

**Vermilion District Health Care Providers  
Attraction & Retention Committee  
TERMS OF REFERENCE  
Revised February 2024**

**Purpose:**

The purpose of the Vermilion District Health Care Providers Attraction & Retention Committee is to build a sustainable system for health professional recruitment and retention in collaboration with local health professionals that will ensure ongoing healthcare services to the community.

**Objectives:**

1. To coordinate recruitment and retention of needed health professionals (including but not limited to physicians, dentists, optometrists, chiropractors and other health care providers) amongst the existing health professionals, AHS and the community.
2. To reduce the need for recruitment through retention efforts.  
Efforts should focus on three areas:
  - Integration into the medical practice community
  - Family integration into the community
  - Family quality of life issues
3. To facilitate community involvement in the attraction, recruitment and retention process together with health professionals, AHS and Community.

**Membership:**

Vermilion District Health Care Providers Attraction & Retention Committee will consist of (11) members, (5) of which are voting members and (6) of which are non-voting members:

- 1 member each from the (4) participating municipalities of
  - Mannville
  - County of Vermilion River
  - County of Minburn
  - and Town of Vermilion (all whom are voting members)
- 1 administrator - an employee of one of the participating municipalities (non-voting) and administrative support
- 1 physician advisor
- 1 clinic advisor (non-voting)
- 1 AHS representative (non-voting)
- 1 RPAP representative (non-voting)
- Up to a max of 3 community representatives (voting other than requisitions)
- Kalyna Primary Care Network (non-voting)

Vermilion District Health Care Providers Attraction & Retention Committee will appoint from within its' members, through consensus, the position of Chair and Vice-Chair.

**Finances:**

Finances shall be raised from the participating communities using annual or special per capita requisitions as voted on by the majority. Other fundraising activities may be considered.

Funds may be used to support recruitment and appreciation activities and include but are not limited to bursaries, appreciation gifts/celebrations, recruitment incentives, and other recruitment and retention activities as voted on by the membership.

**Term:**

Members of the Vermilion District Health Care Providers Attraction & Retention Committee will commit to involvement on a year to year basis. This term can be reviewed and amended at any time by the Vermilion District Health Care Providers Attraction & Retention Committee if needed.

Members representing the County, the Town and Alberta Health Services, shall ensure that alternate members are appointed and that the members are responsible to ensure alternates are advised of meetings if the appointed member is unable to attend.

**Meetings:**

1. Meetings will be held 3X per year (October, February, June), unless called by the Chair.
2. Quorum will be considered. Four voting members is the minimum attendance required for a meeting. Phone conference would be considered acceptable for meeting minimum attendance for motions when needed.
3. Motions will be moved by one voting member and carried by the majority of voting members present.
4. Minutes should not be made public until approved by Vermilion District Health Care Providers Attraction & Retention Committee at a subsequent meeting. Members that are a representative may share these minutes with their organization.
5. Minutes will be distributed by email to the members of Vermilion District Health Care Providers Attraction & Retention Committee at least one week prior to the next meeting when possible.

**Communication:**

The Chair shall be the contact for the Committee, unless there is an alternate designate, and 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.

**Governance Structure:**

1. The Vermilion District Health Care Providers Attraction & Retention Committee shall function on a collaborative/consensus committee process, meaning that all parties should participate equally and that decision-making will aim to have full agreement on course of action to be followed. Formal voting is required for financial matters or only as a last option.
2. The Committee may decide to appoint working sub-committees to work on specific functions, such as physician attraction, clinic issues, communication and marketing,

organizing a site visit, housing, spousal employment, etc.

3. Such working sub-committees shall be chaired by one member of the Vermilion District Health Care Providers Attraction & Retention Committee and may include additional members outside the Committee. All working sub-committees should report back to the Committee on a regular basis.

---

Chairperson

Date:

---

Administrator