



PEACE RIVER REGIONAL DISTRICT

Health Care Scholarship Committee Meeting Agenda

April 19, 2024, 1:00 p.m.

1981 Alaska Avenue, Dawson Creek, BC

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HEALTH CARE SCHOLARSHIP COMMITTEE MEETING MINUTES

January 12, 2024, 2:00 p.m.
1981 Alaska Avenue, Dawson Creek, BC

Directors Present: Chair Veach, Village of Pouce Coupe
Vice-Chair, Director Hansen, City of Fort St. John (via Zoom)
Director Kealy, Electoral Area 'B' (via Zoom)
Alternate Director Parslow, City of Dawson Creek
Director Taillefer, District of Taylor (via Zoom)
Director Sperling, Electoral Area 'C' (Ex Officio) (via Zoom)
Director Rose, Electoral Area 'E'

Staff Present: Shawn Dahlen, Chief Administrative Officer
Tyra Henderson, Corporate Officer
Joanne Caldecott, Deputy Corporate Officer
Roxanne Shepherd, Chief Financial Officer
Jody Schmidt, Investment Officer
Matthew Bascom, Grants Coordinator/Recorder

Others Present: Northern Health, Angela DeSmit (via Zoom)
Northern Health, Shannon Anderson (via Zoom)
Northern Lights College, Nicole Dahlen (via Zoom)
Northern Lights College, Lindsey Borek (via Zoom)

1. CALL TO ORDER

Before calling the meeting to order, the Chief Administrative Officer explained that an election had been held for the positions of Chair and Vice-Chair of the Health Care Scholarship Committee for 2024. He announced that Director Veach had been elected as Chair and Director Hansen had been elected Vice-Chair. Director Veach then took the Chair and called the meeting to order at 2:12 p.m.

2. ADOPTION OF AGENDA

MOVED Director Veach

SECONDED Director Hansen

That the Health Care Scholarship Committee agenda for January 12, 2024, 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 October 20, 2023

5. BUSINESS ARISING FROM THE MINUTES

6. DELEGATIONS

(Cont'd on next page)



7. CORRESPONDENCE

- 7.1 Thank You Card - Addison Haddow
- 7.2 Thank You Card - Paige Scott
- 7.3 North Peace Secondary School - Request Confirmation of Scholarship Commitment

8. REPORTS

- 8.1 2023 Northern Health Annual Report and Funding Allocation Request, FN-HCSC-016
- 8.2 PRRD Health Care Scholarship – Progress Update and Subscription Status, FN-HCSC-015

9. NEW BUSINESS

10. CONSENT CALENDAR

- 10.1 HCSC Terms of Reference
- 10.2 Health Care Scholarship Matrix

11. ADJOURNMENT

CARRIED

3. GALLERY COMMENTS OR QUESTIONS

None.

4. ADOPTION OF MINUTES

4.1 Health Care Scholarship Committee Draft Meeting Minutes of October 20, 2023

MOVED Director Taillefer
SECONDED Director Hansen

That the Health Care Scholarship Committee Meeting Minutes of October 20, 2023, be adopted.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

None.

6. DELEGATIONS

None.

7. CORRESPONDENCE

7.1 Thank You Card - Addison Haddow

MOVED Director Veach
SECONDED Director Taillefer

That the Health Care Scholarship Committee receive the Thank You Card received from Addison Haddow, for information.

CARRIED

7.2 Thank You Card - Paige Scott

MOVED Director Veach
SECONDED Director Taillefer

That the Health Care Scholarship Committee receive the Thank you Card received from Paige Scott, for information.

CARRIED



7.3 North Peace Secondary School - Request Confirmation of Scholarship Commitment

MOVED Director Hansen

SECONDED Director Kealy

That the Health Care Scholarship Committee recommend that the Regional Board that a letter be sent to North Peace Secondary School to authorize the continuance of the Peace River Regional District Health Care Scholarship for 3 eligible graduates of the North Peace Secondary School Graduating Class of 2024 in the amount of \$1,500 each.

