

# 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

## 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 LTC Homes Act Section 59 (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 collect monies for the organization, disburse funds with the approval of the group and maintain the financial books as a permanent record.

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 first Tuesday of every month from 2:00pm to 3:00 pm.

Meetings 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

1. Ontario Long-Term-Care Homes Act - Family Councils - [Section 59](#)

<https://www.ontario.ca/laws/statute/07I08#BK75>

2. Family Councils Ontario (FCO)

(T) 647-427-5551 (TF) 1-877-622-9968

<https://fco.ngo/> and <https://fco.ngo/family-councils-101>

FCO Handbook/ Manual - (PDF copy) [FCO Manual \(fco.ngo\)](#)

<https://fco.ngo/files/FCO-Manual-1.2-Oct-2016.pdf>

3. [ACR Family Council Handbook](#) (a BC document but adapted from FCO materials)

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

4. [RNAO LTC Support: Connecting Families](#). A private Facebook group for family and friends who have loved ones in Ontario long-term care homes to share their stories and get support from those in a similar position

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