



PEACE RIVER REGIONAL DISTRICT

Health Care Scholarship Committee Meeting Agenda

July 17, 2024, 1:00 p.m.

1981 Alaska Avenue, Dawson Creek, BC

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1. CALL TO ORDER	
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3. GALLERY COMMENTS OR QUESTIONS	
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HEALTH CARE SCHOLARSHIP COMMITTEE MEETING MINUTES

April 19, 2024, 1:00 pm

1981 Alaska Avenue, Dawson Creek, BC

Directors Present:	Chair Veach, Village of Pouce Coupe (via Zoom) Vice-Chair Hansen, City of Fort St. John (via Zoom) Director Kealy, Electoral Area 'B' (via Zoom) Alternate Director Parslow, City of Dawson Creek Director Rose, Electoral Area 'E' Director Sperling, Electoral Area 'C' (Ex Officio) Director Taillefer, District of Taylor (via Zoom)
Directors Absent:	Director Courtoreille, District of Chetwynd
Staff Present:	Shawn Dahlen, Chief Administrative Officer Roxanne Shepherd, Chief Financial Officer Tyra Henderson, Corporate Officer Joanne Caldecott, Deputy Corporate Officer Matthew Bascom, Recorder, Grants Coordinator
Others Present:	<u>Northern Health</u> Shannon Anderson, Director (via Zoom) Kendra Kiss, South Peace Health Services Coordinator (via Zoom) <u>Northern Lights College Foundation</u> Nicole Dahlen, Associate Dean Health Science (via Zoom) Lindsey Borek, Executive Director (via Zoom)

1. CALL TO ORDER

The Chair called the meeting to order at 1:00 p.m.

2. ADOPTION OF AGENDA

MOVED Director Veach

SECONDED Director Kealy

That the Health Care Scholarship Committee agenda for April 19, 2024, be adopted:

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. GALLERY COMMENTS OR QUESTIONS

4. ADOPTION OF MINUTES

4.1 Health Care Scholarship Committee Draft Meeting Minutes of January 12, 2024

5. BUSINESS ARISING FROM THE MINUTES

6. DELEGATIONS

(Cont'd on next page)



7. **CORRESPONDENCE**

7.1 Northern Lights College Foundation - Thank You Letters

8. **REPORTS**

8.1 Northern Health Authority – Funding Balance Carry Forward Request, FN-HCSC-017

9. **NEW BUSINESS**

10. **CONSENT CALENDAR**

10.1 HCSC Terms of Reference

10.2 Health Care Scholarship Matrix

11. **ADJOURNMENT**

CARRIED

3. **GALLERY COMMENTS OR QUESTIONS**

4. **ADOPTION OF MINUTES**

4.1 **Health Care Scholarship Committee Draft Meeting Minutes of January 12, 2024**

MOVED Director Taillefer

SECONDED Director Kealy

That the Health Care Scholarship Committee Meeting Minutes of January 12, 2024, be adopted.

CARRIED

Vice-Chair Hansen, joined the meeting at 1:03 p.m.

5. **BUSINESS ARISING FROM THE MINUTES**

6. **DELEGATIONS**

7. **CORRESPONDENCE**

7.1 **Northern Lights College Foundation - Thank You Letters**

MOVED Director Rose

SECONDED Director Kealy

That the Health Care Scholarship Committee receive the Thank you Cards received from Northern Lights College award recipients.

CARRIED

Director Rose asked whether feedback had been received from participants and how many had received scholarship awards. Lindsey Borek indicated that a new cycle for awards started in January 2024 and 6 of the 20 scholarship awards for 2024 had already been given out. Nicole Dahlen advised that the graduate numbers for 2024 were significantly higher than in the past with 78 Health Care Aids and 13 Practical Nursing students expected to graduate this year.

8. **REPORTS**

8.1 **Northern Health Authority – Funding Balance Carry Forward Request, FN-HCSC-017**

MOVED Director Kealy

SECONDED Vice-Chair Hansen

8.1 Northern Health Authority – Funding Balance Carry Forward Request, FN-HCSC-017 (Cont'd)

That the Health Care Scholarship Committee recommend that the Regional Board approve the request from Northern Health Authority to carry forward unspent grant funding totaling \$75,250 to the 2024/2025 calendar year.

CARRIED

OPPOSED: Alternate Director Parslow

Chair Veach asked if there were any plans to host any luncheons to promote the scholarships as she would like to attend. Kendra Kiss advised that luncheons had been held virtually in October each year, however now that the restructuring was in place, Northern Health hoped to host luncheons a little earlier to ensure more students are reached as some students were missed in the past year. Northern Health plans to send invitations out around August or beginning of September in 2024.

Chair Sperling arrived at 1:10 p.m.

Director Rose explained that he was not in favour of the proposed recommendation and suggested that the remaining funds be held in reserve as there was no reason for Health Care to go beyond their budget. Directors noted that the amount in question related to unspent budgeted amounts from prior years and suggested that these funds be used towards scholarships as was originally intended and approved. Further, since a higher amount of graduates were expected in 2024, Directors suggested that more students may be eligible to receive scholarships and more students could be helped if the balance remaining was used this year.

The Chief Financial Officer reminded the Committee that the carry forward request related to funding already provided to Northern Health and she confirmed that these funds were no longer in the PRRD's account. She clarified that the balance carry forward amount was brought forward from 2022 and, based on the large balance, the PRRD had not even paid out funds in 2023. The Corporate Officer also confirmed that the Memorandum of Understanding in place with Northern Health required that any proposed changes to the number of participants must come to the Committee and the Regional Board for final approval.

9. NEW BUSINESS

10. CONSENT CALENDAR

- 10.1 HCSC Terms of Reference
- 10.2 Health Care Scholarship Matrix

11. ADJOURNMENT

The Chair adjourned the meeting at 1:13 p.m.



CERTIFIED a true and correct copy of the Minutes of the Health Care Scholarship Committee held on April 19, 2024 in the PRRD Board Room, 1981 Alaska Avenue, Dawson Creek, BC.

Danielle Veach, Chair

Matthew Bascom, Recorder

DRAFT



Dear , Peace River Regional District

Thank you very much for the Peace River Regional District Health Care Scholarship.

I really appreciate your generosity. I will be using the money for tuition and housing while I attend College of New Caledonia.

Sincerely,

Rylee LaBarca



REPORT

To: Committee of the Whole

Report Number: ADM-COW-009

From: Corporate & Financial Administration

Date: May 30, 2024

Subject: Health Care Scholarship Committee Review

RECOMMENDATION #1: *[Corporate Unweighted]*

That the Committee of the Whole discuss the Health Care Scholarship Committee Terms of Reference and Memorandum of Understanding with consideration to providing answers/direction to the following questions/topics:

1. Whether health care scholarships should be handed over to Northern Health and dealt with annually via Grants in Aid with prior year reporting requirements to be met.
2. Whether the two-part RN/RPN Return of Service Scholarship could be amalgamated into one payment of \$5,000 payable when students sign the Return of Service Agreement.
3. Whether to approve health care scholarship applicants from outside the region who are willing to stay and work in the north post-graduation.
4. While First Nations have been invited to attend Health Care Scholarship Committee meetings in the past, whether the First Nations Health Authority should be engaged to establish their interest in health care scholarships.
5. Whether the current health care scholarship application criteria need a thorough overhaul to support a more suitable scholarship program, and whether a working group of health care experts should be appointed to collaborate and develop solutions that appropriately address the needs and issues prevailing in health care around the region.
6. Whether the Health Care Scholarship Program could be expanded to include access for allied health care students to help fill positions in these areas in the region (considering the Board's recent support provided to NLC to create local training programs for these positions).
7. Consideration of the wider issues prevailing in the province that severely impact the state of health care generally, e.g. number of doctors leaving the province and the ongoing diversions at hospitals in the region; and whether the existence of a Health Care Scholarship Program/Committee remains effective and continues to have the desired impact.

BACKGROUND/RATIONALE:

At the January 25, 2024 Regional Board meeting, Directors passed the following resolution:

MOVED, SECONDED and CARRIED,

That the Regional Board refer to a future 2024 Committee of the Whole meeting a fulsome review and discussion on the structure and purpose of the Health Care Scholarship Committee.

