



PEACE RIVER REGIONAL DISTRICT

Health Care Scholarship Committee Meeting Agenda

July 16, 2025, Immediately following the Broadband Internet and Mobility Committee (BIMC) Meeting
1981 Alaska Avenue, Dawson Creek, BC

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1. CALL TO ORDER	
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PEACE RIVER REGIONAL DISTRICT

HEALTH CARE SCHOLARSHIP COMMITTEE MEETING

MINUTES

April 25, 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)
Leonard Hiebert, Electoral Area D (ex Officio) (via Zoom)
Director Sperling, Electoral Area C
Director Taillefer, District of Taylor (via Zoom)

Directors Absent: Director Dober, City of Dawson Creek
Director Rose, Electoral Area E

Staff Present: Tyra Henderson, Corporate Officer
Roxanne Shepherd, Chief Financial Officer
Ashley Dimapilis, Grants Coordinator
Olivia Lundahl, Electoral Area Officer
Katherine Lovino, Administrative Clerk/Recorder

1. CALL TO ORDER

The Chair called the meeting to order at 2:00 p.m.

2. ADOPTION OF AGENDA

MOVED Chair Veach

SECONDED Director Sperling

That the Health Care Scholarship Committee agenda for April 25, 2025, be adopted:

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. GALLERY COMMENTS OR QUESTIONS

4. ADOPTION OF MINUTES

4.1 Health Care Scholarship Committee Draft Meeting Minutes of January 10, 2025.

4.2 Special Health Care Scholarship Committee Draft Meeting Minutes of February 11, 2025.

5. BUSINESS ARISING FROM THE MINUTES

6. DELEGATIONS

7. CORRESPONDENCE

8. REPORTS

8.1 Suspension of Scholarships – Expiry of Northern Health MOU, ADM-HCSC-014

9. NEW BUSINESS

10. CONSENT CALENDAR

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

10.2 Health Care Scholarship Matrix

10.3 HCSC Terms of Reference

11. ADJOURNMENT

CARRIED

4. ADOPTION OF MINUTES

4.1 Health Care Scholarship Committee Draft Meeting Minutes of January 10, 2025.

MOVED Chair Veach

SECONDED Director Sperling

That the Health Care Scholarship Committee Meeting Minutes of January 10, 2025 be adopted.

CARRIED

4.2 Special Health Care Scholarship Committee Draft Meeting Minutes of February 11, 2025.

MOVED Chair Veach

SECONDED Director Sperling

That the Special Health Care Scholarship Committee Meeting Minutes of February 11, 2025 be adopted.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

6. DELEGATIONS

7. CORRESPONDENCE

8. REPORTS

8.1 Suspension of Scholarships – Expiry of Northern Health MOU, ADM-HCSC-014

MOVED Director Sperling

SECONDED Director Hiebert

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), Licenced Practical Nurse Scholarship, Career Professional Development Scholarship, and RN/RPN Professional Development Scholarship; further, the investigation include submission of a report to the Health Care Scholarship Committee at a future meeting, 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.

CARRIED

The committee discussed suspending Northern Health-related programs since they cannot be provided without a Northern Health contract. Staff clarified that suspend means funding would not be made available until the Committee and Regional Board determine a path forward to offer scholarships and that information regarding the available scholarships would be removed from the website. The Chair confirmed that the Northern Lights College and the Peace River Regional District (PRRD) Healthcare High School Scholarships would remain open and available, and that a suspension will give the Committee time to think about potential options for the program.



8.1 Suspension of Scholarships – Expiry of Northern Health MOU, ADM-HCSC-014 (Cont'd)

MOVED Director Sperling

SECONDED Director Hiebert

That the Health Care Scholarship Committee recommend that the Regional Board suspend Part 1 (4th 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.

CARRIED

9. NEW BUSINESS

10. CONSENT CALENDAR

MOVED Chair Veach

SECONDED Director Sperling

That the Health Care Scholarship Committee receive the April 25, 2025 Consent Calendar.

CARRIED

11. ADJOURNMENT

Prior to adjourning the meeting, the Chair encouraged Committee members to share their financial or funding-related ideas and issues with staff prior to the meeting so that the discussion at the July 16, 2025 Health Care Scholarship Committee meeting regarding potential approaches to administering the funds previously administered in cooperation with Northern Health funds would be an engaging conversation exploring all options.

