
TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL **DATE:** 2019 Oct 30

FROM: DIRECTOR FINANCE **FILE:** 7400-02

SUBJECT: BURSARY AWARD POLICY AND PROGRAM

PURPOSE: To present the proposal of an annual bursary award to be awarded to one outstanding student in each public secondary school in Burnaby.

RECOMMENDATION:

1. **THAT** the Executive Committee recommend Council adopt the proposed City of Burnaby Bursary Award Policy and Program as outlined in this report.
2. **THAT** a copy of this report be sent to Burnaby School District 41.

REPORT**1.0 INTRODUCTION**

At the 2019 October 01 Executive Committee of Council, staff were requested to investigate the feasibility of the City providing an annual bursary award to one outstanding student in each Burnaby public secondary school who has participated in a City supported program for or with the Burnaby School District, and who requires financial assistance in attending a post-secondary institution in Canada.

This report provides a proposed City of Burnaby bursary award policy and program that may be adopted by the Committee and Council to acknowledge outstanding graduating Burnaby public secondary school students, in need of financial support, whose post-secondary education will allow them to make meaningful contributions to their communities.

2.0 POLICY SECTION

The proposed City of Burnaby Student Bursary Award Policy aligns with the following strategic goals and objectives of Council.

Goal

- **A Connected Community**
 - **Partnership –**
Work collaboratively with businesses, educational institutions, associations, other communities and governments
- **An Inclusive Community**
 - **Serve a diverse community –**
Ensure City services fully meet the needs of our dynamic community
- **A Healthy Community**
 - **Lifelong learning –**
Improve upon and develop programs and services that enable ongoing learning
 - **Community involvement –**
Encourage residents and businesses to give back to and invest in the community

3.0 BACKGROUND

There are currently eight (8) public secondary schools in Burnaby School District 41 that offer comprehensive Grade 8 through 12 provincially and locally developed educational programs and services. These programs are designed to provide students with the courses necessary to enter university, college, or other post-secondary education, as well as the skills and training necessary to pursue career and vocational opportunities upon successful completion of Grade 12.

The difference between a bursary and a scholarship is that a bursary is based on financial need of the person receiving an award while a scholarship is based on academic excellence or earned merit.

4.0 DISCUSSION AND ANALYSIS

4.1 Survey of Lower Mainland Municipal Bursary/Scholarship Programs

To establish 'best practices' staff conducted a telephone survey of Lower Mainland municipalities to inquire whether their municipality has a secondary school bursary/scholarship program in place for graduating students. Attachment 1 provides the results of this survey. Of the eleven municipalities surveyed, three have bursary/scholarship programs in place that are specifically geared to secondary high school students, namely the cities of Port Moody and North Vancouver, and the District of North Vancouver. All have established eligibility criteria and annual bursary/scholarship awards which range from \$775 to \$1,000 per eligible student.

The cities of Port Moody and North Vancouver require students to make an application for the bursary/scholarship. The District of North Vancouver leaves the onus on the secondary school to select a nominee for the district's 'Centennial Bursary Awards Program'. While the City of Richmond recognizes and acknowledges youth achievements, their program does not specifically focus on outstanding graduating students who pursue post-secondary education.

4.2 Ministry of Education Scholarship Program

While not specifically focused on graduating public secondary school students, it should be noted that the British Columbia Ministry of Education's 'Student Scholarship Program' also recognizes student achievement and encourages students to pursue post-secondary education. In fiscal 2018-2019, the Ministry of Education has allocated 5,500 scholarships pro-rated to school districts and independent school authorities based on their September 30th Grade 12 enrolments. Winners will receive a \$1,250 voucher in October 2019 that can be redeemed at a designated post-secondary institution or an authorized trades training provider, once tuition equal or greater than the amount of the voucher has been paid. To be eligible for the Provincial Scholarships Program, an individual must:

- Be a Canadian citizen or permanent resident (landed immigrant) at the time of registration in the school year for which the scholarship is awarded;
- Be a British Columbia resident;
- Be or have been in the school year for which the scholarship is awarded:
 - Enrolled in a British Columbia public school (including Distributed Learning schools), or
 - Enrolled in a Group 1, 2, or 4 British Columbia Independent School, or
 - Enrolled in a Continuing Education Centre, or
 - Registered with a public, independent, francophone or distributed learning school in British Columbia as a homeschooled child;
- Meet the selection criteria for each scholarship; and,
- Be graduating in the same year the scholarship is awarded.

