

Background

The Ministry of Long-Term Care's (MLTC) 2021-2022 strategic plan focusses on recovery from the COVID-19 pandemic and the ongoing modernization of the sector, built on four strategic pillars:

1. Integration of long-term care within the broader care continuum
2. Quality of care
3. Performance, oversight, and accountability
4. Physical infrastructure

To foster development, create new spaces, and upgrade existing older spaces to modern design standards, the MLTC introduced the Long-Term Care Development Program. The Program prioritizes the need to increase care capacity by creating 30,000 net new beds in the next decade, building new long-term care beds across the province, based on geographic demand and community need. Priority is being given to increasing access to basic accommodation beds, based on geographic demand and community need.

In response, County Council approved the recommendations contained in Report No. WDFL 2023-01 "Application for Long-Term Care Home Development" on January 25, 2023, providing staff direction to:

1. Submit an application to develop a minimum of 160 new long-term care beds in Ingersoll under the Province of Ontario's Long-Term Care Home Development Program; and
2. Work with the Ministry of Long-Term Care to explore additional long-term care bed needs in Oxford County, and opportunities to maximize efficiencies of existing County-operated homes through additional bed allocations.

Purpose / Mandate

To guide the alignment and implementation of an Oxford County long-term care master plan with the MLTC's strategic plan for modernizing long-term care on a provincial-wide basis.

The mandate of the Long-Term Care (LTC) Steering Committee is to foster and maintain a comprehensive understanding of the complexities facing the long-term care home sector so as to advise and make recommendations to Council regarding the development and implementation of the County of Oxford's application to the Province of Ontario's Long-Term Care Home Development Program, while simultaneously aligning efforts with the development of a multi-year master plan for Woodingford Lodge.

Responsibilities

Role of the Chair

The Warden and CAO will act as Co-chairs to facilitate Committee meetings.

Role of Members

Members of the LTC Steering Committee shall:

- Advise Council on the development and implementation of the County of Oxford's application to the Province of Ontario's Long-Term Care Home Development Program;
- Work with the Ministry of Long-Term Care, in conjunction with staff efforts, to explore additional long-term care bed needs in Oxford County, and opportunities to maximize efficiencies of existing County-operated homes through additional bed allocations;
- Collaborate with staff on the development of a multi-year master plan for Woodingford Lodge, ensuring master planning efforts and new home development efforts are aligned.

Declare any Conflict of Interest and exclude themselves from any discussion and / or voting where such a conflict exists or may exist.

Membership

- Warden
- Two additional members of Council appointed by Council
- Chief Administrative Officer
- Director of Woodingford Lodge
- Director of Public Works
- Director of Corporate Services
- Clerk, as secretary, non-voting
- Other staff members as deemed appropriate by the CAO as required.

The CAO may invite additional staff to attend particular meetings or join the Committee for a defined time period for the purpose of providing advice on a particular topic or agenda item. Ad hoc members follow the same rules and procedures as core members with the exception of having voting rights.

Workgroups

Workgroups may be formed to meet the objectives of the Committee and to provide input to or assist in coordinating the alignment of key strategic initiatives related to long-term care development in Oxford. Recommendations from workgroups will be presented at a regular LTC Steering Committee meeting for approval.

Term

Appointments will be made for the duration of the long-term care home and master plan development projects, with a re-consideration of membership following a municipal election.

Council may fill an appointed vacancy in the Committee at any time.

A review of the Terms of Reference should be done as needed or when a new Committee Member has been appointed. The Committee will submit an End of Term Report to Council as part of the project close-out process.

Time Commitment

The LTC Steering Committee will meet regularly at minimum on a monthly basis. The Co-chairs may call additional meetings as needed. Members must notify the Co-chairs if they are unable to attend a meeting.

Rules of Procedure

A majority of the number of Committee members shall constitute a quorum. Attendance at meetings shall be limited to Committee members or designated alternate, assigned staff, and invited guests, as approved by the Co-chairs.

Compensation and Expenses

Members of the LTC Steering Committee do not receive any additional remuneration.

Committee Support

The work of the Committee will be supported by staff from the County of Oxford.

Additional Information

Ministry of Long-Term Care's (MLTC) 2021-2022 strategic plan and related legislation

Province of Ontario's Long-Term Care Home Development Program Guidelines