

Kincardine Physician Recruitment and Retention Committee Terms of Reference

Purpose

The Municipality of Kincardine (“Municipality”) Joint Physician Recruitment and Retention Committee (“Committee”) is an advisory committee of the Council of the Municipality related to matters concerning the implementation and performance management of the joint physician recruitment one-year pilot program between the Municipality and the Kincardine Physician’s Group (“Physicians Group”).

Mandate

The mandate of the Physician Recruitment and Retention Committee is to:

1. Implement and evaluate the one-year physician recruitment pilot program.
2. Provide updates to Council regarding the success of the program.
3. Regulate the performance of the pilot program and identify areas of deficiency.
4. Discuss other healthcare-related concerns in the Municipality.
5. Make a recommendation to Council by May of 2022 about whether the physician recruitment program should continue as a sole venture of the Municipality of evaluate other options for the future of the program.

Committee Composition

The Committee shall be comprised of nine (9) total members. The Committee shall be made up of:

- Three (3) Council members of the Municipality;
- The Chief Administrative Officer or designate of the Municipality;
- Three (3) representatives from the Kincardine Physician’s Group, including the lead physician, a secondary physician;
- One representative from the South Bruce Grey Health Centre Board of Directors;
- The Physician Recruiter.

Only members of Council who have been appointed will be voting members of this committee.

Communication and Reporting

The Physician Recruiter shall be responsible for providing a report at each meeting regarding updates on leads and recruitment activities.

Quorum

Quorum for this Committee shall be 50% plus one (1) of the Committee membership. This must include at least two (2) Council members, at least one (1) Physician’s Group representative, and the Physician Recruiter.

Meeting Coordination Procedure

1. The Committee shall meet on a monthly basis. Additional meetings of the committee may be called by the Committee Chair.
2. Meetings may be held electronically via Zoom administrated by the Municipality of Kincardine Chief Administrator's Office.
3. Committee meetings shall be open to the public.
4. Agenda items for each meeting will be set by the Chair. Committee members may suggest items for the agenda subject to approval by the Chair.
5. The Chief Administrative Officer or designate shall oversee administrative support for the meetings.
6. All meetings shall be conducted in accordance with the Municipality of Kincardine's Procedural By-law 2013-161.