4.3 Proposed City of Burnaby Bursary Award Program

Similar to other municipalities, staff are proposing the City establish a bursary award program that, in coordination with the School District recognizes a graduating student's educational achievements, community involvement, as well as financial need, and encourages them to pursue further education through providing a bursary award. To this end, staff have developed a proposed Bursary Award Policy and Program that establishes eligibility criteria and takes into consideration the financial needs of a student so to provide assistance and encouragement to promising students who may be challenged by the cost of post-secondary education. An annual bursary award of \$1,000 would be provided to one eligible student nominated by each public secondary school in Burnaby. The City currently has 8 secondary schools and therefore a total of \$8,000 (\$1,000 for each secondary school) would be provided by City Council in annual bursary awards. These

To: *Executive Committee of Council*
From: *Director Finance*
Re: *Bursary Award Policy and Program*
2019 Oct 30.....Page 4

awards would be funded from the Community Grants Program. Attachment 2 outlines the proposed Bursary Award Policy and Program.

5.0 RECOMMENDATION

Staff have reviewed the feasibility of establishing a bursary award program and have determined that it would be in the best interest for the City and its communities to acknowledge and encourage those graduating Burnaby public secondary school students who have demonstrated outstanding leadership qualities, community involvement and financial need, through offering a bursary award for those choosing to pursue a post-secondary education. To this end, staff have developed a draft City of Burnaby Bursary Award Policy and Program for consideration by the Executive Committee. This policy outlines eligible criteria for receiving a bursary award, including the amount of the award, the nomination and selection process.



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK:DS / md

Attachments: 1 – *Survey of Lower Mainland Municipalities – Bursary/Sponsorship Programs*
2 – *City of Burnaby Bursary Award Policy DRAFT*

Copied To: City Manager
City Clerk

**SURVEY OF LOWER MAINLAND MUNICIPALITIES
BURSARY/SCHOLARSHIP PROGRAMS**

Municipality	Student Bursary / Scholarship Program Yes or No	Description of Program and Bursary Award	Evaluation / Eligibility Criteria
City of Abbotsford	No		
City of Coquitlam	No		
City of New Westminster	No		
City of North Vancouver	Yes	<p>As part of the City's Youth Centennial Scholarship Program, which is administered by the North Shore Community Foundation on behalf of the City, the program provides annual scholarships to youth who have demonstrated outstanding community service and who are pursuing post-secondary education.</p> <p>5 scholarships of \$1,000 are awarded by the City each year. Funding of the scholarships (\$5,000) comes from the interest earned by the Foundation.</p> <p>The City appoints an internal Scholarship Adjudication Committee to review application forms and nominate recipients. City Council determines the award winners.</p>	<ul style="list-style-type: none"> • Individual achievement(s) are taken into consideration including, but not limited to, arts/athletics/academics and overcoming adversity; • Applicants must demonstrate outstanding community service in the City or elsewhere (more than 30 hours); • Financial need is a relevant factor; • Applicants must be in grade 12 and eligible to graduate (within 1 year of application) from any public or private secondary school; • Applicants must have a satisfactory Grade Point Average; • Applicants must have the intention to pursue secondary education and/or training; proof of full-time registration in a post-secondary institution or training is required before money is disbursed to the student's credit at the school.
City of Port Coquitlam	No		

