



# PEACE RIVER REGIONAL DISTRICT

## Health Care Scholarship Committee Meeting Agenda

April 25, 2025, 2:00 p.m.

1981 Alaska Avenue, Dawson Creek, BC

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# PEACE RIVER REGIONAL DISTRICT

## HEALTH CARE SCHOLARSHIP COMMITTEE MEETING

### MINUTES

**January 10, 2025, 2:00 p.m.**  
**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 (via Zoom)  
Leonard Hiebert, Electoral Area D (ex Officio)  
Director Rose, Electoral Area E  
Director Sperling, Electoral Area 'C'  
Director Taillefer, District of Taylor (via Zoom)

Directors Absent: Alternate Director Graham, Electoral Area B

Staff Present: Tyra Henderson, Corporate Officer  
Joanne Caldecott, Deputy Corporate Officer  
Roxanne Shepherd, Chief Financial Officer  
Ashley Dimapilis, Grants Coordinator  
Katherine Lovino, Administrative Clerk/Recorder

Others Present: **Northern Health**  
Shannon Anderson, Board of Directors (via Zoom)  
Kendra Kiss, Senior Operations Officer Northeast Rural (via Zoom)  
Stacey Pickering, Regional Director, Employee Experience & Organizational  
Development – BC (via Zoom)

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

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#### 1. ELECTION OF CHAIR AND VICE- CHAIR

Before the Health Care Scholarship Committee meeting was called to order, the Chief Administrative Officer announced that during an election held preceding the January 10, 2025 Committee meeting, Director Veach had been elected as Chair and Director Hansen was elected as Vice-Chair of the Health Care Scholarship Committee for 2025.

#### 2. CALL TO ORDER

Chair Veach called the meeting to order at 2:04 p.m.

(Cont'd on next page)



**3. ADOPTION OF AGENDA**

MOVED Chair Veach

SECONDED Director Heibert

That the Health Care Scholarship Committee agenda of January 10, 2025, be adopted

**1. ELECTION OF CHAIR AND VICE- CHAIR**

**2. CALL TO ORDER**

**3. ADOPTION OF AGENDA**

**4. GALLERY COMMENTS OR QUESTIONS**

**5. ADOPTION OF MINUTES**

5.1 Health Care Scholarship Committee Draft Meeting Minutes of October 4, 2024.

**6. BUSINESS ARISING FROM THE MINUTES**

**7. DELEGATIONS**

**8. CORRESPONDENCE**

8.1 Letter from North Peace Secondary School Re: Request Confirmation of Scholarship Commitment

**9. REPORTS**

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

**10. NEW BUSINESS**

**11. CONSENT CALENDAR**

11.1 PRRD Health Care Scholarship - Progress Update and Subscription Status, FN-HCSC-019

11.2 Email from the Northern Health Regional Manager, Recruitment Services Re: Health Care Scholarship Committee Invitation to Present to the Committee

11.3 Thank You Letters - NLC Foundation Recipients

11.4 HCSC Terms of Reference

11.5 Health Care Scholarship Matrix

**12. ADJOURNMENT**

**CARRIED**

**4. GALLERY COMMENTS OR QUESTIONS**

**5. ADOPTION OF MINUTES**

**5.1 Health Care Scholarship Committee Draft Meeting Minutes of October 4, 2024.**

MOVED Director Taillefer

SECONDED Director Dober

That the Health Care Scholarship Committee Meeting Minutes of October 4, 2024 be adopted.

**CARRIED**

**6. BUSINESS ARISING FROM THE MINUTES**

**7. DELEGATIONS**

**8. CORRESPONDENCE**

**8.1 Letter from North Peace Secondary School Re: Request Confirmation of Scholarship Commitment**

MOVED Director Sperling

SECONDED Director Taillefer

That the Health Care Scholarship Committee refer the letter from the North Peace Secondary School re: Request Confirmation of Scholarship Commitment to the January 24, 2025 Rural Budgets Administration Committee Meeting.

**CARRIED**

Directors noted that scholarships/bursaries awarded to the North Peace Secondary School were funded by Electoral Area B and not the Health Care Scholarship Committee.

## 9. REPORTS

### 9.1 PRRD Health Care Scholarship Review, DR-HCSC-004

MOVED Vice-Chair Hansen

SECONDED Director Taillefer

That, in response to feedback received from students, the Health Care Scholarship Committee recommend that the Regional Board amend the current healthcare 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.