CARRIED

8. REPORTS

8.1 2023 Northern Health Annual Report and Funding Allocation Request, FN-HCSC-016

MOVED Director Veach

SECONDED Director Hansen

That the Health Care Scholarship Committee recommend that the Regional Board approve the request from Northern Health to award thirteen RN/RPN Return of Service Part 2 Scholarships to Non-Part 1 recipients for a total of \$32,500, funded from their current scholarship balance.

Director Rose noted that the request for the additional scholarships was the same as a signing bonus for new hires, would not help to reduce diversions, and that signing bonuses had not been done in the past. Discussion ensued around whether the request would qualify under the Committee's current Terms of Reference and Memorandum of Understanding. It was agreed there was need for the Regional Board to discuss the request before reaching a decision. Angela DeSmit noted the concern raised and explained that the thirteen individuals had all signed 2-year Return of Service Agreements and were not aware of the Part 1 Scholarships. She added that the proposed request was helpful to the hiring process and would help to build the workforce.

Amendment:

MOVED Director Rose

SECONDED Director Sperling

That the motion be amended to forward the request from Northern Health to the Regional Board for consideration.

CARRIED

Motion as Amended:

MOVED Director Veach

SECONDED Director Hansen

That the Health Care Scholarship Committee forward to the Regional Board the request from Northern Health to award thirteen RN/RPN Return of Service Part 2 Scholarships to Non-Part 1 recipients for a total of \$32,500, funded from their current scholarship balance, for consideration.

CARRIED

8.1 **2023 Northern Health Annual Report and Funding Allocation Request, FN-HCSC-016 (Cont'd)**

MOVED Director Hansen

SECONDED Director Kealy

That the Health Care Scholarship Committee recommend that the Regional Board approve the request from Northern Health to commit 5 additional Part 2 Scholarships to Non-Part 1 recipients in 2024 at \$2,500 each for a total of \$12,500 funded from their current scholarship balance.

CARRIED

Director Rose asked if Northern Health had additional candidates in mind for the five additional scholarships in 2024 and Angela DeSmit answered that the five additional scholarships may not be sufficient. She further explained this added measure was a strategy that aimed to keep more candidates in the region. Director Rose thanked Angela DeSmit for providing the clarification on the requests. While the explanation helped Directors to understand, there was need to revisit the Terms of Reference and Memorandum of Understanding as the requests did not align with the Committee's original intention and a broader discussion at the Regional Board table was necessary.

Amendment:

MOVED Director Rose

SECONDED Director Sperling

That the motion be amended to forward the request from Northern Health to the Regional Board for consideration.

CARRIED

Motion as Amended:

MOVED Director Rose

SECONDED Director Sperling

That the Health Care Scholarship Committee forward to the Regional Board the request from Northern Health to commit 5 additional Part 2 Scholarships to Non-Part 1 recipients in 2024 at \$2,500 each for a total of \$12,500 funded from their current scholarship balance, for consideration.

CARRIED

8.2 **PRRD Health Care Scholarship – Progress Update and Subscription Status, FN-HCSC-015**

MOVED Director Veach

SECONDED Director Hansen

That the Health Care Scholarship Committee receive the report titled "PRRD Health Care Scholarship Program – Progress Update and Subscription Status – FN-HCSC-011," which provides an update on the progress of the program, the number of subscriptions, and funds utilized, for information.

CARRIED



8.2 PRRD Health Care Scholarship – Progress Update and Subscription Status, FN-HCSC-015 (Cont'd)

MOVED Director Rose

SECONDED Director Kealy

That the Health Care Scholarship Committee share the report titled “PRRD Health Care Scholarship Program – Progress Update and Subscription Status – FN-HCSC-011” with the Regional Board.

CARRIED

9. NEW BUSINESS

None.

10. CONSENT CALENDAR

11.1 HCSC Terms of Reference

11.2 Health Care Scholarship Matrix

11. ADJOURNMENT

The Chair adjourned the meeting at 2:46 p.m.

CERTIFIED a true and correct copy of the Minutes of the Health Care Scholarship Committee from a meeting held on January 12, 2024, in the PRRD Board Room, 1981 Alaska Avenue, Dawson Creek, BC.

Danielle Veach, Chair

Matthew Bascom, Recorder

Hi!

