



# PEACE RIVER REGIONAL DISTRICT

## Health Care Scholarship Committee Meeting Agenda

January 10, 2025, 2:00 p.m.

1981 Alaska Avenue, Dawson Creek, BC

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|---|--------------|
| <b>1. ELECTION OF CHAIR AND VICE- CHAIR</b>   |              |
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| <b>3. ADOPTION OF AGENDA</b>  |              |
| <b>4. GALLERY COMMENTS OR QUESTIONS</b>   |              |
| <b>5. ADOPTION OF MINUTES</b>   |              |
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| <b>7. DELEGATIONS</b>   |              |
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**12. ADJOURNMENT**



**HEALTH CARE SCHOLARSHIP COMMITTEE MEETING  
MINUTES**

**October 4, 2024, 1:00 pm  
1981 Alaska Avenue, Dawson Creek, BC**

Directors Present: Chair Veach, Village of Pouce Coupe  
Vice-Chair Hansen, City of Fort St. John (via Zoom)  
Director Dober, City of Dawson Creek  
Director Sperling, Electoral Area 'C' (Ex Officio)  
Director Rose, Electoral Area E  
Alternate Director Graham, Electoral Area B

Directors Absent: Director Kealy, Electoral Area B  
Director Taillefer, District of Taylor

Staff Present: Roxanne Shepherd, Chief Financial Officer  
Tyra Henderson, Corporate Officer  
Joanne Caldecott, Deputy Corporate Officer  
Matthew Bascom, Recorder, Grants Coordinator

Others Present: **Northern Health**  
Angela DeSmit, Vice President, Professional Practice/Chief of Nursing and Allied Health (via Zoom)  
Shannon Anderson, Board of Directors (via Zoom)

**Northern Lights College Foundation**  
Nicole Dahlen, Associate Dean, Academics and Vocational Programs (via Zoom)  
Lindsey Borek, Executive Director (via Zoom)

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**1. CALL TO ORDER**  
The Chair called the meeting to order at 1:00 p.m.

**2. ADOPTION OF AGENDA**  
MOVED Chair Veach  
SECONDED Director Rose  
That the Health Care Scholarship Committee agenda for October 4, 2024 be adopted

- 1. CALL TO ORDER**
- 2. ADOPTION OF AGENDA**
- 3. GALLERY COMMENTS OR QUESTIONS**

(Cont'd on next page)



**4. ADOPTION OF MINUTES**

4.1 Health Care Scholarship Committee Draft Meeting Minutes of July 17, 2024

**5. BUSINESS ARISING FROM THE MINUTES**

**6. DELEGATIONS**

**7. CORRESPONDENCE**

7.1 Letter from Northern Lights College Foundation RE: PRRD Health Care Scholarships

**8. REPORTS**

8.1 PRRD Health Care Scholarship Review, DR-HCSC-004

8.2 Notice of Closed HCSC Session – October 4, 2024, FN-HCSC-018

**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 July 17, 2024**

MOVED Chair Veach

SECONDED Director Rose

That the Health Care Scholarship Committee Meeting Minutes of July 17, 2024 be adopted.

**CARRIED**

**5. BUSINESS ARISING FROM THE MINUTES**

**6. DELEGATIONS**

**7. CORRESPONDENCE**

7.1 **Letter from Northern Lights College Foundation RE: PRRD Health Care Scholarships**

MOVED Chair Veach

SECONDED Director Rose

That the Health Care Scholarship Committee receive the letter from the Northern Lights Collect Foundation re: PRRD Healthcare Scholarship Update for discussion.

**CARRIED**

The Committee discussed the following topics:

1) Nurse Demand:

- Ms. DeSmit reported 54 Licensed Practical Nurses (LPN) vacancies in the Northeast region.
- Collaboration with Northern Lights College (NLC) required to increase nursing program enrollment.
- Demands for LPNs and Registered Nurses (RN) remains high, particularly in home care support.





**7.1 Letter from Northern Lights College Foundation RE: PRRD Health Care Scholarships (Cont'd)**

2) Health Care Aid Demand:

- Director Rose inquired about Health Care Aid (HCA) demand in rural areas.
- Ms. De Smit explained that the Northern Health at home program aims to serve the entire region, but outreach is often hindered by workforce shortages.
- Ms. De Smit will work to provide specific numbers on HCA needs at another date.

3) Health Care Programs

- Regarding collaboration with other educational institutions in the area, Mrs. Dahlen noted that competing schools had limited program offerings compared with what was available in this region.
- Approximately 400 HCAs are needed across the northern region, with similar needs for LPNs.
- Current programs are progressing but still insufficient to meet demand.

4) Scholarships and Education:

- Director Hansen praised the Health Care Assistant program and suggested expanding it.
- Mrs. Borek discussed the decline of the Health Care Assistant scholarship applications since 2017, with a notable improvement due to a new scholarship application system leading to up to 58% increase in scholarship applications.
- Efforts to promote scholarships are ongoing, with consideration to promote at the graduation events.

5) Practical Nursing Program Status

- Mrs. Dahlen mentioned a partnership with Northern Health for intakes in October and March, with additional intakes in February and September for general intake.

6) Baccalaureate Program

- Mrs. Dahlen reported 10 students currently in the UNBC Baccalaureate program, with increased applications noted.
- With an aim to graduate 16 students annually from this program, with majority coming from the Northeast region.

**8. REPORTS**

**8.1 PRRD Health Care Scholarship Review, DR-HCSC-004**

MOVED Chair Veach  
 SECONDED Director Sperling

That the Health Care Scholarship Committee recommend that the Regional Board terminate the Memorandum of Understanding (MOU) between the Peace River Regional District and the Northern Health Authority and have staff investigate either entering into a new MOU with local educational institutes or take over doing this solely in house.

**DEFEATED  
 IN FAVOR - Director Veach**



**8.1 PRRD Health Care Scholarship Review, DR-HCSC-004 (Cont'd)**

MOVED Director Sperling  
SECONDED Alternate Director Graham

That Recommendation #2 in Report DR-HCSC-004 which states:

“That, in response to feedback received from students, that the Health Care Scholarship Committee recommend that the Regional Board amend the current health care scholarships provided by the Peace River Regional District as follows:

- Northern Lights College Health Care Scholarship from 20 @ \$1,000 each to 6 @ \$3,000
- Licensed Practical Nurse LPN from 10 @ \$1,000 each to 6 @ 5,000
- Career Professional Development Scholarship from 13 @ \$1,000 - \$1,500 each to 7 @ \$2,000 - \$2,500 with a 1-year return of service agreement”

and the Report titled ‘Health Care Scholarship Review, DR-HCSC-004’ be deferred to the January 2025 Health Care Scholarship Committee meeting for decision.

