



Terms of Reference

BURSARY COMMITTEE (AD HOC)

Purpose

Bursary Committee is established as an ad hoc committee to review applications for bursary funding from Town of Kentville for high school students expected to graduate in that year who reside in Kentville at the time of their application

Authority

Section 23(1)(c) of the *Municipal Government Act* states that council may make policies providing for committees and conferring powers and duties upon them, except the power to expend funds;

Section 24 of the *Municipal Government Act* states that council may establish standing, special and advisory committees; each committee shall perform the duties conferred on it by this Act, any other Act of the Legislature or the by-laws or policies of the municipality; council may appoint persons who are not members of the council to a committee and may establish a procedure for doing so; and a committee shall operate in accordance with the procedures provided in this Act and the procedural policy for the council applies to committees unless the council, by policy, decides otherwise.

Scope

The scope of the Bursary Committee shall be limited to reviewing and approving authorized bursaries as established by the Town of Kentville each school year, and where applicable make recommendations to Council for changes to this policy if necessary.

Role of Chairperson

A Chairperson will be selected by the Bursary Committee at their first meeting each year and is responsible for chairing and facilitating all meetings, ensuring that appropriate advertising for bursaries is carried out and all applications receive a fair, and unbiased assessment of financial need, academic achievements, and volunteer efforts.

Role of Vice Chairperson

A Vice Chairperson shall be appointed by the Bursary Committee and act in the place of the Chairperson during absences, unavailability, or conflicts of interest of the Chairperson.

Role of Deputy Clerk

Deputy Clerk shall be responsible for developing bursary application forms and eligibility criteria sheets, advertising available bursaries, accepting applications, organizing meetings of committee, providing notification to schools where recipients are graduating, arrange for bursary award presentations, and notify winners by mail, including payment of bursary.

Specifically, the Deputy Clerk shall carry out, or facilitate the carrying out of:

- a. preparation of application forms and eligibility criteria; and
- b. advertising for Nola Folker Hill Bursary of \$1500 to be awarded to a female-identifying student entering a post secondary program with a science or medical focus; and where no such application is received shall be open to other-identifying applicants with the same focus, and if none are still received, up to three additional bursaries may be awarded for students showing exemplary pride and dedication to their school and community; and
- c. Advertising for Town of Kentville Bursaries for up to three students in amounts of \$1500, or two \$750, or three \$500 bursaries, for students showing exemplary pride and dedication to their school and community; and
- d. Advertise and promote bursaries at all local schools including Central Kings, North East Kings, Horton High, and Landmark East; and
- e. application reviews for completeness including resumes, academic records, and letter of acceptance from post secondary institution; and
- f. preparation of meeting packages with all applications and supporting documentation; and
- g. organizing and advertising of meetings; and
- h. preparing meeting minutes and reports for Council; and
- i. organizing bursary award presentations with schools and presenters; and
- j. notifying successful applicants of decision; and
- k. sending bursary payment to approved schools upon confirmation of enrollment.

Membership

Membership on the Bursary Committee shall include two elected representatives from town council and up to two members of the public, duly appointed by council pursuant to Section 24 of the *Municipal Government Act*. Members of the public appointed to this committee must have a strong understanding of our educational system, school courses, achievement levels, and an understanding of post secondary education systems and fields of study.

Reporting Relationship

Bursary Committee shall report directly to the Council of Town of Kentville and indirectly to the Deputy Clerk for operational and administrative support.

Duration of Mandate

The mandate of the Bursary Committee shall be for two years with the first such term beginning on December 1, 2025, and is subject to renewal thereafter according to Section 24 of the *Municipal Government Act* and at the discretion of council according to policy.

Frequency of Meetings

Meetings of the Bursary Committee shall be held on such day and time as the committee decides at the first meeting of the committee. Additional meetings may be held, or the above meeting dates and times changed, when agreed to by a majority of the committee and prior notification is provided to committee members.

Quorum Requirements

No decisions may be made at any Bursary Committee meeting unless at least three members of the committee are present.

Agenda, Minutes and Resolutions

Minutes and recommendations of the Bursary Committee shall be provided to each member of the committee within a reasonable time after the conclusion of such meeting. Deputy Clerk will endeavour to provide each member of the committee with the agenda and required supporting documentation at least five days prior to each meeting.

Conflict of Interest

It is expected that all members of the Bursary Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the committee and refrain from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any clear breach of this guideline will require the Chairperson to ask council to remove that member and appoint another member in their place. If the breach is by the Chairperson, this shall be reported to council by the Vice Chairperson.

Code of Conduct

All committee members must acknowledge receipt of, and agree to adhere to the Town's Code of Conduct Policy.

Resources

Bursary Committee shall have access to the resources of the Deputy Clerk to undertake the required research it needs to make the best decisions in a timely manner. Requests for resources above the annual budgeted amount for additional bursaries or an increase in bursary amounts shall be made by the committee through the Chairperson to council, on an as needed basis.

Decision Making Process

All decisions of the Bursary Committee shall be made by majority vote of committee members. Where a majority is not forthcoming, the vote shall be determined in the negative. The committee must follow the policy as stated and not make decisions outside the scope of this policy.

Confidentiality

All meetings of the Bursary Committee are public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the *Municipal Government Act*. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon request. Information and reports of the committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

Communications

All communications from the Bursary Committee's work shall come solely from the Chairperson or their designate. It is expected that all decisions of the committee will be supported by all members of the committee upon ratification. This does not limit the ability of individual member's from speaking freely with the public, but in all such cases the individual committee member should be clear that it is their personal opinion and not that of the Bursary Committee.

Reporting

Annually, the Chairperson shall provide a written report to Council concerning the committee's review of applications, as well as successful applicants generally without providing personal information of recipients.

Responsibilities

Bursary Committee shall be responsible for overseeing a fair and transparent process for reviewing applications and making decisions on the awarding of bursaries based on academic achievements, financial need, and school and community involvement. No decisions shall be made that are contrary to these standards and requirements.

Repeal

Town of Kentville Policy Statement G18, Student Bursary, adopted by Council on the 30th day of October, 2017, is hereby repealed.

Approved by Council: September 29, 2025