**DEFEATED**

MOVED Director Sperling

SECONDED Leonard Hiebert

That the Health Care Scholarship Committee recommends that the Regional Board approve adding \$50,000 to the Health Care Scholarship Program to be used towards RN programs.

**DEFEATED**

**IN FAVOUR:** Director Taillefer

The committee had a robust discussion regarding the allocation of scholarships for various health care programs which included:

- Concern about altering scholarship amounts prematurely; changes could be considered when the current Memorandum of Understandings expire and need a full review prior to renewal.
- The need to address the low uptake of scholarships remains and the need for effective scholarships that attract people into the healthcare sector.
- Northern Lights College (NLC) scholarships were originally for Health Care Aides (HCAs) only but can now be used for Practical Nursing (LPNs) too. The average cost for the HCA program was confirmed at \$3,100/year while the LPN program was confirmed at \$11,000 for 2 years (combined total). NLC views all positions in healthcare as important as RPNs have much heavier workloads when the other positions are vacant. Students continually report that the number one barrier to entering a healthcare profession is funding and many students are simply oblivious to the opportunities that exist in healthcare. Scholarships remain an important tool to support, attract and retain students.
- Whether the Service Function was close to being maxxed out and whether it was prudent to ask the Regional Board for additional funding. Before doing this, a suggestion was made to invite NLC, Northern Health and University of British Columbia (UNBC) to a meeting to share their perspectives on how best to attract students and reevaluate the scholarship program after their input is received.
- The scholarships do not seem to do anything to address the ongoing diversions experienced in the region. No matter what other programs are doing - why aren't they working; does the Committee have the right focus; is it moving in the right direction?
- The current program is missing the RNs; only two RN scholarships were used last year.



- Northern Health noted how Eligibility Criteria for scholarships can become problematic and provided examples. Reviewing/changing eligibility criteria to ensure they are not too restrictive and can be easily met by applicants was recommended.
- A proposed motion from Chair Veach outlining alternative allocations for the 2025 Scholarship Program maintaining the same total budget and included an Indigenous focus and new Mental Health Scholarships was shared with the Committee. Members expressed interest in the options proposed, however asked that information be provided to all members in advance of meetings to enable a thorough review.
- When the time comes to renew the Memorandum of Understanding, need to come together and decide what will invigorate the system and get more students into the programs.

Chair Veach called a Special meeting of the Health Care Scholarship Committee to be held at the PRRD Head Office in Dawson Creek on February 11, 2025 at 10 a.m. to discuss the proposed Health Care Scholarship Committee Memorandum of Understanding with Northern Health, the scholarship budget and any potential changes required.

MOVED Director Sperling  
SECONDED Leonard Hiebert

That the Health Care Scholarship Committee invite Northern Lights College, University of British Columbia and Northern Health to attend the next HCSC meeting to discuss scholarships and to learn what they consider appropriate for recruitment of students and retention of staff.

**CARRIED**

**11. CONSENT CALENDAR**

MOVED Leonard Hiebert  
SECONDED Director Sperling

That the Health Care Scholarship Committee receive the January 10, 2025 Consent Calendar.

**CARRIED**

**12. ADJOURNMENT**

The Chair adjourned at 3:24 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 January 10, 2025 in the PRRD Board Room, 1981 Alaska Avenue, Dawson Creek, BC.

