

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 shall 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.