

Village of Port Clements

Student Bursary Program Policy No. 02, 2025

Adopted: July 21, 2025

Reviewed: July 21, 2025

Next Review: July 2028

Replaces all prior Bursary Application Policies.

1.0 PURPOSE:

The purpose of this policy is to clearly identify how the Village of Port Clements (hereinafter referred to as the Village or Municipality) handles its Student Bursary Program. The intent of this student bursary program is to provide a one-time bursary to students that have graduated from a high school on Haida Gwaii and have applied and been accepted into an accredited post-secondary institution to continue their education.

2.0: SCOPE:

This policy provides the rules, guidelines and procedures for the issuance of its student bursaries program. It lays out the funding amounts allocated to the program by the Village, eligibility requirements, the application process, how fund awarding is handled in the case where there are more applications than funds available, and how funds are distributed to successful applications. All currency within this policy is Canadian (CAD).

3.0 FUNDING ALLOCATION:

In its annual budget the Village includes funds for two (2) bursaries of one-thousand dollars (\$1,000.00) per bursary for a total budget of two-thousand dollars (\$2,000.00).

In the case where the bursaries are not expended in the year they are budgeted for, the budget in the following year will increase by the amount that was not expended in the previous year. This will continue and increase to a maximum of six thousand dollars (\$6,000.00) or a total maximum of six (6) student bursaries being available to be awarded in a year.

4.0 ELIGIBILITY REQUIREMENTS:

To be eligible to apply to this student bursary program, an applicant to this program must have:

- Graduated from a high school on Haida Gwaii within the last three (3) calendar years at time of submission of an application to this program (for clarification: for the 2026 intake, applicants are eligible to apply if they graduated/graduate from high school in 2023, 2024, 2025, or 2026).
- Have a parent or legal guardian who has their primary residence in Port Clements or owns property in Port Clements at the time the application is submitted. If the application is not being submitted in the same year that the applicant graduated from high school, then the applicant's parent or legal guardian must have also had their primary residence in Port Clements or owned property in Port Clements at the time of their graduation from high school as well.

- Has applied to an accredited post-secondary institution and, if their application is successful, will be starting their attendance at this institution within the same calendar year **OR** has been accepted into an accredited post-secondary institution and is, or will be, enrolled in courses within the same calendar year.
- Not already received funding under this program.

5.0 APPLICATION PROCESS:

An application submission to this program must include the following documents:

- A completed application form (see Schedule A)
- Transcript from high school they graduated from (unofficial transcripts are acceptable to be submitted)
- Proof of application or acceptance to an accredited post-secondary institution

All the required documents must be provided to staff at the Village Office **prior to 3:00 PM on the first Monday of July.**

Applications may be submitted physically or digitally.

- By mail: Village of Port Clements, PO BOX 198, 36 Cedar Avenue West, Port Clements, BC.
- By email: office@portclements.ca
- Via the municipal dropbox on the outside of the Village Office
- Or in person at the Village Office

Applications that do not include all three required documents in their submission prior to the submission deadline will not be accepted or considered further as applications for the current year's bursary program intake. If an applicant provides the required documents after the submission deadline, their application will be considered in the next year's intake provided they are still eligible to apply for the program in that year.

The applicant must include in their submission unaltered copies of the transcript and proof of application or acceptance. On receipt of these documents, out of consideration of personal privacy, staff will make a copy of them with all information that is not necessary for the evaluation of their application removed (redacted) from it. The redacted version will be used by the Village for its evaluation, while the original document will either be returned to the applicant or shredded by municipals staff. Village staff must ensure that when redacting the transcript, the issuing institution's name and address, the student's name, and the student's GPA are not redacted.

Applications are then reviewed by Administrative Staff and awarded in accordance with this policy without needing to go to Council for consideration. Staff may issue bursaries up to the amount as allocated in the budget (being at least two [2] bursaries per year to the maximum of six [6] bursaries if there are accumulated funds that had not been previously expended for the program).

In the situation described in the following section *6.0 OVERSUBSCRIPTION* where there are more applications than bursaries available to be awarded and the applications must go to Council at a public meeting for consideration and decision to award, then GPA information will be redacted from the documents going to Council in the agenda package.

6.0 OVERSUBSCRIPTION

In the case where there are more applications than bursaries available to be awarded, the following standards will be used to determine the successful applications of the bursary in order of priority:

1. The applicant also graduated from Port Clements Elementary School, with an applicant that graduated from Port Clements Elementary School being chosen over an applicant that did not.
2. The grade point average (GPA) as taken from the high school transcript, with an applicant with a higher GPA being chosen over an applicant with a lower GPA.
3. An applicant's involvement in the local community such as volunteer activities for community events or services organized by a local group/non-profit organization based in the community or by a local government (or body under them) or if the applicant was/is a member (junior or otherwise) of a first-responder organization/agency that provides services to/on Haida Gwaii (Fire, Ambulance, Search and Rescue, Coast Guards, Rangers, etc). Applicants with involvement in the local community of Port Clements will be prioritized over applicants that only have involvement in the other local communities on Haida Gwaii, but both will be prioritized over applicants without such involvement.

In the case where after this elimination process the program still has more applications than bursaries available to be awarded, then the remaining applications will be taken to Council for consideration and decision on award of the bursary by resolution.


If an eligible application was not successful in the intake it was submitted for, the application will be considered in the next year's intake provided the applicant is still eligible to apply for the program in that year.

7.0 FUND DISTRIBUTION

All applicants will be contacted by staff to notify them of the results of their applications.

Successful applicants that have been awarded the bursary, before funds may be released to them, if they have not already provided proof of acceptance into an accredited post-secondary institution as part of their application, they must provide staff with this proof acceptance. Once this is received then staff will release the funds to them.

Successful applicants have **until the end of the same calendar year** to provide this proof of acceptance. If the successful applicant fails to do so by the deadline, then the bursary is considered forfeited by them. It is no longer awarded to them and the funds will return to the Village's budget to be carried over into the next year's student bursary program.



Mayor Scott Capianca



CAO Marjorie Dobson

Schedule A: Bursary Application Form

Please print clearly when filling out this form.

When submitting this form do not forget to also include your transcript and either proof of your application or acceptance to an accredited post-secondary institution as all three documents are required to be submitted.

First and Last Legal Name of Applicant: _____

Mailing Address: _____

Address of Residence: _____

Phone Number: _____

Email Address: _____

High School Graduated From: _____

Graduating Year: _____

Grade Point Average (as from transcript included with application): _____

First and Last Legal Name of Parent or Legal Guardian that has their primary residence or owns property in Port Clements: _____

Address of their Residence or property in Port Clements if different from applicants: _____

Year of Graduation from Port Clements Elementary School (if applicable; if not, just leave blank or put "no"): _____

Post-Secondary Institution Applied to or Accepted Into: _____

Intended field of study or program accepted into: _____

Local Community Involvement (volunteer activities, etc) – please provide what activity, which community it was located in, and when it happened:

Reasons for applying for Bursary:

If you need more space to write you can attach additional pages to this form. Just write on the top left corner of this form "see attached for more details" or otherwise to indicate that there are more pages.

Staff at the Village Office are happy to provide assistance or clarification, do not hesitate to reach out to us (call 250-557-4295, email at office@portclements.ca or come to the office during hours)

Applicant Signature: _____ Date: _____