**CARRIED**

MOVED Chair Veach  
SECONDED Director Dober

That Health Care Scholarship Committee invite the Northern Health recruiter to present to the Committee regarding recruitment efforts, specifically the strategies being used, outcomes, data/numbers specific to the Northeast, and ask the Northern Health team to provide any suggestions for improvements to the Peace River Regional District Scholarship Program that they would like to see to augment current recruitment efforts.

**CARRIED**

The Committee discussed the need to use the remaining months of the current term in the Memorandum of Understanding (MOU) with Northern Health Authority to learn how to improve it when negotiations for the new MOU begin. Further discussion occurred regarding 2025 scholarships falling under the current MOU terms.

Northern Health was asked if all the additional incentives outside of the Peace River Regional District’s Scholarships were affecting the intake and morale of nurses already working at the hospital that don’t qualify. The Committee was told that the scholarships can be stacked for eligible candidates and the current scholarships had helped with the retention of nurses in the region. Further discussions continued on the importance of having more nurses on staff to reduce the current heavy workload.

The Committee discussed the idea of having Northern Health recruitment team come to the January 10, 2025 Health Care Scholarship Meeting to discuss upcoming retention and recruitment plans, so this does not negatively impact the renewed MOU with Northern Health.

**8.2 Notice of Closed HCSC Session – October 4, 2024, FN-HCSC-018**

MOVED Chair Veach  
SECONDED Director Sperling

That the Health Care Scholarship Committee recess to a Closed Meeting for the purpose of discussing the following items:



**CARRIED**

**10. CONSENT CALENDAR**

**10.1 HCSC Terms of Reference**

**10.2 Health Care Scholarship Matrix**

**11. ADJOURNMENT**

The Chair adjourned at 2:23 p.m.

CERTIFIED a true and correct copy of the Minutes of the Peace River Regional District's Health Care Scholarship Committee meeting held on October 4, 2024, in the PRRD Board Room, 1981 Alaska Avenue, Dawson Creek, BC.

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Danielle Veach, Chair

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Matthew Bascom, Recorder

DRAFT

# North Peace Secondary School



9304 - 86th Street, Fort St. John, B.C. V1J 6L9

P: 250-785-4429 F: 250-785-4687

November 4, 2024

Alternate Director Graham Reid  
PRRD - Electoral Area B  
9505 100 St  
Fort St. John, BC V1J 4N4

Dear Director Reid:

I am writing on behalf of the North Peace Secondary Scholarship Committee to seek your continued support and confirm if you or your organization will continue to offer the following award to the Graduating Class of 2025.

A new trend we are finding is that graduating students plan to take a "Gap Year" before pursuing their post-secondary education. As a result, students are unsure if they are eligible for scholarships and bursaries. Please indicate below if you or your organization allows applicants to take a gap year and if so, how many months would the deferral period be for I.E. 12 months, 18 months, 24 months.

**Award: Peace River Regional District Electoral Area "B" Bursary**

**Number and Value of Award: 2 @ \$1000 each**

**Eligibility: Resident of electoral area "B" for a minimum of 12 consecutive months prior to bursary application. A copy of the application to post-secondary or proof of acceptance must be included in the bursary application. Awarded on the basis of residency, academic standing, community involvement, financial need and acceptance at a post-secondary institution.**

**Gap year:** Yes or No **Deferral Period:** \_\_\_\_\_

**Selection of Award to be done by: NPSS Selection Committee**

**Contact email address: grants@prrd.bc.ca; Ashley.Dimapilis@prrd.bc.ca**

**Please confirm, by December 6, 2024,** your intention to offer the same award and that the information stated above is correct. If your logo has changed or if you wish to update a photo, please also submit a new logo or a photo of the person the award is in memory of by May 9, 2025.

NPSS uses a digital format for students to submit application packages to NPSS. Only sponsors choosing to select their own recipients will be emailed the applications by May 9, 2025. The names of the chosen recipients must be **returned by May 23, 2025.**

Sponsors are welcome to attend the North Peace Secondary School Graduation Ceremony on June 20, 2025, 1:30 p.m. at the North Peace Arena.

Sincerely,

  
Colette Roy  
Student Services, Administrative Assistant



# DIRECTOR REPORT

To: Health Care Scholarship Committee

Report Number: DR-HCSC-004

From: Chair Veach

Date: October 4, 2024

Subject: PRRD Health Care Scholarship Review

## PURPOSE / ISSUE:

The purpose of this report is to propose adjustments to the current scholarship programs with Northern Health Authority to better support healthcare students and enhance recruitment and retention of healthcare professionals in the region.

### \*RECOMMENDATION #1:

~~That the Health Care Scholarship Committee recommend that the Regional Board terminate the Memorandum of Understanding (MOU) between the Peace River Regional District and the Northern Health Authority and have staff investigate either entering into a new MOU with local educational institutes or take over doing this solely in house.~~

**\*This recommendation was considered and defeated at the October 4, 2024 Health Care Scholarship Meeting.**

### RECOMMENDATION #2:

That, in response to feedback received from students, that the Health Care Scholarship Committee recommend that the Regional Board amend the current health care scholarships provided by the Peace River Regional District as follows:

Northern Lights College Health Care Scholarship from 20 @ \$1,000 each to 6 @ \$3,000

Licensed Practical Nurse LPN from 10 @ \$1,000 each to 6 @5,000

Career Professional Development Scholarship from 13 @ \$1,000 - \$1,500 each to 7 @ \$2,000 - \$2,500 with a 1-year return of service agreement.

## BACKGROUND/RATIONALE:

### Recommendation #1

The PRRD’s Healthcare Scholarship Committee was created in 2016 to help recruit and retain healthcare professionals to the region. However, PRRD Healthcare Scholarships go unawarded each year. The Health Care Scholarship Committee directed communications staff to raise awareness of Health Care Scholarships in January of 2021.