To help facilitate a full review of the Health Care Scholarship Committee (HCSC), staff has presented questions and topics for discussion and has prepared a summary of relevant information to assist the Committee of the Whole with its review of the structure and purpose of the HCSC.

ORIGINS OF COMMITTEE

In November 2016, the PRRD recognized the need to secure more Health Care workers in the region and committed \$100,000 to support a scholarship program specific to Health Care careers. Northern Health (NH) was engaged to identify gaps in employment and identify where the demand for skilled Health Care workers was most needed. Through a collaborative process, the PRRD and NH worked together to develop a financial incentive program to recruit and retain workers in the Peace Region known as the PRRD Health Care Scholarship Program. In 2018 an additional \$10,000 was added, and of the \$110,000 total, \$5,000 was allocated for recruitment events coordinated by Northern Health and hosted jointly by both parties. In November 2016 the PRRD appointed Directors to the Committee and created Terms of Reference in 2017. The attached list of resolutions reflects the Board's many revisions to the Terms of Reference to date.

1. TERMS OF REFERENCE

The Terms of Reference are attached and provide for the following:

- a. **PURPOSE:** The Role of the Committee is primarily
 - to facilitate distribution of grants to medical students (including adjudication of RN/RPN/other Health Care Scholarship applications);
 - implement Board initiatives to recruit and retain Health Care professionals in the Peace Region;
 - review the Health Care scholarship component of the Function 180 budget, and
 - make recommendations to the Board regarding the various Health Care Scholarship programs.
- b. **STRUCTURE:** Six voting Board members are appointed by the Chair with attendance by staff, First Nations representatives and relevant guests as required e.g. Northern Health (NH) and Northern Lights College (NLC).
- c. **MEETINGS:** The Committee meets four times a year; January is for program and budget review; October is to adjudicate scholarship awards and April/July are additional meetings "held until such time as the Committee is satisfied with the performance of the scholarship programs" which has not yet been indicated. In past years the April and July meeting agendas have contained minimal business resulting in very short meetings.

2. MEMORANDUM OF UNDERSTANDING WITH NORTHERN HEALTH

The Memorandum of Understanding (MOU) between the PRRD and Northern Health (NH) was signed on May 1, 2022 and is attached for reference. The MOU outlines:

- a. **PURPOSE:** The parties' agreement on the guiding principles, roles and responsibilities and how the parties will cooperate with each other and participate in a coordinated approach to administer distribution of the four Scholarship streams offered by PRRD and NH (see below).
- b. **RESPONSIBILITIES:** Section 8 of the MOU explains the activities that the PRRD and NH are both responsible for.

- c. **RENEWAL:** The MOU may be renewed for up to two additional one-year terms, and parties must enter into discussion to renew the agreement no later than three months prior to the expiry of the MOU. The current MOU expires in May 2025.
- d. **SCHOLARSHIP CRITERIA:** Appendix A to the MOU outlines the criteria for each Scholarship with guidelines for use of the funds and a provision for determining whether an increase or reduction to the annual funding contribution is necessary (see Section 5).

3. APPLICATION CRITERIA

The PRRD Health Care Scholarship Program** comprises the following:

- **PRRD Health Care High School Scholarships**
 - 10 Scholarships (\$1,500 ea.) available to students graduating from a high school in the PRRD who are pursuing post-secondary programs resulting in a career in Health Care.
- **Northern Lights College Health Care Scholarships** (formerly Health Care Assistant)
 - 20 Scholarships (\$1,000 ea.) are available to Northern Lights College students who have successfully completed the Health Care Assistant, Practical Nursing or Access to Practical Nursing Programs.
- **RN/RPN (Registered Nurse/Registered Psychiatric Nurse) Return of Service Scholarships (RN/RPN RoS) ***
 - 6 Scholarships (\$5,000 total comprising two components: \$2,500 is used for the final year of a degree program and \$2,500 used upon successful graduation **and** signing of 2-year Return of Service Agreement with NH) available to students entering their final year of an RN/RPN Degree program and are willing to sign an agreement with NH to work in the Peace region.
- **Licensed Practical Nurse LPN Scholarships (LPN)***
 - 10 Scholarships (\$1,000 ea.) available to students graduating from the NLC LPN Program willing to sign a 1-year Return of Service Agreement with NH to work in the Peace region.
- **Career Professional Development Scholarships (CPD)***
 - 13 Scholarships (\$1,000 to \$1,500 ea.) are available to Northern Health employees who are bridging into a new Health Care career.
- **RN/RPN Professional Development Scholarships (RN/RPN PD) ***
 - 5 Scholarships (\$3,000 ea.) available to RNs or RPNs currently employed by NH who are undertaking career development programs to align their skills with NH's needs.

* These scholarships streams are administered in accordance with the MOU with NH.

** See the attached Quick Reference Guide for further information on all Scholarship criteria.

4. SCHOLARSHIP STATISTICS:

Summarized Stats from Northern Health of the Scholarship Streams			
	2021	2022	2023
CPD			
Maximum	13	13	13
Applicants Applied	12	2	2
Applicants Awarded	8	1	2
RN/RPN PD			
Maximum	5	5	5
Applicants Applied	1	5	3
Applicants Awarded	1	5	3
Summarized Scholarship Stats provided by Northern Health			
	2021	2022	2023
LPN			
Maximum	10	10	10
Applicants Applied	11	3	4
Applicants Awarded	7	2	4
RN/RPN RoS			
Part 1 Recipients (PRRD)	11	8	9
Part 2 Recipients (NH)	4	4	3
Part 1 Recipients (NH)	1	1	
Part 2 Recipients that were not provided Part 1 by PRRD	1	2	

Summarized Stats for the Northern Lights College Health Care Scholarships			
	2021	2022	2023
Scholarships awarded	4	1	16

At the September 17, 2019 HCSC meeting, the following resolution was passed:

MOVED, SECONDED and CARRIED,

That the Regional Board invite Carolyn Chrobot, Development Officer, University of Northern British Columbia (UNBC), to be a delegation at a future Board Meeting to present UNBC's scholarship request for the Northern Baccalaureate Nursing Program in Fort St. John.

UNBC appeared as a Delegation before the Regional Board at the February 13, 2020 Board Meeting.

At the July 2, 2020 HCSC meeting, the following resolution was passed:

MOVED, SECONDED and CARRIED,

That the Health Care Scholarship Committee recommend that the Regional Board include \$30,000 in the Draft 2022 Budget for Function 180 - Health Related Services to establish a scholarship program specific to the Northern Baccalaureate Nursing Program.

At the February 10, 2022 Regional Board meeting, the following two resolutions were passed:

MOVED, SECONDED and CARRIED,

That the Regional Board include \$30,000 in the Draft 2022 Budget for Function 180 - Health Related Services to establish a scholarship program specific to the Northern Baccalaureate Nursing Program as per the July 2, 2020 Health Care Scholarship resolution "That the Regional Board add \$30,000 to the Health Care Scholarship program budget to incorporate a scholarship specific to the Northern Baccalaureate Nursing Program" and,

That the Regional Board include funding in the amount of \$138,000 in the Function 180 - Health Related Services Draft 2022 Budget to fund the existing Health Care Scholarships offered by the Regional Board (\$105,000), to fund scholarship promotional efforts (\$5,000), and to fund the potential creation of a scholarship program specific to the Northern Baccalaureate Nursing Program at Northern Lights College (\$30,000).

At the May 12, 2022 Regional Board meeting, the following resolution was passed:

MOVED, SECONDED and CARRIED,

That the Regional Board authorize that the Scholarship Matrix for the RN/RPN scholarship stream be amended to allow students who are enrolled in the Northern Baccalaureate Nursing Program to apply for a scholarship.

