

To:	Chair Burley and Members of the Committee of Management
Committee Date:	November 6, 2018
Subject / Report No:	LTCR-CM-28-18
Title:	Committee of Management Terms of Reference
Prepared by:	Karen Kraus, Administrator Rockwood Terrace
Reviewed by:	Lynne Johnson, Director of Long Term Care
Lower Tier(s) Affected:	
Status:	Recommendation adopted by the Committee as amended as per Resolution CM49-18; Endorsed by County Council on November 22, 2018 as per Resolution CC112-18.

Recommendation

1. That report **LTCR-CM- 28-18 regarding the Committee of Management Terms of Reference** be received; and
2. That the **Terms of Reference** be adopted as presented.

Executive Summary

The Long Term Care Committee of Management is responsible for governance oversight and to act as the Committee of Management under the *Long-Term Care Homes Act, 2007* and associated regulations.

The Committee of Management fulfills legislated governance responsibilities within the scope of the terms of reference. The Committee may make recommendations to County Council on matters for which Council retains the decision-making role.

Background and Discussion

The Long-Term Care Committee of Management was initiated on August 1, 2017. The current terms of reference were approved at the initial meeting and subsequently approved by County Council on August 24, 2017.

The new committee fulfilled the legislative responsibilities that were previously met by the Social Services Committee prior to Grey County moving to the Committee of the Whole structure.

A year has passed since the committee was established and at a recent meeting the opportunity to revisit the terms of reference was raised. With the 2018 municipal election, there will be a change in the committee members. The current committee has experience with the Social

Services Committee and Committee of Management which provides full understanding of the role of the committee. By revisiting the terms of reference now, the transition for the incoming members can be focused on education and understanding of the long-term care portfolio.

Staff from Grey County and Sienna have reviewed the existing terms of reference and have made some recommendations. The revised document is attached to this report for consideration.

Legal and Legislated Requirements

Grey County is required to maintain a governance role in the operations of long term care.

The draft terms of reference meets the requirements and standards outlined in the *Long-Term Care Homes Act, 2007* and the *Ontario Regulations 79/10*.

It is not anticipated that there will be any recommendations from the Ministry of Health and Long-Term Care regarding the terms of reference for the Long-Term Care Committee of Management.

Financial and Resource Implications

None

Relevant Consultation

Internal: Clerks Department

External: Sienna Senior Living

Appendices and Attachments

[2018 Draft Terms of Reference Long-Term Care Committee of Management](#)

Long-Term Care Committee of Management

Mission/ Purpose:

The committee is responsible for governance oversight and to act as the Committee of Management under the *Long-Term Care Homes Act, 2007* (LTCHA) and regulations there under, and as may be delegated by Council and defined in these terms of reference.

Objectives:

1. To fulfill the role described under the heading “Governance role and responsibilities.”
2. To advise the Council of Grey County on those matters described under the heading “Advice to Council”, for which the Council retains the decision- making role.
3. To advise the Chief Administrative Officer (CAO) or designate on those matters described under the heading “Advice to the CAO”, for which the CAO or designate retains the decision- making role.

Governance roles and 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. Ensure all activities and decisions follow LTCHA, Ontario Regulation 79/10 and other legislation;
2. Monitors compliance by staff with the LTCHA and regulation there under, and other applicable legislation;
3. Provide input into quality improvement activities;
4. Establishes, amends and monitors achievements of a vision, mission and values, and in doing so, seek input from key stakeholders;
5. Monitors financial performance, and decides upon and directs such changes as it deems necessary;
6. Ensures evaluation of the quality of program and service delivery.
7. Receives advice and recommendations from the Residents’ and Family Councils regarding what the residents and family members would like to see done to improve care or the quality of life in the homes.

Membership

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

1. Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances (LTCHA, S. 69 (1)(a)).
2. Become informed about long-term care in Ontario,
3. Take necessary measures to ensure that the corporation complies with legislation (LTCHA, S. 69 (1)(a)),
4. Be committed to achieving and maintaining the vision, mission and values of Grey County Long-Term Care, and
5. 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.

Advice to Council

The committee may make recommendations to Council on the following matters, for which Council retains the decision-making role:

1. The annual operating budget and projects for the annual capital budget that would require County financial support in whole or in part;
2. Close of capital projects funded in whole or in part with the county financial support, and disposition of surpluses and deficits for such projects;
3. Oversee redevelopment under Ontario's Long-Term Care Home Renewal Strategy; and
4. Ratification of collective agreements between the County and the unions.

Advice to the Chief Administrative Officer (CAO)

The CAO is responsible for the management of Grey County long term care, meaning all matters not described under the headings "governance roles and responsibilities" and "Advice to Council", and delegates responsibilities to other staff in compliance with County policies. The committee may make

recommendations to the CAO or designate on any matter pertaining to the CAO's management responsibilities.

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, Provincial Acts and regulations, and other Grey County Policies as applicable.

Reporting Relationship

The Committee of Management reports to Grey County Council.