From January to April 2021, staff met with Northern Lights College Foundation and Northern Health Authority, which administers some of the scholarships on behalf of the PRRD, to collaborate on outreach. An MOU signed in 2020 between the PRRD and Northern Health Authority commits both parties to develop brochures for the scholarship. It also commits both parties to make joint promotional activities and materials available for review and approval.

Since that time the PRRD communications department has added a Scholarships and Bursaries web page onto the PRRD's public website, has given it an extensive overhaul to approve accessibility and navigation, as well as added a tab navigation system onto the web page for each of the six available scholarships. The PRRD also ran a radio campaign from March 5 to June 30 of 2021 with a total of 86 spots. This radio campaign advertised the health care scholarships and was executed on CJDC, CHRX, CKNL, and Moose FM.

On June 25, 2024, PRRD Communications contacted the Communications Department at Northern Health requesting their collaboration and adoption of the new PRRD Brand Kit. The PRRD Communications Department also created a new social media calendar with key messaging and graphic assets, and this database was shared with Northern Health Communications. Currently there has been little to no response from Northern Health.

Testimonials for the Health Care High School Scholarships were obtained from Northern Lights College Foundation and added to the web page and used for social media.

While there have been some social media advertisements of the Health Care Scholarships done by Northern Health Authority, scholarships still go unawarded each year leading to a carry-over of close to \$70,000 in unused funds.

### Recommendation #2

During the lunch session held at the Dawson Creek District Hospital with Northern Health and the Health Care Scholarship Committee, Directors had an opportunity to meet with some of the nursing staff and students and discuss the current scholarship matrix. During these discussions the following comments were made by students and staff of the program:

- *Northern Lights College Health Care Scholarship (20 = \$1,000 each):* Students in attendance noted that the cost of school fees and books fees has increased over time, and that it would be more beneficial to the students if this scholarship was either broken in 6 = \$3,000 each or 4 = \$4,000 each as this would be financially beneficial for covering registration, books, or entry level course fees.
- *Licensed Practical Nurse LPN (10 = \$1,000 each):* Students noted it would be more beneficial if this scholarship was the same as the RN/RPN (6 = \$5,000 each) as there was still a return of service requirement, but that \$1,000 would barely cover the cost of books for most course loads.
- *Career Professional Development Scholarship (13 = \$1,000 - \$1,500 each):* Students noted that it may be beneficial for the PRRD to look at changing this scholarship to 7 = \$2,000 - \$2,500 with a 1-year return of service agreement.
- Students also noted that it would be great to see an Indigenous focused scholarship as well for First Nations students from the area.

If the scholarship amounts are amended as suggested, the associated changes to budget will be included in Draft Budget for Function 180.

### **STRATEGIC PLAN RELEVANCE:**

- Not Applicable to Strategic Plan

External Links:

1. [Report ADM-HCSC-008, Nursing Recruitment and Retention – Focus Group Results](#)  
(January 28, 2022 Health Care Scholarship Meeting, Agenda Item 10.1)

Deferred from October 4, 2024 Health Care Scholarship Committee



# REPORT

To: Health Care Scholarship Committee

Report Number: FN-HCSC-019

From: Financial Administration

Date: January 10, 2025

**Subject: PRRD Health Care Scholarship - Progress Update and Subscription Status**

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## RECOMMENDATION:

That the Health Care Scholarship Committee receive the report titled “PRRD Health Care Scholarship Program – Progress Update and Subscription Status – FN-HCSC-019,” which provides an update on the progress of the program, the number of subscriptions, and funds utilized, for information.

## BACKGROUND/RATIONALE:

The purpose of this report is to provide the Committee with a summary outlining the progress on the implementation of the Peace River Regional District (PRRD) Health Care Scholarship Program, as well as the year-to-date statistics on the number of scholarships awarded and funds issued from each of the scholarships. The PRRD Health Care Scholarship program is comprised of six scholarship streams, highlighted below, and has a total value of \$140,000.

| Scholarship   | Budget Amount |
|---|---------------|
| 1. Health Care High School Scholarship  | \$15,000      |
| 2. Health Care Assistant Scholarship  | \$20,000      |
| 3. RN/RPN (Registered Nurse/Registered Psychiatric Nurse) Return of Service Scholarship (Two Parts) | \$30,000      |
| 4. Licensed Practical Nurse (LPN) Scholarship   | \$10,000      |
| 5. Career Professional Development  | \$15,000      |
| 6. RN/RPN Professional Development Scholarship  | \$15,000      |
| 7. Northern Baccalaureate Nursing Scholarship   | \$30,000      |

A Memorandum of Understanding (MOU) established between Northern Health (NH) and the PRRD provides an annual amount of \$55,000 to NH for the administration and award of the following four scholarship streams:

- RN/RPN Return of Service Scholarship, Part 2 only
- Licensed Practical Nurse Scholarship
- Career Professional Development Scholarship
- RN/RPN Professional Development Scholarship

In addition to the four scholarship streams, \$5,000 is budgeted to Northern Health for Health Care Recruitment Events such as the Employed Student Nurse (ESN) luncheons. Northern Health has successfully hosted luncheons to promote the various scholarship programs in an attempt to secure as many ESNs as possible in 2021, 2023 and 2024.



The Health Care Assistant Scholarship is administered and paid out by Northern Lights College Foundation (NLCF) through an Annual Award Agreement between the NLCF and the PRRD. The current MOU was signed in June 2022 and expires in 2026.