Although a Scholarship program specific to the Northern Baccalaureate Nursing Program has not been established, graduates of the UNBC Northern Baccalaureate Nursing Program have been awarded RN/RPN Part 1 RoS as follows:

Number of Students awarded Scholarships from the Northern Baccalaureate Nursing Program**				
	2020	2021	2022	2023
RN/RPN RoS				
Part 1 Recipients (PRRD)	2	3	4	1

**These awards are included in the *Summarized Scholarship Stats* provided by Northern Health table above.

ALTERNATIVE OPTIONS:

1. That the Committee of the Whole provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

As per the MOU, the PRRD allocates an annual financial contribution of \$55,000 for three years beginning in 2022 and provides NH a payment of \$55,000 on August 1, and each consecutive year thereafter, for the duration of the MOU. The financial contribution is to be used solely for the PRRD Health Care Scholarship Program.

- **RN/RPN Return of Service Scholarships**
 - \$15,000 is allocated for the Part 2 Recipients.
- **Licensed Practical Nurse LPN Scholarships**
 - \$10,000 is allocated for this stream.
- **Career Professional Development Scholarships**
 - \$15,000 is allocated for this stream.
- **RN/RPN Professional Development Scholarships**
 - \$15,000 is allocated for this stream.

Financial Contributions utilized by Northern Health for Health Care Scholarship streams			
	2021	2022	2023
CPD	\$8,500	\$1,000	\$3,000
RN/RPN PD	\$3,000	\$15,000	\$9,000
LPN	\$7,000	\$2,000	\$4,000
RN/RPN RoS Part 2 Recipients	\$10,000	\$10,000	\$7,500
RN/RPN RoS Part 1 Recipients	\$2,500	\$2,500	
RN/RPN RoS Part 2 Recipients not provided Part 1 by PRRD	\$2,500	\$5,000	
TOTAL	\$33,500	\$35,500	\$23,500

Financial contributions to the Northern Lights College Health Care Scholarships			
	2021	2022	2023
Amounts provided to Northern Lights College	\$4,000	\$1,000	\$16,000

COMMUNICATIONS CONSIDERATION(S):

Any recommendations made following the Committee of the Whole review and discussion regarding the Health Care Scholarship Committee will be forwarded to the Regional Board or the Health Care Scholarship Committee as appropriate. Subsequent Regional Board decisions would be communicated to all parties impacted by the decision(s), including Northern Health and Northern Lights College.

OTHER CONSIDERATION(S):

Staff respectfully notes the following challenges for consideration:

- Northern Health's year end does not match the PRRD's, which causes backlogs.
- Health Care Scholarships in general are not fully subscribed; the niche scholarships (e.g. Career Professional Development) are seldom if ever fully subscribed.

- The RN/RPN Return of Service Scholarships receives applications from many students residing outside of the region. Consideration as to whether local students are adequately informed about available scholarships and encouraging students from outside the region who may commit to staying for two years post-graduation are two ways to increase students' exposure to the north and provide an option to bolster staffing.
- There is no record of how the existing scholarship criteria were developed and whether these need to be amended/overhauled.
- The HCSC meeting schedule (as per Terms of Reference) needs greater flexibility – the two mid-year meetings are often over in under 15 minutes since they contain little material.

Attachments:

1. Health Care Scholarship Committee Terms of Reference
2. History of Board Resolutions re: HCSC Terms of Reference
3. Memorandum of Understanding between PRRD and Northern Health
4. Health Care Scholarship Program Quick Reference Guide (includes Application Criteria)



Health Care Scholarship Committee Terms of Reference

1. Role of the Committee:

1.1 The roles of the Committee include, but are not limited to:

- a. Facilitating the distribution of grants to medical students;
- b. Implementing Board initiatives to recruit and retain health care professionals in the Peace River Region;
- c. Adjudicate RN/RPN health care scholarship applications, and other scholarships as necessary;
- d. Making health care related recommendations to the Board, including the expansion or reduction of scholarship program(s), as necessary;
- e. Managing the scholarship budget, as approved by the Board, to disperse funds to participants of various health care education programs.

2. Structure of the Health Care Scholarship Committee:

2.1 Members: The HCSC will be a standing committee, and will consist of six Board members, appointed by the Chair as follows:

- a. City of Dawson Creek Director to PRRD Board;
- b. City of Fort St. John Director to PRRD Board;
- c. A representative from a smaller municipality in the South Peace;
- d. A representative from a smaller municipality in the North Peace;
- e. An Electoral Area Director from the South Peace (Area D or E);
- f. An Electoral Area Director from the North Peace (Area B or C);

2.2 Appropriate Regional District staff person(s) – non-voting.

2.3 The following are included as invited guests of the Health Care Scholarship Committee to, collaborate, and share information and ideas:

- a. Doig River First Nation,
- b. Halfway River First Nation,
- c. Sauteau First Nations,
- d. West Moberly First Nations,
- e. Blueberry River First Nations,
- f. Kelly Lake Indigenous representatives,
- g. Tsay Keh Dene Nation; and
- h. Kwadacha Nation
- i. BC First Nations Health Authority
- j. Regional Post-Secondary Institutions
- k. Northern Health Board and Staff

3 Meetings:

- 3.1 The Committee shall meet annually in January, April, July and October as follows:
 - a. January: to review program statistics and discuss budget.
 - b. October: to adjudicate the RN/RPN scholarship awards.
 - c. April/July: additional meetings that are to be held regularly until such a time that the Committee is satisfied with the performance of the scholarship programs.
- 3.2 Additional meetings may be requested by or through the Chief Administrative Officer by any member of the Committee.
- 3.3 Meetings will be open to the public, unless authorized to be closed as per Section 90 of the *Community Charter*.
- 3.4 Items for the regular agenda must be provided to Administration 14 days prior to a Meeting except for special meetings, which agenda items shall be provided not less than 48 hours.
- 3.5 The PRRD Board will receive Committee meeting Minutes via the Board Agenda Consent Calendar.
- 3.6 The Committee shall be able to change the schedule of meetings or add Special Meetings, as permitted in Board Procedure Bylaw No. 2490, 2022.

4 Committee Procedures

- 4.1 Quorum – at least 4 out of 6 Board members of the Committee.
- 4.2 Voting – The six Board Members appointment to the HCSC will have voting rights and all options and recommendations shall be determined by majority vote, with recommendations and options being forwarded to the Regional Board for consideration and action.
- 4.3 Tie votes will be defeated.
- 4.4 Any procedure not covered here will follow the PRRD Board Procedure Bylaw.
- 4.5 The meetings will be chaired by a Committee member elected by the Committee participants on an annual basis at the first meeting of the calendar year.
- 4.6 A Vice-Chair will be elected by the Committee participants, from current Committee members, on an annual basis.
- 4.7 In the absence of the Chair, the Vice-Chair will chair the meetings.
- 4.8 The Chair and/or Vice-Chair will be eligible to vote at all meetings.

diverse. vast. abundant

Date Committee Established		Board Resolution #	
Date TOR Approved by Board	June 14, 2018	Board Resolution #	RD/18/06/23
Amendment Date	October 22, 2020	Board Resolution #	RD/20/10/13
Amendment Date	January 14, 2021	Board Resolution #	RD/21/01/06
Amendment Date		Board Resolution #	

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Nov 9, 2017 - Recommendations from Oct 25, 2017 Medical Scholarship Criteria Select Committee Meeting

RD/17/11/28 That staff be directed to draft Terms of Reference for the Medical Scholarship Select Committee by June of 2018.

June 14, 2018

RD/18/06/23

No. 2: Health Care Scholarship Committee and Terms of Reference

That the name of the Medical Scholarship Criteria Select Committee be changed to the "Health Care Scholarship Committee"; further, that the Regional Board approve the draft Terms of Reference for the Committee, as amended, to define the members as:

- a) A representative of a municipality in the South Peace;
- b) A representative of a municipality in the North Peace;
- c) An Electoral Area Director from the South Peace (Area D or E); and
- d) An Electoral Area Director from the North Peace (Area B or D).

October 22, 2020

RD/20/10/13 (22)

Health Care Scholarship Committee – Terms of Reference

That the Regional Board amend the Health Care Scholarship Committee Terms of Reference (ToR) to schedule annual committee meetings in January, to review statistics and discuss the budget, and October, to adjudicate the RN/RPN scholarship awards; further, that two additional annual meetings, scheduled for April and July, be added to the ToR and held until such a time that the Committee is satisfied with the performance of the Health Care Scholarship Program.

