

TOWN OF PICTURE BUTTE
BYLAW NO. 946-24

A BYLAW OF THE COUNCIL OF THE TOWN OF PICTURE BUTTE, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A HEALTH PROFESSIONAL ATTRACTION AND RETENTION COMMITTEE IN THE TOWN OF PICTURE BUTTE

WHEREAS the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, provides that a Council may pass bylaws relating to the right to govern the Town in a manner that Council considers appropriate;

AND WHEREAS the Municipal Government Act also provides that a Council may pass bylaws in relation to the establishment and functions of Council committees, and the procedure and conduct of Council committees, and the conduct of Council committees established by the Council;

AND WHEREAS the Council of the Town of Picture Butte considers it expedient to establish a Health Professional Attraction and Retention Committee to advise them on health professional attraction and retention matters;

NOW THEREFORE, the Municipal Council of the Town of Picture Butte, hereby enacts as follows:

1. CITATION

- 1.1. This bylaw may be cited as the "Health Professional Attraction and Retention Committee Bylaw".

2. DEFINITIONS

2.1. In this bylaw:

1. "CAO" means the Chief Administrative Officer of the Town of Picture Butte;
2. "Committee" means the Picture Butte Health Professional Attraction and Retention Committee;
3. "Council" means the Town of Picture Butte Council;

3. HEALTH PROFESSIONAL ATTRACTION AND RETENTION COMMITTEE

- 3.1. There is hereby established a Committee to be known as the Picture Butte Health Professional Attraction and Retention Committee.

4. APPOINTMENTS/TERMS

- 4.1. The Committee shall consist of at least five (5), to a maximum of nine (9) voting members appointed by Council. The said members shall consist of at least:
1. Two (2) members of Town Council;
 2. One (1) member of Lethbridge County Council;
 3. Two (2) members living within the geographical area of Lethbridge County;
- 4.2. The Committee shall also consist of three (3) non-voting members. The non-voting members shall consist of:
1. One (1) member of the Town of Picture Butte Administration team appointed by the CAO;
 2. One (1) member of the Rural Health Professions Action Plan;
 3. One (1) Alberta Health Services representative.
- 4.3. All voting members shall be appointed by Council Resolution at the recommendation of the Committee.

- 4.4. Appointments shall be for four (4) years.
- 4.5. All members shall remain in office until their respective successors are appointed by Council.
- 4.6. By mutual consent, the Council and the Committee may with reason, request the resignation of any of the members, prior to the expiry date of the member's appointment.
- 4.7. Any member may resign at any time upon sending a written notice to the CAO.
- 4.8. A person is disqualified from remaining a member of the Committee if he/she fails to attend, without being authorized by a resolution of the Committee to do so, three (3) consecutive Committee meetings.
- 4.9. If a member of the Committee is disqualified from remaining a member under subsection 5.6., he/she is deemed to have resigned his/her seat on the Committee.

5. PROCEEDINGS

- 5.1. Annually, the Committee shall hold a meeting at which time a chairperson and vice-chairperson shall be selected for the ensuing year.
- 5.2. The secretary shall be a member of Town administration. The roll of the secretary is to:
 1. Prepare agendas, with the Chair, for the meeting;
 2. Keep minutes of the meetings and distribute them to the members.
- 5.3. Meetings of the Committee shall be held on a regular basis at a time to be set by resolution of the Committee, at least once every three (3) months, and at such other times as deemed necessary.
- 5.4. A majority of members of the Committee constitute a committee. Attendance via electronic means is considered acceptable for meeting quorum and attendance requirements.
- 5.5. Any decision of the Committee that is reached by a majority of quorum shall be deemed to be the decision of the Committee.
- 5.6. All minutes, resolutions and policies of the Committee shall be entered in books to be kept by it for that purpose and the books shall be signed by the Chair or Acting Chair.
- 5.7. A copy the minutes shall be distributed, via email, to Committee members within one week of the meeting whenever possible;
- 5.8. Remuneration of the members of the committee shall be established by resolution of Council.

CLOSED SESSIONS

- 5.9. Any agenda items or reasons for going into a Closed Session must meet the criteria established within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.
- 5.10. In accordance with the Municipal Government Act and Section 153 of the Freedom of Information and Protection of Privacy Act, all members of the Committee are required to keep in confidence all matters discussed in a Closed Session until the item is discussed at a meeting held in public.
- 5.11. A motion is required to go in a Closed Session and leave a Closed Session. The times the meeting is closed and is open are to be recorded in the minutes.
- 5.12. Members shall not pass resolutions or motions during a Closed session except to open the meeting to the public again.

6. DUTIES OF THE COMMITTEE

- 6.1. The purpose of the Committee is to build a sustainable system for health profession attraction and retention in collaboration with local health professionals which will ensure ongoing health-care provision to the community;

- 6.2. The Committee's objectives shall be to:
1. Coordinate attraction and retention of needed health professions amongst the existing providers, Alberta Health Services (AHS), Covenant Health, and the community;
 2. To reduce the need for recruitment by focusing on retention efforts. Retention efforts focus on the following three areas;
 - a. Settling in and integration of health professionals;
 - b. Family integration into the community; and
 - c. Family quality of life interests.
 3. To facilitate community involvement in the attraction and retention process together with health professions and AHS;
- 6.3 Specific powers, duties and responsibilities of the Committee include:
1. Serve as a liaison between Town Council and the community;
 2. In conjunction with Council and Town staff, facilitate health professional attraction and retention activities for the Town;
 3. Work with stakeholders to attract and retain health professionals to the Town;
 4. Provide review and comment on health profession retention and attraction efforts to Council;
 5. Make recommendations to Council regarding health profession retention and attraction issues, strategy development and implementation and other initiatives that can be undertaken by the Town to expand and strengthen its health professional's retention and attraction efforts; and
 6. To assist Council in finding funding sources for health professional retention and attraction initiatives.
- 6.4 The Committee Chairperson shall present an annual written report to Council in December of each year.

7. BUDGET

- 7.1 Annually, before the 30th of September, the Committee shall submit to the Council for ratification, a budget of estimated expenditures and revenues for the next year with respect to all matters over which or under the terms of this bylaw, it has jurisdiction.
- 7.2 Neither the Committee nor any member thereof shall have the power to pledge the credit of the Town in connection with any matter whatsoever; nor shall the said Committee or any member thereof have the power to authorize any expenditure to be charged against the Town.
- 7.3 In the event that there is any deviation of the ratified budget desired by the Committee, application for change from the ratified budget must be made to Council before the change is affected.

8. COMING INTO EFFECT

- 8.1 Bylaw No. 945-24 Health Professional Recruitment and Retention bylaw, and any amendments to it, is hereby rescinded when this bylaw shall come into force.
- 8.2 This Bylaw shall come into force and effect on the date of the third reading.

READ A FIRST TIME THIS 11TH DAY OF MARCH, 2024. A.D.
READ A SECOND TIME THIS 11TH DAY OF MARCH, 2024. A.D.
READ A THIRD TIME AND FINALLY PASSED THIS 11TH DAY OF MARCH, 2024.
A.D.

TOWN OF PICTURE BUTTE



Cathy Moore
Mayor



Keith Davis
CAO