



Joint Municipal Physician Recruitment and Retention Committee

TERMS OF REFERENCE

1. PURPOSE

The Town of The Blue Mountains (“Town”) Joint Municipal Physician Recruitment and Retention Committee (“Committee”) will advise Council regarding matters related to development, implementation and progress monitoring of a sustainable solution for the recruitment and retention of Primary Care Physicians for committee membership catchment population.

2. MANDATE

The Mandate of the Joint Municipal Physician Recruitment and Retention Committee is to:

1. Undertake strategic planning, program development, implementation and evaluation of initiatives for the recruitment and retention of new and existing physicians within the area served by committee membership catchment population;
2. Extend an invitation to all neighbouring towns and municipalities to become members of the Joint Municipal Physician Recruitment and Retention Committee;
3. Educate the Council, community and stakeholders of participating communities with regard to the mandate of the Committee;
4. Lead the development, implementation and evaluation of a Primary Physician recruitment and retention strategy with the support of Council, stakeholders and the participating communities;
5. Connect with all necessary stakeholders who may assist in recruitment and retention of physicians, i.e. Medical Schools and their respective Post Graduate programs, local health care providers, Rural Ontario Medical Program (ROMP), the new Ontario Health Teams (LHIN replacements), local Chamber of Commerce and other applicable stakeholders;
6. Actively work with the local medical community, health care providers and ROMP in developing, supporting and sustaining a physician mentoring/training program;
7. Actively implement, monitor and evaluate ongoing programs for physician recruitment and retention for medical student locums, or resident physicians or other incentives as deemed appropriate by the participating towns and or municipalities;

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8. Be aware of community stakeholders which may, given their status, be able to provide in kind support;
9. The Committee may make recommendations to the participating municipalities that the services of a Physician Recruiter be retained to aid the Committee in meeting its specified mandate:
 - a. Establish set of skills and competencies required to deliver the Primary Care Physician recruitment and retention strategy for when there are funds in place to support a Physician Recruiter;
 - b. The Physician Recruiter shall be governed and managed by the terms and conditions of a separate agreement with the participating municipalities;
10. The Committee shall approve, on an annual basis, an operational budget that will also contemplate a long-term strategy for funding recruitment efforts;
11. The Committee shall not present a deficit budget without first seeking approval of the participating municipalities by Council resolution;
12. In the absence of a separate bank account, the Committee shall utilize the financial services of a participating municipality, upon resolution of the Council of the participating municipality;
13. Upon dissolution of the Committee, the funds that remain in the reserves/surplus account(s) shall be distributed to the current participating municipalities on a percentage/ratio basis, based upon the current year's contribution.

While the mandate of the committee is the recruitment and retention of physicians it is recognized that this cannot be undertaken in isolation of other health care professionals given the interprofessional nature of current and more importantly future primary health care delivery models primary care physicians are educated to practice with in.

3. ACCOUNTABILITY

Provide recommendations to Councils making up the committee membership catchment population on a quarterly basis through accessible reports to Committee of the Whole. Council may request update reports at any time on specific projects or initiatives.

4. MEMBERSHIP / VOTING

The Committee will be comprised 4 members representing participating municipalities. The composition is as follows:

Voting Members:

Two (2) members representing one (1) vote, the Council of the Town of The Blue Mountains

Two (2) community members representing the Town of The Blue Mountains

Members are selected by resolution of Council. The term of the Committee is four and a half years to be concurrent with the term of Council and allow for six month bridge post-election of a new council.

The Committee shall, from amongst its members, choose a Committee Chair.

Other participating Towns and Municipalities invited or request to join may do so upon

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contribution of no less than \$25,000 annually and have up to members (2 private and 1 public).

Members will:

Have demonstrated interest and/or expertise in healthcare

- Be able to allocate sufficient time during the day for participation in regularly scheduled meetings;
- Be able to allocate sufficient time to review the agenda, minutes and any applicable documentation in advance of each regularly scheduled meeting;
- Demonstrate a strong interest in and commitment to remaining informed on health current and emerging trends which impact the recruitment and retention of primary care physicians;
- Issues the recruitment and retention of primary care physicians;
- Participate as a team member, capable of an ambassador role.

5. QUORUM

Quorum for the Committee, per the standards of the Municipal Act, 2001, is 51% of the membership, which must include at least one (1) Council representative, regardless of the number of members in attendance.

Council representatives appointed to the Committee count towards quorum.

6. SUB-COMMITTEES

Should the Committee feel a sub-committee is required to deal with specific issues, such sub-committees shall be ad hock in nature, with specific, clearly articulated mandates. Membership on sub-committees may include additional individuals with specific expertise who are not Council-appointed Committee members. Sub-committees must include a member of Council in their composition and shall be composed such that a quorum of the membership is not met (maximum sub-committee membership of quorum minus 1). Sub-committees will not have the support of the Administrative Assistant and will provide an accessible report on sub-committee matters to the Committee on a minimum of a quarterly basis.

7. REMUNERATION

No compensation shall be made to members of the Joint Municipal Physician Recruitment and Retention Committee for their participation.

8. MEETING DETAILS, AGENDA, MINUTES & PROCEDURE

The committee will meet monthly. Additional meetings of the Committee may be called by the Chair, with a minimum of 24 hours' notice, to address urgent matters. Meetings will be held in the Council Chambers at the Town of The Blue Mountains Town Hall. If the Council Chambers are not available an appropriate alternative location will be selected.

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Meetings public

Agenda items will be set by the Chief Administrative Officer in consultation and under approval of the Chair.

Minutes will be kept by the Administrative Assistant who will distribute the minutes to all of Council in accordance with the Town practice.

All meetings shall be conducted in accordance with Town of The Blue Mountains Procedural By-law.

Administrative Staff and Resources provided by The Blue Mountains (services costed but not charged).

Committee may form a separate Non Profit entity to be employer of the professional recruiter and receive community in kind or financial contributions.

Committee must establish clear goals and objectives that are measurable. Upon an ability to hire a Physician Recruiter as appropriate these goals and objectives will transfer to this role. Reporting arrangements prior to the hiring of a Physician Recruiter will be established with the members of the Committee.

Committee to report to Council quarterly with progress report on goals and objectives.

Funding for 2020 to be set in 2020 The Blue Mountains budget – new Health Care Services line item.

Chair elected from Committee membership on an annual basis.

Committee Chair to have membership on The Blue Mountains Sustainability Committee, subject to Council approval.

The Terms of Reference is a living document and will be reviewed once per term of Council at a minimum and may be revised as required by approval of Council.

9. RELATED POLICIES & TRAINING REQUIREMENTS

POL.COR.07.07 Code of Conduct for Members of Council

POL.COR.17.04 Accessibility Standards for Customer Service

POL.COR.18.04 Protocol Policy for Complaints Related to Council Members and Local Boards

POL.COR.18.08 Workplace Violence & Harassment Policy

POL.COR.18.10 Social Media Policy

POL.COR.19.02 Council Staff Relationship Protocol

[Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11](#)

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[Municipal Conflict of Interest Act, R.S.O. 1990](#)

[Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990](#)