



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);
- g. 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;
- h. A Vice-Chair will be elected by the Committee participants, from current Committee members, on an annual basis;
- i. In the absence of the Chair, the Vice-Chair will chair the meetings;
- j. The Chair and/or Vice-Chair will be eligible to vote at all meetings;
- k. Appropriate Regional District staff person(s) – non-voting.

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 one (1) week prior to the scheduled meeting.
- 3.5 The PRRD Board will receive Committee meeting Minutes via the Board Agenda Consent Calendar.

4. Committee Organization

- 4.1 Quorum – at least 4 out of 6 members of the Committee.
- 4.2 Voting – 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.

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 #	