Nov 26, 2020

RD/20/11/31 (26)

Directors NB

Item 13.2

Health Care Scholarship Committee – Terms of Reference

That the Regional Board approve a review of the Health Care Scholarship Committee Terms of Reference to identify options and opportunities for expansion to include other Board members and First Nations, for review by the Health Care Scholarship Committee at a future meeting.

Jan 14, 2021

RD/21/01/06

Health Care Scholarship Committee – Terms of Reference Amendment

That the Regional Board approve the amended Health Care Scholarship Committee Terms of Reference (as presented), to expand the committee from four members to six members, inclusive of Dawson Creek, Fort St. John, two Electoral Area Directors, one from each of the North Peace and South Peace, and two small member community directors, one from each of the North Peace and South Peace, and to capture the change in committee status from select committee to standing committee.

Discussion from January 28, 2022 HCSC meeting:

Director Sperling noted that the Committee was originally created to create and administer health care scholarships from the Regional District, and there may be a need to expand its focus to other retention and recruitment strategies and collaboration with Northern Health and post secondary institutions.

Director Ackerman noted that assistance to business and scope creep of the Committee would need to be considered as part of any discussion regarding the expansion of the Committee's role on behalf of the Regional Board. Resulting in the resolution presented to the Board on Feb 10, 2022.

Feb 10, 2022

RD/22/02/16

No. 3: Health Care Scholarship Committee - Terms of Reference

That the Regional Board review the terms of reference for the Health Care Scholarship Committee at a future Committee of the Whole Meeting.

June 9, 2022

CW/22/06/02

Health Care Scholarship Committee Terms of Reference Review

That the Committee of the Whole defer the report titled 'Health Care Scholarship Committee Terms of Reference Review, ADM-COW-007' to the next Committee of the Whole meeting.

July 14, 2022
CW/22/07/02

Health Care Scholarship Committee Terms of Reference

That the Committee of the Whole review the Terms of Reference for the Health Care Scholarship Committee and consider amendments to the Terms of Reference to include representation from neighboring First Nation communities and expansion of the committee mandate to include retention and recruitment strategies in collaboration with Northern Health and Regional Post-Secondary institutions.

CW/22/07/03

That the Committee of the Whole recommend that the Regional Board authorize staff to contact the First Nations Health Authority and regional post-secondary institutions to determine their interest in collaborating with the Health Care Scholarship Committee (HCSC); further, that First Nations communities in the region be contacted to determine their interest in participating in the HCSC.

August 11, 2022

July 14, 2022 Committee of the Whole Recommendation

No. 1: Health Care Scholarship Committee

RD/22/08/08

That the Regional Board authorize staff to contact the BC First Nations Health Authority, and regional post-secondary institutions, to determine their interest in collaborating with the Health Care Scholarship Committee (HCSC); further, that Doig River First Nation, Halfway River First Nation, Saulteau First Nations, West Moberly First Nations, Blueberry River First Nations, Kelly Lake Indigenous representatives, Tsay Keh Dene Nation, and Kwadacha Nation be contacted to determine their interest in participating in the HCSC.

Feb 23, 2023

January 25, 2023 Health Care Scholarship Committee Meeting Recommendations

RD/23/02/17 (23)

That the Regional Board amend the Health Care Scholarship Terms of Reference (ToR) to add a standing invitation to representatives of First Nations and regional post-secondary institutions to attend committee meetings as invited guests to collaborate, and share information and ideas in support of the Health Care Scholarship Committee mandate.

January 25, 2024

RD/24/01/13(25)

That the Regional Board refer to a future 2024 Committee of the Whole meeting a fulsome review and discussion on the structure and purpose of the Health Care Scholarship Committee.



MEMORANDUM OF UNDERSTANDING (MOU)

THIS MOU dated for reference this 1st day of May, 2022.

BETWEEN:

Peace River Regional District

Box 810, 1981 Alaska Avenue

Dawson Creek, BC V1G 4H8

(hereinafter referred to as “PRRD”)

OF THE FIRST PART

AND

Northern Health Authority

Suite 600, 299 Victoria St.

Prince George, BC V2L 5B8

(hereinafter referred to as “NHA”)

OF THE SECOND PART

(hereinafter collectively referred to as “the Parties”)

NOW THEREFORE the Parties agree as follows:

1.0 PURPOSE

This Memorandum of Understanding (MOU) is an agreement between the Parties intended to outline guiding principles, roles and responsibilities to administer the distribution of the four (4) scholarship streams of the PRRD Health Care Scholarship program that are offered in cooperation between the PRRD and NHA, as listed below:

- a. Registered Nurse/ Registered Psychiatric Nurse (RN/RPN) Return of Service Scholarship – Part 2
- b. Licensed Practical Nurse Scholarship
- c. Career Professional Development Scholarship
- d. Registered Nurse/ Registered Psychiatric Nurse (RN/RPN) Professional Development Scholarship

This MOU defines how the respective Parties will cooperate with each other and participate in this coordinated approach.



2.0 BACKGROUND

In November of 2016, the Peace River Regional District (PRRD) recognized the need to secure more health care workers in the region, and as a result committed \$100,000 to support a scholarship program specific to health care careers. The PRRD engaged the expertise of NHA to identify the gaps in employment and where the demand for skilled workers was most needed. Through a collaborative process, the Parties developed a financial incentive program to recruit and retain workers in the Peace Region known as the PRRD Health Care Scholarship program. In 2018, an additional commitment of \$10,000 was added increasing the total contribution for the PRRD Health Care Scholarship program to \$110,000. As a result, six (6) scholarship initiatives were created:

- a. PRRD Health Care High School Non-Degree Scholarship
- b. Health Care Assistant Scholarship
- c. RN/RPN Return of Service Scholarship (Two Parts)
- d. Licensed Practical Nurse (LPN) Scholarship
- e. Career Professional Development Scholarship
- f. RN/RPN Professional Development Scholarship

Of the \$110,000 commitment, \$5,000 was allocated for recruitment events coordinated by NHA, and hosted jointly by both Parties.

3.0 PRINCIPLES

The Parties, where possible, will work to achieve the following principles while this MOU is in effect. These principles include collaboration, confidentiality, privacy related to the sharing of information, communication, and mutual cooperation. This MOU will recognize and respect each of the Parties' autonomy and individual objectives for the administration of the distribution of these scholarships, while pursuing a coordinated and collaborative approach.

4.0 MUTUAL INTERESTS

That the Parties agree there is an opportunity to utilize the scholarship funding to assist with:

- a. the recruitment of new health care professionals for the region; and
- b. the retention of health care professionals, and to expand their skills and remain the region.

Both Parties will work together to encourage widespread understanding and support for the MOU.

5.0 FINANCIAL OR IN-KIND SUPPORT

The PRRD will allocate an annual financial contribution of \$55,000, for a period of three (3) years, beginning in 2022 and will provide NHA a payment of \$55,000 on August 1st, and each consecutive year thereafter for the duration of the MOU. The Parties agree this financial contribution is to be used for the sole purpose of the PRRD Health Care Scholarship program for each scholarship stream as listed below:



- a. RN/RPN Return of Service Scholarship, Part 2
- b. Licensed Practical Nurse Scholarship
- c. Career Professional Development Scholarship
- d. RN/RPN Professional Development Scholarship

Appendix A of this MOU outlines each scholarship's criteria, establishes a guideline for the intended use of funds for each scholarship, and clarifies the roles and responsibilities for NHA. It is a guideline to assist NHA in the administration of the PRRD Health Care Scholarship while still providing NHA the flexibility to maximize the \$55,000 financial contribution to recruit and retain health care providers depending on the varying application levels in each stream.

In the event the number of applicants exceeds the amount of scholarships available, NHA will notify the PRRD immediately so the PRRD can determine if an increase to the funding contribution could be accommodated.

In the event the annual funding contribution is not fully utilized, the PRRD may reduce the following year's contribution accordingly.

6.0 COORDINATION FUNCTIONS

The Parties will co-brand promotional materials associated with any agreed upon programming. Both Parties will make any joint promotional activities and materials available for review and approval.

7.0 COORDINATION MANAGEMENT

The Parties will identify a key contact for each Party to coordinate efforts on behalf of each Party.

