

## 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**

**Updated and Approved: March 2025**

**Updated and Approved: September 2025**



## MINUTES

### GRHARC

Monday, September 8, 2025 @ 6:30 PM

Kennedy Admin Meeting Room

PRESENT: Stacey Messner, Chairperson, Deputy Mayor Town of Grimshaw  
Lynn Florence, Vice Chairperson, Councillor Town of Grimshaw  
Brenda Yasinski, Deputy Reeve County of Northern Lights (Zoom)  
Lori Kinee, Councillor MD of Peace No. 135  
Tristian Vanderklok, Councillor Village of Berwyn  
Charlene Cavers, Member at Large  
Tara Elliott, Member at Large  
Susan Smith, Physician Resource Planner, AHS  
Bethany Rose, RhPAP  
Belinda Russell, Acting CAO Town of Grimshaw

ABSENT: Brian Allen, CAO MD of Peace  
Corina Hendrickson, Primary Care Network

#### 1. CALL MEETING TO ORDER

Stacey Messner called the meeting to order at

Chair, Stacey Messner called the meeting to order at 6:37 p.m.

#### 2. ADOPTION OF AGENDA

Agenda adopted by consensus.

#### 3. ADOPTION OF MINUTES

##### 3.1. Adoption of Minutes

Meeting Minutes adopted by consensus.

#### 4. OLD BUSINESS

##### 4.1. Financials - Review

- The Operating Reserve is the Community Development Operating Reserve that is meant for anything community development related. GRHARC can access these operating reserves. We do not need motions to approve the use of transferring

operating reserves funds (just capital funds, which the GRHARC would never use capital), but it is there if there is in any need for GRHARC.

- The Medical Student Bursary and Clinic Subsidy allocation funds from the funding municipalities are requisitioned to each municipality to pay to the Town of Grimshaw each year.
- The GRHARC budget line item of \$7,000 is a Town of Grimshaw approved budget line that is funded by the Town each year.
- GRHARC will have their own GL codes and budget in the new year.

## 5. NEW BUSINESS

### 5.1. Call for Members at Large - November 2025

Link for Application: [Application Form](#)

The Call for Members positions will be posted from September 9th to October 6th.

Stacey recommended establishing a subcommittee to review, evaluate, and interview candidates. This committee will consist of the four municipal members and the LACRED EDO.

Agreed by consensus to strike the members at large selection sub committee.

**ACTION:** Vanessa to post on social media. Belinda to distribute poster to each municipality. Stacey to facilitate and lead the sub committee selection process.

### 5.2. Terms of Reference Membership Change: Re: AHS Talent Acquisition Specialist

Stacey talked to AHS Talent Acquisition about whether they would like to continue being a member as they have not attended meetings. AHS Talent Acquisition stated that if they were to provide an update regarding recruitment, they would need that direction from AHS Site Management to report and attend the meeting. With AHS Site Management being recently added as a member to our committee, Stacey recommended that the committee remove AHS Talent Acquisition as a member.

Lori moved to remove AHS Talent Acquisition Specialist from membership.

**ACTION:** Administration to remove AHS Talent Acquisition from membership in Terms of Reference & website.

A discussion to add the Grimshaw/Berwyn & District Hospital Foundation as a member was welcomed by the committee. The Foundations next meeting is scheduled September 18th, and Cindy Hockley said she would let Stacey know what the foundation decides. If the Foundation was in favor to join the committee, Stacey would ask for GRHARC members to approve their membership by consensus via email as we do not meet again until December.

### 5.3. Thank You to Members

Stacey presented personalized letters of thanks along with bouquets of flowers to the members at large, Tara Elliott & Charlene Cavers.

Stacey also presented handmade, personalized cards to all members as a token of her appreciation.



- 5.4. Discussion regarding membership and inviting Grimshaw/Berwyn & District Hospital Foundation to join.

Stacey received notification from from Cindy Hockley that the Grimshaw/Berwyn & District Hospital Foundation agreed at their meeting September 26th, to become a member of GRHARC.

