

## MEMORANDUM OF UNDERSTANDING (MOU)

THIS MOU dated for reference this \_\_\_\_ day of \_\_\_\_\_, 2022

BETWEEN:

**Peace River Regional District**  
Box 810, 1981 Alaska Avenue  
Dawson Creek, BC V1G 4H8

(Hereinafter referred to as “PRRD”)

OF THE FIRST PART

AND

**Northern Lights College Foundation**  
11401 – 8<sup>th</sup> Street  
Dawson Creek, BC V1G 4G2

(Hereinafter referred to as “NLCF”)

OF THE SECOND PART

(Hereinafter collectively referred to as “the Parties”)

NOW THEREFORE the Parties agree as follows:

### 1.0 PURPOSE

This Memorandum of Understanding (MOU) is an agreement between the Parties intended to outline guiding principles, roles and responsibilities for the administration and award of the Health Care Scholarships. This MOU defines how the respective Parties will cooperate with each other and participate in this coordinated approach.

### 2.0 BACKGROUND

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

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

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

### **3.0 PRINCIPLES**

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

### **4.0 MUTUAL INTERESTS**

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

- a. the recruitment of new health care professionals for the region; and
- b. the retention of health care professionals who train in the region.

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

### **5.0 FINANCIAL OR IN-KIND SUPPORT**

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

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

### **6.0 COORDINATION FUNCTIONS**

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

### **7.0 COORDINATION MANAGEMENT**

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

### **8.0 RESPONSIBILITIES UNDER THIS MOU**

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



- a. Ensure a financial commitment in the amount of \$20,000 is budgeted for Health Care Scholarships as part of the Annual Financial Plan for the period of five years from 2022 to 2026.
- b. Provide payment to NLCF upon the receipt of an invoice, in the amount of \$1,000 for every student listed as a recipient of a Health Care Scholarship to a maximum of \$20,000.
- c. Notify NLCF of any changes to the Health Care Scholarship.

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

- a. Administer and distribute twenty (20) Health Care Scholarships, in the amount of \$1,000 each, to eligible graduates of the Health Care Assistant program, Practical Nursing program, or Access to Practical Nursing program offered at Northern Lights College.
- b. Ensure each recipient of a scholarship meets the following criteria:
  - i. Has successfully completed the Health Care program offered at Northern Lights College; and
  - ii. Has provided proof of employment with Northern Health
  - iii. Preference will be given to an applicant that has resided in the Peace River Regional District for a minimum of 2.5 years prior to entering into the Health Care program.
- c. Ensure each scholarship recipient has signed a Consent to Release form to allow the PRRD to use their name and/or photo prior to the recipient receiving the scholarship funds.
- d. Invoice the PRRD for the total number of recipients of the Health Care Scholarship no later than thirty (30) days after it is awarded.
- e. Ensure all students registered in a Health Care program are aware of the scholarship funding and how to apply for the scholarship prior to the application deadline.
- f. Provide to the PRRD a list of the names with the total number of scholarship recipients each year by December 31<sup>st</sup>.
- g. Advise the PRRD if Northern Lights College runs additional Health Care program each year.

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

**9.0 GENERAL TERMS**

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

- 9.1** This MOU shall be effective as of January 1, 2022, and will remain in effect for a period of five (5) years or until terminated by either of the Parties.

- 9.2** The Parties may enter into discussion to renew this agreement no later than three (3) months prior to expiration.
- 9.3** Either of the Parties may terminate this MOU upon written notice to the other Party, providing the Party with three (3) months notice of the termination.
- 9.4** Nothing in this MOU is intended to diminish or otherwise affect the authority of the signatory Parties to carry out their statutory, regulatory, or other official functions or to commit the Parties to providing a particular service it would not otherwise provide in the scope of each Party's individual mandate.
- 9.5** The Parties will act in good faith for the implementation of this MOU.
- 9.6** Either Party can provide, with no less than three (3) months warning, written notice of a decision to propose amendments.

#### **10.0 LEGALITY**

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

\_\_\_\_\_  
Date: \_\_\_\_\_

**Shawn Dahlen**

Chief Administrative Officer  
Peace River Regional District

\_\_\_\_\_  
Date: \_\_\_\_\_

**Bradley Sperling**

Chair  
Peace River Regional District

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2022

**Northern Lights College Foundation**

Per: \_\_\_\_\_  
Authorized Signatory

**Lindsey Borek**  
Executive Director