The table below shows the subscription numbers and associated funding for all of the healthcare scholarship streams, including the high school scholarships administered by the PRRD, the Health Care Assistant scholarships administered by Northern Lights College, the RN/RPN Return of Service Part 1 administered by the PRRD, as well as the streams administered by Northern Health including the RN/RPN Return of Service Part 2, LPN, Career Professional Development and RN\RPN Professional Development.

| Health Care High School Scholarship                                    |                                      |                                     |                                      |                                     |                                      |
|--|--------------------------------------|-------------------------------------|--------------------------------------|-------------------------------------|--------------------------------------|
|  | 2021                                 | 2022                                | 2023                                 | 2024                                | 2021-2024                            |
| <b>Health Care High School</b> \$15,000<br>10 Awards of \$1,500        | <b>Total Awards – 8</b>              | <b>Total Awards – 6</b>             | <b>Total Awards – 9</b>              | <b>Total Awards – 5</b>             | <b>Total Awards – 28</b>             |
| <b>School District #59</b><br>Chetwynd 1<br>DCSS 3<br>Tumbler Ridge 1  | 1 – Chetwynd<br>3 – DCSS             | 1 – Chetwynd<br>1 – DCSS            | 1- Chetwynd<br>3 – DCSS<br>1 - TRSS  | 1 – Chetwynd<br>3 - DCSS            |                                      |
| <b>School District #60</b><br>Hudson’s Hope 1<br>NPSS 3<br>Prespatou 1 | 1 – HH<br>3 - NPSS                   | 1 – HH<br>3 – NPSS                  | 1 – HH<br>3 – NPSS                   | 1 – NPSS                            |                                      |
|  | <b>Total Funds paid out \$12,000</b> | <b>Total Funds paid out \$9,000</b> | <b>Total Funds paid out \$13,500</b> | <b>Total Funds paid out \$7,500</b> | <b>Total Funds paid out \$42,000</b> |

| Health Care Assistant Scholarship                            |                                       |                                       |  |                                      |  |
|--|---------------------------------------|---------------------------------------|--|--------------------------------------|--|
|  | 2021                                  | 2022                                  | 2023                                   | 2024                                 | 2021-2024                              |
| <b>Health Care Assistant</b> \$20,000 - 20 Awards of \$1,000 | <b>Total Awards - 4</b>               | <b>Total Awards - 1</b>               | <b>Total Awards - 13</b>               | <b>Total Awards - 15</b>             | <b>Total Awards - 33</b>               |
|  | <b>Total Funds paid out - \$4,000</b> | <b>Total Funds paid out - \$1,000</b> | <b>Total Funds paid out - \$13,000</b> | <b>Total Funds paid out \$15,000</b> | <b>Total funds paid out – \$33,000</b> |

| RN/RPN Return of Service (2 Parts)  |  |   |   |   |   |
|---|--|---|---|---|---|
|   | 2021   | 2022  | 2023  | 2024  | 2021-2024   |
| <b>Part 1</b> – 4th Year of Degree Program<br>\$15,000 – 6 Awards of \$2,500                          | Total Awards – 11<br><br>Total funds paid out - \$27,500 | Total Awards – 8<br><br>Total funds paid out - \$20,000   | Total Awards – 9<br><br>Total funds paid out - \$22,500 | Total Awards – 4<br><br>Total funds paid out - \$10,000 | Total Awards – 32<br><br>Total funds paid out - \$ 80,000 |
| <b>Part 2</b> - Upon graduation and the signing of 2 year ROS Agreement with NH – 6 Awards of \$2,500 | Total Awards – 5<br><br>Total funds paid out - \$12,500  | Total Awards - 7<br>*NH awarded a combined part 1 and part 2 scholarship to a single recipient<br><br>Total funds paid out - \$20,000 | Total Awards – 3<br><br>Total funds paid out - \$7,500  | Total Awards – 2<br><br>Total funds paid out - \$5,000  | Total Awards – 17<br><br>Total funds paid out - \$45,000  |

Please note the number of RN/RPN Return of Service Part 2 for 2022 and 2023 has changed since the January 12, 2024 report due to updated information received from Northern Health.

| Licensed Practical Nurse (LPN) Scholarship  |  |  |  |                |  |
|---|--|--|--|----------------|--|
|   | 2021   | 2022   | 2023   | 2024           | 2021-2024  |
| <b>Licensed Practical Nurse (LPN) Scholarship</b> \$10,000 – 10 Scholarships valued at \$1,000 each | Total Awards – 4<br><br>Total funds paid out - \$4,000 | Total Awards – 3<br><br>Total Funds paid out - \$3,000 | Total Awards – 4<br><br>Total funds paid out - \$4,000 | *No recipients | Total Awards – 11<br><br>Total funds paid out – \$11,000 |

| Career Professional Development Scholarship (2 Categories)   |  |  |  |  |  |
|--|--|--|--|--|--|
|  | 2021   | 2022   | 2023   | 2024   | 2021-2024  |
| <b>NH LPN employees bridging to RN</b> – 4 Scholarships valued at \$1,500 each                     | Total Awards – 1<br><br>Total funds paid out - \$1,500 | *No recipients   | Total Awards – 3<br><br>Total funds paid out - \$4,500 | Total awards – 2<br><br>Total funds paid out - \$3,000 | Total Awards – 6<br><br>Total funds paid out - \$9,000 |
| <b>NH employees bridging into a new health care career</b> – 9 Scholarships valued at \$1,000 each | Total Awards – 7<br><br>Total funds paid out - \$7,000 | Total Awards – 2<br><br>Total funds paid out - \$2,000 | *No recipients   | *No recipients   | Total Awards – 9<br><br>Total funds paid out – \$9,000 |

| RN/RPN Professional Development Scholarship  |   |  |   |   |  |
|--|---|--|---|---|--|
|  | 2021  | 2022   | 2023  | 2024  | 2021-2024  |
| <b>NH RN/RPN employees undertaking career development programs</b> – 5 scholarships valued at \$3,000 each | Total Award – 1<br><br>Total funds paid out - \$3,000 | Total Award – 5<br><br>Total funds paid out - \$15,000 | Total Award – 3<br><br>Total funds paid out - \$9,000 | Total Award – 2<br><br>Total funds paid out - \$6,000 | Total Awards – 11<br><br>Total funds paid out - \$33,000 |

**ALTERNATIVE OPTIONS:**

1. That the Health Care Scholarship Committee provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- Not Applicable to Strategic Plan

**FINANCIAL CONSIDERATION(S):**

As of November 30, 2024, the balance of the Medical Health Care Scholarship Reserve was \$119,585.51.

**COMMUNICATIONS CONSIDERATION(S):**

None at this time.

**OTHER CONSIDERATION(S):**

None at this time.

