

APPENDIX A



Town of Bonnyville

North of Expected

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Town of Bonnyville Health Professions Attraction & Retention Committee (ARC) Terms of Reference

Purpose:

The purpose of the Health Professionals Attraction and Retention Committee (ARC) is to develop and support a sustainable system for health professional attraction and retention that will ensure ongoing health-care services to the community.

Objectives:

1. To provide support for health professionals' attraction and retention.
2. To enhance retention of health professionals by focusing on:
 - Health professional settling into the community,
 - Family integration into the community,
 - Family quality of life interests.
3. To facilitate community involvement in the attraction and retention process together with Health Professions, Covenant Health and the Foundation.
4. Share information on state of healthcare.

Outcomes:

- As a result of lower vacancies, access to healthcare is more consistent in rural Alberta.
- Health care providers want to come to the community to work.
- Health care provider families are happy, engaged in and connected to the community.
- All health care providers in the community feel welcomed, appreciated and valued.
- Enhance level of local available health services.

Membership:

1. Membership shall be comprised of regular voting and non-voting members. As original contributors to the Physician Loan program:
 - a) Voting members shall consist of:
 - Town Council representatives;
 - M.D. Council representatives;
 - 1 Bonnyville Health Foundation member;
 - 1 Health-care Provider representative (Medical Director).
 - b) Non-voting members shall consist of:
 - 1 RhPAP Rural Community Consultant;
 - 1 Hospital Administrator;
 - 1 Primary Care Network member;
 - 1 Emergency Medical Services Lead (BRFA Chief).

- c) The Committee may also include the following members:
 - Additional guests as invited by the Committee;
 - Members of the community as required for sub-Committee work.
2. The Town elected official shall fill the role of Chair and the M.D. elected official shall fill the role of Vice-Chair. The role of secretary will be filled by a Town of Bonnyville staff member as appointed by the CAO. The Town CAO will be the Administrative Lead for the Committee.
3. The Committee will establish working groups to focus on specific functions such as attraction activities, retention (appreciation) events, communication and marketing, site visits, skills events, etc. Such working sub-Committees shall be chaired by one member of the Committee and may include additional members outside the Committee. All working sub-Committees should report back to the Committee on a regular basis.
4. When required, meeting via electronic means will be acceptable.

Decision Making:

The Committee will function on a collaborative/consensus Committee process. This means that all parties will participate equally, and that decision making will aim to have full agreement on the course of action to be followed. However, in the event that a consensus cannot be reached voting will occur only as a last option. One vote per representative. A majority will be deemed to have taken the vote.

Term:

Members representing the Town, M.D., Bonnyville Health Foundation and Medical Director shall ensure that alternate members are appointed. These members are responsible to ensure alternates are advised of meetings if they are unable to attend.

Meetings:

- Meetings will be held as required for effective functioning of the Committee and at the call of the Chair - at a minimum of quarterly, being the second Monday of the month at noon.
- Meetings will follow an open and transparent process.
- An agenda will be developed and distributed one week prior to each meeting.
- A simple majority of regular members of the Committee will constitute a quorum .
- Minutes of each Committee meeting will be circulated to members within one month following the meeting. They will not be made public until approved by the Committee at a subsequent meeting.

Communication:

The Chair shall be the contact for the Committee unless there is an alternate designate. The Chair or designate will ensure that approved messages and actions of the Committee are communicated to residents by way of newspaper, municipal websites, or other forms of communication.