

Physician Recruitment and Retention

Economic Development
Policy M13

Policy:	M13 – Physician Recruitment and Retention
Policy Department(s):	Economic Development
Adoption Date:	August 27, 2012
Adoption Reference:	N/A
Effective Date:	August 27, 2012
Last Amended:	October 28, 2025

Policy Purpose

To provide an incentive amount which the County of Grande Prairie is willing to commit towards the recruitment and retention of physicians and Nurse Practitioner in communities contained within the boundaries of the County of Grande Prairie. The incentive program is designed to attract and retain physicians to practice medicine within the County of Grande Prairie to benefit County residents.

Policy Statement

Council recognizes that the recruitment and retention of physicians in the County of Grande Prairie is paramount in providing healthcare to underserved geographic locations within the County and surrounding areas and supports an incentive to fill healthcare gaps where there are shortages.

Definitions

“County” means the municipality of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation.

“Physician” means a person licensed with the College of Physicians and Surgeons of Alberta to practice medicine in the Province of Alberta and a member of the Alberta Medical Association.

“Nurse Practitioner” means a registered nurse (RN) who is authorized by the College of Registered Nurses of Alberta (CRNA) to practice as a Nurse Practitioner in Alberta

Policy Guidelines

1. The County of Grande Prairie recognizes:
 - 1.1. The importance of equal and compassionate care for all citizens;
 - 1.2. That some citizens are unable to travel long distances to receive medical care;
 - 1.3. That medical services should be made available to citizens in all communities without regard to geographical location and size, population and distance from major centres.

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That Physicians and Nurse Practitioner should be assisted to establish or relocate to smaller centres in need of their professional services.:

2. Incentive Amount:

2.1 The County will consider and provide a monetary incentive for Physician Recruitment and Retention as set out in Schedule A of this policy.

3. The terms and conditions which must be met to be eligible for physician recruitment and retention incentive are set out in Schedule A of this policy.

4. Physician and/or Nurse Practitioner Eligibility for Incentive Amount:

4.1 Physician and/or Nurse Practitioner eligibility and approval for payment of the incentive will be at the discretion of Council and by way of motion based on the Physician Recruitment and Retention Application Form as well as any other relevant information that is brought before Council for consideration.

5. Council is responsible for reviewing and approving applications for the Physician Recruitment and Retention Incentive funding.

6. Chief Administrative Officer is responsible for bringing applications for the Physician Recruitment and Retention incentive funding forward to Council and ensuring that policies and programs are implemented and enforced.

Attachments

Schedule A – Physician Recruitment and Retention Terms and Conditions

Schedule B – Physician Recruitment and Retention Incentive Contract – Within City of Grande Prairie

Schedule C – Physician Recruitment and Retention Incentive Contract – Within County of Grande Prairie

References

Legal Authorities	N/A
Related Plans, Bylaws, Policies, Etc.	Policy B1 – Policy Development Policy C27 – Financial Reserves Policy
Other	Physician Recruitment and Retention Funding Application Form – available on the County website

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Revision History

Review Date	Description
October 28, 2025	Reviewed and Amended CM20251028.004
May 16, 2022	Reviewed and Amended; transferred from Legislative Services (B22) to Economic Development (M13) CM20220516.015
October 5, 2020	Reviewed and Amended CM2021005.005
February 12, 2018	Reviewed and Amended - CAO Approval Form
May 25, 2015	Reviewed and Amended CM20150525.1021
August 27, 2012	Adoption Date

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Schedule A – Physician Recruitment and Retention Terms and Conditions