Attachments:

1. PRRD Health Care Scholarship Summary Matrix - January 10, 2025
2. MOU Northern Health - PRRD - Health Care Scholarship
3. MOU Northern Lights College - PRRD - Health Care Scholarship

External Links:

1. [Health Related Services Grant-in-Aid Policy 0340-64](#)
2. [BL 2445 Health Related Services Grant-in-Aid](#)



## 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 <b>only those</b> resulting in a Registered Nurse designation. |   |  |   |   |   |  |
| Scholarship Amount<br>\$15,000  | Target Group  | Approving Authority  | GL/Cost Center<br>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<br><br>Chetwynd = 1 @ \$1,500<br>NPSS = 3 @ \$4,500<br>Prespatou = 1 @ \$1,500<br>DCSS = 3 @ \$4,500<br>Tumbler = 1 @ \$1,500<br>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<br><br>Recipients – Designated to High School Scholarship Selection Committees | <b>Function 180 – Health Related Services GIA</b> | <p><b>PRRD</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Staff liaise with application process when/if Academic Advisors require assistance; before June 30<sup>th</sup> staff receive copy of electronic application and consent for Finance payment file.</li> <li>3. Staff issue payment to students upon receipt of proof of payment for eligible school expense.</li> <li>4. Staff issue T4A to each scholarship recipient as per CRA.</li> </ol> <p><b>High Schools</b></p> <ol style="list-style-type: none"> <li>1. Applications are completed by students and are submitted to the school Academic Advisor.</li> <li>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.</li> <li>3. Recipients are awarded confirmation of their scholarship at their schools scholarship ceremony by the PRRD Director if in attendance or school representative.</li> <li>4. Recipients contact PRRD to claim their award with proof of payment for eligible expense.</li> </ol> | Mid May to beginning of June as per set school deadline | Health Related Services GIA policy #0340-64<br><br>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<br>\$20,000  | Target Group  | Approving Authority  | GL/Cost Center<br>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<br><br>Recipients - NLC Foundation | <b>Function 180 – Health Related Services GIA</b> | <p><b>PRRD</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. Notify NLCF of any changes to the Health Care Scholarship</li> </ol> <p><b>NLC Foundation</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Ensure each recipient of a scholarship meets the following criteria:               <ol style="list-style-type: none"> <li>i. Has successfully completed the Health Care program offered at Northern Lights College; and</li> <li>ii. Has provided proof of employment with Northern Health</li> <li>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.</li> </ol> </li> <li>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.</li> <li>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.</li> <li>5. Ensure students are aware of the scholarship know how to apply.</li> <li>6. Provide to the PRRD a list of the names with the total number of scholarship recipients each year by December 31st.</li> <li>7. Advise the PRRD if Northern Lights College runs additional Health Care programs each year.</li> </ol> | Continuous Year Round Intake | Health Related Services GIA policy #0340-64<br><br>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

| Scholarship Amount   | Target Group  | Approving Authority  | GL/Cost Center  | Administration and Approval Process  | Application Deadline  | Governing Policy  |
|--|---|--|---|--|-----------------------|---|
| <b>3. RN/RPN (Registered Nurse/Registered Psychiatric Nurse) Return of Service Scholarship (Two Parts) – ACTIVE</b><br>Description - Two Part Scholarship: <ol style="list-style-type: none"> <li>Funding to assist 4<sup>th</sup> 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</li> <li>Funding to support a Return of Service (ROS) agreement with Northern Health Authority, upon Part 1 recipient’s successful completion of their degree program.</li> </ol> |   |  |   |  |                       |   |
| <b>\$30,000</b><br>\$30,000 - 6 Awards each at \$5,000<br><br><u><b>Part 1 - 4<sup>th</sup> Year Award:</b></u><br>\$15,000 - 6 parts each at \$2,500<br><br><u><b>Part 2 – Return of Service (ROS) Award:</b></u><br>\$15,000 - 6 parts each at \$2,500   | 4 <sup>th</sup> 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<br><br>Recipients - Regional Board | <b>Function 180 – Health Related Services GIA</b><br><br><b>01-2-3130-5833-180</b><br><br><b>01-2-3130-5834-180</b> | <u><b>PRRD – Part 1</b></u><br><b>Part 1 – 4<sup>th</sup> Year Award:</b> <ol style="list-style-type: none"> <li>Students complete application package and submit directly to PRRD.</li> <li>Staff review applications, summarize information and prepare report for Health Care Scholarship Committee.</li> <li>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.</li> <li>Upon approval, staff notify recipients and initiate payment to be completed by October 31<sup>st</sup>; and forward a list of Part 1 recipient’s with contact information to NHA for Part 2 - ROS Award.</li> </ol><br><u><b>NHA – Part 2</b></u><br><b>Part 2 – Return of Service Award:</b> <ol style="list-style-type: none"> <li>NHA contacts all Part 1 Recipients as provided by the PRRD</li> <li>NHA confirms recipient’s successful graduation and determine the recipient’s willingness to enter into a 2 year ROS.</li> <li>NHA administers a 2 year ROS and awards Part 2 \$2,500 upon signature of that agreement.</li> <li>NHA provides PRRD names of all Part 2 recipients by Dec. 31<sup>st</sup>.</li> <li>NHA will issue all T4A’s as per the requirements under the Income Tax Act.</li> </ol> | June 30 <sup>th</sup> | Health Related Services GIA policy #0340-64<br><br>Guidelines for eligibility criteria, approval and award process follow application form<br><br>NHA-PRRD MOU in place, effective Aug 2022, for 3 yrs from 2022-2024 |



## PRRD Health Care Scholarship Program Matrix

| <b>4. Licensed Practical Nurse (LPN) Scholarship- ACTIVE</b>   |  |   |   |  |                             |  |
|--|--|---|---|--|-----------------------------|--|
| 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. |  |   |   |  |                             |  |
| <b>Scholarship Amount<br/>\$10,000</b>   | <b>Target Group</b>  | <b>Approving Authority</b>  | <b>GL/Cost Center<br/>01-2-3130-5836-180</b>      | <b>Administration and Approval Process</b>   | <b>Application Deadline</b> | <b>Governing Policy</b>  |
| 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<br><br>Recipients - Northern Health Authority | <b>Function 180 – Health Related Services GIA</b> | <b>NHA</b><br>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.<br>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.<br>3. NHA will advise the PRRD of the number of recipients annually.<br>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<br><br>NHA-PRRD MOU in place, effective 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<br>\$15,000   | Target Group  | Approving Authority   | GL/Cost Center<br>01-2-3130-5832-180              | Administration and Approval Process  | Application Deadline   | Governing Policy   |
| 13 Scholarships total value \$15,000<br><br><b>1. LPN's bridging to RN</b> - 4 awards each at \$1,500 (\$6,000)<br><br><b>2. NHA employees in programs 2 or more semesters in length</b> - 9 awards at \$1,000 (\$9,000) | LPNs bridging to RN program; and<br><br>NHA Employees bridging into a new health care career and taking programs 2 or more semester in length<br><br>All must be willing to sign a 1 yr return of service with NH to remain in PRRD post course completion. | Budget - Regional Board<br><br>Recipients - Northern Health Authority | <b>Function 180 – Health Related Services GIA</b> | <b>NHA</b><br>1. NHA will select applicants based on the scholarship criteria<br>2. NHA will ensure the LPN scholarships are awarded to recipients in their 3rd year of study.<br>3. NHA will ensure the scholarships for employees in programs two semesters or more are awarded at the start of the program.<br>4. NHA will ensure a one (1) year ROS to continue employment with NHA to remain in the PRRD.<br>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.<br>6. NHA will advise the PRRD of the number of recipients annually.<br>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<br><br>NHA-PRRD MOU in place, effective Aug 2022, for 3 yrs from 2022-2024 |