The Chair adjourned at 2:13 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 April 25, 2025 in the PRRD Board Room, 1981 Alaska Avenue, Dawson Creek, BC.

Danielle Veach, Chair

Katherine Lovino,
Administrative Assistant/Recorder



REPORT

To: Health Care Scholarship Committee

Report Number: ADM-HCSC-015

From: Corporate & Financial Administration

Date: July 16, 2025

Subject: Health Care Scholarship Administration Options

RECOMMENDATION #1:

That the Health Care Scholarship Committee recommend that the Regional Board discontinue the RN/RPN Return of Service Scholarship, Licensed Practical Nurse Scholarship, Career Professional Development Scholarship, and RN/RPN Professional Development Scholarship.

RECOMMENDATION #2:

That the Health Care Scholarship Committee recommend that the Regional Board establish an RN Scholarship Program for students enrolled in the Northern Baccalaureate Nursing Program offered by UNBC in Fort St. John BC with the funding no longer allocated to previously offered scholarships in the amount of \$70,000, in addition to the \$30,000 previously allocated for the Northern Baccalaureate Program, to establish a new scholarship program specifically targeting Baccalaureate Program participants.

RECOMMENDATION #3

That the Health Care Scholarship Committee recommend that the Regional Board apply the following eligibility criterion to the Northern Baccalaureate Nursing Program Scholarship Program:

- open to students entering final year of degree program; and
- priority given to applicants who graduated from high school in the Peace River Regional District, Regional District of Fraser Fort George, Northern Rockies Regional Municipality, Grande Prairie County, or Saddle Hills County;

further, that the applications be reviewed annually by the Committee at its October meeting on the basis of residency, academic standing and community involvement, with no consideration given to Return of Service commitment which would require partnership with Northern Health; and

finally, that the program consist of a maximum of 20 scholarship awards per year valued at \$5,000 each.

RECOMMENDATION #4

That the Health Care Scholarship Committee recommend that the Regional Board approach the University of Northern British Columbia (UNBC) regarding administration of the scholarship program created by the Regional Board specific to the Northern Baccalaureate Nursing Program to request that UNBC administer the scholarship program on behalf of the Regional Board with an initial intake in September 2026 to allow time to negotiate an agreement between UNBC and the Peace River Regional District for the scholarship administration.

BACKGROUND/RATIONALE:

At the May 22, 2025 Regional Board Meeting, two recommendations were brought forward from the April 25, 2025 Health Care Scholarship Committee (the Committee) meeting and the following resolutions were passed by the Regional Board:

MOVED, SECONDED and CARRIED,

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), Licenced Practical Nurse Scholarship, Career Professional Development Scholarship, and RN/RPN Professional Development Scholarship; further, that the investigation include submission of a report to the Health Care Scholarship Committee at a future meeting, 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.

AND

MOVED, SECONDED and CARRIED,

That the Health Care Scholarship Committee recommend that the Regional Board suspend Part 1 (4th 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.

These scholarship programs have been removed from the Peace River Regional District's (PRRD) website and are no longer being promoted to student nurses or Northern Health (NH) staff by NH, as the Memorandum of Understanding (MOU) expired on April 30, 2025 and was not renewed by the PRRD.

The Committee has been discussing the impact, success and structure of the Health Care Scholarship Committee and its programs since [January 2024](#), and whether to renew the MOU with NH for administration of a number of scholarship streams since June 2024. At the October 4, 2024 Committee meeting, Chair Veach submitted a [Director's Report](#) which included a recommendation to terminate the MOU with NH and investigate the options of entering an MOU with local educational institutions for scholarship administration, or taking over scholarship administration in house, however, the motion was defeated by the Committee. Chair Veach also proposed at that time to restructure the scholarships by reducing the number of scholarships and increasing the value of each scholarship. That concept was deferred until 2025 to allow the Committee to seek input from University of Northern BC (UNBC), Northern Lights College (NLC), and NH regarding the best way to offer scholarships to improve healthcare recruitment and retention in the region. On [January 10, 2025](#), the proposal to reduce the number and increase the value of the scholarships, and another proposal to increase the value of RN Scholarships by \$50K were also defeated by the Committee.

