



## MEMORANDUM OF UNDERSTANDING (MOU)

**THIS MOU** dated for reference this 1<sup>st</sup> day of May, 2022.

BETWEEN:

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

(hereinafter referred to as “PRRD”)

OF THE FIRST PART

AND

**Northern Health Authority**  
Suite 600, 299 Victoria St.  
Prince George, BC V2L 5B8

(hereinafter referred to as “NHA”)

OF THE SECOND PART

(hereinafter collectively referred to as “the Parties”)

NOW THEREFORE the Parties agree as follows:

### 1.0 PURPOSE

This Memorandum of Understanding (MOU) is an agreement between the Parties intended to outline guiding principles, roles and responsibilities to administer the distribution of the four (4) scholarship streams of the PRRD Health Care Scholarship program that are offered in cooperation between the PRRD and NHA, as listed below:

- a. Registered Nurse/ Registered Psychiatric Nurse (RN/RPN) Return of Service Scholarship – Part 2
- b. Licensed Practical Nurse Scholarship
- c. Career Professional Development Scholarship
- d. Registered Nurse/ Registered Psychiatric Nurse (RN/RPN) Professional Development Scholarship

This MOU defines how the respective Parties will cooperate with each other and participate in this coordinated approach.



## **2.0 BACKGROUND**

In November of 2016, the Peace River Regional District (PRRD) recognized the need to secure more health care workers in the region, and as a result committed \$100,000 to support a scholarship program specific to health care careers. The PRRD engaged the expertise of NHA to identify the gaps in employment and where the demand for skilled workers was most needed. Through a collaborative process, the Parties developed a financial incentive program to recruit and retain workers in the Peace Region known as the PRRD Health Care Scholarship program. In 2018, an additional commitment of \$10,000 was added increasing the total contribution for the PRRD Health Care Scholarship program to \$110,000. As a result, six (6) scholarship initiatives were created:

- a. PRRD Health Care High School Non-Degree Scholarship
- b. Health Care Assistant Scholarship
- c. RN/RPN Return of Service Scholarship (Two Parts)
- d. Licensed Practical Nurse (LPN) Scholarship
- e. Career Professional Development Scholarship
- f. RN/RPN Professional Development Scholarship

Of the \$110,000 commitment, \$5,000 was allocated for recruitment events coordinated by NHA, and hosted jointly by both Parties.

## **3.0 PRINCIPLES**

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

## **4.0 MUTUAL INTERESTS**

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

- a. the recruitment of new health care professionals for the region; and
- b. the retention of health care professionals, and to expand their skills and remain the region.

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

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

The PRRD will allocate an annual financial contribution of \$55,000, for a period of three (3) years, beginning in 2022 and will provide NHA a payment of \$55,000 on August 1<sup>st</sup>, and each consecutive year thereafter for the duration of the MOU. The Parties agree this financial contribution is to be used for the sole purpose of the PRRD Health Care Scholarship program for each scholarship stream as listed below:



- a. RN/RPN Return of Service Scholarship, Part 2
- b. Licensed Practical Nurse Scholarship
- c. Career Professional Development Scholarship
- d. RN/RPN Professional Development Scholarship

Appendix A of this MOU outlines each scholarship's criteria, establishes a guideline for the intended use of funds for each scholarship, and clarifies the roles and responsibilities for NHA. It is a guideline to assist NHA in the administration of the PRRD Health Care Scholarship while still providing NHA the flexibility to maximize the \$55,000 financial contribution to recruit and retain health care providers depending on the varying application levels in each stream.

In the event the number of applicants exceeds the amount of scholarships available, NHA will notify the PRRD immediately so the PRRD can determine if an increase to the funding contribution could be accommodated.

In the event the annual funding contribution is not fully utilized, the PRRD may reduce the following year's contribution accordingly.

