



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.

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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