 Committee Report

# Report LTCR-CM-13-17

**To**: Chair and Members of the Committee of Management

**From**: Lynne Johnson, Director of Long Term Care

**Meeting Date:** August 1, 2017

**Subject: Committee of Management Terms of Reference**

**Status**: Recommendation adopted by Committee of Management as amended per Resolution CM04-17; Endorsed by Committee of the Whole August 10 2017 per Resolution CW178-17; Endorsed by County Council August 24, 2017 per Resolution CC46-17;

## Recommendation

1. **That report LTCR-CM-13-17 regarding the Committee of Management Terms of Reference be received; and**
2. **That the Terms of Reference be adopted as presented.**

## Background

The role of the Committee of Management is to provide governance oversight of the homes and is a requirement under the *Long Term Care Homes Act, 2007*. This requirement was previously met through the Social Services Committee.

A report and draft terms of reference for the Committee of Management was provided to County Council (LTCR-CW-12-17). The draft terms of reference is attached to this report for consideration and adoption by the Committee of Management.

## Financial/Staffing/Legal/Information Technology Considerations

Grey County is required to maintain a governance role. The draft terms of reference were developed to align with the requirements and standards outlined in the Long Term Care Homes Act 2007 and the Ontario Regulations 79/10.

The long term care Committee of Management will report to County Council.

## Link to Strategic Goals/Priorities

Delivering Excellence in Governance and Services

Respectfully submitted by,

Lynne Johnson
Director of Long Term Care

## Attachments and Background Information

Committee of Management Terms of Reference

 Terms of Reference

# Long-Term Care Committee of Management

## Purpose:

Municipal long-term care homes must have a governing body to act as the Committee of Management under the *Long-Term Care Homes Act, 2007* (LTCHA).

## Scope of Responsibilities

The Committee of Management considers the needs of residents, family members, employees, volunteers, and the community. It also considers implications for the Council-approved operating budget. The Committee of Management fulfills legislated governance responsibilities and may make recommendations to:

1. Make sure that all activities and decisions follow LTCHA, Ontario Regulation 79/10 and other legislation,
2. Provide approval for human resource and governance policies that are specific to long-term care,
3. Provide input into quality improvement activities,
4. Provide direction on recommendations from stakeholder inspections or operational reviews,
5. Provide input on annual capital and operating budgets, the treatment of surpluses and deficits, and overall financial performance, and
6. Oversee redevelopment under Ontario’s Long-Term Care Home Renewal Strategy.

## Membership

Members of the Committee of Management are appointed by Council and include four members of Council and the Warden. The term of office for the Committee of Management is a maximum of four years and will follow the term of County Council. Members may be reappointed for successive terms. Each member of the committee shall:

1. Become informed about long-term care in Ontario,
2. Take necessary measures to ensure that the corporation complies with legislation,
3. Be committed to achieving and maintaining the vision, mission and values of Grey County Long-Term Care, and
4. Promote and communicate positively with the public about Grey County Long-Term Care.

As legislated, an individual is no longer a member of the Committee of Management if he or she is absent from three consecutive Committee of Management meetings unless the absence is authorized by resolution of the committee.

## Chair and Vice Chair

A Chair and Vice-Chair are elected annually by the committee members at the first meeting of the year. A member’s term of chair ends at the first meeting of the Committee of Management in the following year. The chair may be re-elected but may not serve as chair for more than four years in a row.

## Meetings

The Committee of Management will meet at least four times a year.

## Quorum:

A quorum is more than 50% of the membership of the Committee.

## Statutory Authority

The Committee is guided by Grey County’s Procedural By-law, Council’s Code of Conduct as well as Provincial Acts and regulations.

## Reporting Relationship

The Committee of Management reports to Grey County Council.

## Lead Staff

Director of Long Term Care

Committee Coordinator