved Date:	<u>26 June 2018</u>	Amendment:	<u>2</u>
Meeting No.:	<u>1473</u>	Meeting No.:	<u>1540</u>

## POLICY PURPOSE

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The Village Bursary is a financial award of two thousand dollars (\$2000), which recognizes students who demonstrate outstanding citizenship, leadership, volunteerism and who intend to pursue post-secondary education.

## POLICY

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To be eligible for the Village Bursary (the “Bursary”), students must meet the following criteria:

- Be a resident of the Village of Pemberton;
- Be graduating from Pemberton Secondary School the year of application;
- Be entering part-time or full-time first-year studies at a post-secondary institution;
- Be entering a post-secondary institution within two (2) years of graduation;
- Demonstrate leadership, extra-curricular and community activities, and sound academic record.

In order to apply for the Bursary, applicants must complete the online application form on the Village of Pemberton website and attach the following documentation:

- A Cover Letter, stating career goals;
- Two letters of reference attesting to the character of the applicant and providing reasons to support the applicant’s consideration (letters should be from the student’s coach, teacher, instructor, supervisor, employer, community group leader or individual with similar relationship);
- Academic transcripts for Grades 11 and 12.

Applications must be submitted by April 30th of the graduating year.

Following receipt of the Bursary award, the successful applicant will be required to submit to the Village:

- Proof of acceptance to a post-secondary institution;
- Brief biographical outline for publication in the Village eNews; and
- A post-year Letter of Experience outlining the student’s first year of studies.

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## PROCEDURE

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Council will review the applications following the submission deadline and award the Bursary based on established selection criteria at In Camera meeting pursuant to the *Community Charter*, Section 90 (1) (b) “personal information about an identifiable individual who is being considered for a municipal award or honour”. Village Staff will inform Pemberton Secondary School Administration of the Council’s decision via correspondence two weeks prior to the Pemberton Secondary School Graduation Ceremony and a Village representative will present the award at the Graduation Ceremony.

To avoid a perceived Conflict of Interest, Council members with children who have made application for the Bursary may wish to excuse themselves from the portion of the In Camera meeting where the decision-making takes place.