8.0 RESPONSIBILITIES UNDER THIS MOU

8.1 Party A – PRRD shall under take the following activities:

- a. Ensure a financial commitment in the amount of \$55,000 is budgeted for the four health care scholarships administered under this MOU as part of the Annual Financial Plan for the period of three years from 2022 to 2024.
- b. Provide \$55,000 annually to NHA to award to recipients who meet the eligibility criteria for each scholarship as specified in Section 1 and further defined in Appendix A.
- c. Notify NHA of any changes to the PRRD Health Care Scholarship Program.
- d. Develop brochure(s) for the scholarships.
- e. Develop a reporting template and forward to NHA to assist them with the reporting requirements under this MOU.
- f. Send NHA a list each October, that includes the names and contact information for each of the recipients for the RN/RPN Return of Service Scholarship – Part 1 - 4th Year Tuition Award.



8.2 Party B – NHA shall under take the following activities:

- a. Administer and distribute the **RN/RPN Return of Service Scholarship – Part 2**, in the amount of \$15,000 annually, in accordance with the Roles and Responsibility outlined in Appendix A.
- b. Administer and distribute the **Licensed Practical Nurse Scholarship**, in the amount of \$10,000 annually, in accordance with the Roles and Responsibilities outlined in Appendix A.
- c. Administer and distribute the **Career Professional Development Scholarship**, in the amount of \$15,000 annually, in accordance of the Roles and Responsibilities outlined in Appendix A.
- d. Administer and distribute the **RN/RPN Professional Development Scholarship**, in the amount of \$15,000 annually, in accordance of the Roles and Responsibilities outlined in Appendix A.
- e. NHA has the discretion to award scholarship funding more than once to the same recipient but must ensure there is an equitable distribution of scholarship funds.
- f. Provide an annual report by March 31st to the PRRD detailing the following:
 - i. Number of scholarships awarded for each stream as specified in Section 1.0.
 - ii. Number of ROS agreements entered into with NHA.
 - iii. Number of recipients that did not fulfill the ROS agreement with NHA and provide reason.
 - iv. The total amount of annual funding utilized of the financial contribution as specified per scholarship category identified in Section 1 and further defined in Appendix A.
- g. Advise the PRRD immediately of those recipients who default on their Return of Service (ROS) agreement and inform the PRRD of the financial amount to be recovered.
- h. Advise the PRRD if there are more applications than current funding available immediately after the intake deadline.
- i. Co-ordinate an annual luncheon for the student nurses in both Fort St. John and Dawson Creek communities between the months of May – September based on maximum student nurse and availability of the PRRD Directors, funded by the PRRD to a maximum of \$500.

8.3 Both Parties will evaluate the effectiveness of, and adherence to, the MOU and the Scholarship initiatives annually, following the report to be received by the PRRD.

9.0 GENERAL TERMS

In keeping with the intent of this MOU, the Parties agree that:

9.1 This MOU shall be effective as of May 1st, 2022, and will remain in effect for a period of three (3) year or until terminated by either of the Parties.



- 9.2** This MOU may be renewed for up to two (2) additional one (1) year terms. The Parties shall enter into discussion to renew this agreement no later than three (3) months prior to expiration.
- 9.3** Either of the Parties may terminate this MOU upon written notice to the other Party, providing the Party with three (3) months notice of the termination.
- 9.4** Nothing in this MOU is intended to diminish or otherwise affect the authority of the signatory Parties to carry out their statutory, regulatory, or other official functions or to commit the Parties to providing a particular service it would not otherwise provide in the scope of each Party's individual mandate.
- 9.5** The Parties will act in good faith for the implementation of this MOU.
- 9.6** This MOU will be reviewed annually upon receipt of annual reporting requirements as specified in section 8.2.
- 9.7** Either Party can provide, with no less than three (3) months warning, written notice of a decision to propose amendments.

10.0 LEGALITY

This MOU is an expression of the shared intent of the Parties on how to conduct business together. Nothing in this MOU shall be construed to conflict with current legislation or regulations. Nothing in the MOU is intended to create any right or benefit, substantive or procedural, enforceable at law by any person or organization against the signatory Parties, their staff, members or officers, or any other person, government agency or

[Redacted Signature]

Date: Aug 18, 2022

Shawn Dahlen
Chief Administrative Officer
Peace River Regional District

[Redacted Signature]

Date: Aug 18, 2022

Bradley Sperling
Chair
Peace River Regional District

Agreed to this 15 day of August, 2022.

Northern Health Authority

Per: _____
Authorized Signatory

Angela De Smit
NE Chief Operating Officer



Appendix A

1. RN/RPN Return of Service (ROS) Scholarship - Part 2

Total value is \$15,000 to benefit six (6) ROS Scholarships each in the amount of \$2,500.

Scholarship Criteria

Graduates of an RN/RPN Degree program who received Part 1 of the RN/RPN Return of Service Scholarship who have agreed to a 2 year ROS with NHA.

Roles and Responsibilities

- NHA will contact all Part 1 Recipients as listed on the list provided by the PRRD;
- NHA will confirm the recipients successful graduation from an RN/RPN Degree program;
- NHA will determine the recipients willingness enter into a 2 year ROS agreement;
- NHA will award the \$2,500 ROS scholarship upon signature of that agreement;
- NHA will provide the names of all Part 2 recipients to the PRRD by December 31st;
- NHA will issue all T4A's as per the requirements under the Income Tax Act.

2. Licensed Practical Nurse (LPN) Scholarship

Total value is \$10,000 to benefit ten (10) scholarships each in the amount of \$1,000.

Scholarship Criteria

Graduates of the Licensed Practical Nurse Program at Northern Lights College and are willing to sign a one (1) year ROS with NHA, with preference given to applicants who have lived in the PRRD for at least 2.5 years prior to enrolling in the program.

Applications will be accepted until July 31st each year.

Roles and Responsibilities

- NHA will work with the Northern Lights College (NLC) to develop a process for the selection of recipients from the graduates of the LPN program;
- NHA will award 10 graduates upon successful graduation and the signing of a ROS for 1 year with a scholarship of \$1,000 each;
- NHA will advise the PRRD of the number of recipients annually;
- NHA will issue all T4A's as per the requirements under the Income Tax Act.



3. Career Professional Development Scholarship

Total value is \$15,000 to benefit 13 scholarships valued from \$1,000 to \$1,500 to assist existing NHA employed LPNs bridging to an RN designation or employees bridging into a new health care career.

Scholarship Criteria

Existing NHA employees who meet any of the following:

- LPNs bridging to RN who are starting their 3rd year of studies, 4 awards of \$1,500
- Employees in programs two or more semesters in length, 9 awards of \$1,000

Applications will be accepted until July 31st each year.

Roles and Responsibilities

- NHA will select applicants based the scholarship criteria;
- NHA will ensure the LPN scholarships are awarded to recipients in their 3rd year of study;
- NHA will ensure the scholarships for employees in programs two semesters or more are awarded at the start of the program;
- NHA will ensure a one (1) year ROS to continue employment with NHA to remain in the PRRD;
- NHA has the discretion to award the scholarship more than once to the same recipient but must ensure there is an equitable distribution of scholarship funds
- NHA will advise the PRRD of the number of recipients annually;
- NHA will issue all T4A's as per the requirements under the Income Tax Act.



4. RN/RPN Professional Development Scholarship

Total value is \$15,000 to benefit five (5) scholarships each in the amount of \$3,000 for existing RNs or RPNs who have been employed with NHA.

Scholarship Criteria

Existing NHA employed RNs or RPNs who are undertaking career development programs.

Applicants may apply to this scholarship each year of their program.

Applications will be accepted until July 31st each year.

Roles and Responsibilities

- NHA will select applicants based on the scholarship criteria;
- NHA will ensure the programs align with their needs and are either a certificate, diploma or degree;
- NHA has the discretion to award the scholarship more than once to the same recipient but must ensure there is an equitable distribution of scholarship funds;
- NHA will ensure a two (2) year ROS agreement to continue employment with NHA in the region;
- NHA will advise the PRRD of the number of recipients annually;
- NHA will issue all T4A's as per the requirements under the Income Tax Act.