## 6. UPDATES

### 6.1. AHS Physician Recruitment - Susan Smith

- Dr. Abraham Beyer has successfully passed his Medical Council of Canada Exam, which is required of physicians who are trained internationally. He is busy with the College of Physicians & Surgeons Registration and the next steps which will take him into the New Year. Compliments to Dr. Beyer for his commitment to meeting the CPSA requirements for internationally trained physicians. It is not an easy path.
- Dr. Prince Nwaubani is a new psychiatrist in Peace River, serving Area 2. He began practicing on Sep 2. I am working with two other psychiatrists, who may also be interested in Peace River (fingers crossed).
- Dr. Dominic Uwadia is a new family medicine physician in Peace River (you may see his name around)
- Grande Prairie has the first ever fully specialist trained Gastroenterologist (and Hematologist) Dr. Khurram Raees, bringing the services closer to home
- Dr. Jana Swanepoel is a family physician who may be coming for a site visit to see Manning, Peace River, Grimshaw and High Level – stay tuned for further details as they become available.

### 6.2. RhPAP - Bethany Rose

- Last call for 2026 RhPAP Conference Proposals deadline is September 19, 2025.
- Nominations for the 2026 Rhapsody Award nominations open early and will close February 27, 2026. [Click Here](#)
- The AIR Toolkit is now available committees! This free, interactive resource is designed to help rural communities and AIR committees strengthen healthcare workforce attraction, integration, and retention [Toolkit](#)
- The Rural Education & Advanced Learning (REAL) Program's fall application cycle opens on September 10 and runs through October 22. [Application Form](#)
- RhPAP wants Physicians for Rural Mentorship Program, specifically within 2.5 hours of Grande Prairie and 3 hours from Calgary. These opportunities expose students to what rural medicine has to offer. Contact: [mentorship@rhpap.ca](mailto:mentorship@rhpap.ca)
- Bursary for International Educated Nurses (BIEN) are available! The BIEN program provides up to \$30,000 in funding to IENs as they complete an approved bridging program at Mount Royal University, NorQuest College, or MacEwan University (noted below). In return for the bursary, the recipient must spend a period of time working in any BIEN-eligible rural Alberta community following their graduation. [Learn More!](#)



## **7. INFORMATION**

- 7.1.**
- Scholarship Applications Campaign: the scholarship application has been updated to reflect one new criterion for applicants to provide one written professional reference. An ad/promo campaign to encourage people to apply will start in October 2025.
  - GRHARC Website: the website has been updated with the current committee members, scholarship application, terms of reference, minutes, links to local health and medical organizations, and other information.
  - RhPAP Conference 2026 Bid: the bid package compiled by healthcare attraction and retention committees from Peace River, Grimshaw, and Smoky River has been finalized and will be sent to RHPAP by the deadline of September 19, 2025. We will be notified of the outcome by October 2025. Crossing our fingers we are successful!
  - NAMP: Northern AB Medical Program: NAMP welcomed the first 30 students into the program on Sept 2 in Grande Prairie. Stacey attended a luncheon to be a part of this incredibly historic and important program to welcome the next generation of future rural and remote family physicians.
  - Open House for Grimshaw Chiropractic Care Centre: Dr's Kieran and Mandy Jo hosted an open house at their clinic on July 11, 2025. A bouquet of flowers was given to them on behalf of GRHARC. They are grateful to be a part of the community and are looking forward to providing chiropractic services to the region.
  - Farewell Event for Dr's Jennifer and Brett Hessel: this event was organized by our sub committee members and held at Northern Dough on Wed August 6th. The venue was perfect, well attended, including people from Manning and Fairview came. Jennifer and Brett were extremely gracious and humbled that this was organized for them and they will miss their patients and the community of Grimshaw dearly. Some tears shed as they remembered the people who made it possible for them to set up their clinic in Grimshaw. We wish them the very best!
  - Stacey will attend the RhPAP dinner for Healthcare Attraction & Retention Chairs on October 15.

## **8. NEXT MEETING**

- 8.1.** December 8, 2025 at 6:30 p.m.

## **9. MEETING ADJOURNMENT**