

THE CORPORATION OF THE CITY OF WINDSOR

MISSION STATEMENT:



Huron Lodge

"The City of Windsor, with the involvement of its citizens, will deliver effective and responsible municipal services, and will mobilize innovative community partners."

COMMITTEE OF MANAGEMENT REPORT	Report Date: January 27, 2012
Author's Name: Lucie Lombardo	Date of Meeting: March 5, 2012
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TO: **Huron Lodge Committee of Management**

SUBJECT: **Updated Terms of Reference**

1. **RECOMMENDATION:** City Wide: _____ Ward(s): ____

that the Committee of Management **APPROVE** the updated Terms of Reference discussed at the meeting of September 19, 2011 and enclosed for information.

2. **BACKGROUND:**

The Office of Continuous Improvement (OCI) completed a One-Pass review in the spring of 2011 and the report was reviewed in September 2011 at the Committee of Management meeting. There was a recommendation in the report to review the Terms of Reference for the Committee of Management. This was also an opportune time to review the Terms of Reference as Council moved to a new Standing Committee structure.

3. **DISCUSSION:**

The Administrator of Huron Lodge and the Manager of the Office of Continuous Improvement completed a survey of various Terms of Reference of other municipal and charitable long term care homes. This information was provided to the Committee of Management in December 2011. At the meeting in December, 2011 the Administrator of Huron Lodge was requested with the assistance of the OCI to come back with updated Terms of Reference which are attached as **Appendix A.**

The Long-Term Care Homes Act, 2007 - 0. Reg. 79/10 requires municipalities to establish and maintain a long-term care home. The Corporation of the City of Windsor has established historically and maintained a long-term care home known as Huron Lodge. Section 132 of the Long-Term Care Homes Act, 2007 provides that a Council of a municipality establish and maintain a long-term care home shall appoint from among the members of Council a Committee of Management for the home.

Section 285 of 0. Reg. 79/10 provides that a Committee of Management appointed under Section 132 of the Long-Term Care Homes Act, 2007 shall in the case of a municipal home be composed of not fewer than three members. The Committee of Management appointed under Section 132 of the Long-Term Care Homes Act, 2007 is a local board within the meaning of that term in Section 10.6 of the Municipal Act 2001 and therefore subject to the process, accountability and transparency provisions of the Municipal Act 2001.

The Council of the Corporation of the City of Windsor is required to update governance models in accordance with the sections of the Long-Term Care Homes Act, 2007 and has included the new Terms of Reference to be adopted by the Committee of Management Huron Lodge. Members will continue to be appointed as per the process contained in Procedure By-law 98-2011 of the City of Windsor.

The City Clerk representative will ensure that the Meetings; Terms of Reference; Agendas and other relevant information are posted on the Corporation of the City of Windsor website for information.

Respectfully submitted for your information,



Lucie B. Lombardo
Administrator, Huron Lodge



Melinda Munro
Manager, Office of Continuous
Improvement

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TERMS OF REFERENCE

COMMITTEE OF MANAGEMENT FOR HURON LODGE

COMPOSITION

The Committee of Management will be composed of the three (3) members appointed by City Council.

TERM OF OFFICE

The term of office for the members of the Committee of Management shall coincide with the term of office of members of City Council.

APPOINTMENT POLICIES and VACANCIES

Members of Committee of Management **will be** chosen according to the provisions of Part 22 of the City of Windsor Procedures By-Law 98-2011.

MEETINGS AND PROCEDURES

The Committee of Management will meet a minimum of three times a year.

The Committee of Management will appoint a Chair from among its members.

The Chair will call the members to order as the Committee of Management of Huron Lodge to conduct such business as appropriate under the provisions of section 132 of the *Long-Term Care Homes Act, 2007* and the Duties of the Committee of Management as set out in these Terms of Reference.

All time frames established in the *Long-Term Care Homes Act, 2007* and regulations shall be adhered to.

The process for all meetings of the Committee of Management for Huron Lodge shall be as set out in the City of Windsor Procedures By-Law 98-2011 for Standing Committees, including notice of meetings, meeting conduct, open and closed meetings and public notice of meetings and minutes.

DUTIES

The Committee of Management may provide information reports to Municipal Council.