## **6.0 COORDINATION FUNCTIONS**

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

## **7.0 COORDINATION MANAGEMENT**

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

## **8.0 RESPONSIBILITIES UNDER THIS MOU**

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

- a. Ensure a financial commitment in the amount of \$55,000 is budgeted for the four health care scholarships administered under this MOU as part of the Annual Financial Plan for the period of three years from 2022 to 2024.
- b. Provide \$55,000 annually to NHA to award to recipients who meet the eligibility criteria for each scholarship as specified in Section 1 and further defined in Appendix A.
- c. Notify NHA of any changes to the PRRD Health Care Scholarship Program.
- d. Develop brochure(s) for the scholarships.
- e. Develop a reporting template and forward to NHA to assist them with the reporting requirements under this MOU.
- f. Send NHA a list each October, that includes the names and contact information for each of the recipients for the RN/RPN Return of Service Scholarship – Part 1 - 4<sup>th</sup> Year Tuition Award.



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

- a. Administer and distribute the **RN/RPN Return of Service Scholarship – Part 2**, in the amount of \$15,000 annually, in accordance with the Roles and Responsibility outlined in Appendix A.
- b. Administer and distribute the **Licensed Practical Nurse Scholarship**, in the amount of \$10,000 annually, in accordance with the Roles and Responsibilities outlined in Appendix A.
- c. Administer and distribute the **Career Professional Development Scholarship**, in the amount of \$15,000 annually, in accordance of the Roles and Responsibilities outlined in Appendix A.
- d. Administer and distribute the **RN/RPN Professional Development Scholarship**, in the amount of \$15,000 annually, in accordance of the Roles and Responsibilities outlined in Appendix A.
- e. NHA has the discretion to award scholarship funding more than once to the same recipient but must ensure there is an equitable distribution of scholarship funds.
- f. Provide an annual report by March 31<sup>st</sup> to the PRRD detailing the following:
  - i. Number of scholarships awarded for each stream as specified in Section 1.0.
  - ii. Number of ROS agreements entered into with NHA.
  - iii. Number of recipients that did not fulfill the ROS agreement with NHA and provide reason.
  - iv. The total amount of annual funding utilized of the financial contribution as specified per scholarship category identified in Section 1 and further defined in Appendix A.
- g. Advise the PRRD immediately of those recipients who default on their Return of Service (ROS) agreement and inform the PRRD of the financial amount to be recovered.
- h. Advise the PRRD if there are more applications than current funding available immediately after the intake deadline.
- i. Co-ordinate an annual luncheon for the student nurses in both Fort St. John and Dawson Creek communities between the months of May – September based on maximum student nurse and availability of the PRRD Directors, funded by the PRRD to a maximum of \$500.

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

**9.0 GENERAL TERMS**

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

**9.1** This MOU shall be effective as of May 1<sup>st</sup>, 2022, and will remain in effect for a period of three (3) year or until terminated by either of the Parties.



- 9.2 This MOU may be renewed for up to two (2) additional one (1) year terms. The Parties shall enter into discussion to renew this agreement no later than three (3) months prior to expiration.
- 9.3 Either of the Parties may terminate this MOU upon written notice to the other Party, providing the Party with three (3) months notice of the termination.
- 9.4 Nothing in this MOU is intended to diminish or otherwise affect the authority of the signatory Parties to carry out their statutory, regulatory, or other official functions or to commit the Parties to providing a particular service it would not otherwise provide in the scope of each Party's individual mandate.
- 9.5 The Parties will act in good faith for the implementation of this MOU.
- 9.6 This MOU will be reviewed annually upon receipt of annual reporting requirements as specified in section 8.2.
- 9.7 Either Party can provide, with no less than three (3) months warning, written notice of a decision to propose amendments.

**10.0 LEGALITY**

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

[Redacted Signature]

Date: Aug 18, 2022

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

[Redacted Signature]

Date: Aug 18, 2022

**Bradley Sperling**  
Chair  
Peace River Regional District

Agreed to this 15 day of August, 2022.