A special meeting was called for [February 11, 2025](#), again, with input invited from Northern Health, [NLC](#) and [UNBC](#) on how best to structure funding streams to enhance recruitment of students into health related fields and jobs in the North, and how to retain the current staff given the staffing levels, morale, and frequent diversions, despite ongoing efforts to improve the situation by NH, the existing scholarship programs, and the recruitment/retention grants provided annually to the North Peace Division of Family Practice and the South Peace Health Services Society.

The [Northern Baccalaureate Nursing Program](#) (NBNP) provides students with the skills and knowledge to enter the registered nursing field. The NBNP introduces students to the unique aspects of delivering health care in **small urban and rural communities located throughout northern BC** and beyond. The program is designed for individuals with previous experience and achievement in university-level, post-secondary education who are interested in careers as Registered Nurses (RNs). Upon completion, students earn a BScN and are eligible to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN), which qualifies them to work as RNs in any health care sector where RNs have legislated scope of practice. The program is promoted by UNBC and is now in its third year, with admission applications trending upwards and space for 32 students. The next intake is September 2026, with an admissions application of January 2026.

Focusing on the Northern Baccalaureate Nursing Program is recommended based on previous Board direction to create a new scholarship stream for this program, and the Committee/Board's preference for supporting local residents as part of eligibility for scholarships and a desire to train locals to stay local. This program fits with those aspirations. Also, the Committee has been pleased with the agreement with NLC for administration of the Health Care Assistant/Practical Nursing/Access to Practical Nursing Scholarships.

The proposed scholarship program structure mirrors the previous eligibility and evaluation considerations with the exception of inclusion of a Return of Service amount. The proposed Northern Baccalaureate focused scholarship program does not include a Return of Service (ROS) component as ROS would necessitate some form of cooperation or agreement with Northern Health in order to identify successful hires into RN positions in the region that may be eligible to apply for Return of Service funding if it was included. Scholarships are traditionally offered to students to assist with the costs of education. Return of Service grants may be more suitable for offer by Northern Health in the form of signing bonuses, funded via the Ministry or through the funding previously approved for Northern Health for their recruitment of staff and programs. This funding has been graciously declined in recent years by Northern Health which has allowed the funding to be redirected to the Allied Health, STARS, Search and Rescue, and other programs authorized by [Health Related Services Grants-in Aid Bylaw No. 2445, 2021](#) in alignment with [Health Related Services Grant In Aid Policy 0340-64](#).

ALTERNATIVE OPTIONS:

1. That the Health Care Scholarship Committee request further information on some or all of the following potential additional options available for scholarship program administration not yet investigated:
 - a) Administration of health related services grants 'in-house' through hiring of dedicated staff.

- b) Identification of other scholarship programs and parameters, and potential service delivery partners for agreed upon scholarship programs, such as the Northeast BC Community Foundation, South Peace Division of Family Practice or South Peace Health Services Society.
 - c) Seek a qualified contractor to administer the PRRD scholarship programs as previously structured that were suspended on May 22, 2025
 - d) Re-allocation of funding to existing commitments in Function 180 (such as Allied Health Care) to reduce requisition pressures in 2026.
2. That the Health Care Scholarship Committee recommend that the Regional Board review the options available to refocus funding previously used for health care scholarships currently suspended to programs with a health care professional recruitment/retention focus, or other health care improvement initiatives permissible within the Health Related Services Grant in Aid Service Establishing Bylaw for Function 180 – Health Related Services.
3. That the Health Care Scholarship Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

The 2025 Function 180 – [Health Related Services Grants-in Aid Budget](#) was approved at the Special Regional Board Meeting held on February 26, 2025.

COMMUNICATIONS CONSIDERATION(S):

At the April 25, 2025 Health Care Scholarship Committee (HCSC) meeting, Chair Veach “encouraged Committee members to share their funding-related ideas and issues with staff prior to the meeting so that the discussion at the July 16, 2025 Health Care Scholarship Committee meeting regarding potential approaches to administering the funds previously administered in cooperation with Northern Health funds would be an engaging conversation exploring all options.” No suggestions from Committee members were communicated to staff prior to the July 16, 2025 HCSC meeting agenda cut off.