PRRD Health Care High School Scholarship – Intended for students graduating from a public school in the PRRD who are pursuing post-secondary programs that will result in a career in health care.

Number of Scholarships – 10 Scholarships valued at \$1,500 each with 5 scholarships offered in both SD 59 and SD 60 allocated to each school based on student population outlined below:

Chetwynd Secondary	1	Hudson's Hope Elementary-Secondary	1
Dawson Creek Secondary	3	North Peace Secondary	3
Tumbler Ridge Secondary	1	Prespatou Elementary Secondary	1

Deadline to Apply – Set by each school, contact Academic Advisor or school Counsellor.

Scholarship Criteria:

- Grade 12 students attending one of the above schools, including correspondence, distance education and home schooled students
- Eligible programs include:
 - Certificate and Diploma - Diagnostic Medical Sonography, X-ray Technician, Medical Laboratory Technician, Licensed Practical Nursing, and Health Care Assistant;
 - Degree - only those resulting in a Registered Nurse designation.
- Applicants should have resided in PRRD prior to application.

Application & Adjudication Process:

- Applications are available through each school's counsellor or academic advisor
- Recipients are chosen by each school's Scholarship Selection Committee based on residency, academic standing, community involvement, financial need and acceptance at a post-secondary institution

Payment – Recipients contact the PRRD to claim their award

Questions & Support – Check out PRRD Scholarship and Bursaries at <https://prrd.bc.ca/scholarships/> or Contact PRRD Grant Coordinator at 250-784-3209 or jill.rickert@prrd.bc.ca

Northern Lights College Health Care Scholarships (formerly Health Care Assistant) – Intended to support students who have successfully completed the Health Care Assistant program, Practical Nursing Program, or the Access to Practical Nursing Program offered through Northern Lights College.

Number of Scholarships – 20 Scholarships valued at \$1,000 each

Deadline to Apply – Continuous Intake

Scholarship Criteria:

- Graduates of the Health Care Assistant, Practical Nursing or Access to Practical Nursing programs at Northern Lights College.
- Applicants must provide proof of employment with Northern Health to work in the PRRD
- Preference will be given to applicants who have resided in the PRRD 2.5 years prior to entering any of the eligible health care programs.

Application & Adjudication Process:

- Applications are available through the NLC Financial Aid Office or can be downloaded from the PRRD website at <https://prrd.bc.ca/scholarships/#health-care-assistant-scholarship>



- Scholarship recipients are chosen by NLC Foundation who is responsible for the administration of this scholarship

Payment – Recipients receive their award through the NLC Foundation with funding provided by the PRRD.

Questions & Support:

- Contact the NLC Foundation at 250-782-5251
- Check out PRRD Scholarship and Bursaries at <https://prrd.bc.ca/scholarships/>
- Contact PRRD Grant Coordinator at 250-784-3209 or jill.rickert@prrd.bc.ca

3. RN/RPN (Registered Nurse/Registered Psychiatric Nurse) Return of Service Scholarship – Intended to support individuals enrolled and going into their final year of a RN/RPN degree program who are willing to sign into a 2 year Return of Service Agreement with Northern Health to work in the PRRD.

Number of Scholarships – 6 Scholarships valued at \$5,000 each

This scholarship consists of two components (two equal payments of \$2,500)

- \$2,500 to be used for the final year of the degree program
- \$2,500 upon successful graduation and the signing of a 2 year Return of Service Agreement with Northern Health to work in the PRRD

Deadline to Apply - June 30th

Scholarship Criteria:

- Applicants must be going into the final year of their degree and must be willing to sign a 2 year Return of Service Agreement with Northern Health to work in the PRRD
- First priority will be given to graduates from a secondary school in the Peace River Regional District, Northern Rockies Regional Municipality, Regional District of Fraser Fort George, Grande Prairie County or Saddle Hills County

Application & Adjudication Process:

- Applications can be downloaded from the PRRD website at <https://prrd.bc.ca/scholarships/#nrpn-return-of-service-scholarship>
- Recipients are chosen by the PRRD Health Care Scholarship Committee based on the scholarship criteria and residency, academic standing, community involvement and confirmation of acceptance or registration for the final year of an RN/RPN program
- Recipients are approved by the Regional Board
- Applicants will be notified regarding the results of their applications no later than October 31st

Payment – Total award is \$5,000 distributed in two equal payments of \$2,500

- First Payment - in October, a payment of \$2,500 will be mailed to each recipient to assist them with their final year of tuition by the PRRD
- Second Payment – Northern Health will contact each recipient to initiate the signing of a 2 year Return of Service Agreement to work in the PRRD and will issue a payment of \$2,500 with funding provided by the PRRD

Questions & Support – Check out PRRD Scholarship and Bursaries at <https://prrd.bc.ca/scholarships/> or Contact PRRD Grant Coordinator at 250-784-3209 or jill.rickert@prrd.bc.ca



4. Licensed Practical Nurse LPN Scholarship- Intended to support students graduating from Northern Lights College LPN program who are willing to sign a 1 year Return of Service Agreement with Northern Health to work in the PRRD.

Number of Scholarships – 10 scholarships valued at \$1,000 each

Deadline to Apply – January 31st and July 31st
(dependent on NLC program completion dates and hiring process of NH)

Scholarship Criteria

- Applicants must have successfully graduated from the Licensed Practical Nurse Program at Northern Lights College
- Preference will be given to applicants who have lived in the PRRD for at least 2.5 years prior to enrolling in the program
- Applicants must be willing to sign a 1 year Return of Service Agreement with Northern Health to work in the PRRD

Application and Adjudication Process:

- This scholarship is administered by Northern Health and NLC
- NLC will advise NH Recruitment and graduating students of the scholarship upon successful completion of their program who will apply for the scholarship through NH

Payment – Recipients will receive their payment from Northern Health upon the signing of a 1 year Return of Service agreement with funding provided by the PRRD.

Questions & Support:

- Check out PRRD Scholarship and Bursaries at <https://prrd.bc.ca/scholarships/>
- Contact PRRD Grant Coordinator at 250-784-3209 or jill.rickert@prrd.bc.ca

5. Career Professional Development Scholarship – Intended to support current Northern Health employees who are bridging into a new health care career.

Number of Scholarships – 13 scholarships valued from \$1,000 to \$1,500 each

- Employed LPNs bridging to RN/RPN designation, 4 awards of \$1,500
- Northern Health employees who are bridging into a new health care career, 9 awards of \$1,000

Deadline to Apply:

- January 31st and July 31st

Scholarship Criteria

- LPNs bridging to RN who are starting their 3rd year of studies
- Northern Health employees who are enrolled in programs two or more semester in length
- Applicants must be willing to agree to a 1 year Return of Service agreement with Northern Health to remain working in the PRRD post course completion

Application and Adjudication Process:

- Applicants apply directly to Northern Health at education@northernhealth.ca



- Applications are adjudicated by Northern Health based on the scholarship criteria

Payment – Recipients will receive their payment from Northern Health with funding provided by the PRRD

Questions & Support:

- Contact Northern Health at education@northernhealth.ca
- Check out PRRD Scholarship and Bursaries at <https://prrd.bc.ca/scholarships/>
- Contact PRRD Grant Coordinator at 250-784-3209 or jill.rickert@prrd.bc.ca

6. RN/RPN Professional Development Scholarship – Intended to support existing Northern Health employed RNs or RPNs who are undertaking career development programs their skills to align with Northern Health needs.

Number of Scholarships – 5 scholarships valued at \$3,000 each

Deadline to Apply:

- January 31st and July 31st

Scholarship Criteria

- Northern Health employed RNs or RPNs
- Career development programs that align with the needs identified by Northern Health
- Applicants must be willing to agree to a 2 year Return of Service agreement with Northern Health to remain working in the PRRD post course completion
- Applicants may apply to this scholarship each year of their program

Application and Adjudication Process:

- Applicants apply directly to Northern Health at education@northernhealth.ca
- Applications are adjudicated by Northern Health based on the scholarship criteria

Payment – Recipients will receive their payment from Northern Health with funding provided by the PRRD.

