

## GRACE MANOR FAMILY COUNCIL MEETING NOTICE & AGENDA

<b>Date:</b>	<b>Wednesday, 12 March 2025</b>
<b>Time:</b>	<b>2:00PM to 3:00PM</b>
<b>Location:</b>	<b>Topic: Grace Manor Family Council Meeting Zoom Meeting</b> <b>Join Zoom Meeting</b> <a href="https://zoom.us/j/99211292179?pwd=0asY6eSAi7vPaAQDOtV9hIPzu0U8Gc.1">https://zoom.us/j/99211292179?pwd=0asY6eSAi7vPaAQDOtV9hIPzu0U8Gc.1</a> <b>Meeting ID: 992 1129 2179</b> <b>Passcode: 1234</b>

AGENDA Items
<b>Welcome - Michelle van B</b> <b>Old Business</b> <ul style="list-style-type: none"> <li>• <b>Approval of previous 12 Feb 2025 meeting minutes - (1 min)</b></li> </ul>
<b>New Business</b> <ul style="list-style-type: none"> <li>• <b>Roving Musicians – Liz T (2 min)</b></li> <li>• <b>Our Terms of Reference (ToR) – Fred B (3 min)</b> <ul style="list-style-type: none"> <li>○ Please review the current ToR (see attached appendix). The ToR outlines how we function as a family council. Does it still meet our needs? If you want any changes, please attend the Zoom meeting or send an email to <a href="mailto:gracemanorbramptonfc@gmail.com">gracemanorbramptonfc@gmail.com</a></li> </ul> </li> <li>• <b>GM Resident Activity Kits – Patricia R and Kris N (10 min)</b></li> <li>• <b>Eden Alternative Care Model – What is it? What changes will you see at GM? - ( 25 min ) Jacquie V</b></li> <li>• <b>2025 Action Plan Committee – Preliminary Results? (5 min) – Justine D and Fred B</b></li> <li>• <b>Home Updates –Justine D (10 min)</b></li> </ul>
<b>Fundraising / Projects</b> <ul style="list-style-type: none"> <li>• <b>Current Financial Statement - Denise</b> <ul style="list-style-type: none"> <li>○ \$3,000 is allocated to funding the Resident Activity Kits.</li> </ul> </li> </ul>
<b>Closing Remarks/Reminders</b> <ul style="list-style-type: none"> <li>• <b>Help Wanted:</b> We need your good ideas and observations to help improve the quality of life and care for the residents. Please consider volunteering for a role on the Executive Council or as an Advisor.</li> <li>• <b>Next meeting:</b> <b>Wednesday, 9 April 2025</b> at 2:00PM by Virtual Zoom.</li> <li>• <b>Resident Care Plan:</b> Essential document outlining the care provided to your loved one. To get a copy, contact Justine (905-463-7002 ext.5255 or <a href="mailto:Justine.Dudziak@hch.ca">Justine.Dudziak@hch.ca</a>) and sign a release form.</li> <li>• <b>GM Family Room:</b> Available to book for family events. Contact Kristine (905-463-7002 ext.5331 or <a href="mailto:Kristine.Nielsen@HCH.ca">Kristine.Nielsen@HCH.ca</a>) to reserve a date and time. You will need to fill-in a form.</li> <li>• Send your comments and suggestions to: <a href="mailto:gracemanorbramptonfc@gmail.com">gracemanorbramptonfc@gmail.com</a></li> </ul>
<b>Meeting adjournment</b>

# Terms of Reference

## 1. Name / effective date

Grace Manor Family Council

Effective date: 1 September 2021

Revision: Adopted at the 27 July 2021 meeting with a confirmed meeting schedule (Article 6) and amendment to (Article 7) Minutes and Agenda

Revision: Adopted at the 1 March 2022 meeting. Description of Treasurer role amended (Article 7) and date/time for regular meetings (Article 6) amended.

Revision: Adopted at the 14 March 2023 meeting. Revised with Ontario's new Legislation governing LTC (Article 3)

Revision: Adopted at the 11 July 2023 meeting to change the meeting day from the 2<sup>nd</sup> Tuesday to 2<sup>nd</sup> Wednesday of the month (Article 6)

## 2. Purpose and Goals

Grace Manor Family Council is an organized, self-led, self-determining, democratic group composed of the family members and friends of residents.

The role and purpose of the Grace Manor Family Council is to provide:

An organized voice in the decisions affecting resident's rights, living conditions and lifestyle while living at Grace Manor, Holland Christian Homes (HCH).

- A forum for mutual support; a respectful, caring and safe environment for family members and friends of residents.
- A forum to identify areas needed for improvement and to recommend strategies for advances regarding the care and services that are provided to Grace Manor residents.
- A forum to share and communicate important information about what is happening in the home and any changes in policies, procedures and administration directly related to resident care.