1. The sum equal to the amount of \$1 (one) dollar per capita shall be budgeted annually from general taxation and identified as the Physician Recruitment/Retention budget during the annual budget process for the County of Grande Prairie.
2. The said sum of Ten Thousand (\$10,000.00) Dollars shall be funded from the Physician Recruitment/Retention budget and be paid to Physician(s) and/or Nurse Practitioner(s) relocating/establishing a full-time practice to communities located within the County, including towns and villages located in the County, and shall be subject to the following condition with regard to payment:
 - 2.1 Physician(s) and/or Nurse Practitioner(s) relocating to the County shall be required to apply and subject to approval endorse an Agreement to practice full-time within the County for a period of time not less than 3 (three) years from the date of the agreement.
3. The said sum of Five Thousand (\$5,000.00) Dollars shall be funded from the Physician Recruitment/Retention budget. Each calendar year one Physician and/or Nurse Practitioner will be approved to receive said incentive to relocate/establish a full-time practice within the City of Grande Prairie and shall be subject to the following condition with regard to payment:
 - 3.1 The Physician and/or Nurse Practitioner(s) relocating to the City of Grande Prairie shall be required to apply and subject to approval endorse an Agreement to practice full-time within the City for a period of time not less than 3 (three) years.
4. Relocations from the City of Grande Prairie to the County of Grande Prairie, including towns and villages, and vice versa qualify for this incentive only if they have not previously received incentive funding through this policy to relocate to either the City of Grande Prairie or the County of Grande Prairie.
5. The Physician(s) and/or Nurse Practitioner(s) will agree to accept County residents as permanent patients into their practice.
6. The Physician(s) and/or Nurse Practitioner(s) shall remain in good standing with the College of Physicians and Surgeons of Alberta and the Alberta Medical Association throughout the three-year term.
7. If Council makes a motion accepting the Physician's and/or Nurse Practitioner's application for incentive funding and upon receipt of the executed agreement a memorandum to accounts payable will be sent and a cheque issued to the physician's name and address as stated on the Physician Recruitment and Retention executed agreement.

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8. Any Physician and/or Nurse Practitioner receiving this funding is obligated to repay the amount prorated if he or she closes and/or relocates their practice outside of the County within three (3) years.
9. Council may from time to time approve other related expenses from the Physician Recruitment/Retention Reserve by motion.
10. Any balance unspent at the end of the County's fiscal year from the Physician Recruitment/Retention Fund will be transferred to the Physician Recruitment/Retention Reserve. This reserve will be capped in accordance with Policy C27 – Financial Reserves.
11. Notwithstanding clause #8; if for any reason the Physician(s) does not meet the Terms and Conditions of this Policy and/or agreement, the agreement shall immediately be deemed void and all incentive funding shall be reimbursed to the County in accordance with County Policy.

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Schedule B – Physician Recruitment and Retention Incentive Contract – Within the City of Grande Prairie

This Agreement made this ____ day of _____, 20__.

BETWEEN:

COUNTY OF GRANDE PRAIRIE NO. 1

(hereafter the “County”)

- and -

(hereafter the “Physician”)

WHEREAS the Physician is licensed with the College of Physicians and Surgeons of Alberta to practice medicine in the province of Alberta and/or Nurse Practitioner licensed with College of Registered Nurses of Alberta (CRNA):

:

and **WHEREAS** for and in consideration of the promises and covenants herein contained, the County and the Physician mutually agree as follows:

1. This Agreement is effective as of the date first noted.
2. The Physician and/or Nurse Practitioner(s) will, on or before _____, 20__, locate their medical practice in the City of Grande Prairie, Alberta, Canada.
3. Upon the medical practice opening for operation in the City of Grande Prairie, Alberta, Canada, the County will pay the Physician a grant of five thousand dollars (\$5,000).
4. The Physician and/or Nurse Practitioner(s) will operate and maintain their medical practice, on a full-time basis, in the City of Grande Prairie, Alberta, Canada for a period of three (3) years beginning _____, 20__.
5. The said grant is conditional upon the Physician and/or Nurse Practitioner operating and maintaining their full-time medical practice in the City of Grande Prairie, Alberta, Canada for the aforementioned period. Should the Physician and/or Nurse Practitioner only operate their practice part time or close their practice and relocate outside of the City of Grande Prairie, Alberta, Canada and the County of Grande Prairie No. 1, Alberta,

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Canada, within such three (3) year period, they will forthwith repay a pro-rated portion of the grant back to the County. The pro-rated repayment will be the sum of five thousand dollars (\$5,000) multiplied by the number of months less than three (3) years that the medical practice was not operated and maintained in the City of Grande Prairie, Alberta, Canada as required by this agreement, divided by thirty-six (36).