Questions & Support:

- Contact Northern Health at education@northernhealth.ca
- Check out PRRD Scholarship and Bursaries at <https://prrd.bc.ca/scholarships/>
- Contact PRRD Grant Coordinator at 250-784-3209 or jill.rickert@prrd.bc.ca



Health Care Scholarship Committee Terms of Reference

1. Role of the Committee:

1.1 The roles of the Committee include, but are not limited to:

- a. Facilitating the distribution of grants to medical students;
- b. Implementing Board initiatives to recruit and retain health care professionals in the Peace River Region;
- c. Adjudicate RN/RPN health care scholarship applications, and other scholarships as necessary;
- d. Making health care related recommendations to the Board, including the expansion or reduction of scholarship program(s), as necessary;
- e. Managing the scholarship budget, as approved by the Board, to disperse funds to participants of various health care education programs.

2. Structure of the Health Care Scholarship Committee:

2.1 Members: The HCSC will be a standing committee, and will consist of six Board members, appointed by the Chair as follows:

- a. City of Dawson Creek Director to PRRD Board;
- b. City of Fort St. John Director to PRRD Board;
- c. A representative from a smaller municipality in the South Peace;
- d. A representative from a smaller municipality in the North Peace;
- e. An Electoral Area Director from the South Peace (Area D or E);
- f. An Electoral Area Director from the North Peace (Area B or C);

2.2 Appropriate Regional District staff person(s) – non-voting.

2.3 The following are included as invited guests of the Health Care Scholarship Committee to, collaborate, and share information and ideas:

- a. Doig River First Nation,
- b. Halfway River First Nation,
- c. Sauteau First Nations,
- d. West Moberly First Nations,
- e. Blueberry River First Nations,
- f. Kelly Lake Indigenous representatives,
- g. Tsay Keh Dene Nation; and
- h. Kwadacha Nation
- i. BC First Nations Health Authority
- j. Regional Post-Secondary Institutions
- k. Northern Health Board and Staff

3 Meetings:

- 3.1 The Committee shall meet annually in January, April, July and October as follows:
 - a. January: to review program statistics and discuss budget.
 - b. October: to adjudicate the RN/RPN scholarship awards.
 - c. April/July: additional meetings that are to be held regularly until such a time that the Committee is satisfied with the performance of the scholarship programs.
- 3.2 Additional meetings may be requested by or through the Chief Administrative Officer by any member of the Committee.
- 3.3 Meetings will be open to the public, unless authorized to be closed as per Section 90 of the *Community Charter*.
- 3.4 Items for the regular agenda must be provided to Administration 14 days prior to a Meeting except for special meetings, which agenda items shall be provided not less than 48 hours.
- 3.5 The PRRD Board will receive Committee meeting Minutes via the Board Agenda Consent Calendar.
- 3.6 The Committee shall be able to change the schedule of meetings or add Special Meetings, as permitted in Board Procedure Bylaw No. 2490, 2022.

4 Committee Procedures

- 4.1 Quorum – at least 4 out of 6 Board members of the Committee.
- 4.2 Voting – The six Board Members appointment to the HCSC will have voting rights and all options and recommendations shall be determined by majority vote, with recommendations and options being forwarded to the Regional Board for consideration and action.
- 4.3 Tie votes will be defeated.
- 4.4 Any procedure not covered here will follow the PRRD Board Procedure Bylaw.
- 4.5 The meetings will be chaired by a Committee member elected by the Committee participants on an annual basis at the first meeting of the calendar year.
- 4.6 A Vice-Chair will be elected by the Committee participants, from current Committee members, on an annual basis.
- 4.7 In the absence of the Chair, the Vice-Chair will chair the meetings.
- 4.8 The Chair and/or Vice-Chair will be eligible to vote at all meetings.

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Date Committee Established		Board Resolution #	
Date TOR Approved by Board	June 14, 2018	Board Resolution #	RD/18/06/23
Amendment Date	October 22, 2020	Board Resolution #	RD/20/10/13
Amendment Date	January 14, 2021	Board Resolution #	RD/21/01/06
Amendment Date		Board Resolution #	

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PRRD Health Care Scholarship Program Matrix

1. PRRD Health Care High School Scholarship- <i>ACTIVE</i> Description - Funding support for graduating high school students (SD 59 or 60) planning to pursue post-secondary education programs that will result in a Certificate, Diploma or Degree towards a career in health care. Certificate and Diploma programs include Diagnostic Medical Sonography, X-ray Technician, Medical Laboratory Technician, Licensed Practical Nursing, and Health Care Assistant. Degree programs include only those resulting in a Registered Nurse designation.						
Scholarship Amount \$15,000	Target Group	Approving Authority	GL/Cost Center 01-2-3130-5830-180	Administration and Approval Process	Application Deadline	Governing Policy
10 Scholarships at \$1,500 each for a total of \$15,000 Chetwynd = 1 @ \$1,500 NPSS = 3 @ \$4,500 Prespatou = 1 @ \$1,500 DCSS = 3 @ \$4,500 Tumbler = 1 @ \$1,500 Hudson's Hope = 1 @ \$1,500	Graduating high school students in SD 59 and SD 60 including those students enrolled by correspondence, distance education or home-school	Budget - Regional Board Recipients – Designated to High School Scholarship Selection Committees	Function 180 – Health Related Services GIA	<u>PRRD</u> 1. Staff email Academic Advisors at each high school written confirmation of scholarship funding and application in February or March and assist with questions/guidance when required. 2. Staff liaise with application process when/if Academic Advisors require assistance; before June 30 th staff receive copy of electronic application and consent for Finance payment file. 3. Staff issue payment to students upon receipt of proof of payment for eligible school expense. 4. Staff issue T4A to each scholarship recipient as per CRA. <u>High Schools</u> 1. Applications are completed by students and are submitted to the school Academic Advisor. 2. Applications are adjudicated by each school's scholarship selection committee for residency, academic standing, community involvement, financial need and acceptance at a post-secondary institution; the school forwards copies of all chosen recipient applications to the PRRD. 3. Recipients are awarded confirmation of their scholarship at their schools scholarship ceremony by the PRRD Director if in attendance or school representative. 4. Recipients contact PRRD to claim their award with proof of payment for eligible expense.	Mid May to beginning of June as per set school deadline	Health Related Services GIA policy #0340-64 Guidelines for eligibility criteria, approval process and award process are outlined in the scholarship application



PRRD Health Care Scholarship Program Matrix

2. Northern Lights College Health Care Scholarships (formerly Health Care Assistant) – ACTIVE Description - Funding to support students who have successfully completed the Health Care Assistant, Practical Nursing or the Access to Practical Nursing programs offered through Northern Lights College.						
Scholarship Amount \$20,000	Target Group	Approving Authority	GL/Cost Center 01-2-3130-5831-180	Administration and Approval Process	Application Deadline	Governing Policy
20 Scholarships at \$1000	Graduates of the Health Care Assistant, Practical Nursing and/or Access to Practical Nursing programs Program at Northern Lights College who have secured employment with NH in the PRRD; preference given to applicants who have resided in the PRRD a minimum of 2.5 yrs prior to enrolling in the programs	Budget - Regional Board Recipients - NLC Foundation	Function 180 – Health Related Services GIA	<u>PRRD</u> 1. Ensure a financial commitment in the amount of \$20,000 is budgeted for Health Care Scholarships as part of the Annual Financial Plan for the period of five years from 2022 to 2026. 2. Provide payment to NLCF upon the receipt of an invoice, in the amount of \$1,000 for every student listed as a recipient of a Health Care Scholarship to a maximum of \$20,000. 3. Notify NLCF of any changes to the Health Care Scholarship <u>NLC Foundation</u> 1. Administer and distribute twenty (20) Health Care Scholarships, in the amount of \$1,000 each, to eligible graduates of the Health Care Assistant program, Practical Nursing program, or Access to Practical Nursing program offered at Northern Lights College. 2. Ensure each recipient of a scholarship meets the following criteria: i. Has successfully completed the Health Care program offered at Northern Lights College; and ii. Has provided proof of employment with Northern Health iii. Preference will be given to an applicant that has resided in the Peace River Regional District for a minimum of 2.5 years prior to entering into the Health Care program. 3. Ensure each scholarship recipient has signed a Consent to Release form to allow the PRRD to use their name and/or photo prior to the recipient receiving the scholarship funds. 4. Invoice the PRRD for the total number of recipients of the Health Care Scholarship no later than thirty (30) days after it is awarded and issue required T4As. 5. Ensure students are aware of the scholarship know how to apply. 6. Provide to the PRRD a list of the names with the total number of scholarship recipients each year by December 31st. 7. Advise the PRRD if Northern Lights College runs additional Health Care programs each year.	Continuous Year Round Intake	Health Related Services GIA policy #0340-64 Guidelines for eligibility criteria, approval and award process per roles and responsibilities outlined in 5yr PRRD/NLCF MOU 2022-2026 signed June 2022