## 3. Membership

The Ontario Fixing Long-Term Care Act 2021 Section 65 (5) states that a family member of a resident or a person of importance to a resident is entitled to be a member of the Family Council of a long-term care home.

Grace Manor Family Council Membership is open to family members, caregivers and friends, i.e. person(s) of importance, who are in an actively supportive role and wish to participate in improving a resident's quality of life.

Should you no longer have a family member or significant friend in the home, you can maintain your participation. However, you can neither hold an executive office nor vote since you no longer have a direct connection to the home. You will become a Friend of the Family Council.

#### 4. Executive Officers and their Duties

Executive Officers of the organization will be the Chairperson, Co-chairperson, Secretary and Treasurer.

The Chairperson will preside over the meetings. In the event of his/her absence, the Co-Chairperson will preside. The Chairperson will set the Agenda for the meetings with input from the Executive Committee.

The Secretary will record the minutes of each meeting and maintain the minutes as a permanent record. Alternately, the Executive Committee may select a Staff Assistant to act as Secretary with the same duties but with no voting privileges.

The Secretary will also be responsible for completing designated forms relating to any requests for HCH Administrative action.

The Secretary will coordinate with Grace Manor Administration to ensure family members/persons of importance of new residents receive information on how to join Family Council.

The Treasurer will coordinate with fundraising volunteers and Holland Christian Homes accounts manager to maintain clear records of income and expenses.

The Executive Committee will consist of the Executive Officers.

Subcommittees will be set up as needed by the Executive Committee.

If an officer can no longer perform his/her duties, the Executive Committee will appoint an interim officer to serve out the remainder of the term.

#### 5. Elections

Elections will be held every year in October at the regular Family Council meeting. There will be an orderly transition of leadership.

At the September Family Council meeting, the elections will be announced.

The Secretary or a Nominating chairperson, selected by the Executive Committee, will provide a selection of candidates to the membership for election.

Nominations will be collected verbally during the September Family Council Meeting

Members are encouraged to volunteer on their own initiative to be considered for office.

Following their nomination, each nominee will provide a brief written statement (max 250 words) explaining why they wish to hold an executive position.

The list of nominees and nominee statements will be distributed to Council members at least two weeks before the election, so members can consider the choices.

Elections will be by secret ballot (if meeting is held in person) or by zoom poll (if held virtually). The secretary or Nominating Chairperson tallies the votes.

## 6. Meetings

Regular meetings will be held on the second Wednesday of every month from 2:00pm to 3:00 pm.

Meeting time or date can be changed by a simple majority vote, i.e. 50% plus 1, of the members present to accommodate holidays and a summer recess.

Subcommittees are formed and their meetings are held as deemed necessary.

Time will be allocated during each meeting for members to propose agenda items for future meetings.

The next meeting's notice will be posted on the HCH Website at least two weeks before the meeting.

## 7. Minutes and Agenda

The minutes, along with the next meeting's agenda, will be distributed via email at least two weeks before the next meeting. They will also be available at the designated bulletin boards in the home.

Approval of meeting minutes' by membership will be a standing item on the agenda to ensure accuracy.

## 8. Fundraising

Fundraising ideas will be discussed and approved at Family Council Meetings.

The Treasurer will provide monthly account statements. Holland Christian Homes Accounting maintains the monies in a separate Grace Manor Family Council Account.

## 9. Terms of Reference Amendments

Amendments to parts of these Terms of Reference may be made at any regular or special meeting, by a 2/3 vote, providing the suggested changes were circulated and discussed at the previous meeting. Approved amendments are effective immediately.

#### 10. Terms of Reference Annual Review

The complete Terms of Reference will be reviewed by the membership every March.

This Appendix is not part of the Terms of Reference

## Membership Resources Appendix

### Management Contact Information

<https://www.hch.ca/about-us/management-team/>

### Grace Manor LTC Inspection Reports

<http://publicreporting.ltchomes.net/en-ca/homeprofile.aspx?Home=2942>

### Ontario Fixing Long-Term Care Act 2021 – Resident Bill of Rights – Section 3

<https://www.ontario.ca/laws/statute/21f39#BK6>

### Ontario Fixing Long-Term Care Act 2021 – Family Councils – Section 65

<https://www.ontario.ca/laws/statute/21f39#BK85>

### Family Councils Ontario (FCO)

<http://fco.ngo/>

### ACR Family Council Handbook

<https://www.simcoe.ca/LongTermCare/Documents/Family%20Council%20Handbook.pdf>

### RNAO LTC Support: Connecting Families

<https://www.facebook.com/groups/1041669579549676>

### Restoring Trust: COVID-19 and the Future of Long-Term Care

[https://rsc-src.ca/sites/default/files/LTC%20PB%20%2B%20ES\\_EN.pdf](https://rsc-src.ca/sites/default/files/LTC%20PB%20%2B%20ES_EN.pdf)