

Terms of Reference  
Committee of Management for Bobier Villa, Elgin Manor, Terrace Lodge

Purpose:

Municipal long-term care homes must have a governing body to act as the Committee of Management under the *Fixing Long-term Care Act, 2021* (“*FLTCA, 2021*”). The purpose of the Committee is to ensure legislative compliance with the *FLTCA, 2021*.

Composition:

The Committee of Management will be comprised of all members of County Council who meet the qualification criteria set out in the *FLTCA, 2021*.

Term of Office:

The term of office shall coincide with the term of office of members of County Council.

Meetings:

The Committee of Management will meet a minimum of four times a year.

Conduct of Meeting:

Meetings shall follow the process and procedures set out in the County’s Procedural By-Law, when conducted as part of a Council meeting, or the County’s Committee By-Law, if conducted as a standalone meeting.

Agenda topics may include any matter that is required for compliant governance of the Home(s). Some typical examples of the type of information that will be presented to the Committee include:

- Quarterly reporting (quality, performance measurement and continuous improvement; infection prevention and control, etc.)
- Occupancy averages
- Number of persons on the Homes wait list
- Ministry of Long-Term Care inspection report details, quarterly and annual reporting, if any
- Type and number of critical incident reports and written complaints
- Ministry of Long-Term Care updates from the Director (funding announcements, updates to legislation, etc.)
- Ministry of Labour visit report details
- Fire Inspection report details
- Homes departmental policy updates
- Project updates
- Agreement (new/extension) as per delegation by-law (provincial (LSAA, MSAA), service provider, students, etc.)

- Departmental highlights
- Challenges and Emerging Opportunities
- Resident Council highlights
- Family Council highlights

Staff Resources:

Director of Homes and Seniors Services and Homes Administrators will provide information. Administrative support to the Committee of Management to be provided by the Administrative Services Department, as required. Additional subject-matter expertise from the County's departments will be provided as-needed.