



## Terms of Reference

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### **BACKGROUND**

The Committee of Management 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.

From the Long-Term Care Homes Act, 2007:

*“Committee of management, appointment*

*132 (1) The council of a municipality establishing and maintaining a municipal home or the councils of the municipalities establishing and maintaining a joint home shall appoint from among the members of the council or councils, as the case may be, a committee of management for the municipal home or joint home. 2007, c. 8, s. 132 (1).”*

From Ontario Regulation 79/10

*Composition of committees of management*

*284. A committee of management appointed under section 132 of the Act shall,*

- a) in the case of a municipal home, be composed of not fewer than three members; and*
- b) in the case of a joint home, be composed of not fewer than two members of the council of each of the municipalities maintaining and operating the joint home. O. Reg. 79/10, s. 284.*

### **PURPOSE/MANDATE**

The Committee of Management considers the needs of residents, family members, employees, volunteers, and the community. It also considers recommendations for annual Business Plan and budget approvals for Council. The Committee of Management fulfills legislated governance responsibilities. Staff will design, develop, monitor, and evaluate service delivery so that the Committee may make recommendations pertaining to:

- Legislative compliance;
- Financial performance;
- Program and service delivery evaluation;
- Advice and recommendations from the Residents' and Family Councils; and,
- Alignment to the County's Strategic Plan.

# Terms of Reference

With assistance from staff, every member of the Committee of Management shall:

- Become informed about long-term care in Ontario;
- Exercise the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances; and,
- Take such measures as necessary to ensure that the County and Woodingford Lodge manages and operates three (3) Woodingford Lodge facilities (Ingersoll, Tillsonburg, Woodstock) in compliance with all requirements under the LTCHA.

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

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

## **COMPOSITION**

The Committee of Management will be comprised of all County Council members.

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

## **RULES OF PROCEDURE**

A Chair and Vice-Chair are elected annually by the Committee members at the first meeting of the year. A member's term of the 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.

The Committee of Management will meet at least four times a year.

A quorum is more than 50% of the membership of the Committee.

The Committee is guided by Oxford County's Procedural By-law, Council's Code of Conduct, Provincial Acts and regulations, and other Oxford County Policies as applicable.

## **COMMITTEE SUPPORT**

The County Clerk will provide administrative support to the Committee of Management, ensuring that the Terms of Reference, Agendas, and other related information are posted on the County's website as required. The appropriate County staff will carry out any duties required to implement the Committee of Management's decisions.

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