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Danielle Veach, Chair

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Katherine Lovino, Recorder



# PEACE RIVER REGIONAL DISTRICT

## SPECIAL HEALTH CARE SCHOLARSHIP COMMITTEE

### MINUTES

**February 11, 2025, 10:00 a.m.**  
**1981 Alaska Avenue, Dawson Creek, BC**

- Directors Present: Chair Veach, Village of Pouce Coupe  
Director Dober, City of Dawson Creek  
Reid Graham, Alternate Director Electoral Area B (via Zoom)  
Vice-Chair Hansen, City of Fort St. John (via Zoom)  
Leonard Hiebert, Electoral Area D (ex Officio)  
Director Rose, Electoral Area E (via Zoom)  
Director Taillefer, District of Taylor (via Zoom)
- Directors Absent: Director Sperling, Electoral Area C
- Staff Present: Shawn Dahlen, Chief Administrative Officer  
Tyra Henderson, Corporate Officer  
Roxanne Shepherd, Chief Financial Officer  
Joanne Caldecott, Deputy Corporate Officer  
Ashley Dimapilis, Grants Coordinator  
Katherine Lovino, Administrative Clerk/Recorder
- Delegations: **Northern Lights College Re: PRRD Health Care Scholarship**  
Nicole Dahlen, Dean of Health Sciences and Human Services (via Zoom)  
Lindsey Borek, Executive Director, NLC Foundation (via Zoom)
- University of Northern BC Presentation Re: The Northern Baccalaureate Nursing Program**  
Amanda De Smit, RN, MN, NBNP Regional Coordinator  
Bruce Denis, Regional Campus Manager
- Northern Health Re: Recruitment and Retention in Northeast BC**  
Stacey Pickering, Regional Director, Employee Experience & Organizational Development (via Zoom)

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#### 1. CALL TO ORDER

The Chair called the meeting to order at 10:00 a.m.



**2. ADOPTION OF AGENDA**

MOVED Director Hiebert

SECONDED Director Dober

That the Special Health Care Scholarship Committee agenda for February 11, 2025, be adopted:

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

**3. DELEGATIONS**

3.1 Northern Lights College Re: PRRD Health Care Scholarship Committee

3.2 University of Northern BC Presentation Re: The Northern Baccalaureate Nursing Program

**4. CORRESPONDENCE**

4.1 North Peace Secondary School Re: Request Confirmation Commitment

**5. REPORTS**

5.1 PRRD and NHA Memorandum of Understanding - Health Care Scholarship Program, FN-HCSC-020

**6. ADJOURNMENT**

**CARRIED**

**3. DELEGATIONS**

**3.1 Northern Lights College Re: PRRD Health Care Scholarship**

Nicole Dahlen, NLC Dean of Health Sciences and Human Sciences at Northern Lights College and Lindsey Borek, Executive Director of NLC Foundation, delivered a presentation titled "Northern Lights College Re: PRRD Health Care Scholarships" which included the following highlights:

- Train in the North to Work in the North: Where education is provided locally, there is a greater likelihood that students will stay and work in the community upon graduation.
- Northeast BC - Statistics 2022/23: Regional graduation and unemployment rates with BC comparisons and college/university credentials.
- Findings of High School Focus Group Sessions: 48% of students who were polled expressed interest in pursuing a career in health while 62% of high school participants expressed interest in a dual credit 'Youth Explore Health Sampler' if offered by NLC.
- Some themes in preliminary review of data: The overall lack of awareness of all health career options and affordability issues.
- For a Bursary to be Effective: Key Decision Points in selecting a program were Before Applying and Once Enrolled. Financial Need is greatest at the start of a program and at the mid-point. Post graduation financial needs are usually alleviated because graduates are now working.
- Ideas for Health Scholarship Committee to 'Grow our Own'
  - Choose a Career in Health (Draw Students In) - Scholarships
  - Mid-Point Health Award (Support when life gets hard) – Scholarships
  - Strong Support Health (High financial need) - Bursary
- Which health programs should be eligible.

A question-and-answer period ensued and discussion included:

- Directors asked how students decide to pursue a Bachelor of Science in Nursing (BSN) or Psychiatry (RN) specialty. Presenters explained that the pathway for a Registered Psych nurse was different from the Bachelor of Science in Nursing and there were no programs that allowed switching between the pathways. The decision was made two years in and the RN was typically the chosen specialty.

