



CITY PROCEDURE

Family Physician Attraction Incentives Program

Procedure Title	Family Physician Attraction Incentives Program		
Procedure Number	359-1	Approved Date	2024/12/19
Department	Invest GP	Last Amended	
City Manager Signature	"S. Bourke" (signed)	Last Reviewed	
		Signature Date	2024/12/19

1. Definitions

In this Procedure:

- 1.1. **"Applicant"** means a Physician who has submitted an Application for the Program.
- 1.2. **"Administration"** means Officers, Directors, Supervisors or any other employee of the City.
- 1.3. **"Application Form"** means a completed and signed application for an Incentive under the Program in a form prescribed by the Program Coordinator from time to time.
- 1.4. **"City"** means the municipal corporation of The City of Grande Prairie, having authority under the *Municipal Government Act*, RSA 2000 C. M-26 and other applicable legislation. Where context requires, City also means the area included within the municipal boundaries of the City.
- 1.5. **"City Manager"** means the person appointed by Council to the position of Chief Administrative Officer (CAO) or their designate.
- 1.6. **"Council"** means the duly elected Council of the City.
- 1.7. **"College of Physicians & Surgeons of Alberta"** means the regulator organization that registers Physicians in Alberta by issuing practice permits to Physicians and regulating the profession.
- 1.8. **"Gift-in-Kind"** means a contribution, other than a cash payment, by the City to an Applicant in accordance with the Policy, this Procedure, and any Funding Agreement between the City and the Applicant.
- 1.9. **"Incentive"** means a cash payment or Gift-in-Kind to an Applicant who has met the eligibility requirements to receive such cash payment or Gift-in-Kind in accordance with the Policy, this Procedure, and any Funding Agreement between the City and the Applicant.
- 1.10. **"Physician"** means a medical professional holding an active practice permit, in good standing, issued by the College of Physicians & Surgeons of Alberta, authorizing them to practice family medicine in Alberta.
- 1.11. **"Policy"** means the [Family Physician Attraction Incentives Program Council Policy 359](#).



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- 1.12. **"Practicing in the City"** means the provision of family medical services at a location within the City, at a level comparable to the full-time care typically delivered by an average family physician to a standard cohort of patients (e.g., 1,200–1,500 patients).
- 1.13. **"Procedure"** means this Family Physician Attraction Incentives Program Procedure.
- 1.14. **"Program"** means the Family Physician Attraction Incentives Program, as described in the Policy and Procedure.
- 1.15. **"Program Coordinator"** means an individual designated by the City to administer the Program.
- 1.16. **"Resident of the City"** means a person who lives within a fifteen (15) kilometer radius of the City (centre), as determined by the Program Coordinator.

2. Maximum Value of All Incentives Provided to an Applicant

- 2.1. The total monetary value of all Incentives provided to an individual Applicant under the Program, including both cash payments and the assessed value of Gifts-in-Kind, shall not exceed \$7,500. Notwithstanding the values set out herein, the City may make such adjustments as necessary to ensure that no individual Applicant receives Incentives in excess of \$7,500 in total.

3. Eligibility for Incentives

- 3.1. A person is ineligible to receive an Incentive under the Program unless all the following requirements have been met to the satisfaction of the City:
 - 3.1.1. The person is a Physician who has applied for an Incentive by submitting an Application Form to the Program Coordinator in accordance with this Procedure (i.e., the person is an "Applicant");
 - 3.1.2. The Applicant expresses an intention to continue Practicing in the City for not less than 36 months following their date of Application;
 - 3.1.3. The Incentive has not been fully subscribed at the time of Application;
 - 3.1.4. The Applicant is a Resident of the City;
 - 3.1.5. The Applicant must continue to be a Resident of the City from the date of application until the Incentive is awarded;
 - 3.1.6. The Applicant is Practicing in the City;
 - 3.1.7. The Applicant first began Practicing in the City on or after December 2, 2024;
 - 3.1.8. The Applicant must continue to be Practicing in the City from the date of application until the Incentive is awarded; and



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4. Types of Incentives

4.1. The Program consists of three (3) Incentives:

4.1.1. Local Vouchers. Up to two (2) local vouchers may be provided per eligible Applicant who satisfies the requirements under Section 3 of this Procedure and who demonstrates to the satisfaction of the City that they have been Practicing in the City for a period of not less than thirty (30) days commencing on or after December 2, 2024. Each local voucher is valued at \$500 and is not redeemable for cash. An eligible Applicant may choose amongst the following vouchers (while supplies last):