## PRRD Health Care Scholarship Program Matrix

| <b>6. RN/RPN Professional Development Scholarship – ACTIVE</b>   |  |   |   |   |                        |  |
|--|--|---|---|---|------------------------|--|
| 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<br>\$15,000   | Target Group   | Approving Authority   | GL/Cost Center<br>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 -<br>Regional Board<br><br>Recipients -<br>Northern Health Authority | <b>Function 180 – Health Related Services GIA</b> | <b>NHA</b><br>1. NHA will select applicants based on the scholarship criteria.<br>2. NHA will ensure the programs align with their needs and are either a certificate, diploma or degree.<br>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.<br>4. NHA will ensure a two (2) year ROS agreement to continue employment with NHA in the PRRD.<br>5. NHA will advise the PRRD of the number of recipients annually.<br>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<br><br>NHA-PRRD MOU in place, effective Aug 2022, for 3 yrs from 2022-2024 |
| <b>7. Northern Baccalaureate Nursing Scholarship – ACTIVE</b>  |  |   |   |   |                        |  |
| Description -  |  |   |   |   |                        |  |
| Scholarship Amount<br>\$30,000   | Target Group   | Approving Authority   | GL/Cost Center<br>01-2-3130-5835-180              | Administration and Approval Process   | Application Deadline   | Governing Policy   |
|  |  | Budget -<br>Regional Board<br><br>Recipients -<br>Northern Health Authority | <b>Function 180 – Health Related Services GIA</b> |   |                        |  |



**MEMORANDUM OF UNDERSTANDING (MOU)**

**THIS MOU** dated for reference this 1<sup>st</sup> 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 1<sup>st</sup>, 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 - 4<sup>th</sup> 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 31<sup>st</sup> 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 1<sup>st</sup>, 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 ministry.

\_\_\_\_\_ Date: Aug 18, 2022  
**Shawn Dahlen**  
 Chief Administrative Officer  
 Peace River Regional District

\_\_\_\_\_ 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 31<sup>st</sup> 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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 31<sup>st</sup> 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.

## MEMORANDUM OF UNDERSTANDING (MOU)

THIS MOU dated for reference this 13 day of June, 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 Lights College Foundation**  
11401 – 8<sup>th</sup> Street  
Dawson Creek, BC V1G 4G2

(Hereinafter referred to as “NLCF”)

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 for the administration and award of the Health Care Scholarships. This MOU defines how the respective Parties will cooperate with each other and participate in this coordinated approach.

### 2.0 BACKGROUND

In 2017, the PRRD entered into a five year Annual Award Agreement with NLCF for the purpose of administering and distributing the Health Care Assistant Scholarships. These scholarships were developed as part of the PRRD Health Care Scholarship program which provides financial incentives to recruit and retain skilled health care workers and address gaps in employment where they were most needed in the Peace Region. This MOU will replace the Annual Award Agreement which expires at the end of 2021.

A total of \$20,000 is budgeted by the PRRD to provide twenty (20) scholarships valued at \$1,000 each, to be awarded to successful graduates of the Health Care programs offered at Northern

Lights College, including the Health Care Assistant (HCA) program, Practical Nursing (PN) program, and Access to Practical Nursing (APN) program.

### **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 who train in 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 \$20,000 each year, for a period of five (5) years, beginning in 2022, for the sole purpose of providing of Health Care Scholarships to students who have successfully completed either the Health Care Assistant Program, the Practical Nursing Program, or the Access to Practical Nursing Program offered at Northern Lights College. The Parties agree this financial contribution is:

- a. to be used to support twenty (20) scholarships, in the amount of \$1,000 each, and will be awarded based on the scholarship criteria outlined in Section 8.2 of this MOU; and
- b. payable to NLCF upon the receipt of invoice for the total number Health Care Scholarships awarded to a maximum of amount of \$20,000.

### **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 \$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.
- b. 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.
- c. Notify NLCF of any changes to the Health Care Scholarship.

**8.2** Party B – NLCF shall under take the following activities:

- a. 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.
- b. 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.
- c. 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.
- d. Invoice the PRRD for the total number of recipients of the Health Care Scholarship no later than thirty (30) days after it is awarded.
- e. Ensure all students registered in a Health Care program are aware of the scholarship funding and how to apply for the scholarship prior to the application deadline.
- f. Provide to the PRRD a list of the names with the total number of scholarship recipients each year by December 31<sup>st</sup>.
- g. Advise the PRRD if Northern Lights College runs additional Health Care program each year.

**8.3** Both Parties will evaluate the effectiveness of, and adherence to, the MOU and the Scholarship initiative 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 January 1, 2022, and will remain in effect for a period of five (5) years or until terminated by either of the Parties.



- 9.2 The Parties may 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 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 ministry.

[Redacted Signature]

**Shawn Dahlen**  
Chief Administrative Officer  
Peace River Regional District

Date: June 16, 2022

[Redacted Signature]

**Bradley Spierling**  
Chair  
Peace River Regional District

Date: June 16, 2022

Agreed to this 13 day of June, 2022

**Northern Lights College Foundation**

Per: [Redacted Signature]  
Authorized Signatory

**Lindsey Borek**  
Executive Director

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**From:** Macfarlane, Emelye [NH] <[Emelye.Macfarlane@northernhealth.ca](mailto:Emelye.Macfarlane@northernhealth.ca)>  
**Sent:** Friday, December 13, 2024 12:21 PM  
**Subject:** RE: Invitation to attend HCSC meeting

Thank you for the invite, Katherine. Unfortunately, due to the timelines with Christmas vacations and limited availability we will be unable to attend. If you are seeking more information to boost the PRRD scholarship I would recommend connecting with Stacey Pickering cc'd on this email.