### 3.1 Northern Lights College Re: PRRD Health Care Scholarship (Cont'd)

- Directors raised concerns about the first-come-first-served system for bursaries; this system does not cater to those who struggle the most who may be the last to apply. Directors asked for this approach to be changed so the system works for everyone. Presenters explained that the three different streams each had a different focus; recruitment may be easier for high school graduates and adult learners with deadlines set around the application process. The mid-point stream for support and health awards should be the priority as it was easier to assess this pool of applicants based on financial need.
- Directors asked how the PRRD's investment could be more 'locked down' and suggested that the entire system be restructured and made more functional. Presenters emphasized the need for a comprehensive reworking of the system to address the ongoing health crisis. They noted however that every small step taken counted towards finding funding and strategies to attract and retain more students. They spoke to the two sides: one being employment and the other being education where Northern Health focused more on employment and NLC focused more on education. Since it was highly unlikely that the Ministry would fund every healthcare seat available in the system, this was still worth advocating for. Meanwhile bursaries/scholarships were vital investments. Larger system adaptations like rural recruitment incentives were also necessary and while partnerships were seeing gains in terms of filling seats and hiring, continued collaboration was vital given all the other components at play in the healthcare system.
- Directors stressed the need to address the current negative narrative and perceptions around the health care sector as this was turning people away from considering the healthcare sector as a potential career. Directors agreed that more positive messaging around how nurses, doctors and the healthcare sector were portrayed was necessary explaining that people look at how healthcare professionals are currently treated and do not want to put themselves in that situation. More positive reinforcement and support for health care professionals was vital to remove this barrier.
- Directors discussed how the resource sector requires people to move around for work; however they take time to train only to move and need to train all over again. They expressed frustration with system that affects all Canadians moving across the provinces and questioned why this issue had not yet changed and whether it could be improved.
- Directors discussed how to attract more young people into healthcare. While starting a 4-year degree program may be difficult for most if students could just get their 'foot in the door' of the healthcare sector with a certificate program; this would provide an opportunity to see firsthand the array of opportunities that exist in the sector which could lead them to consider advancement or pursuing a career which they otherwise may have not have even realized.
- The Committee discussed whether providing all three funding streams was integral to the strategy moving forward. The presenters explained that this was the ideal however in reality, funding would be distributed between the streams with careful assessment. They noted that PRRD already supports Allied Health within NLC and the Committee could work in tandem with this program. They noted that the focus should be on overall healthcare; not just the RNs or LPNs and suggested that the Committee should work to ensure the best possible support remains for NLC.



### 3.1 Northern Lights College Re: PRRD Health Care Scholarship (Cont'd)

- Directors inquired about the current scholarship agreement for NLC, specifically the three-year commitment for Allied Health scholarships. Presenters confirmed that NLC targeted scholarships near the end of program dates and invoiced the Regional District upon award up to \$20,000 per year by December 31. Presenters reiterated that scholarships played an essential role in helping to address the healthcare crisis. They explained the difference between scholarships and bursaries was that scholarships were awarded based on the student's academic average while bursaries were based on financial need.
- Staff noted that the Memorandum with Northern Lights College expired on December 31, 2026.

The Chair thanked the presenters and welcomed them to remain in the meeting.

### 3.2 University of Northern BC Presentation Re: The Northern Baccalaureate Nursing Program

Amanda De Smit, RN, MN, NBNP Regional Coordinator delivered a presentation titled "The Northern Baccalaureate Nursing Program" which included the following highlights:

- A Bachelor of Nursing Program for the North
- Bursary opportunities
- Opportunities for growth
- Opportunities for growth - Students
- Community importance

A question-and-answer period ensued, and discussion included:

- Directors asked whether anything was missing in the Northern Baccalaureate Nursing Program (NBNP) and asked why it was not yet fully subscribed. They expressed concerns about losing the NBNP if it was not possible to fill the seats. The presenter explained the NBNP's unique student requirements including 60 university credits. They noted that the program was only 3 years old - news of it was only just gaining momentum and there were no concerns about losing the program; rather there was strong commitment to keep the program. She noted that Terrace and Quesnel's programs had 32 seats available each but had been able to maintain their programs with as little as 8 students enrolled. She advised that the NBNP had received a higher number of applicants in the current year and the upcoming LPN to RN bridge program would further increase its appeal.
- Directors asked about the UNBC's plans for promotional communication and advertising and invited their thoughts on the NBNP program. Presenters explained that the Northern Baccalaureate Collaborative Nursing Program at UNBC was different from the Northern Baccalaureate Nursing Program in Fort St. John and their program was designed to be completed at the same level of education, knowledge, and skills as students in a traditional four-year nursing program. Presenters also noted that UNBC had robust communications for the program over the last three years that focused on advertising through various modalities like radio, newspaper, and social media platforms. UNBC had also participated in community engagement sessions and forums and also relied on word of mouth by people who had been through the program.