PRRD Health Care Scholarship Program Matrix

3. RN/RPN (Registered Nurse/Registered Psychiatric Nurse) Return of Service Scholarship (Two Parts) – ACTIVE Description - Two Part Scholarship: <ol style="list-style-type: none"> 1. Funding to assist 4th Year students enrolled in an RN/RPN degree program, including UNBC's Northern Baccalaureate Nursing Program, who are entering into their final year of study; and 2. Funding to support a Return of Service (ROS) agreement with Northern Health Authority, upon Part 1 recipient's successful completion of their degree program. 						
Scholarship Amount \$30,000	Target Group	Approving Authority	GL/Cost Center	Administration and Approval Process	Application Deadline	Governing Policy
\$30,000 - 6 Awards each at \$5,000 <u>Part 1 - 4th Year Award:</u> \$15,000 - 6 parts each at \$2,500 <u>Part 2 – Return of Service (ROS) Award:</u> \$15,000 - 6 parts each at \$2,500	4 th year Post Secondary Students enrolled in a RN/RPN Degree program, including UNBC's Northern Baccalaureate Nursing Program, First Priority given to applicants who graduated from high school in the PRRD, RD of Fraser Ft. George, Northern Rockies Regional Municipality, Grande Prairie County or Saddle Hills County	Budget – Regional Board Recipients - Regional Board	Function 180 – Health Related Services GIA 01-2-3130-5833-180 01-2-3130-5834-180	<u>PRRD – Part 1</u> Part 1 – 4th Year Award: <ol style="list-style-type: none"> 1. Students complete application package and submit directly to PRRD. 2. Staff review applications, summarize information and prepare report for Health Care Scholarship Committee. 3. Health Care Scholarship Committee (HSCS) adjudicates applications on basis of residency, academics, community involvement and acceptance or registration in final year of RN/RPN program; HCSC selects recipients and makes recommendation to Regional Board that the chosen recipients be approved. 4. Upon approval, staff notify recipients and initiate payment to be completed by October 31st; and forward a list of Part 1 recipient's with contact information to NHA for Part 2 - ROS Award. <u>NHA – Part 2</u> Part 2 – Return of Service Award: <ol style="list-style-type: none"> 1. NHA contacts all Part 1 Recipients as provided by the PRRD 2. NHA confirms recipient's successful graduation and determine the recipient's willingness to enter into a 2 year ROS. 3. NHA administers a 2 year ROS and awards Part 2 \$2,500 upon signature of that agreement. 4. NHA provides PRRD names of all Part 2 recipients by Dec. 31st. 5. NHA will issue all T4A's as per the requirements under the Income Tax Act. 	June 30 th	Health Related Services GIA policy #0340-64 Guidelines for eligibility criteria, approval and award process follow application form NHA-PRRD MOU in place, signed Aug 2022, for 3 yrs from 2022-2024



PRRD Health Care Scholarship Program Matrix

4. Licensed Practical Nurse (LPN) Scholarship- <i>ACTIVE</i>						
Description – Funding to support students graduating from Northern Lights College LPN (Licensed Practical Nurse) program who are willing to sign a 1 year return of service agreement with NH to work in PRRD.						
Scholarship Amount \$10,000	Target Group	Approving Authority	GL/Cost Center 01-2-3130-5836-180	Administration and Approval Process	Application Deadline	Governing Policy
10 Scholarships each at \$1,000	Graduates of the Licensed Practical Nurse Program at Northern Lights College who are willing to sign a 1 yr return of service with NH to work in PRRD, with preference given to those who have lived in the PRRD for a least 2.5 years prior to enrolling in the program	Budget - Regional Board Recipients - Northern Health Authority	Function 180 – Health Related Services GIA	<u>NHA</u> 1. NHA will work with the Northern Lights College (NLC) to develop a process for the selection of recipients from the graduates of the LPN program. 2. NHA will award 10 graduates upon successful graduation and the signing of a ROS for 1 year with a scholarship of \$1,000 each. 3. NHA will advise the PRRD of the number of recipients annually. 4. NHA will issue all T4A's as per the requirements under the Income Tax Act.	January 31 and July 31	Health Related Services GIA policy #0340-64 NHA-PRRD MOU in place, signed Aug 2022, for 3 yrs from 2022-2024



PRRD Health Care Scholarship Program Matrix

5. Career Professional Development Scholarship –ACTIVE						
Description - 13 scholarships valued from \$1,000 to \$1,500 to assist existing NHA employed LPNs bridging to an RN designation or employees in bridging into a new health care career.						
Scholarship Amount \$15,000	Target Group	Approving Authority	GL/Cost Center 01-2-3130-5832-180	Administration and Approval Process	Application Deadline	Governing Policy
13 Scholarships total value \$15,000 1. LPN's bridging to RN - 4 awards each at \$1,500 (\$6,000) 2. NHA employees in programs 2 or more semesters in length - 9 awards at \$1,000 (\$9,000)	LPNs bridging to RN program; and NHA Employees bridging into a new health care career and taking programs 2 or more semester in length All must be willing to sign a 1 yr return of service with NH to remain in PRRD post course completion.	Budget - Regional Board Recipients - Northern Health Authority	Function 180 – Health Related Services GIA	NHA 1. NHA will select applicants based on the scholarship criteria 2. NHA will ensure the LPN scholarships are awarded to recipients in their 3rd year of study. 3. NHA will ensure the scholarships for employees in programs two semesters or more are awarded at the start of the program. 4. NHA will ensure a one (1) year ROS to continue employment with NHA to remain in the PRRD. 5. NHA has the discretion to award the scholarship more than once to the same recipient but must ensure there is an equitable distribution of scholarship funds. 6. NHA will advise the PRRD of the number of recipients annually. 7. NHA will issue all T4A's as per the requirements under the Income Tax Act.	January 31 and July 31	Health Related Services GIA policy #0340-64 NHA-PRRD MOU in place, signed Aug 2022, for 3 yrs from 2022- 2024



PRRD Health Care Scholarship Program Matrix

6. RN/RPN Professional Development Scholarship – ACTIVE						
Description - Funding to support existing NHA RN or RPN who are undertaking career development programs that align with the needs identified by NHA and result in either a certificate, diploma or degree.						
Scholarship Amount \$15,000	Target Group	Approving Authority	GL/Cost Center 01-2-3130-5835-180	Administration and Approval Process	Application Deadline	Governing Policy
5 Scholarships each valued at \$3,000	Existing NHA RNs or RPNs taking career development programs that align with NH identified needs and result in a certificate, diploma or degree; must be willing to sign a 2yr return of service w/NH to remain working in the PRRD post course completion.	Budget - Regional Board Recipients - Northern Health Authority	Function 180 – Health Related Services GIA	<u>NHA</u> 1. NHA will select applicants based on the scholarship criteria. 2. NHA will ensure the programs align with their needs and are either a certificate, diploma or degree. 3. NHA has the discretion to award the scholarship more than once to the same recipient but must ensure there is an equitable distribution of scholarship funds. 4. NHA will ensure a two (2) year ROS agreement to continue employment with NHA in the PRRD. 5. NHA will advise the PRRD of the number of recipients annually. 6. NHA will issue all T4A's as per the requirements under the Income Tax Act.	January 31 and July 31	Health Related Services GIA policy #0340-64 NHA-PRRD MOU in place, signed Aug 2022, for 3 yrs from 2022-2024