**SURVEY OF LOWER MAINLAND MUNICIPALITIES
BURSARY/SCHOLARSHIP PROGRAMS**

Municipality	Student Bursary / Scholarship Program Yes or No	Description of Program and Bursary Award	Evaluation / Eligibility Criteria
City of Port Moody	Yes	<p>Grade 12 students who intend to pursue a post-secondary education after they graduate, can apply to the Port Moody Youth Scholarship Program.</p> <p>A \$1,000 scholarship awarded to one (1) student in Port Moody, each year.</p> <p>If selected, the City will present the student with a cheque after providing proof of registration at a recognized post-secondary institution (arts, academic, business, athletic, and vocational).</p>	<p>A Port Moody resident, or student attending a Port Moody school, who's enrolled in Grade 12, can apply.</p> <p>Students Must Demonstrate:</p> <ul style="list-style-type: none"> • Leadership in, and contributions to their school/community; • Excellence in academics, athletics, arts or technical education; and • Good academic standing (B average). • Financial need.
City of Surrey	No	<p>As part of the "Honey Hooser Scholarship", \$500 is awarded each year to a graduating post-secondary student, or to a student with an interest in arts and crafts graduating from a post-secondary school in Surrey or to a person with disabilities interested in arts and crafts. Individuals must submit an application for review to the City of Surrey.</p>	

**SURVEY OF LOWER MAINLAND MUNICIPALITIES
BURSARY/SCHOLARSHIP PROGRAMS**

Municipality	Student Bursary / Scholarship Program Yes or No	Description of Program and Bursary Award	Evaluation / Eligibility Criteria
City of Richmond	No	<p>As part of the City's U-ROC (Richmond Outstanding Community) Youth Awards, the City asks for professionals and community members working with youth, who know of an "Outstanding Youth", "Asset Champion", or "Youth Group", to nominate them for an award. Awards are given in three categories:</p> <p><u>"Outstanding Youth"</u> – nominated for displaying exceptional qualities, making Richmond a better place and overcoming barriers towards their personal success;</p> <p><u>"Asset Champions"</u> – these are adults who have shown dedication and commitment to helping youth build Developmental Assets. They go out of their way to inspire, mentor and make a difference in the lives of youth;</p> <p><u>"Youth Group"</u> – recognizes groups of youth who have made significant accomplishments as a team, such as volunteering their time, working on a special project, or have gone the extra mile to be inclusive and welcoming.</p>	
City of Vancouver	No		
District of North Vancouver	Yes	<p>As part of the District's "Centennial Bursary Awards Program," the District provides a bursary of \$775 (2019) to one (1) student in each of the District's 7 secondary schools based on established criteria. The scholarship is from a trust fund endowed in 1958.</p> <p>Applications and nominations are made through each of the 7 high schools in the District.</p>	<p>Criteria:</p> <ul style="list-style-type: none"> • Qualities of scholarship, leadership, character, and need. • Must be resident for the last two years within the District; • No other financial award is being granted to the student; • Money must be used to continue the student's education at a post-secondary institution.
Township of Langley	No	<p>As part of the Community Grants Program, the Township of Langley provides high school "Dry Grad" grants based on requests from high school "dry grad" committees that support the promotion of alcohol and drug free events. Maximum one grant per school to a maximum of \$250.</p>	



Bursary Award Policy - DRAFT

POLICY PURPOSE

The City of Burnaby Council recognizes the importance of a post-secondary education in a student's career pursuits and the value of a well-trained workforce in the region's continued economic vitality. To that end, the City of Burnaby Bursary Award Program is intended to enhance the future of Burnaby public secondary school students by recognizing outstanding leadership qualities, volunteerism, and community involvement, and encourage them to pursue post-secondary education and training.

POLICY STATEMENT

The City of Burnaby Bursary Award Policy recognizes eligible Burnaby public secondary school students, residing in Burnaby, who are working towards successful completion of Grade 12 and are continuing their education and training with a post-secondary institution. The financial needs of a student are taken into consideration in order to prioritize and provide assistance and encouragement to promising students that may be challenged by the cost of post-secondary education.

