

Subject: **FAIRHAVEN FAMILY COUNCIL TERMS OF REFERENCE**

Section: **Family Council**

Approved By: **Family Council**

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### TERMS OF REFERENCE

Fairhaven will have a Family Council with a mandate of improving the quality of life and quality care for all residents by promoting an atmosphere of sensitivity, caring and support among staff, family, and persons of importance to residents of Fairhaven.

### POWERS OF FAMILY COUNCIL

1. The name of the committee shall be Fairhaven Family Council.
  
2. The Family Council meets for reciprocal support, education and to advocate for residents when required. Specific functions of the Family Council include:
  - Provide support, information, advice, and advocacy for residents, family members and persons of importance to residents.
  - Build relationships with family members and persons of importance to new residents.
  - Share ideas for the purpose of problem-solving.
  - Sponsor activities for residents.
  - Maintain two-way communication between families and persons of importance to residents and administration.
  - Respect the rights and obligations of residents, family members and persons of importance to residents under this Act.
  - Respect the rights and obligations of the licensee under this Act .
  - Advise the licensee of any concerns or recommendations regarding the operation of the home.
  - Review MOLTC inspection reports and summaries.

- Request the licensee to appoint a Family Council Assistant.
- Invite the licensee to attend meetings as required.

### 3. Membership

- A family member or person of importance to a resident may attend.
- A family member or person of importance to a discharged resident may attend.
- All attendees may be a voting member.
- A staff member, licensee, administrator, or anyone involved in the management or a contractor of the long-term care home or MOLTC staff member may not be a member.

### 4. Officers of the Family Council Executive shall include:

- Chair (or Co-chairs) – presides over meetings.
- Secretary – records minutes of meetings and maintains minutes as a permanent record.
- Treasurer – oversees the collection and disbursements of funds, maintains the financial books – operating account under Fairhaven’s Personal Trust system.
- Term of Officers will be (1) year, with an option to extend.
- Members are encouraged to volunteer for executive positions.
- Annual elections are held in September.

### 5. Meetings

- Meetings will be held on the fourth Wednesday of every month.
- The Council has access to dedicated space for meetings.