

<b>To:</b>	Chair Burley and Members of the Committee of Management
<b>Committee Date:</b>	March 12, 2019
<b>Subject / Report No:</b>	LTCR-CM-13-19
<b>Title:</b>	Confidential Operations Report
<b>Prepared by:</b>	Lynne Johnson, Director of Long Term Care
<b>Reviewed by:</b>	Kim Wingrove, Chief Administrative Officer
<b>Lower Tier(s) Affected:</b>	All Grey County
<b>Status:</b>	

## Recommendation

1. That report **LTCR-CM-13-19** regarding **Confidential Operations Reporting** be received; and
2. That a **Confidential Operations Report** be provided to the **Committee of Management** on a regular basis to manage risk and guide decision making.

## Executive Summary

The Long Term Care Committee of Management is responsible for the governance oversight of Grey Gables, Lee Manor and Rockwood Terrace in accordance with the *Long-Term Care Homes Act, 2007* and associated regulations.

Confidential, sensitive information involving human resources, labour relations, negotiations, personnel, operations and legal matters are a big part of everyday business. As a governing body, the Committee of Management requires knowledge of these areas to manage risk and guide decision making.

## Background and Discussion

With the transition to Sienna Senior Living, processes, systems and structures have been established to support enhanced information gathering and reporting. As a result, each home now provides a monthly Operational Report to the Committee of Management which is beneficial in ensuring that the committee members are apprised of operational matters in key areas.

It has been recognized that regular, consistent reporting of confidential information would further support risk management, guide decision making and enhance communication. To facilitate a standardized approach, it is recommended that a Confidential Operations Report be implemented. This report would be provided on an as needed basis and include information under the key reporting areas of Quality- Critical Incident System Reports and People: Staffing, Labour Relations/Grievances, and Workplace Safety and Insurance Board.

The Committee of Management Agenda will include a Closed Session which will identify the Confidential Operations Report. All guidelines and procedures for a Closed Session will be followed. Items outside the parameters identified above, that are of a confidential nature, would be listed separately as a closed session item on the agenda.

## Legal and Legislated Requirements

To fulfill all obligations of a Committee of Management as defined and required under the *Long-Term Care Homes Act, 2007* and regulations there under, and any other applicable legislation, the committee requires access to confidential information to manage risk and support decision making.

## Financial and Resource Implications

Not applicable

## Relevant Consultation

- X Internal- Homes Administrators, Clerks Department, Corporate Legal,
- X External- Sienna Senior Living

## Appendices and Attachments

*None*