ELIGIBILITY CRITERIA

To be eligible for a City of Burnaby Bursary, students must meet the following criteria:

- Be a Canadian citizen and a resident of the City of Burnaby;
- Be in Grade 12 and eligible to graduate (within the year of application) from a public secondary school in Burnaby School District 41;
- Must have a satisfactory Grade Point Average;
- Be accepted to a full-time program of studies at a post-secondary institution in Canada, such as universities, community colleges, technical schools – proof of full-time registration in a post-secondary institution shall be required before any bursary award payment is made to a recipient;
- Student must have successfully participated in a City supported program for or with the Burnaby School District within the two years prior to graduation, and can demonstrate outstanding community involvement, volunteerism, or exemplary academic standing;
- No other financial award is expected by the student; and,
- Students who demonstrate financial need (family income below \$50,000) will be given priority.

For the purpose of processing City of Burnaby bursary awards, a student's personal information will be collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 26(c). A student's personal information is used for the purpose of verifying eligibility, selecting successful candidates, and processing the scholarship payment.

BURSARY AWARD

A bursary award of \$1,000 shall be awarded to one student in each public secondary school in Burnaby each year, and shall be based on established eligibility criteria.

SELECTION AND NOMINATION PROCESS

The City of Burnaby Mayor's Office shall forward the Nomination Form, by February 1 of each year, to appropriate personnel at each School District 41 public secondary school (Attachment).

Each Burnaby public secondary school shall nominate three potential bursary award recipients based on established eligibility criteria, and shall complete and return the Nomination Forms to the City of Burnaby Mayor's Office by May 1, of each year. A copy of the post-secondary registration form must be attached to the Nomination Form to confirm registration with a post-secondary institution.

Subsequent to review of submitted Nomination Forms by the Mayor and two members of the Executive Committee, the Mayor's Office shall forward a congratulatory letter to the successful recipient, with a copy to the appropriate secondary school principal. A certificate will be presented by a City Councillor or designate to the recipient at a succeeding Council meeting.

PAYMENT OF BURSARY AWARDS

The City of Burnaby Mayor's Office shall complete payment requisitions for each bursary recipient and forward to the Finance Department for processing.

ATTACHMENT

Bursary Nomination Form



BURSARY NOMINATION FORM

PLEASE PRINT OR TYPE

Burnaby Secondary School: _____

Grade: _____

GPA (Grade Point Average): _____

Nominee: _____

Student Name

Address

Postal Code

Home Phone Number

Criteria Which **Must** be met as per City of Burnaby Bursary Policy:

- Be a Canadian citizen and a resident of the City of Burnaby;
- Be in Grade 12 and eligible to graduate (within the year of application) from a public secondary school in Burnaby School District 41;
- Must have a satisfactory Grade Point Average (B average or higher);
- Be accepted to a full-time program of studies at a post-secondary institution in Canada, such as universities, community colleges, technical schools – proof of full-time registration in a post-secondary institution shall be required before any bursary payment is made to a recipient;
- Student must have successfully participated in a City supported program for or with the Burnaby School District within the two years prior to graduation, and demonstrate outstanding community involvement, volunteerism, or exemplary academic standing;
- No other financial award is expected by the student; and,
- Students who demonstrate financial need (annual family income under \$50,000) will be given priority.

Family Income per year: (Please check-off one box)

\$30,000 and under	
\$30,000 to \$50,000	
\$50,000 to \$70,000	
\$70,000 to \$90,000	
\$90,000 to 100,000+	

Detailed description of student's participation in a city supported program for or with the Burnaby School District (within 2 years of graduation):

Detailed description of student's outstanding community involvement, volunteerism, and/or exemplary academic standing:

Secondary School Principal

Date

Forward this Bursary Award Nomination Form to the City of Burnaby Mayor's Office by May 01.