### 3.2 University of Northern BC Presentation Re: The Northern Baccalaureate Nursing Program (Cont'd)

- Directors discussed the need to participate in job fairs and asked where UNBC finds candidates that would be interested in healthcare professions. The presenter confirmed that UNBC did participate in job fairs to expose students to potential healthcare careers and highlighted a program called 'Adventures in Healthcare' that focused on Grade 10 and 11 students. Despite having a recruitment smaller team in Fort St. John UNBC also harnessed support from the Prince George Admissions Team and travelled to events that provide the most opportunities. UNBC aims to attract high school graduates to consider courses based on their eligibility and also finds suitable spaces for those seeking a second career in healthcare.
- Directors asked about textbook costs and availability, and the financial constraints impacting students; they asked what deterred students from completing their education and whether they could return to complete the program. Presenters noted that students were increasingly using virtual textbooks for faster search and content control. Presenters acknowledged that financial support was crucial for students who often worked part-time or night shifts while completing their programs. Presenters clarified that in spite of the program's short duration, no students had left due to financial challenges. Directors also asked about the employment status of the 19 graduates in the Northeast. Presenters recalled that two students from the first cohort had moved away; a US-based student returned to the US post-graduation, and the rest had remained in Northeast BC.
- Directors asked for clarification regarding students who were awarded bursaries working with Northern Health under Return to Service Agreements – did they have to stay in the Peace Region, or could they work anywhere that Northern Health provides services. Staff confirmed that under Northern Health Return to Service Agreements, graduates had to work anywhere in the Peace River Regional District or Fort Nelson for two years.
- Directors asked whether the Northern Rockies Municipality contributed to the program and staff confirmed that currently they did not however could be asked to, pending on the Terms of Reference. Staff clarified that the application process was specific to the Peace Region.

#### Notice of Closed Session

MOVED Director Rose  
SECONDED Director Hiebert

That the Health Care Scholarship Committee move into a Closed meeting at 11:25 a.m. to discuss negotiations under *Community Charter* Section 90(1)(k).

**CARRIED**

#### Reconvene and Vary Agenda

The Chair reconvened the open Health Care Scholarship Committee meeting at 12:20 p.m. and varied the agenda to consider Report 5.1 - PRRD and NHA Memorandum of Understanding - Health Care Scholarship Program, FN-HCSC-020 before dealing with Item 4 - Correspondence.

## 5. REPORTS

### 5.1 PRRD and NHA Memorandum of Understanding - Health Care Scholarship Program, FN-HCSC-020

MOVED Director Rose  
SECONDED Director Hiebert

That the Health Care Scholarship Committee recommend that the Regional Board (PRRD) allow the Memorandum of Understanding with the Northern Health Authority (NH) to expire and contribute the appropriate funding to meet the Peace River Regional District's remaining obligations.

On behalf of Northern Health, Stacey Pickering spoke to the Committee about recruitment and retention in the Northeastern BC and

- emphasized the need for recruitment and retention efforts, especially in the northeast region of BC;
- acknowledged the importance of the current partnerships between post-secondary institutions (NLC and UNBC) and local governments;
- discussed the need for education not currently available in Northern Health's region, (e.g. registered psychiatric nurses and respiratory therapists); she suggested alternative scholarship support for these programs focusing on residency requirements;
- suggested not-for-profit organizations like the Hospital Foundation or the Spirit of the North Healthcare Foundation could support scholarship fund management; and
- referenced the partnership between Northern Health and the Regional District of Kitimat-Stikine (RDKS) where they had learned that too many criteria created obstacles to scholarships; their criteria had been changed to make the application and award process more simple noting that RDKS had received 15 applicants whereas the PRRD had only received 3 – moving to less strict criteria may open up students ability to access much needed scholarships.

Directors asked how students who had completed their nursing degrees in other provinces could be brought back to the region to work. Ms. Pickering mentioned the potential benefits of collaborating with nonprofit organizations and mentioned two nonprofit foundations closer to home; the Northeast Community Foundation and the North Peace Community Foundation. She suggested that a blended approach could support college students and those from the Peace Region who need to leave the region to further their education. Nonprofits are registered charitable organizations with administrative functions, allowing them to manage funding effectively with open interest-generating or endowment accounts. They can offer charitable tax receipts for donations, encouraging citizens to contribute voluntarily. A partnership of this nature could provide opportunities for communication, celebration, and awareness building. Meanwhile Northern Health remains a contributing partner and continues to promote opportunities for students and staff.

The Chair called the Question to the Motion.

**CARRIED**

The Chair thanked the delegates who had attended and participated in the robust discussion regarding health care scholarships.



Director Taillefer, District of Taylor, left the meeting at 12:05 pm.

**4. CORRESPONDENCE**

**4.1 Letter from North Peace Secondary School Re: Funding Commitment for 3 Health Care Scholarships**

MOVED Director Hiebert

SECONDED Director Dober

That the Health Care Scholarship Committee move the correspondence titled 'Letter from North Peace Secondary School Re: Funding Commitment for 3 Health Care Scholarships' for discussion.