Thanks

Emelye Macfarlane  
Regional Manager, Recruitment Services

The contents of this electronic mail transmission are PRIVILEGED, intended to be CONFIDENTIAL, and for the sole use of the designated recipient. If this message has been misdirected, or if a resend is desired, please contact the sending office as soon as possible.

We respectfully acknowledge that Northern Health is collectively located on the traditional and ancestral territories of the 55 First Nations in Northern BC where we live, learn, collaborate, and work together. The regions served by Northern Health are also home to 11 Métis Chartered Communities represented by Métis Nation British Columbia. It is with humility that we continue to strengthen our relationships with First Nation, Métis, and Inuit peoples and communities across the North.



December 9, 2024

File#: 0540.29

Manager of Recruitment  
Northern Health Recruitment Services  
Suite 700-299 Victoria Street,  
Prince George, BC V2L 5B8

Via email: [nhjobs@northernhealth.ca](mailto:nhjobs@northernhealth.ca)

Dear Hiring Manager,

**Re: Invitation to attend Health Care Scholarship Committee Meeting**

At the Health Care Scholarship Committee (HCSC) meeting held on October 4, 2024, the HCSC resolved to invite you to present to the Committee regarding Northern Health's efforts on recruitments, strategies and inputs to improve the PRRD scholarship programs.

Following the discussion, the Committee passed the following resolution:

MOVED, SECONDED AND CARRIED,

*"That HCSC invite NH recruiter to present to the Committee regarding recruitment efforts, specifically, the strategies being used, outcomes, data/numbers specific to the Northeast, and ask the NH team to provide any suggestions for improvements to the PRRD scholarship programs that they would like to see to augment current recruitment efforts."*

On behalf of the Health Care Scholarship Committee, please accept this letter of invitation to attend an upcoming Committee meeting in Dawson Creek on January 10, 2025. The Committee appreciates those who are available to attend in person; however, we also have the capacity to arrange electronic participation at the meeting (via Zoom) if you are unable to attend in person.

Please contact Katherine Lovino at [katherine.lovino@prrd.bc.ca](mailto:katherine.lovino@prrd.bc.ca) at your earliest convenience to arrange a meeting time.

Sincerely,

Danielle Veach,

Chair

REPLY TO: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)

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**From:** Billie-Jo Crandall <[bcrandall@nlc.bc.ca](mailto:bcrandall@nlc.bc.ca)>

**Sent:** Friday, December 13, 2024 9:24 AM

**To:** Shawn Dahlen [REDACTED]

**Cc:** Roxanne Shepherd [REDACTED]

**Subject:** PRRD Health Care Scholarship

Good morning, Shawn and Roxanne.

Below are thank you notes from some of the recipients of the PRRD Health Care Scholarship.

On behalf of the NLC Foundation, the college, and our students, thank you for your continued support!

Dear, Scholarship Dmsr,

I am writing to express my heartfelt gratitude for awarding me the PRRD Scholarship, your generous support had a good impact on my journey as Health Care Assistant (HCA) student. I'm deeply honoured to be a recipient of this award.

Your generosity inspires me to give back to the community in meaningful ways. I look forward to providing the same level of support and encouragement to others as you have given to me.

Thank you again for incredible generosity and for believing in potential of future health care professionals like me. I'm forever grateful.



To whom it may concern.

I'm writing to say a big thank you for your help and support. The opportunity to study with a salary is so awesome. I can't afford to study at my own expense especially for me being a single mother.

I wish you all more programs that can help people like me and more power to all the staff and the foundation.

Respectfully yours,

Judith Castillo



## **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. Saulneau 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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Health Care Scholarship TOR

|                            |                  |                    |             |
|----------------------------|------------------|--------------------|-------------|
| 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 <b>only those</b> resulting in a Registered Nurse designation. |   |  |   |   |   |  |
| Scholarship Amount<br>\$15,000  | Target Group  | Approving Authority  | GL/Cost Center<br>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<br><br>Chetwynd = 1 @ \$1,500<br>NPSS = 3 @ \$4,500<br>Prespatou = 1 @ \$1,500<br>DCSS = 3 @ \$4,500<br>Tumbler = 1 @ \$1,500<br>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<br><br>Recipients – Designated to High School Scholarship Selection Committees | <b>Function 180 – Health Related Services GIA</b> | <p><b>PRRD</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>Staff liaise with application process when/if Academic Advisors require assistance; before June 30<sup>th</sup> staff receive copy of electronic application and consent for Finance payment file.</li> <li>Staff issue payment to students upon receipt of proof of payment for eligible school expense.</li> <li>Staff issue T4A to each scholarship recipient as per CRA.</li> </ol> <p><b>High Schools</b></p> <ol style="list-style-type: none"> <li>Applications are completed by students and are submitted to the school Academic Advisor.</li> <li>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.</li> <li>Recipients are awarded confirmation of their scholarship at their schools scholarship ceremony by the PRRD Director if in attendance or school representative.</li> <li>Recipients contact PRRD to claim their award with proof of payment for eligible expense.</li> </ol> | Mid May to beginning of June as per set school deadline | Health Related Services GIA policy #0340-64<br><br>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<br>\$20,000  | Target Group  | Approving Authority  | GL/Cost Center<br>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<br><br>Recipients - NLC Foundation | <b>Function 180 – Health Related Services GIA</b> | <p><b>PRRD</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. Notify NLCF of any changes to the Health Care Scholarship</li> </ol> <p><b>NLC Foundation</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Ensure each recipient of a scholarship meets the following criteria:               <ol style="list-style-type: none"> <li>i. Has successfully completed the Health Care program offered at Northern Lights College; and</li> <li>ii. Has provided proof of employment with Northern Health</li> <li>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.</li> </ol> </li> <li>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.</li> <li>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.</li> <li>5. Ensure students are aware of the scholarship know how to apply.</li> <li>6. Provide to the PRRD a list of the names with the total number of scholarship recipients each year by December 31st.</li> <li>7. Advise the PRRD if Northern Lights College runs additional Health Care programs each year.</li> </ol> | Continuous Year Round Intake | Health Related Services GIA policy #0340-64<br><br>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

