



REPORT TO COUNTY COUNCIL

FROM: Michele Harris, Director of Homes and Seniors Services

DATE: December 6, 2023

SUBJECT: Homes – Policies and Procedures

RECOMMENDATIONS:

THAT the report titled “Homes – Policies and Procedures” dated December 6, 2023 be received and filed; and,

THAT Council authorize the Director of Homes and Seniors Services to approve legislatively required, mandatory Homes policies and procedures provided that the appropriate persons have reviewed and provided approval.

INTRODUCTION:

The purpose of this report is to seek Council approval for delegation of approval of Homes policies and procedures for the three County of Elgin Homes.

BACKGROUND AND DISCUSSION:

The County of Elgin Homes (Bobier Villa, Elgin Manor and Terrace Lodge) requires policies and procedures that align with legislative requirements (e.g. Fixing Long-Term Care Act, 2021 and Ontario Regulation 246/22) to meet Ministry of Long-Term Care (MLTC) requirements, and to provide direction for all Homes staff in the provision of care and services.

Policies and procedures are reviewed annually, and with changes to legislation, by applicable staff which may include the Director of Homes and Seniors Services, Administrators, departmental managers, Infection Prevention and Control managers, Quality Improvement team, the Homes contracted service providers and partners (pharmacy, dietitian, medical directors, public health, etc.) to ensure alignment with current legislation and best practices.

Current practice entails all policies and procedures requiring approval by council which could result in a delay in implementation and/or an “unmet” during a MLTC home inspection. To support timely implementation and resident care and services, it is recommended that the Director of Homes and Seniors Services be provided the

authority to approve, ensuring that Homes policies and procedures are reviewed and approved by appropriate persons, as applicable.

FINANCIAL IMPLICATIONS:

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

Serving Elgin	Growing Elgin	Investing in Elgin
<input type="checkbox"/> Ensuring alignment of current programs and services with community need. <input type="checkbox"/> Exploring different ways of addressing community need. <input type="checkbox"/> Engaging with our community and other stakeholders.	<input type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth. <input checked="" type="checkbox"/> Fostering a healthy environment. <input type="checkbox"/> Enhancing quality of place.	<input type="checkbox"/> Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future. <input checked="" type="checkbox"/> Delivering mandated programs and services efficiently and effectively.

Additional Comments:

LOCAL MUNICIPAL PARTNER IMPACT:

N/A

COMMUNICATION REQUIREMENTS:

Pending council direction, staff will communicate updates to the approval process for Homes policies and procedures to appropriate persons to support timely review/revisions, implementation and positive outcomes.

CONCLUSION:

Staff recommend that authority to approve Homes policies and procedures, following appropriate review by applicable persons, be delegated to the Director of Homes and Seniors Services.



All of which is Respectfully Submitted

Michele Harris
Director of Homes and Seniors Services

Approved for Submission

Don Shropshire
Chief Administrative Officer/Clerk

