

Terms of Reference

1. Purpose:

The purpose of the Grimshaw Regional Healthcare Attraction & Retention Committee (GRHARC) is to attract and retain healthcare professionals to the community for sustainable health care in the Grimshaw region.

2. Objectives:

- a. Provide attraction and retention support to healthcare professionals working in conjunction with physicians, public health service providers, and private health related organizations.
- b. Enhance retention of healthcare professionals by:
 - i. Welcoming them into the community
 - ii. Integrating them into the healthcare community
 - iii. Supporting them and their families to settle in the community
- c. Facilitate community involvement and engagement in the attraction and retention of healthcare professionals

3. Membership:

- a. The membership is comprised of organizations and individuals that have a significant interest in the attraction and retention of health care professionals in the Grimshaw Region.
- b. The Grimshaw Region is defined as: The Town of Grimshaw, Village of Berwyn, Municipal District of Peace 135, and the County of Northern Lights.
- c. The Committee shall consist of the following Members:
 - i. 2 municipal elected officials and 1 Chief Administrative Officer from the following municipalities:

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1. Town of Grimshaw
2. Village of Berwyn
3. Municipal District of Peace 135
4. County of Northern Lights
- ii. 3 Public at Large Members
- iii. 1 Rural Health Professions Action Plan (RhPAP) Representative
- iv. 1 Alberta Health Services Physician Resource Planner
- v. 1 Site Manager Grimshaw/Berwyn & District Community Health Centre
- vi. 1 Lac Cardinal Regional Economic Development Representative
- vii. 1 Primary Care Network Representative
- viii. 1 Physician
- ix. 1 Grimshaw/Berwyn & District Hospital Foundation

- d. A list of the Roles and Responsibilities of Committee Members are found in *Appendix A: GRHARC - Roles and Responsibilities*.

4. Term:

- a. Municipal representatives shall be appointed annually at the Organizational Meeting of their respective Councils.
- b. Municipal representatives will ensure alternate members are appointed and advised of meetings if the appointed member is unable to attend.
- c. Public at Large Members shall serve a 4-year term from November to October annually.
- d. A call for Public at Large Members will be issued in the final year of the term, normally in September.
- e. Public at Large Members whose term is expiring may reapply.

5. Meetings:

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- a. The Town of Grimshaw will serve as the Chair for the Committee.
- b. The Vice Chair is held by any Member and appointed by the Committee.
- c. Administrative support for the Committee will be provided by the Town of Grimshaw.
- d. Meetings shall be held quarterly in March, June, September, and December, normally the second Monday in the month, at a time mutually beneficial to the Committee, held in Grimshaw with the option to attend virtually.
- e. No meetings will be held during the months of July and August.
- f. A simple majority of Members of the Committee will constitute a quorum.
- g. Agendas shall be prepared and distributed to Members one week in advance of the next scheduled meeting.
- h. Draft Minutes shall be distributed to members within one week of the meeting whenever possible.
- i. Minutes will be available to the public once approved by the Committee at a subsequent meeting.
- j. Organizations and/or individuals who are not Members can be invited by the Committee to present or provide expertise on specific healthcare related topics with approval by the Chair.

6. Governance Structure:

- a. The 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.

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- b. The Committee may decide to appoint working sub-committees for specific functions, projects or initiatives.
- c. Sub-committees shall be chaired by one Member of the Committee and may include additional Members outside the Committee. All working sub-committees will report back to the Committee the outcomes or recommendations to the committee for a decision.

7. Financial:

- a. The Committee will request allocations from municipal budgets as required.
- b. Funding will be administered by the Town of Grimshaw.
- c. Financial reports shall be provided to Members at the Committee meeting annually, normally in March.
- d. There will be no remuneration for Committee Members. Representatives may be eligible for remuneration from their respective organization or municipality dependant on policy.

8. Communication:

- a. The Chair shall be the contact and spokesperson for the Committee and will ensure that approved messages and actions are communicated to the public by way of newspaper, municipal websites, radio, or other forms of communication.
- b. The Vice Chair is the alternate communications contact.

Established April 2015

Updated and Approved: March 2022

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