I received an email from the college that I was awarded for the PRRD HEALTHCARE SCHOLARSHIP. I would like to express my gratitude for choosing me as one of your recipients. I consider this a blessing. Thank you very much!

Thanks again,

Girlie Polero

To whom it may concern,

I would like to express my heartfelt thanks and appreciation for this award that has been given to me. My whole family is saying, "Thank you". This award will help us a lot.

Sincerely Yours,

Josephine Banagaso



REPORT

To: Health Care Scholarship Committee

Report Number: FN-HCSC-017

From: Roxanne Shepherd, Chief Financial Officer

Date: April 19, 2024

Subject: Northern Health Authority – Funding Balance Carry Forward Request

RECOMMENDATION:

That the Health Care Scholarship Committee recommend that the Regional Board approve the request from Northern Health Authority to carry forward unspent grant funding totalling \$75,250 to the 2024/2025 calendar year.

BACKGROUND/RATIONALE:

As per the Memorandum of Understanding (MOU) between the Peace River Regional District (PRRD) and the Northern Health Authority (NHA), the PRRD provides NHA with a payment of \$55,000 annually for the duration of the MOU for administering of the PRRD Health Care Scholarship Programs. However, due to a recurring undersubscription to the Scholarship Program, a balance of \$75,250 has accumulated. Staff received an updated report to provide a clear breakdown of the current balance which is attached to this report. According to the data provided, \$10,000 of the funding is for students who have been awarded a scholarship but are yet to sign their Return of Service Agreement and includes awards that were not processed at the time the attached report from Northern Health was prepared and submitted to the Regional District.

At the April 21, 2023, Health Care Scholarship Committee meeting, the following resolution was passed:

MOVED, SECONDED and CARRIED,

That the Regional Board authorize no further payments to be made to Northern Health Authority, until they provide written confirmation that their uncommitted balance is below \$10,000 in accordance with Section 5.0 of the Memorandum of Understanding which allows the funding contribution to be reduced in the event the prior year's annual funding contribution(s) is/are not fully utilized.

Based on the current balance and with the current scholarship program, if the program is fully subscribed, \$55,000 of the balance will be used, leaving a balance of \$20,250.

ALTERNATIVE OPTIONS:

1. That the Health Care Scholarship Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan

FINANCIAL CONSIDERATION(S):

As of March 31, 2024, the balance of the Medical Health Care Scholarship Reserve was \$75,250.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Northern Health & PRRD Health Care Scholarship MOU
2. Northern Health Deferred Revenue Form March 31, 2024
3. Updated Northern Health Scholarship Program Annual Report 2023



MEMORANDUM OF UNDERSTANDING (MOU)

THIS MOU dated for reference this 1st 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 1st, 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 - 4th 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 31st 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 1st, 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

[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

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 31st 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 3rd 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 3rd 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 31st 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.

DEFERRED REVENUE FORM

Complete the following form to defer funds or transfer funds previously deferred back into operating (please refer to 4-4-06-150 Deferred Protected and Unearned Revenues). The completed form should be emailed to Finance Help at financehelp@northernhealth.ca.

SECTION 1: To Defer Funds	FILE #: 1213 <small>For a new file indicate "new" on above line.</small>
File Manager's name: Kendra Kiss	Department: NE Admin
Yes, the supporting documentation, from the provider, is attached. <input type="checkbox"/>	
The following deferral criteria must be met and supporting third party documentation must be provided.	
1) The threshold for a deferral is \$10,000, except donations which is \$1,000 (refer to DONATIONS AND CONTRIBUTIONS 4-4-04-020 and DEFERRED PROTECTED AND UNEARNED REVENUES 4-4-06-150); 2) Funder has specified in writing the purpose of the funds; 3) Funder as specified in writing the date in which the funds must be used by; AND 4) Funder has specified in writing the required course of action, should the funds not be used for the specified purpose and by the specified date (i.e. - funds have to be returned, etc.).	
1) Amount to defer: \$75,250	
2) Name of funder: Peace River Regional District	
3) Program name: PRRD Scholarship Fund	
4) Purpose of funds: PRRD HC Scholarship	
5) Date funds must be used by: March 31st, 2025	
6) Course of action required if funds not used for specified purpose or by specified date: Pending Review	
7) Account code where funds have been receipted: 5100.71.1100000.1407000	