| Scholarship Amount   | Target Group  | Approving Authority  | GL/Cost Center  | Administration and Approval Process  | Application Deadline  | Governing Policy   |
|--|---|--|---|--|-----------------------|--|
| <b>3. RN/RPN (Registered Nurse/Registered Psychiatric Nurse) Return of Service Scholarship (Two Parts) – ACTIVE</b><br>Description - Two Part Scholarship: <ol style="list-style-type: none"> <li>Funding to assist 4<sup>th</sup> 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</li> <li>Funding to support a Return of Service (ROS) agreement with Northern Health Authority, upon Part 1 recipient’s successful completion of their degree program.</li> </ol> |   |  |   |  |                       |  |
| <b>\$30,000</b><br>\$30,000 - 6 Awards each at \$5,000<br><br><u><b>Part 1 - 4<sup>th</sup> Year Award:</b></u><br>\$15,000 - 6 parts each at \$2,500<br><br><u><b>Part 2 – Return of Service (ROS) Award:</b></u><br>\$15,000 - 6 parts each at \$2,500   | 4 <sup>th</sup> 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<br><br>Recipients - Regional Board | <b>Function 180 – Health Related Services GIA</b><br><br><b>01-2-3130-5833-180</b><br><br><b>01-2-3130-5834-180</b> | <u><b>PRRD – Part 1</b></u><br><b>Part 1 – 4<sup>th</sup> Year Award:</b> <ol style="list-style-type: none"> <li>Students complete application package and submit directly to PRRD.</li> <li>Staff review applications, summarize information and prepare report for Health Care Scholarship Committee.</li> <li>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.</li> <li>Upon approval, staff notify recipients and initiate payment to be completed by October 31<sup>st</sup>; and forward a list of Part 1 recipient’s with contact information to NHA for Part 2 - ROS Award.</li> </ol><br><u><b>NHA – Part 2</b></u><br><b>Part 2 – Return of Service Award:</b> <ol style="list-style-type: none"> <li>NHA contacts all Part 1 Recipients as provided by the PRRD</li> <li>NHA confirms recipient’s successful graduation and determine the recipient’s willingness to enter into a 2 year ROS.</li> <li>NHA administers a 2 year ROS and awards Part 2 \$2,500 upon signature of that agreement.</li> <li>NHA provides PRRD names of all Part 2 recipients by Dec. 31<sup>st</sup>.</li> <li>NHA will issue all T4A’s as per the requirements under the Income Tax Act.</li> </ol> | June 30 <sup>th</sup> | Health Related Services GIA policy #0340-64<br><br>Guidelines for eligibility criteria, approval and award process follow application form<br><br>NHA-PRRD MOU in place, signed Aug 2022, for 3 yrs from 2022-2024 |



## PRRD Health Care Scholarship Program Matrix

| <b>4. Licensed Practical Nurse (LPN) Scholarship- ACTIVE</b>   |  |   |   |  |                             |   |
|--|--|---|---|--|-----------------------------|---|
| 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. |  |   |   |  |                             |   |
| <b>Scholarship Amount<br/>\$10,000</b>   | <b>Target Group</b>  | <b>Approving Authority</b>  | <b>GL/Cost Center<br/>01-2-3130-5836-180</b>      | <b>Administration and Approval Process</b>   | <b>Application Deadline</b> | <b>Governing Policy</b>   |
| 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<br><br>Recipients - Northern Health Authority | <b>Function 180 – Health Related Services GIA</b> | <b>NHA</b><br>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.<br>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.<br>3. NHA will advise the PRRD of the number of recipients annually.<br>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<br><br>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<br>\$15,000   | Target Group  | Approving Authority   | GL/Cost Center<br>01-2-3130-5832-180              | Administration and Approval Process  | Application Deadline   | Governing Policy  |
| 13 Scholarships total value \$15,000<br><br><b>1. LPN's bridging to RN</b> - 4 awards each at \$1,500 (\$6,000)<br><br><b>2. NHA employees in programs 2 or more semesters in length</b> - 9 awards at \$1,000 (\$9,000) | LPNs bridging to RN program; and<br><br>NHA Employees bridging into a new health care career and taking programs 2 or more semester in length<br><br>All must be willing to sign a 1 yr return of service with NH to remain in PRRD post course completion. | Budget - Regional Board<br><br>Recipients - Northern Health Authority | <b>Function 180 – Health Related Services GIA</b> | <b>NHA</b><br>1. NHA will select applicants based on the scholarship criteria<br>2. NHA will ensure the LPN scholarships are awarded to recipients in their 3rd year of study.<br>3. NHA will ensure the scholarships for employees in programs two semesters or more are awarded at the start of the program.<br>4. NHA will ensure a one (1) year ROS to continue employment with NHA to remain in the PRRD.<br>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.<br>6. NHA will advise the PRRD of the number of recipients annually.<br>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<br><br>NHA-PRRD MOU in place, signed Aug 2022, for 3 yrs from 2022-2024 |



## PRRD Health Care Scholarship Program Matrix

| <b>6. RN/RPN Professional Development Scholarship – ACTIVE</b>   |  |   |  |   |                             |   |
|--|--|---|--|---|-----------------------------|---|
| 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. |  |   |  |   |                             |   |
| <b>Scholarship Amount</b><br><b>\$15,000</b>   | <b>Target Group</b>  | <b>Approving Authority</b>  | <b>GL/Cost Center</b><br><b>01-2-3130-5835-180</b> | <b>Administration and Approval Process</b>  | <b>Application Deadline</b> | <b>Governing Policy</b>   |
| 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<br><br>Recipients - Northern Health Authority | <b>Function 180 – Health Related Services GIA</b>  | <b>NHA</b><br>1. NHA will select applicants based on the scholarship criteria.<br>2. NHA will ensure the programs align with their needs and are either a certificate, diploma or degree.<br>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.<br>4. NHA will ensure a two (2) year ROS agreement to continue employment with NHA in the PRRD.<br>5. NHA will advise the PRRD of the number of recipients annually.<br>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<br><br>NHA-PRRD MOU in place, signed Aug 2022, for 3 yrs from 2022-2024 |