

TERMS OF REFERENCE

- NAME:** **Town of East Gwillimbury Physician Recruitment & Retention Advisory Committee**
- MISSION:** To be proactive in the recruitment and retention of health professionals and ancillary services for the residents of the Town of East Gwillimbury. The priority of the Committee is to monitor the status of the ratio and location of current family physicians to residents and to recruit and retain other health professionals as the need arises.
- OBJECTIVES:** The Town of East Gwillimbury Physician Recruitment & Retention Advisory Committee is charged with the development and maintenance of a town-wide cohesive strategy that addresses our current recruitment & retention needs built on our community's past experiences and the "best practices" of other municipalities. The Committee will review and revise the strategy as needed on a 5 year basis.
- The Committee will abide by any terms and conditions which may be set out by the Town's Council, Administration, Solicitor, Auditor and/or Insurer for any activities relating to Committee business.
- PROCEDURES:** The Committee will follow the Town's Procedure By-law No. 2009-109, as amended. A copy of the Protocols and Procedures for Council Appointed Committees will be provided to each member of the Committee. The Protocols and Procedures governs Council Appointed Committees in the following areas:
- Appointments
 - Code of Ethics / Declaration of Interest
 - Authority of Committee
 - Elections
 - Staff Liaison
 - Council Liaison
 - Meeting Dates, Attendance, Quorum, Order of Business, Confirmation of Agenda, Minutes, Motions, Committee Reports
 - Finances
 - Logos and Style Guide
- Where there is a conflict between the Procedure By-law and the Protocols, the By-law applies.
- COMPOSITION:** The Committee will be comprised of a minimum of 6 members and shall ideally include a selection of representatives including an East Gwillimbury resident who is either a retired Physician or a Physician practicing within York Region, staff within the Central Community Care Access Centre and/or a representative from the Southlake Regional Health Centre management team.
- It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services. The Town of East Gwillimbury does reimburse mileage to committee members for business purposes.
- TERM OF APPOINTMENT:** Members will be appointed to a two year term as per the Protocols and Procedures for Council Appointed Committees
- COUNCIL LIAISON:** The Town will assign a Council Liaison to the Committee to attend meetings as appropriate and provide information as appropriate as a Council representative. The Council Liaison will receive all Committee notices, agendas and materials for meetings. Details regarding the role are specified within the Protocols and Procedures for Council Appointed Committees.
- STAFF LIAISON:** The Town will assign a staff liaison to the Committee to provide support to the creation of Committee recommendations to Committee of the Whole.

The Staff Liaison will act as a connection for professional assistance to the Committee, but not to do the work of the Committee. Details regarding the role are specified within the Protocols and Procedures for Council Appointed Committees.

TIMING OF MEETINGS: Meetings will be held on a set day and time as determined by motion at the first meeting of the Committee. Any changes of meeting dates must be provided to all members and liaisons a minimum of five (5) days prior to the meeting.

REPORTS: Minutes of all meetings of the Committee shall be forwarded to the office of the Municipal Clerk.

When the Committee wishes to make a recommendation to Committee of the Whole for endorsement, the Committee will follow the process identified within the Protocols and Procedures for Council Appointed Committees.

ADMINISTRATION: Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the Town of East Gwillimbury. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the Committee Report process identified in the Protocols and Procedures for Council Appointed Committees.

APPOINTMENT OF OFFICERS: The Municipal Clerk will preside over the election of a Chair and Vice-Chair and the appointment of a Secretary.

MEETINGS/PROCEDURES : The Committee shall hold a minimum of 8 meetings in each calendar year. The Chair shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Committee a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee. A copy of the Agenda shall be provided to the office of the Municipal Clerk.

ERRORS/OMISSIONS: The accidental omission to give notice of any meeting of the Committee to its members, or the non-receipt of any notice by any member, or any error in any notice that does not affect its substance, does not invalidate any resolution passed or any proceedings taken at the meeting.

CODE OF ETHICS and DECLARATION OF INTEREST: Members shall abide by the rules outlined within the Protocols and Procedures for Council Appointed committees.

MEETING ATTENDANCE: Members are expected to attend all meetings of the Committee. Refer to Protocols and Procedures for Council Appointed Committees.

LOCATION OF MEETINGS: The location of the meetings will be set by the Committee.

PURCHASING POLICY: All Committees that have purchasing responsibilities shall follow the Procurement Policy of the Town.

BUDGET: Council annually reviews and approves the Committee's budget.

VOLUNTEER POSITIONS: All committee members are considered volunteer positions.

ACTIVITIES AND RESPONSIBILITIES: The following are the activities and responsibilities of the Committee:

- (a) To make recommendations on various issues related to our health professional recruitment, ancillary services and retention needs to Committee of the Whole Council for endorsement. The Committee should follow the process identified to submit a report using the process and format identified within the Protocols and Procedures for Council Appointed Committees.

- (b) To advise Committee of the Whole Council through the process identified within the Protocols and Procedures for Council Appointed Committees on strategy, policies and procedures towards achieving Council's goals related to health and well being, so that residents across the Town can access health services.
- (c) To develop and promote a strategy on local health professional recruitment, ancillary services and retention related issues.
- (d) To review other governmental reports and programs related to health professional recruitment, retention and ancillary services and advise Council of any impacts of those reports for the Town.
- (e) To prepare each year a projected budget and work program for the succeeding year, for inclusion in the appropriate budget, presentation to, and adoption by Committee of the Whole Council during the budget presentation process.

DISSOLUTION: At the discretion of Council or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.

EXPULSION OF MEMBER: The Committee may recommend to Council the expulsion of a member for reasons as listed, but not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act; disrupting the work of the Committee or other legal issues.