SECTION 2: To Use Deferred Funds	FILE #:
1) Amount of withdrawal:	
2) Description of what funds were used for:	
3) Account code (where the PO, contract or PCard was charged to):	

SECTION 3: Manager Approval (must be signed by the manager of the deferred file/department)	
Print Name: Kendra Kiss	Date: March 13, 2024
Signature: Kendra Kiss	<small>Digitally signed by Kendra Kiss Date: 2024.03.13 12:02:39 -07'00'</small>

Updated Northern Health Scholarship Program Annual Report 2023

Table 1: PRRD Scholarship Funding Dispersals Fall 2023									
Scholarship Stream			# of Applicants	# of Successful Applicants	# Declined	# of New Hires	Total Scholarship Value	Years in Return of Service	
Education	RN/RPN Professional Development	RN/RPN	3	3			\$9 000	6	
	RN/RPN Return of Service Scholarship	RN/RPN Part II	8	8		8	\$20 000	16	
	Licensed Practical Nurse Scholarship	LPN	4	4		4	\$4 000	4	
	Technical Career Professional Development	Technical Career including Health Care Assistant, Allied Health, LPN to RN	5	4	1		\$4000	3	
Totals			20	19	1	12	\$37 000	29 years	
New Hire Locations		Chetwynd							
		Dawson Creek				6 RN			
		Fort St. John				2 RN 4 LPN			

		Total New Hires	12		Running Balance
		Comments			
Starting Balance March 31 2023	\$111 000				\$111 000.00
Total Approved & Processed since last Annual Report	(\$42 000)	<p>At the time of the January 2023 report a total of \$42 000 had not yet been processed, but was dispersed prior to the writing of the October 2023 report, as follows:</p> <ul style="list-style-type: none"> • 2022-02 Awards totaling \$17 000 and processed between March – June 2023, noting Jan 31 application deadline. • 2023 RN/RPN ROS Part 2 awards for a total of \$5000 were processed in June 2023 for two 2022 RN/RPN Part recipients. • 2023-01 Awards totaling \$20 000 were processed between August-October 2023, noting July 31, 2023 application deadline. 			\$69 000.00
Total Approved & Pending Processing	(\$7000)	<p>At the time of the October 2023 report a total of \$7000 had been approved, but had not been processed by the recipient. The recipients were from the 2023-01 (July 31, 2023 application deadline): [REDACTED] \$1000, [REDACTED] \$1500, [REDACTED] \$1500 and [REDACTED] \$3000.</p>			\$62 000.00
	\$10 0000	<p>A total of \$10 000 of awards remain unclaimed: [REDACTED] \$3000, [REDACTED] \$1000, [REDACTED] \$1500, [REDACTED] \$1500 and [REDACTED] \$3000.</p>			\$72 000.00

	\$750	Cost recovery from an NH application for Tuition Reimbursement that was pulled incorrectly from PRRD cost centre.	\$72 750.00
	\$2500	Positive variance Additional RN/RPN Award UNCLAIMED at time of Request for deferral	\$75 250.00* Value of deferral request

Please note the narrative noted in the Oct 20, 2023 report in regards to the following:

Please note that the “Total Approved & Processed since last Annual Report” (\$42 000) reflects Spring 2023 awards that had not yet been processed at the time of the last report, in addition to a large portion of the \$37 000 awarded in the Fall dispersal, with \$7000 yet to be processed at the time of this report. Taking into consideration the remaining balance of unspent funds totaling \$47 000 at the time of this report, Northern Health would ask the PRRD Scholarship Committee to consider the following proposals.

I hope this provides the clarify you require.

Cheers!

V.



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. Saulteau 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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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 <u>Part 1 - 4th Year Award:</u> \$15,000 - 6 parts each at \$2,500 <u>Part 2 – Return of Service (ROS) Award:</u> \$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	<u>PRRD – Part 1</u> 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. <u>NHA – Part 2</u> 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	NHA 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