**CARRIED**

Directors noted that students would be taking a gap year and sought clarity if this was allowed. Staff confirmed that the current policy allowed students to take up to 12 months to claim the scholarship.

MOVED Chair Veach

SECONDED Director Hiebert

That the Health Care Scholarship Committee authorize an allocation of \$4,500, for the purpose of awarding three scholarships, each with a value of \$1,500, to North Peace Secondary School graduating students.

**CARRIED**

**6. ADJOURNMENT**

The Chair adjourned the meeting at 12:36 p.m.

CERTIFIED a true and correct copy of the Minutes of the Peace River Regional District's Special Health Care Scholarship Committee meeting held on February 11, 2025 in the PRRD Board Room, 1981 Alaska Avenue, Dawson Creek, BC.

\_\_\_\_\_  
Danielle Veach, Chair

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Katherine Lovino, Recorder



# REPORT

To: Health Care Scholarship Committee

Report Number: ADM-HCSC-014

From: Administration

Date: April 25, 2025

**Subject: Suspension of Scholarships – Expiry of Northern Health MOU**

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## RECOMMENDATION #1:

That the Health Care Scholarship Committee recommend that the Regional Board suspend health care scholarship programs previously administered by Northern Health for the 2025 intake year, and authorize an investigation into potential alternative options for the administration of the scholarships that were administered by Northern Health; RN/RPN Return of Service Scholarship (Part 2), Licence Practical Nurse Scholarship, Career Professional Development Scholarship, and RN/RPN Professional Development Scholarship; further, that the Health Care Scholarship Committee receive a report to prompt a review of the options available for scholarship administration against the option to refocus funding on recruitment/retention, or other health care improvement initiatives permissible within the establishing bylaw for Function 180 – Health Related Services at a future HCSC meeting as part of the investigation.

## RECOMMENDATION #2

That the Health Care Scholarship Committee recommend that the Regional Board suspend Part 1 (4<sup>th</sup> year degree program completion funding in the amount of \$2500 per student) of the RN/RPN Scholarship administered by the Regional Board for the 2025 intake year, pending the results of the review of potential alternative options identified in the investigation summary report, for the administration of the scholarships/ refocusing of the funding available to other health care initiatives permissible under Function 180.

## BACKGROUND/RATIONALE:

At the February 20, 2025 meeting, the Regional Board passed the following resolution:

*MOVED, SECONDED and CARRIED,*

*“That the Regional Board allow the Memorandum of Understanding with the Northern Health Authority for the administration of Peace River Regional District Health Care Scholarships offered in cooperation with the Regional Board and the Northern Health Authority to expire; further, that funding in an amount sufficient to meet the remaining obligations of the Regional Board under the Memorandum be included in Function 180 – Health Related Services Draft 2025 -2029 Financial Plan.”*

The MOU with Northern Health, which set out the responsibilities of the PRRD and Northern Health respectively, to receive, review and award health care scholarships, will expire on May 1, 2025.

As per the February 20<sup>th</sup> Board resolution noted above, funding was included in the 2025 Function 180 Budget. The future of these scholarships is somewhat unclear, and alternative ways to advertise and

disburse the funds need to be identified for the administration of these scholarships in a different way given that Northern Health is no longer given this responsibility should the Health Care Scholarship Committee (HCSC) wish to continue offering the scholarships in future years. How the scholarships would be handled was not considered during the budget process and direction was not provided to find a new partner or consider in house scholarship administration when the decision was made to let the MOU with Northern Health expire. Staff would require a close working relationship with Northern Health to determine eligibility for return of service amounts for graduating students who agreed to work in the region, and for professional development scholarships for existing Northern Health employees. There is no current position that has the capacity to set up, monitor, administer and confirm the return of service portion of the scholarship in cooperation with Northern Health.

It is recommended that these scholarships are suspended until next steps are determined. It would be beneficial at this time for the committee to take a pause and see how they would like to approach utilizing the monies that were previously dedicated to Northern Health, for existing, or new opportunities under Function 180.

### **ALTERNATIVE OPTIONS:**

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

### **STRATEGIC PLAN RELEVANCE:**

- Not Applicable to Strategic Plan

### **FINANCIAL CONSIDERATION(S):**

Funding to allow disbursement of all of the scholarships was included in the Function 180 Draft Budget. (See the link to the budget report provided below for details). If not expended in 2025, it will be carried forward in Function 180 to 2026 unless otherwise directed.