The duties of the members of the Committee of Management are set out in the *Long Term Care Homes Act, 2007*. These duties are as follows:

- (a) To exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances; and
- (b) To take such measures as necessary to ensure that Huron Lodge complies with all requirements of the *Long Term Care Homes Act, 2007*; and

- (c) Specifically to take such measures as necessary to ensure that Huron Lodge complies with all requirements in the Resident's Bill of Rights, being Part II of the *Long Term Care Homes Act, 2007*; and
- (d) To report their suspicion to the Director (Ministry of Health and Long Term Care) of: improper or incompetent treatment or care of a resident that resulted in harm or a risk of harm to the resident; abuse of a resident by anyone or neglect of a resident by the licensee or staff that resulted in harm or a risk of harm to the resident; unlawful conduct that resulted in harm or a risk of harm to a resident; misuse or misappropriation of a resident's money; and
- (e) To report their suspicion to the Local Health Integration Network of misuse or misappropriation of funding provided to a licensee under the Act or the *Local Health System Integration Act, 2006*;

In fulfilling its duties, the Committee of Management may wish to:

- Receive reports from the Administrator of Huron Lodge and Executive Director of Long Term Care, or other persons with respect to administration of Huron Lodge and the fulfillment of the duties and obligations under the *Long Term Care Homes Act, 2007*.
- Provide opportunities for attendance, reports and presentations from family members, residents and community members.

STRATEGIC OBJECTIVES

Huron Lodge provides for the physical, psychological, spiritual, social and cultural needs of its residents and develops and maintains a home-like atmosphere that promotes a feeling of friendship, vitality and enjoyment in living.

The Committee of Management as a Committee of City Council supports the Community Strategic Plan Pillar: Our Society: Diverse and Caring and Huron Lodge provides services that support the community's commitment to:

Invest in Quality Living - Invest in the common good, maintaining convenient city services and enhancing our public spaces; and

Protect Community Wellness - Make sure citizens can pursue a healthy lifestyle, reach their full potential, and have timely access to comprehensive health care; and

Strengthen the Social Fabric - Take care of the basic needs of our residents, including shelter, accessibility to services, and programs to assist the most vulnerable among us.

STAFF RESOURCES

The City Clerk will provide administrative support to the Committee of Management. The Clerk shall carry out any duties to implement the Committee of Management's decisions and ensure that the Terms of Reference; Agenda and other related information are posted on the Corporation of the City of Windsor website as required.

Members will not receive remuneration.

HURON LODGE COMMITTEE OF MANAGEMENT

Homes for the Aged Act

61. A committee of management appointed under section 8 of the Act shall, in the case of a home, be composed of not fewer than three members and not more than one-half of the members of the council of the municipality and, in the case of a joint home, shall be composed of not fewer than two members of the council of each of the participating municipalities. R.R.O. 1990, Reg. 637, s. 61.

**THE CORPORATION OF THE CITY OF WINDSOR
COMMITTEE OF MANAGEMENT
HURON LODGE LONG TERM CARE HOME (LTCH)
TERMS OF REFERENCE**

PURPOSE:

City Council of The Corporation of the City of Windsor will maintain a LTCH in accordance with the Long-Term Care Homes Act, 2007 (LTCHA). (Appendix A)

ROLES AND DUTIES OF THE COMMITTEE OF MANAGEMENT:

1. The Committee of Management (C of M) will provide and oversee the performance and operation of the home as outlined in the LTCHA.
2. C of M will take such measure as reasonable to ensure compliance with the LTCHA.
3. The C of M will ensure continued quality improvement measures and monitor compliance through the Administrator and team at Huron Lodge.

APPOINTMENT AND TERMS:

Windsor City Council shall appoint the members of the Committee of Management. The term of the committee is established by Windsor City Council and is currently reviewed after each election and/ or as required if a member is no longer on the committee. A Chairperson and Vice Chair are chosen by the committee. All information at meeting is maintained on a confidential basis when dealing with residents and privacy information.

FREQUENCY OF MEETINGS:

The Committee shall hold the meeting at minimum three times per year and may meet more frequently at the call of the Chair.

CONDUCT OF MEETING:

Meetings shall generally be guided by the following:

1. Order of Business shall ordinarily be set out in the agenda except that the items may be taken out of order or added to the agenda at the discretion of the Chair by a majority vote of the members present.
2. All decisions of the Committee shall be made by resolution approved by the Committee and recorded by the Secretary of the Committee.
3. The Chair shall generally conduct the meeting in accordance with standard Rules of Procedure.
4. In the event of the absence of the Chair, the Vice-Chair or designate shall chair the meeting.
5. The Executive Director of Long Term Care provides the agenda items to the Council Committee Coordinator prior to the meeting for distribution.
6. The Secretary also provides agenda and minutes, record keeping and circulates information to the Committee of Council to advise them of all outstanding information.
7. The Terms of Reference and memberships will be reviewed by the Committee of Management on a regular basis.

MEMBERS:

Three (3) Members of Council

Reviewed March 2011