



CORPORATION OF THE
TOWNSHIP OF BLACK RIVER- MATHESON
367 FOURTH AVE, P.O. Box 601, MATHESON, ON POK 1N0
TELEPHONE (705) 273-2313
WEBSITE: www.twpbrm.ca

AD HOC PHYSICIAN RECRUITMENT COMMITTEE TERMS OF REFERENCE

1. PURPOSE

The AD HOC Physician Recruitment Committee aims to build a strong physician workforce ensuring a balance of high standards in patient care, operational effectiveness, and physician satisfaction.

The committee shall manage the process of finding and hiring qualified doctors for our Township.

2. MEMBERSHIP

The AD HOC Physician Recruitment Committee will be comprised of two (2) members of Council and **two (2)** members of the public appointed by Council who meet the criteria as outlined in these Terms of Reference.

The two members of Council who will form part of the committee shall be:

1. His Worship, the Mayor
2. Councillor from Ward 3

Public members will be selected from the community at large on the basis of their demonstrated interest and participation in business matters; academic or technical qualifications; availability; work and volunteer experience; knowledge and professional expertise.

Should a committee member resign or be unable to fulfill their duties, Council will appoint a replacement for the remainder of the term.

3. TERM OF OFFICE

Appointments of the Committee are made by council. The term of office or all appointments shall be for the term of Council.

The Chair shall be selected by the Committee members at the first meeting. The Chair shall serve for no longer than two terms.

The Committee shall inform Council if a member misses three (3) consecutive meetings without justification. Council may consider the replacement of the member.

4. MEETINGS

The Committee will recommend a meeting schedule at the first meeting in consultation with all appointed members and staff availability. The schedule will be approved by Council and posted publicly.

A quorum of a meeting shall consist of a simple majority of the members of the Committee. All meetings shall be held in accordance with all applicable municipal policies and by-laws.

5. DUTIES AND RESPONSIBILITIES

The AD HOC Physician Recruitment Committee shall work towards developing and implementing strategies to ensure that the Township effectively attracts, hires, and retains qualified physicians to meet it's clinical needs.

The Committee's main objective is to ensure that the Township has a sufficient number of skilled medical professionals to deliver high-quality care, enhanced patient outcomes, and maintain operational efficiency. Focusing on filling staffing gaps, promoting organizational growth, improving patient care, enhancing physician retention and managing resources efficiently will guide the committee in achieving it's objective.

6. AUTHORITY AND ADMINISTRATION

The AD HOC Physician Recruitment Committee is created by and responsible to Council.



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The AD HOC Physician Recruitment Committee is an advisory committee and does not have any delegated authority.

7. CODE OF CONDUCT AND CONFLICT OF INTEREST

Committee members shall, at all-time follow the policies and procedures set out in the Township of Black River-Matheson Code of Conduct policy. A conflict of interest may arise for committee members appointed by Council when personal or business interests clashes with or affect the duties and decisions of the committee. These members are required to adhere to the Municipal Conflict of Interest Act which contains strict rules regulating participation in matters to which there is a direct or indirect pecuniary interest. The onus to declare a conflict of interest lies with the members and not municipal staff. Committee Members can seek advice from the Municipality's Integrity Commissioner respecting obligations under the Municipality's Code of Conduct policy and the Municipal Conflict of Interest Act.