

Physician Experiential Locum Grant Policy		
Authority	Chief Administrative Officer (CAO)	
Motion #23-168	Effective Date:	August 15, 2023
Amended by: Motion #23-265	Amendment Date:	December 19, 2023
Amended by: Motion #26-028	Amendment Date:	February 4, 2026

1. Purpose

To establish a consistent process for awarding Experiential Locum grants which are to be used to support physician recruitment within the Town of Gananoque. Experiential Locums are recruitment tool to attract physicians who may consider practicing family medicine in the Town on a permanent basis.

2. Policy Scope

This Policy applies to family physicians qualified to practice medicine in the Province of Ontario who have been accepted for an Experiential Locum at a medical clinic within the Town of Gananoque.

3. Responsibility

The Chief Administrative Officer (CAO) and the Treasurer are responsible for the administration of this Policy.

4. Definitions

4.1. “Experiential Locum” means a temporary placement of a visiting physician to practice family medicine at a medical clinic located within the Town duration lasting up to eight (8) weeks or forty (40) days.

4.2. “Medical clinic” means a medical practice that is located within the Town of Gananoque that is duly authorized under the Laws of Ontario to offer family medicine services to patients.

4.3. “Town” means the Town of Gananoque.

5. Procedure

Experiential Locum Grant Applications will be received on an on-going basis throughout the year. The amount of funding available through the Experiential Locum Grant Program will be approved by Council through the annual operating budget process. Availability of grants are dependent upon their inclusion in, and Council approval of, the annual municipal budget.

6. Eligibility

- 6.1.** The Application must be completed on behalf of the physician by the medical clinic that will employ the physician for the Experiential Locum.
- 6.2.** Grant funds awarded will be paid to and administered by the medical clinic on behalf of the Town.
- 6.3.** Any unspent grant funds (e.g. if the Experiential Locum is cancelled or shortened) must be repaid to the Town by the medical clinic.
- 6.4.** In order to be eligible for grant funding, the applicant physician must:
 - 6.4.1.** be licenced to practice family medicine in the Province of Ontario;
 - 6.4.2.** have signed a letter of intent that they are seriously considering practicing within the Town on a permanent basis, and;
 - 6.4.3.** have not previously received grant funding under this Policy.
- 6.5.** The total Experiential Locum grant funding budget will be allocated among the medical clinics of the Town on a first-come, first-served basis. The CAO has the discretion to alter the allocation and will advise Council if such discretion is exercised.
- 6.6.** The Town shall permit grant eligibility for Locums providing coverage for a practicing physician during a short-term or long-term leave of absence.
- 6.7.** Grant Applications must be complete and include all information requested. Once a Grant Application is deemed complete, the CAO or, in their absence, the Treasurer will review the application to confirm eligibility and available budget. Funding decisions shall be made by the CAO or, in their absence, the Director of Corporate Services/Treasurer and medical clinics will be advised of such decision within two (2) weeks of the completed Application having been received.
- 6.8.** The Town, in its sole discretion, may decline or reject any Experiential Locum Grant Application for any reason, including but not limited to, improper use of funds, incomplete application, and/or an application that contradicts the intent of this Policy.
- 6.9.** The Town shall permit grant eligibility for Locums providing coverage for a practicing physician during a short-term or long-term leave of absence.

7. Grant Funding

The amount of the Experiential Locum Grant approved through the annual operating budget will be disbursed to medical clinics for the benefit of the applicant physicians as follows:

- 7.1.** Forty percent (40%) of the per diem rate of pay negotiated between the physician and the medical clinic to a grant funding maximum of \$480 per day for the number of working days of the Experiential Locum.
- 7.2.** \$2,000 per month housing allowance for the duration of the locum to a maximum of two (2) months if the physician resides within the Town during the Experiential Locum or \$350 per week travel allowance for the duration of the Locum to a maximum of eight weeks if the physician resides outside of the Town.

In special circumstances, Council may accept the recommendation of the Chief Administrative Officer (CAO) that the methodology of the disbursement of the funds may be altered based on supporting justification and rationale.

8. Reporting

Within thirty (30) days of completion of the Experiential Locum, the medical clinic shall provide to the Town in writing:

- 8.1.** Confirmation of the actual start, end date and number of paid working days for the Experiential Locum.
- 8.2.** An assessment of the likelihood of the physician proceeding to practice in the Town, and;
- 8.3.** Repayment of any unused grant funds.

9. Review

The Chief Administrative Officer will review this Policy every two (2) years.