- a. Bonnetts Energy Centre Box Office;
- b. Douglas J Cardinal Theatre Box Office;
- c. Grande Prairie Live Theater Box Office;
- d. Bear Creek Folk Festival ticket voucher;
- e. GP Stompede ticket voucher;
- f. Center for Creative Arts programming voucher;
- g. Wapiti Nordic Ski Club voucher;
- h. GP Chamber of Commerce Membership voucher;
- i. Northwestern Polytechnic (NWP) Tuition or Programming Credit; or
- j. City of Grande Prairie Programming;

4.1.2. Recreation and Wellness Pass. One (1) recreation and wellness pass may be provided per eligible Applicant who satisfies the requirements under Section 3 of this Procedure and who demonstrates to the satisfaction of the City that they have been Practicing in the City for a period of not less than thirty (30) days commencing on or after December 2, 2024. A recreation and wellness pass is not redeemable for cash. An eligible Applicant may choose amongst the following recreation and wellness pass options:

- a. One year Grande Access Pass (family membership or similar) valued at \$1,600.00;
- b. One year family membership to Nitehawk Year-Round Adventure Park (or similar) valued at \$1,500.00; or
- c. One year Season Tickets to the Grande Prairie Storm, valued at \$1,500.00.

4.1.3. Travel Voucher. One (1) travel voucher may be provided per eligible Applicant who satisfies the requirements under Section 3 of this Procedure and who demonstrates to the satisfaction of the City that they have been Practicing in the City for a period of not less than twelve (12) months commencing on or after December 2, 2024. A travel voucher is not redeemable for cash. An eligible Applicant may choose amongst the following travel voucher options:



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- a. Air Canada travel voucher, valued at \$2,500.00; or
- b. WestJet travel voucher, valued at \$2,500.00.

4.1.4. Financial Incentive. One (1) non-repayable cash incentive of twenty five hundred (\$2,500) dollars may be provided per eligible Applicant who satisfies the requirements under Section 3 of this Procedure and who demonstrates to the satisfaction of the City that they have been Practicing in the City for a period of not less than two (2) years commencing on or after December 2, 2024.

5. Additional Information

- 5.1. Any application which, in the opinion of the City, is incomplete or not signed will not be considered for an Incentive.
- 5.2. The City reserves the right to determine the eligibility of any Applicant for any Incentive, refuse or approve any Applicant for any Incentive, and may request additional information of any Applicant. An Applicant shall bear sole responsibility to submit all information required to demonstrate, to the satisfaction of the City, at its sole discretion, that the Applicant is a Resident of the City who is Practicing in the City, and also that the Applicant has been Practicing in the City for the time period required to receive any of the Incentives under the Program.
- 5.3. Administration may close the Program to any new applications at any time.
- 5.4. An Applicant may request to the review of a decision made with respect to their application or any Incentive by submitting, in writing, a request for such review within fourteen (14) calendar days of the date that the applicable decision was issued.
- 5.5. The Program Coordinator will review the request and prepare a written response.
- 5.6. The City Manager will review the request and the response and, at their discretion, request additional information from the Applicant or the Program Coordinator.
- 5.7. The City Manager will issue a decision in writing which will uphold, uphold with conditions, overturn, or overturn with conditions, the decision of the Program Coordinator.
- 5.8. The decision of the City Manager is final and binding.
- 5.9. An Applicant may request an exemption from any of the eligibility criteria in this Procedure. To do so, they must submit a written request to the City Manager of the City, along with all relevant supporting information. The City Manager may ask for additional information regarding the request. After reviewing the request and supporting information, the City Manager may, at their sole discretion, refuse or grant the request, with or without conditions. The City Manager's decision is final and binding.



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6. References and Related Documents

- 6.1. [Council Policy 359](#) Family Physician Attraction Incentives Program
- 6.2. [Health Care Attraction and Retention Strategy](#) (June, 2024)
- 6.3. [Health Care Attraction and Retention Action Plan 2024-2026](#)
- 6.4. Family Physician Attraction Incentives Program Application Form

7. Version History

Action	Date	Description
New Procedure	2024/12/19	