**Northern Health Authority** [Redacted Signature]

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

**Angela De Smit**  
NE Chief Operating Officer



**Appendix A**

**1. RN/RPN Return of Service (ROS) Scholarship - Part 2**

Total value is \$15,000 to benefit six (6) ROS Scholarships each in the amount of \$2,500.

**Scholarship Criteria**

Graduates of an RN/RPN Degree program who received Part 1 of the RN/RPN Return of Service Scholarship who have agreed to a 2 year ROS with NHA.

**Roles and Responsibilities**

- NHA will contact all Part 1 Recipients as listed on the list provided by the PRRD;
- NHA will confirm the recipients successful graduation from an RN/RPN Degree program;
- NHA will determine the recipients willingness enter into a 2 year ROS agreement;
- NHA will award the \$2,500 ROS scholarship upon signature of that agreement;
- NHA will provide the names of all Part 2 recipients to the PRRD by December 31st;
- NHA will issue all T4A's as per the requirements under the Income Tax Act.

**2. Licensed Practical Nurse (LPN) Scholarship**

Total value is \$10,000 to benefit ten (10) scholarships each in the amount of \$1,000.

**Scholarship Criteria**

Graduates of the Licensed Practical Nurse Program at Northern Lights College and are willing to sign a one (1) year ROS with NHA, with preference given to applicants who have lived in the PRRD for at least 2.5 years prior to enrolling in the program.

Applications will be accepted until July 31<sup>st</sup> each year.

**Roles and Responsibilities**

- NHA will work with the Northern Lights College (NLC) to develop a process for the selection of recipients from the graduates of the LPN program;
- NHA will award 10 graduates upon successful graduation and the signing of a ROS for 1 year with a scholarship of \$1,000 each;
- NHA will advise the PRRD of the number of recipients annually;
- NHA will issue all T4A's as per the requirements under the Income Tax Act.



### **3. Career Professional Development Scholarship**

Total value is \$15,000 to benefit 13 scholarships valued from \$1,000 to \$1,500 to assist existing NHA employed LPNs bridging to an RN designation or employees bridging into a new health care career.

#### **Scholarship Criteria**

Existing NHA employees who meet any of the following:

- LPNs bridging to RN who are starting their 3<sup>rd</sup> year of studies, 4 awards of \$1,500
- Employees in programs two or more semesters in length, 9 awards of \$1,000

Applications will be accepted until July 31st each year.

#### **Roles and Responsibilities**

- NHA will select applicants based the scholarship criteria;
- NHA will ensure the LPN scholarships are awarded to recipients in their 3<sup>rd</sup> year of study;
- NHA will ensure the scholarships for employees in programs two semesters or more are awarded at the start of the program;
- NHA will ensure a one (1) year ROS to continue employment with NHA to remain in the PRRD;
- NHA has the discretion to award the scholarship more than once to the same recipient but must ensure there is an equitable distribution of scholarship funds
- NHA will advise the PRRD of the number of recipients annually;
- NHA will issue all T4A's as per the requirements under the Income Tax Act.



#### **4. RN/RPN Professional Development Scholarship**

Total value is \$15,000 to benefit five (5) scholarships each in the amount of \$3,000 for existing RNs or RPNs who have been employed with NHA.

##### **Scholarship Criteria**

Existing NHA employed RNs or RPNs who are undertaking career development programs.

Applicants may apply to this scholarship each year of their program.

Applications will be accepted until July 31<sup>st</sup> each year.

##### **Roles and Responsibilities**

- NHA will select applicants based on the scholarship criteria;
- NHA will ensure the programs align with their needs and are either a certificate, diploma or degree;
- NHA has the discretion to award the scholarship more than once to the same recipient but must ensure there is an equitable distribution of scholarship funds;
- NHA will ensure a two (2) year ROS agreement to continue employment with NHA in the region;
- NHA will advise the PRRD of the number of recipients annually;
- NHA will issue all T4A's as per the requirements under the Income Tax Act.