



FORTFRANCES

**STUDENT EDUCATION BURSARY
PROGRAM**

HUMAN RESOURCES

POLICY 3.12

Created: 2026-03-09

STUDENT EDUCATION BURSARY POLICY

1. PURPOSE

This Policy establishes the Student Education Bursary Program (the "Program") to provide financial assistance to eligible student employees in support of post-secondary education, enhance recruitment and retention, and promote careers in municipal government.

2. SCOPE

This Policy applies to post-secondary student CUPE Local 65 student employees engaged by the Town of Fort Frances on seasonal terms between May 1 and August 30 of each year.

3. DEFINITIONS

Student Employee: An employee hired into a CUPE Local 65 seasonal student position.

Bursary: A financial award provided to support education costs; it is not wages, does not replace ESA entitlements, and is paid separately from payroll.

4. GOVERNANCE

Council approves this Policy and the annual bursary budget through the operating budget. The CAO delegates day-to-day administration to the Human Resources Manager, who oversees intake, assessment, and issuance of awards.

Where a collective agreement applies, the Town may enter into a Letter of Understanding (LOU) with the Union to describe the Program as a non-wage educational benefit.

5. FUNDING AND AWARD AMOUNTS

Council will establish an annual budget allocation for the Program. Subject to budget approval, the Town may award up to:

- Twelve (12) bursaries at \$2,500 each; or
- Other amounts and quantities as approved through the budget process.

The Town may adjust award numbers and amounts annually based on applicant volume and budget availability.

6. ELIGIBILITY

To be eligible, applicants must:

- Be employed as a CUPE Local 65 Student Labourer with the Town during the applicable summer season.
- Successfully complete their employment term in good standing.
- Be enrolled, or provide proof of acceptance, in a recognized post-secondary program (degree, diploma, or apprenticeship) in Canada.
- Submit a complete application with required documentation by the posted deadline.

Other eligibility criteria as per Appendix A - CUPE Student Labourer Bursary - Eligibility Criteria

7. INELIGIBILITY

The Program is not available to non-student temporary staff, volunteers, or contractors. Any payment tied to hours or performance is considered wages and will not be processed as a bursary.

8. APPLICATION PROCESS & SUPPORTING DOCUMENTATION

Human Resources will publish an application form and deadline annually.

Applicants must apply and provide documentation as per Appendix A - CUPE Student Labourer Bursary

9. REVIEW AND SELECTION

Where the number of CUPE Local 65 Student Labourers exceeds the number of available bursaries, applications will be evaluated by an internal Selection Panel consisting of the Human Resources Manager, one Division or Department Manager, and one additional management representative (Superintendent or Supervisor).

The Panel will assess and score applications using the following criteria:

- Completion of Employment Term – Successful completion of the full work term in good standing (pass/fail).
- Educational Commitment – Relevance of the applicant’s post-secondary program and demonstrated commitment to pursuing further education.
- Minimum Hours Requirement – Completion of at least 440 hours of work during the 2026 summer season.
- Community and Civic Engagement – Demonstrated involvement in community activities and interest in municipal or public service.

Where applications exceed available funding, awards will be granted to the highest-scoring applicants. The Panel will maintain a brief record of decisions for audit and transparency. (See Appendix B - CUPE Student Labourer Bursary - Scoring Matrix)

10. PAYMENT

Bursaries are paid as lump-sum educational awards after verification of eligibility and completion of the work term.

- Payments are processed separately from payroll and do not replace wages or ESA entitlements.
- Recipients are responsible for any tax reporting obligations as per CRA guidance.

11. PRIVACY

Applicant information will be collected under the authority of the *Municipal Act* for the purpose of administering the Program and will be protected in accordance with MFIPPA. Only aggregated, non-identifying data may be reported publicly (e.g., number of applicants, number of awards).

12. COMMUNICATIONS

Human Resources will publish the Program on the Town website and include it in student recruitment materials. The Town may publish recipient first name and program of study with consent.

13. PROGRAM REVIEWING AND REPORTING

Human Resources will provide an annual summary to SMT and Council indicating application volumes, awards issued, budget utilization, and recruitment/retention indicators.

The Policy will be reviewed every two (2) years or earlier as required.

14. LEGISLATIVE REFERENCES

- *Ontario Employment Standards Act, 2000*
- *Income Tax Act*
- Canada Revenue Agency (CRA) – Educational assistance guidance
- Collective Agreement - CUPE Local 65
- *Ontario Labour Relations Act, 1995*
- *Municipal Act, 2001*