



Hamilton

**PHYSICIAN RECRUITMENT AND RETENTION STEERING COMMITTEE  
REPORT 19-001**

**Wednesday, September 11, 2019**

**2:00 p.m.**

**Room 192, Hamilton City Hall  
71 Main Street West, Hamilton**

**Present:** Councillors T. Whitehead (Chair)  
Dr. D. DiValentino (Vice-Chair), Councillor A. VanderBeek,  
K. Loomis, Dr. B. Julian, Dr. S. Kinzie

**Absent  
with Regrets:** Mayor F. Eisenberger – City Business, Councillor S. Merulla –  
City Business

**THE PHYSICIAN RECRUITMENT AND RETENTION STEERING COMMITTEE  
PRESENTS REPORT 19-001 AND RESPECTFULLY RECOMMENDS:**

**1. Appointment of Chair and Vice-Chair (Item 1)**

- (a) That Councillor Whitehead be appointed as Chair of the Physician Recruitment and Retention Steering Committee for the balance of the 2018-2022 term of Council; and
- (b) That Dr. DiValentino be appointed as Vice-Chair of the Physician Recruitment and Retention Steering Committee for the balance of the 2018-2022 term of Council or until a successor is appointed by Council.

**2. Physician Recruitment and Retention Terms of Reference Review –  
REVISED (Item 10.1)**

That the Physician Recruitment and Retention Steering Committee Terms of Reference, be received.

**3. Key Performance Indicators, Current Statistics, Physicians by Community,  
and Conferences and Events (Item 10.2)**

That the Key Performance Indicators, Current Statistics, Physicians by Community, and Conferences and Events summaries, be received.

**4. Budget and Cash Flow (Item 10.3)**

- (a) That the Year 16 (2019) Budget for December 1, 2018 to June 30, 2019, be received; and,
- (b) That the Cash Flow Statement for December 1, 2018 to November 30, 2019, be received;

**5. Review of Position of Director, Physician Retention (Item 11.1)**

That the General Manager, Finance and Corporate Services, the General Manager, Healthy and Safe Communities, and the Executive Director, Human Resources and Organizational Development, or their designates, be asked to participate in the meetings of the Working Group of the Physician Recruitment and Retention Steering Committee, as required.

**6. Funding Update (Item 13.1)**

That Jane Walker, Councillor Whitehead, and Keanin Loomis meet with Rob MacIsaac, President and CEO, Hamilton Health Sciences, to discuss securing funding for the Physician Recruitment Program.

**7. Contract Renewal (Item 14.1)**

**(Loomis/Kinzie)**

- (a) That Jane Walker's resignation from the position of Director, Physician Recruitment, effective November 22, 2019, be received; and,
- (b) That the Terms and Conditions of Employment for the Director, Physician Recruitment contract between the Employee and the City of Hamilton and the Hamilton Chamber of Commerce, be received.

**FOR INFORMATION:**

**(a) APPROVAL OF AGENDA (Item 2)**

The Committee Clerk advised of the following change to the agenda:

**1. DISCUSSION ITEMS (Item 10)**

**10.2 Key Performance Indicators, Current Statistics, Physicians By Community, and Conferences and Events**

Page two of the Conferences and Events Report was included in error and is being withdrawn.

The agenda for the September 11, 2019 meeting of the Physician Recruitment and Retention Steering Committee was approved, as amended.

**(b) DECLARATIONS OF INTEREST (Item 3)**

There were no declarations of interest.

**(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 4)**

**(i) June 22, 2018 (Item 4.1)**

The Minutes of the June 22, 2018 meeting of the Physician Recruitment and Retention Steering Committee were approved, as presented.

**(ii) Clerk's Report – May 29, 2019 (Item 4.2)**

The Clerk's Report – May 29, 2019 was received, as presented.

**(d) REVIEW OF POSITION OF DIRECTOR, PHYSICIAN RECRUITMENT (Item 11.1)**

The Working Group of the Physician Recruitment and Retention Steering Committee was directed to meet to:

- (a) begin work to fill the position of Director, Physician Recruitment as soon as possible, including, but not limited to, examining the logistics of the hiring process, exploring the possibility of converting the position to a permanent position, and taking into consideration the realities and challenges associated with the role; and,
- (b) to discuss the position of the Physician Recruitment Coordinator and the realities and challenges associated with converting the position into a long-term contract or permanent position.

For further disposition of this matter, please refer to Item 5.

**(e) GENERAL INFORMATION/OTHER BUSINESS (Item 13)**

**(i) Funding Update (Item 13.1)**

Jane Walker, Director, Physician Recruitment, addressed the Committee respecting updates to funding sources.

The Funding Update respecting funding opportunities for the Physician Recruitment program, was received.

**(f) PRIVATE AND CONFIDENTIAL (Item 14)**

**(i) Contract Renewal (Item 14.1)**

The Committee determined that discussion of Item 14.1, respecting the Contract Renewal for a Director, Physician Recruitment was not required, as the Director of Physician Recruitment has submitted her resignation, so the matter was addressed in Open Session.

For further disposition of this matter, please refer to Item 7.

**(g) ADJOURNMENT (Item 15)**

There being no further business, the Physician Recruitment and Retention Steering Committee meeting was adjourned at 3:12 p.m.

Respectfully Submitted,

Councillor Whitehead, Chair  
Physician Recruitment and  
Retention Steering Committee

Tamara Bates  
Legislative Coordinator  
Office of the City Clerk