

<b>Physician Recruitment Grant Program Policy</b>			
<b>Authority</b>	Chief Administrative Officer (CAO)		
<b>Establishing By-law No.</b>	2024-054	<b>Effective Date</b>	July 16, 2024
<b>Amending By-law No.</b>	2026-041	<b>Date</b>	April 22, 2026

- 1. Purpose:**  
 To establish a consistent process for awarding Full-Time Permanent Family Physician Grants in order to facilitate physician recruitment within the Town of Gananoque.
  
- 2. Scope:**  
 This Policy applies to family Physicians Licensed to practice medicine in the Province of Ontario who will establish a Permanent Full-Time Practice within the Town of Gananoque.
  
- 3. Authority:**  
 The Chief Administrative Officer (CAO) and the Treasurer are responsible for the monitoring and administration of this Policy.
  
- 4. Definitions:**
  - 4.1. **“Full-Time Medical Practice”** means a minimum roster of 1,000 patients.
  
  - 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:**  
 Recruitment Grant Applications will be received on an on-going basis throughout the year. The amount of funding available through the Recruitment Grant Program will be approved by Council through the annual operating budget process. This Program is funded through the Grant Portion of the Casino Slot Revenue. Availability of new grants are dependent upon their inclusion in, and Council approval of, the annual municipal budget.

## **6. Eligibility:**

- 6.1. The Application must be completed by the Physician commencing their practice in Gananoque. Physicians already practicing in Gananoque or the Township of Leeds & the Thousand Island (TLTI) are not eligible.
- 6.2. Grant funds awarded will be paid to the Physician in quarterly installments at the end of each quarter that the Full-Time Practice is open. Proof of Ontario Medical License must be received by the Town annually.
- 6.3. In order to be eligible for grant funding, the Applicant Physician must:
  - 6.3.1. Be licensed to practice family medicine in the Province of Ontario;
  - 6.3.2. Have signed the Physician Recruitment Grant Agreement, demonstrating that they are committed to practicing within the Town of Gananoque on a permanent basis, and;
  - 6.3.3. Have not previously received grant funding under this Policy.
- 6.4. The annual recruitment grant funding budget will be allocated on a first-come, first-served basis. In the event that four (4) Physicians are recruited, Council may decide to increase the annual budget allocation for this Program.
- 6.5. Grant Applications must be complete and include all information requested.
- 6.6. Once a Grant Application is deemed complete, the Chief Administrative Officer (CAO) or, in their absence, the Treasurer, will review the Application to confirm eligibility and available annual budget. Funding decisions shall be made by the CAO, or in their absence, the Treasurer. The Physician will be advised of such decision within one (1) month of the completed Application having been received.
- 6.7. The Town, in its sole discretion, may decline or reject any Recruitment 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.
- 6.8. Physicians commencing a practice in Gananoque who will not be rostering 1,100 patients may apply for a prorated grant based on their patient roster. Further the Health Benefit Premiums be fully paid by the Town.

## **7. Grant Funding:**

The amount of the Recruitment Grant approved through the annual operating budget will be disbursed to the Physician as follows:

- 7.1. Twenty-five percent (25%) of the maximum annual grant shall be paid to the Recruited Physician at the end of each quarter that they continue to provide a Full-Time Family Medical Practice located and functioning in the Town of Gananoque.

- 7.2. The Recruited Physician, after meeting all eligibility requirements of this Policy, may enroll in the existing Town funded Health Benefit Insurance Plan for Doctors, at the same coverage levels that are established in the Plan at last renewal.
- 7.3. Once a Grant has been awarded to a Recipient, the Town has a financial Liability to fund the Grant for the entire five (5) year allotment.

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

**8. Reporting:**

- 8.1. At the beginning of each calendar year every Grant Recipient shall submit a signed stated to the Town affirming that they continue to offer a Full-Time Family practice that is located within the Town of Gananoque.
- 8.2. Grant payments for each subsequent year will not be released prior to this signed statement being received.

**9. Review:**

The Chief Administrative Officer (CAO) will review this Policy each term of Council.