



Primary Care Infrastructure Working Group Terms of Reference

Mandate

The working group will support the Prince Edward Family Health Team and the County Docs Physician Recruitment and Retention program by addressing the need for primary health care office space in Prince Edward County, and housing for primary care providers that are newly arrived in the County or here on a temporary, "locum" basis.

Goals/Purpose

The goals and purpose of the Primary Care Infrastructure Working Group are to:

1. Engage with PEFHT and County Docs leadership, and all individual physicians working within PEFHT, to assess infrastructure needs, including but not limited to office space needs, based on current lease arrangements.
2. Engage with PEFHT and County Docs to assess short term primary care provider housing needs to support the attraction of new physicians to the community.
3. Explore funding and partnership opportunities. Recommend solutions to Council in collaboration with PEFHT, County Docs and individual physicians.
4. Provide communication and updates to Council and County residents on progress.

Membership

1. Councillors MacNaughton, Grosso and Nieman.
2. Member, Accessibility Advisory Committee (1).

Technical Membership

1. Representative, Prince Edward Family Health Team
2. CAO Marcia Wallace (non-voting), with support from cross-departmental staff as required.
3. Other technical members, such as the County Foundation and Prince Edward Lennox and Addington Social Services, may be called upon on an as-needed basis.

Scope of Activities/Roles

It is the responsibility of the Primary Care Infrastructure Working Group to:

1. Comply and work with County procedures, By-laws and Provincial legislation, with guidance from staff including:
 - a. Council's Code of Conduct
 - b. Ontario Heritage Act
 - c. Conservation Authorities Act
 - d. County Accountability and Transparency Policy
 - e. County Procedural By-law
 - f. Other applicable County By-laws and policies
 - g. Municipal Act
 - h. Planning Act
 - i. Municipal Freedom of Information and Protection of Privacy Act
 - j. Municipal Conflict of Interest Act
2. Members will actively participate and provide support and expertise.
3. The Working Group will liaise with other members of Council based on their history with the issue and their relationships with possible partners as necessary to support the overall goals and objectives.
4. Consult with key stakeholders as required.
5. The Working Group will make recommendations to Council.

Term

The term of the Working Group will be the 2022 - 2026 Term of Council, or earlier should the Group feel their work is no longer necessary.

Staff Support

Staff support and resources may be provided to the Working Group, with the approval of the CAO.

Reporting Relationship to Council

The Working Group does not have any delegated authority. Recommendations beyond the terms of this working group, such as the implementation of primary care infrastructure solutions would require a staff report to Council for decision.

Finances

No member shall receive remuneration for services. A member is entitled to reimbursement for any reasonable out-of-pocket expenses that have been preapproved by the CAO or Council.

Meetings

The Working Group shall meet as required. Should a public meeting be required, staff will provide support, on direction from the Chief Administrative Officer.