### **COMMUNICATIONS CONSIDERATION(S):**

If approved, updates to the website and brochures will be required to remove the option to apply for these grants this year. Staff will advise any candidates who enquire that the program has been suspended for this year.

### **OTHER CONSIDERATION(S):**

The HCSC held a Special Meeting on February 11, 2025 to hear from representatives of education institutions (Northern Lights College and University of Northern British Columbia) and Northern Health regarding their suggestions for improvements to the scholarship program structure to maximize the positive impact of the program on the recruitment and retention of health care professionals in the region. Previous to that, ([January 10, 2025](#)) the HCSC had deliberated on a variety of changes to the scholarship program, to decrease the number of available scholarships to enable an increase in the value of scholarships based on feedback from student luncheons which suggested that the scholarships were not of enough value to ensure return of service commitment, though no changes were made. Previous to that, on January 25, 2024, when the HCSC referred a decision on a request from Northern Health to offer additional scholarships to the Regional Board, the Board resolved to examine the structure and purpose of the HCSC. The Committee of the Whole referred that review back to the HCSC

to the July 17 Health Care Scholarship Committee. There have been several discussions regarding the purpose of the committee. A pause to reassess may provide some clarity.

The Committee may identify a new partner or consider establishing a new staff position to take on this responsibility, or may suggest that the Regional Board offer a different array of scholarships or refocus the funding to other ideas.

External Links:

1. [Report ADM-BRD-583 Health Care Scholarship Committee Recommendation from February 11, 2025](#)  
(February 20, 2025 Regional Board Meeting, Agenda Item 8.9)
2. [Report FN-BRD-326, Function 180 – Health Related Services Draft 2025 Budget](#)  
(February 26, 2025 Special (Budget) Board Meeting, Agenda Item 6.13)
3. [Report ADM-COW-009 Health Care Scholarship Committee Review](#)  
(July 17 2024 Health Care Scholarship Committee Meeting, Agenda Item 8.1)

## NLC Cares - Annual Progress Report and Statement of Revenue and Expenses

### Background

NLC Cares is an initiative led by Northern Lights College (NLC) to develop new Allied Health programming for Northern BC. NLC currently offers successful health care assistant, nursing, and social work programs at the college. NLC Cares Allied Health Program Planning aims to expand allied health programs at the certificate and diploma level to support the health care system in Northern BC. NLC Cares was made possible by a \$450,000 grant from the Peace River Regional District's Health Related Services Grant-in-Aid (\$150,000 per year x 3 years). The goal is to create two to three new training programs for health care professionals by 2026/2027 to serve the needs of Northern BC.

### Progress Report

- ✓ Project Launch Requirements (June 2024)
  - Charter, schedule, risk assessment, consultation list
- ✓ Matrix of Requirements for 25 Potential Programs (June-Aug 2024)
  - 35 meetings with employers, PSI's, and preliminary student interest data
  - Created short list of 13 Programs to take through consultation
- ✓ Preparation for NLC Cares Consultation Sessions (July – Aug 2024)
  - Logo, marketing and communication materials
  - Presentations, data collection tools
  - Invitations, venues, RSVPs
- ✓ Focus Group Consultation Sessions (Sep-Nov 2024)
  - 6 community sessions (DC, FSJ, CW, FN, NLC)
    - 482 invited, 130 RSVP'd, 124 attended
    - Also presented at FSJ petroleum association meeting
  - 11 high school and open house sessions (DC, FSJ, CW, FN)
    - 406 attended + 40 online surveys
- ✓ Data Collection (Oct - Dec 2024)
  - Data compilation package complete
- Data Analysis and Draft Report to NLC Senior Executive (Jan 2025)
- Briefing note to NLC senior executive with recommended program/space planning (Jan 2025)

