



**HEALTH RELATED SERVICES GRANT IN AID POLICY**

Department	Finance	Policy No.	0340-64
Section	Grants	Date Approved by Board	June 10, 2021
Repeals	Search and Rescue Grants Policy 0340-58	Board Resolution #	RD/21/06/09

Repealed		Board Resolution #	
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**1. Purpose**

1.1 The purpose of the Health Related Services Grant-in-Aid policy is to establish clear guidelines for the Regional Board and staff for the evaluation and award of Health Related Services Grant-in-Aid to not-for-profit organizations seeking financial support for the provision of grants and scholarships that enhance the quality and availability of various health-related services in the Peace River Regional District (PRRD).

**2. Scope**

2.1 This Statement of Policy applies to the Regional Board, all staff, and all organizations that apply for a Health Related Services Grant-in-Aid from the Peace River Regional District.

2.2 This Statement of Policy applies to all regionally funded Grant-in-Aid for Health Related Services issued under the authority of Bylaw 2445 including :

- a) Air Ambulance Services;
- b) Search and Rescue Services;
- c) Accommodation Services for patients and family members who are receiving health care services;
- d) Recruitment and retention services that are intended to attract and retain health care professionals to work and remain working in the PRRD;
- e) Other 'health-related services' that demonstrably and directly enhance the quality and availability of health care services in the Peace River Regional District; and
- f) PRRD Health Care Scholarship programs implemented by the Regional Board to support individuals pursuing post-secondary education, certification and/or training, resulting in a degree, diploma or certification, in an effort to enhance recruitment and retention of health care professionals in accredited medical facilities located in the PRRD and operated by the Northern Health Authority.

2.3 This Statement of Policy does not apply to the award of PRRD Health Care Scholarships which are designed for specific health care fields. There are five scholarship in total each with their own evaluation, selection and award process outlined on the individual scholarship applications or incorporated in the Memorandum of Understanding with Northern Health Authority and Northern Lights College Foundation. The Health Care Scholarship Committee oversees the administration of the scholarships and makes recommendations for approval to the Regional Board. The five scholarships include:



- a) Health Care Assistant Scholarship
- b) Health Care High School Scholarship
- c) Licensed Practical Nurse Scholarship
- d) RN/RPN (Registered Nurse/Registered Psychiatric Nurse) Return of Service Scholarship
- e) Technical Career Professional Development Scholarship
- f) RN/RPN (Registered Nurse/Registered Psychiatric Nurse) Professional Development Scholarship

### 3. Definitions

- 3.1 *Accommodation Service*: means temporary housing provided for patients and their families who require temporary lodging while receiving medical treatments or services within or outside of the PRRD; and/or lodging for Doctors or Nurses who require temporary housing to support them while they work in the PRRD.
- 3.2 *Health Related Services*: is inclusive of recruitment and retention of health care professionals, scholarships for health care professionals, air ambulance, search and rescue services and health care Grant-in-Aid for other related programs and infrastructure.
- 3.3 *Air Ambulance Service*: is a professional service qualified to transport critically ill or injured residents by air from any part of the PRRD to an acute care medical facility in either British Columbia or Alberta.
- 3.4 *Event*: An event that is either social or economic in nature; enhances the quality and availability of various health related services in the region; may occur on a one-time or annual basis; must have a defined start and finish date.
- 3.5 *Major Capital Item*: refers to any individual item costing over \$5,000 and may include, but is not limited to, any motorized vehicles, land and/or buildings.
- 3.6 *Minor Capital Item*: refers to any individual item costing \$4,999 or less and may include, but is not limited to, ropes, harnesses, communications equipment, and office equipment.
- 3.7 *Operational Costs*: refers to costs required to operate on a day-day basis and may include, but is not limited to, the cost of administration, communication licenses, training, and first aid.
- 3.8 *Other Health Related Services*: means services provided by not for profit societies that can demonstrate quantifiable positive benefits and improvements to the ongoing availability of health care in the PRRD.
- 3.9 *Program*: An activity designed for a specific health related purpose which is led by a community organization and improves the quality of life for residents.



- 3.10 *Project*: An undertaking that is planned to achieve a particular health related outcome or result; must have a specific set of goals and objectives; must have a defined start and finish date.
- 3.11 *Search and Rescue Service*: a volunteer ground search and rescue group operating as members of the British Columbia Search and Rescue Association to locate and retrieve missing or injured persons outside of urban areas not accessible by traditional emergency services personnel including police, fire and road rescue response units.
- 3.12 *Service*: An initiative that serves a specific purpose that is led by a community organization and provides a health related services that benefits residents in the PRRD.

#### 4. Policy

- 4.1 The Regional Board has the sole authority over the distribution of financial contributions to support Health Related Services in relation to the criteria as set by this policy.
- 4.2 Financial contributions approved for Health Related Services and Other Health Related Services should:
  - a) Support initiatives that are regional in scope and enhance the quality and availability of various health related services within the Electoral Areas and member municipalities of the PRRD.
  - b) Allow the Regional Board to be flexible and responsive to emerging needs or unique opportunities that benefit the PRRD.
  - c) Support and encourage innovation in the delivery of health related projects, programs, and services.
  - d) Be transparent in terms of awareness of, and access to, the information.
- 4.3 Multi-year grants may be approved, for up to a maximum of three consecutive years and are subject to the following reporting requirements:
  - a) Submission of an annual report each year by December 31<sup>st</sup>, which must include:
    - i. Information on the completion status of the funded project or activity that was identified in the grant application (where applicable);
    - ii. Information on how grant funds were spent, noting any unexpended funds, and a plan for utilization of any amount remaining;
    - iii. Participation numbers and event/project photograph(s), if applicable;
  - b) Submission of a revenue and expense statement for the organization each year by December 31<sup>st</sup>.
  - c) Failure to meet the reporting requirements may result in cancellation of future year funding commitments or rejection/disqualification of future grant applications.
- 4.4 Financial contributions must be utilized within one year of ratification by the Regional Board; failure to spend approved grant funding may affect the amount approved for future year requests for financial assistance.