OTHER CONSIDERATION(S):

Function 180 - Health Related Services Grants-In-Aid was established by Bylaw No. 2445, 2021 to provide grants and scholarships that enhance the quality and availability of various health-related services in the region. This function provides grants to organizations that provide health related services within the PRRD. Funding may include air ambulance, search and rescue, not for profits offering accommodation, or health related services for patients and family members receiving health care services, and not-for profits with mandates to recruit and retain health care professionals to work and remain working in the Peace Region. Funding is also available for scholarships in a health care or medical field to enhance the recruitment and retention of medical staff and professionals in Peace River Region Hospitals.

External Links:

1. Links to prior meeting minutes, agendas, and presentations relative to the ongoing review of the Committee structure and impact, the specifics of scholarship programs offered, and potential restructure have been included within the body of the report.

April 23, 2025

Chair Veach
Peace River Regional District
Health Care Scholarship Committee
1981 Alaska Avenue
Dawson Creek BC, V1G 4H8

Re: NH Representative Health Care Scholarship Committee

Dear Chair Veach,

In follow up to your recent discussion with Director Shannon Anderson, I am writing to formally inform you that Director Anderson will be stepping down as a Northern Health representative on the Peace River Regional District, Health Care Scholarship Committee. Ms. Kendra Kiss, Senior Operating Officer, NE will remain as a representative for Northern Health.

We greatly appreciated Director Anderson's contributions and participation. Kendra is well-informed on the work of the committee and committed to contributing positively to its objectives.

Thank you for your continuous commitment and attention to the recruitment and retention efforts of the committee.

Please do not hesitate to reach out to Kendra directly at Kendra.kiss@northernhealth.ca with any further communication or coordination.

Thank you for your understanding and support.

Sincerely,



Ciro Panessa
President & Chief Executive Officer
Northern Health

cc. Colleen Nyce, Chair, Northern Health Board
Shannon Anderson, Director, Northern Health Board
Aaron Bond, Interim VP Clinical Operations
Kendra Kiss, Senior Operating Officer, NE

Invoice



June 19, 2025

Shawn Dahlen
Peace River Regional District
Box 810
1981 Alaska Ave
Dawson Creek, BC V1G 4H8

Dear Shawn Dahlen:

The NLC Foundation wishes to thank you for your ongoing support. With the generosity of donors like you, hundreds of awards and scholarships are provided to Northern Lights College students each year.

Below are the details of your annual support request for the 2024/2025 award year:

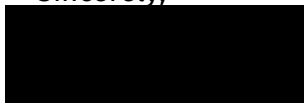
Award Name:	PRRD Health Care Scholarship
Award Value:	Eight awards of \$1,000.00
Invoice Total:	\$8,000.00

Cheques can be made payable to *NLC Foundation* and mailed to the address indicated below.

Full payment of this invoice must be received within 60 days from the date the invoice was issued to ensure that your annual award is advertised for the upcoming academic year.

If there are any changes to the award or if you have any questions, please contact Lindsey Borek, Executive Director of the NLC Foundation at (250) 784-7543 or email lborek@nlc.bc.ca.

Sincerely,



Lindsey Borek
Executive Director

Yes, we would like to continue our support for 2024/2025

Award Name:	PRRD Health Care Scholarship
Invoice Total:	\$8,000.00

Remit to:
NLC Foundation
11401 8 Street
Dawson Creek, BC V1G 4G2

Peace River Regional District
0004057



PRRD Health Care Scholarship Program Matrix

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



PRRD Health Care Scholarship Program Matrix

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



PRRD Health Care Scholarship Program Matrix

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



PRRD Health Care Scholarship Program Matrix

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



PRRD Health Care Scholarship Program Matrix

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



PRRD Health Care Scholarship Program Matrix

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



Health Care Scholarship Committee Terms of Reference

1. Role of the Committee:

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

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

2. Structure of the Health Care Scholarship Committee:

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

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

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

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

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

3 Meetings:

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

4 Committee Procedures

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

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

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