### Revenue and Expenses

April 1<sup>st</sup>, 2024 – March 31, 2025

GL Account	Description	Details	Expenses
10-01-10	Develop Allied Health Care Strategy (consultation contact list, stakeholder consultation, matrix of requirements and needs for	Project Manager, Dean Level	\$93,000
		Review allied health lab spaces at OCC and VCC:	NLC In Kind
		Consultation Sessions	\$2307.27



	each potential program, deliverable = recommendations and evidence supporting order of program selection and chosen curriculum)	5 community sessions (DC, FSJ, CW, FN, NLC) 10 High school sessions (DC, FSJ, CW, FN)	
		Marketing materials	693.95
Total costs to date			\$96,001.22
Remaining expenses for fiscal year		Project Manager, Dean Level	\$35,000
		Report production/ dissemination	\$5,000
		Curriculum selection and purchase for Top 3 selected programs, including travel to PSI.	\$13,998.78
<b>PRRD grant in aid</b>			<b>\$150,000</b>
Net Balance			0

**April 1<sup>st</sup>, 2025 – March 31, 2026**

GL Account	Description	Details	Budgeted
10-01-10	Develop structure for 3 new Allied Health programs (create Ministry proposals, determine cost recovery numbers, expression of interests out for subject matter experts in respective professions to be involved in program planning)	Project Manager, Dean Level	\$140,000
		Subject matter experts in 3 selected professions (3 x \$3,000 contracts for program planning meetings in year)	\$9,000
		Marketing for new programs coming to region	\$1,000
2025/26 Total Projected Costs			\$150,000
<b>PRRD grant in aid</b>			<b>\$150,000</b>
Net Balance			0

**April 1<sup>st</sup>, 2026 – March 31, 2027**

GL Account	Description	Details	Budgeted
10-01-10	Launch 3 new Allied Health programs (contract out subject matter experts in their profession to bring on board as future faculty to involve in course material development, to support recruitment events, and to and to work with Dean to take through recognition/accreditation for respective professional bodies)	Project Manager, Dean Level (4 months)	\$47,000
		Subject matter experts in 3 selected professions (3 x \$30,000 contracts)	\$90,000
		Teaching materials for subject matter experts	\$10,000
		Faculty hired - funded from Ministry (or cost recovery/student tuition)	TBD
		Lab/Equipment costs - funded by Ministry (or donations through NLC foundation)	TBD
		Marketing/recruitment for new program launch	\$3,000.00
2025/26 Total Projected Costs			\$150,000
<b>PRRD grant in aid</b>			<b>\$150,000</b>
Net Balance			0





## 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 \$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	<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  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	<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  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> Description - Two Part Scholarship: <ol style="list-style-type: none"> <li>1. 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>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.</li> </ol>						
<b>\$30,000</b> \$30,000 - 6 Awards each at \$5,000  <u><b>Part 1 - 4<sup>th</sup> Year Award:</b></u> \$15,000 - 6 parts each at \$2,500  <u><b>Part 2 – Return of Service (ROS) Award:</b></u> \$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  Recipients - Regional Board	<b>Function 180 – Health Related Services GIA</b>  <b>01-2-3130-5833-180</b>  <b>01-2-3130-5834-180</b>	<u><b>PRRD – Part 1</b></u> <b>Part 1 – 4<sup>th</sup> Year Award:</b> <ol style="list-style-type: none"> <li>1. Students complete application package and submit directly to PRRD.</li> <li>2. Staff review applications, summarize information and prepare report for Health Care Scholarship Committee.</li> <li>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.</li> <li>4. 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> <u><b>NHA – Part 2</b></u> <b>Part 2 – Return of Service Award:</b> <ol style="list-style-type: none"> <li>1. NHA contacts all Part 1 Recipients as provided by the PRRD</li> <li>2. NHA confirms recipient’s successful graduation and determine the recipient’s willingness to enter into a 2 year ROS.</li> <li>3. NHA administers a 2 year ROS and awards Part 2 \$2,500 upon signature of that agreement.</li> <li>4. NHA provides PRRD names of all Part 2 recipients by Dec. 31<sup>st</sup>.</li> <li>5. 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  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

<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 \$10,000</b>	<b>Target Group</b>	<b>Approving Authority</b>	<b>GL/Cost Center 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  Recipients - Northern Health Authority	<b>Function 180 – Health Related Services GIA</b>	<b>NHA</b> 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  <b>1. LPN's bridging to RN</b> - 4 awards each at \$1,500 (\$6,000)  <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  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	<b>Function 180 – Health Related Services GIA</b>	<b>NHA</b> 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

<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> <b>\$15,000</b>	<b>Target Group</b>	<b>Approving Authority</b>	<b>GL/Cost Center</b> <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  Recipients - Northern Health Authority	<b>Function 180 – Health Related Services GIA</b>	<b>NHA</b> 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





## **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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