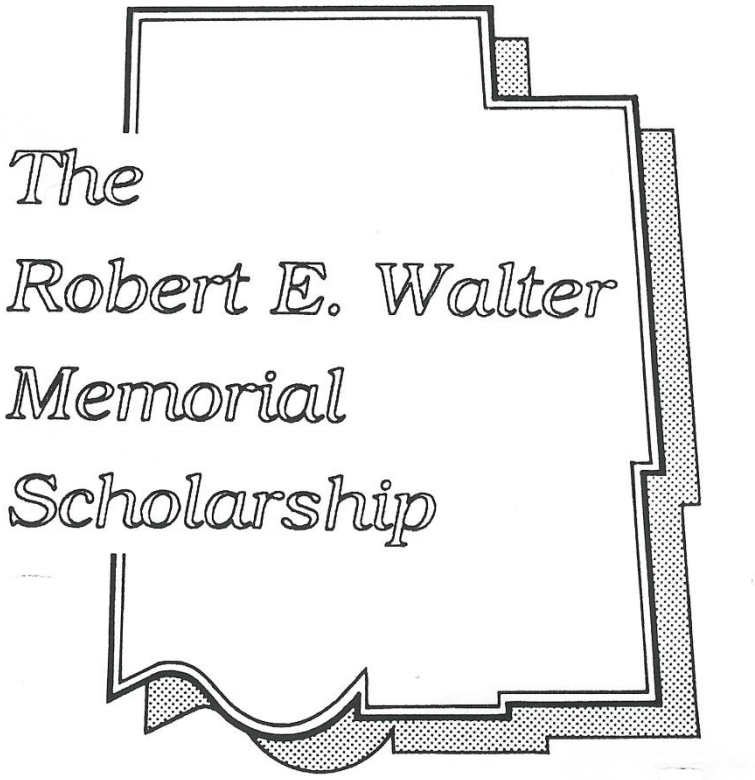

TERMS OF REFERENCE

ESTABLISHED BY THE:

MACKENZIE REGIONAL PLANNING COMMISSION
JUNE 1991

UPDATED BY THE
MACKENZIE MUNICIPAL SERVICES AGENCY
JUNE 2014

UPDATED BY THE
MACKENZIE MUNICIPAL SERVICES AGENCY
OCTOBER 2022

Robert E. Walter

Bob Walter was truly one of the Mackenzie Region's leaders. His hard work, commitment and self-sacrifice resulted in many positive results and gained recognition for northern Alberta. Bob also initiated a standard of excellence for future generations to work towards.

Bob was the Town of High Level's first Mayor. Prior to this, he was a member of the New Town of High Level's Board of Administrators. Bob was a founding member of the Mackenzie Regional Planning Commission (presently named the **Mackenzie Municipal Services Agency**), an organization that he chaired for many years. Bob was also a member of the Minister of Municipal Affairs' Council on Local Development. In all these ventures, Bob represented our part of Alberta well and always promoted the on-going enhancement of northern Alberta.

Bob had an unwavering opinion on the need for northern Alberta educational opportunities, and retaining youth in the region. With this in mind and in memory of this outstanding individual, the Robert E. Walter Memorial Scholarship was established.

TERMS OF REFERENCE

PURPOSE OF THE SCHOLARSHIP

The purpose of the Robert E. Walter Memorial Scholarship is to financially assist students from one of the Agency's current member municipalities taking post-secondary school programs related to local government.

Current Members
Village Berwyn, Town of Falher, Town of Grimshaw, Town of High Prairie, Town of Manning, Village of Nampa, Town of Rainbow Lake, Northern Sunrise County, MD of Fairview No. 136, MD of Peace No. 135. MD. Of Spirit River No. 133, Town of Spirit River

THE ESTABLISHMENT OF A REVIEW PANEL

A Review Panel will be established by the Members of the Mackenzie Municipal Services Agency to administer the Scholarship and award the annual scholarship to a selected student.

The Review Panel's membership shall consist of three (3): Agency's Members.

Membership on the Review Panel shall be determined at the Mackenzie Municipal Services Agency's annual organizational meeting.

ANNUAL SCHOLARSHIP AWARD

On an annual basis, the Review Panel may award one scholarship of $2000 to a selected student determined by the Review Panel.

The Review Panel will make the selection based on applications received from potential candidates prior to March 31 of the year.

The Review Panel will advertise the availability of scholarship funding by:

- ✓ Contacting member municipality High Schools;
- ✓ Contacting Post-Secondary School Institutions;
- ✓ Contacting Member Municipalities; and
- ✓ Advertising on the Mackenzie Municipal Services Agency website.

Information on the scholarship will be made available at the Mackenzie Municipal Services Agency office and our members municipal offices.

ADMINISTRATION OF THE SCHOLARSHIP

The Mackenzie Municipal Services Agency will assist the Review Panel with the administration of the Robert E. Walter Memorial Scholarship.

The Mackenzie Municipal Services Agency will act as technical advisors to the Review Panel.

The Review Panel shall submit a financial statement with regard to the scholarship to the Mackenzie Municipal Services Agency at both the Executive and General Board Meeting following the review panel decision meeting.

An appropriate account shall be established for the Robert E. Walter Memorial Scholarship at a bank selected by the Review Panel. The account shall be separate from the Mackenzie Municipal Services Agency accounts.

Mackenzie Municipal Services Agency shall have signing authority on behalf of the Robert E. Walter Memorial Scholarship.

The annual interest on the base fund may be used for the scholarship award(s), either annually or as determined by the Review Panel.

SCHOLARSHIP CRITERIA

When determining the scholarship award(s), the Review Panel will take into consideration the following factors:

The location of the Applicant's residence;
(Applicants must reside within one of the Mackenzie Municipal Services Agency current member municipalities.)

The Applicant's grades, scholastic achievements and educational background;

The types of accreditations associated with the program.

The Applicant's future plans in terms of seeking career opportunities in local governance in the North Peace and Mackenzie regions; and

Letters of reference/support from teachers and/or community leaders submitted on behalf of the Applicant.

Only students enrolled in studies leading towards local government will be considered.

Potential Programs:

- ✓ National Advanced Certificate in Local Government Authority for Alberta
- ✓ Government Studies
- ✓ Certified Local Government Manager (CLGM)
- ✓ Public Administration Program
- ✓ Urban / Rural Studies
- ✓ Urban / Rural Planning
- ✓ Assessment
- ✓ Municipal Government
- ✓ Urban or Environmental Design
- ✓ Geographic Information Systems (GIS)

NOTE: Additional programs that meet the intent of this scholarship, in the sole discretion of the Review Panel, may be considered.

SCHOLARSHIP RETENTION

The successful recipient must return to a member municipality within six (6) months of completing their program outlined in the application, and remain working and living in the area for at least one (1) year post graduation. The recipient shall provide satisfactory evidence to the R. E. W. Scholarship administrator, The Mackenzie Municipal Services Agency, that they are in compliance with the above stated terms. Failure to provide this proof shall result in forfeiture of the total grant amount and the Scholarship recipient shall immediately return 100% of the funds, in the amount of two thousand ($2000) dollars, to the scholarship administrator. In the event that the scholarship recipient does not repay the scholarship in a timely manner the scholarship administrator may use all available, lawful means to recover the scholarship funds.