6. If the Physician and/or Nurse Practitioner operates and maintains their medical practice in the City of Grande Prairie, Alberta, Canada, for a period of three (3) years, no repayment of the grant or portion thereof will be required.
7. The Physician and/or Nurse Practitioner will agree to accept County residents as permanent patients into their practice.
8. This Agreement shall be governed by the laws of the Province of Alberta, Canada.
9. The parties hereto specifically submit to the exclusive jurisdiction of the courts of the province of Alberta, Canada for all matters in relation to this Agreement.
10. If any part of this Agreement is invalid or void for public policy reasons it shall be severed and the remaining provisions shall remain binding on the County and the Physician.
11. This Agreement is signed as of the date first noted and is binding on the County and Physician and/or Nurse Practitioner.

COUNTY OF GRANDE PRAIRIE NO. 1

Per:

Witness

Reeve

Witness

CAO

Witness

Physician

Date

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Schedule C – Physician Recruitment and Retention Incentive Contract – Within the County of Grande Prairie No.1

This Agreement made this ____ day of _____, 20__.

BETWEEN:

COUNTY OF GRANDE PRAIRIE NO. 1
(hereafter the “County”)

- and -

(hereafter the “Physician”)

WHEREAS the Physician is licensed with the College of Physicians and Surgeons of Alberta to practice medicine in the province of Alberta and/or Nurse Practitioner licensed with College of Registered Nurses of Alberta (CRNA):

and **WHEREAS** for and in consideration of the promises and covenants herein contained, the County and the Physician and/or Nurse Practitioner mutually agree as follows:

1. This Agreement is effective as of the date first noted.
2. The Physician and/or Nurse Practitioner will, on or before _____, 20__, locate their medical practice in the _____ of _____, in the County of Grande Prairie No. 1, Alberta, Canada.
3. Upon the medical practice opening for operation in the _____ of _____, in the County of Grande Prairie No. 1, Alberta, Canada, the County will pay the Physician a grant of ten thousand dollars (\$10,000).
4. The Physician and/or Nurse Practitioner will operate and maintain their medical practice, on a full-time basis, at the above location or elsewhere in the County of Grande Prairie No. 1, Alberta, Canada, but not in the City of Grande Prairie, Alberta, Canada, for a period of three (3) years beginning _____, 20__.
5. The said grant is conditional upon the Physician and/or Nurse Practitioner operating and maintaining their full-time medical practice in the County of Grande Prairie No. 1, Alberta, Canada, but not in the City of Grande Prairie, Alberta, Canada, for the aforementioned period. Should the Physician only operate their practice part time or close their practice and

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relocate outside of the County of Grande Prairie No. 1, Alberta, Canada within such three (3) year period, they will forthwith repay a pro-rated portion of the grant back to the County. The pro-rated repayment will be the sum of ten thousand dollars (\$10,000) multiplied by the number of months less than three (3) years that the medical practice was not operated and maintained in the County of Grande Prairie No. 1, Alberta, Canada as required by this agreement, divided by thirty-six (36).

6. If the Physician and/or Nurse Practitioner operates and maintains their medical practice in the County of Grande Prairie No. 1, Alberta, Canada, for a period of three (3) years, no repayment of the grant or portion thereof will be required.
7. The Physician and/or Nurse Practitioner will agree to accept County residents as permanent patients into their practice.
8. This Agreement shall be governed by the laws of the Province of Alberta, Canada.
9. The parties hereto specifically submit to the exclusive jurisdiction of the courts of the province of Alberta, Canada for all matters in relation to this Agreement.
10. If any part of this Agreement is invalid or void for public policy reasons it shall be severed and the remaining provisions shall remain binding on the County and the Physician.
11. This Agreement is signed as of the date first noted and is binding on the County and Physician.

COUNTY OF GRANDE PRAIRIE NO. 1
Per:

Witness

Reeve

Witness

CAO

Witness

Physician

Date