

Subject: **TERMS OF REFERENCE FOR COMMITTEE OF MANAGEMENT**

Section: **ADMINISTRATIVE**

Approved By: **Committee of Management**

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Policy Number: **ADM-060**

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## **MANDATE**

According to Peterborough City and County Agreement of 12 September 2000, section 3.01 *Governance*:

*Fairhaven shall continue to be administered by a Committee of Management, subject to the provisions of the Long Term Care Homes Act and Regulations 79/10 and the regulations made thereunder, and any other applicable legislation. The Committee shall have complete and exclusive control, management of and supervision over the maintenance and operation of Fairhaven, including the employment of such staff as are required for the proper administration of Fairhaven.*

## **TERMS OF REFERENCE**

The Committee of Management will be responsible for:

1. Determining the organization's mission and values with input from residents, staff, volunteers, and the community.
2. Defining and documenting its scope of authority, roles and responsibilities.
3. Ensuring that there is a process in place for orientating newly appointed governing members and an ongoing education program.
4. Ensuring effective organizational planning and appropriate allocation of human, financial, and physical resources.
5. Monitoring and evaluating the organization's performance.
6. Assessing its own performance as a governing body.
7. Maintaining appropriate linkages and partnerships with other organizations, the community, and various levels of government.
8. Appointing and reviewing the performance of the Executive Director (ED).

## **COMPOSITION**

- Fairhaven shall be governed by a Committee of Management consisting of seven (7) members. The number of Directors shall be determined from time to time by the Committee of Management. The Mayor of Peterborough shall appoint two City Councillors, the Warden from the County of Peterborough shall appoint two County Councillors and three community representatives shall make up the Committee of Management Directors.

## **TERM**

Chair and Vice-Chair: A Director shall be elected as the Chair and Vice-Chair at the first meeting in the New Year for a term not to exceed two consecutive one year terms. In exigent circumstances, the Chair may be elected to a third consecutive year. A Director may stand for election for more than one term;

Municipal Appointments: Two (2) shall be members of the Council of the City of Peterborough and are appointed at the discretion of the Mayor of Peterborough. Two (2) shall be members of the Council of the County and are appointed at the discretion of the Warden County of Peterborough. Terms of office for City and County Councillors are directed by the Mayor and Warden

Three (3) shall be representatives from the community-at-large. These may be appointed for a term of one (1), two (2), or three (3) years;

Other: Regardless of the expiry of a term, all members of the Committee of Management shall serve until a successor is appointed.

## **MEETINGS**

A schedule of meeting dates is prepared annually.

Meetings are held:

- monthly
- as needed, or
- at the call of the Chair or designate

Written material is prepared and distributed to members in advance of regular meetings to include an agenda, minutes and whenever possible a financial report and ED's report and pertinent correspondence or documentation.

The quorum for meetings of the Committee is four (4) members.