



Parkview Home

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AUTHORITY

The Family Council operates under the authority of the Home's Administrator.

MISSION

Families and friends working hand in hand with the Home as another voice to provide support, share experiences and seek solutions to benefit all residents.

PURPOSE

Parkview Home Family Council through its combined efforts will:

- Support Residents' needs
- Support and encourage families
- Provide a forum for education and information
- Make positive changes by establishing meaningful lines of communication improving the quality of life for residents
- Report collective concerns for residents' daily living and family experiences
- Sponsor and plan activities for residents

MEMBERSHIP

A family member of a resident or a person of importance to a resident is entitled to be a member of the Family Council.

- Membership in the Family Council is open to all those defined as "family" under the membership rule.
- If there are participants on the council that do not meet the definition "family" their involvement can not be one of an elected official or have rights on voting items.
- The Family Council Committee will consist of a Chairperson, Vice Chairperson, Treasurer, Events & Fundraising Coordinator, Secretary and Resident Home Assistant.
- There will be a Chairperson, Vice Chairperson, Treasurer and a Secretary elected from the Family Council members, annually. In the case one of these elected members cannot fulfill their commitment, an election may be held when necessary.

ADMINISTRATION



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OFFICERS AND THEIR DUTIES

Officers of the organization shall be the Chairperson, Vice Chairperson, Treasurer, and Secretary and these make up the Family Council.

The **Chairperson** shall preside over all meetings. In the event of their absence, the Vice Chairperson will preside over the meeting.

The **Vice Chairperson** shall assist the Chairperson in all their duties and shall preside over all meetings in the event of their absence.

The **Treasurer** shall collect monies for the organization, disburse funds with the approval of the group and maintain the financial books as a permanent record.

The **Events & Fundraising Coordinator** will provide recommendations and oversee events and fundraising as agreed by the Committee, with their assistance.

The **Secretary** shall record and distribute the minutes of each meeting and maintain the minutes as a permanent record. The secretary shall also be responsible for completing and/or maintaining designated forms.

RESIDENT HOME ASSISTANT

The **Resident Home Assistant** (*Director of Program and Support Services*) shall liaise with the Family Council and is able to attend meetings where invited, and assists with communication between the Family Council and the Home.

MEETINGS

Executive Committee Planning Meetings will be held quarterly.

Member Meetings will be held quarterly, in the second month of each quarter, and on the third Thursday of that month.

Education Sessions will be held quarterly, in the third month of each quarter, and on the third Thursday of that month.

In the case where a vote is required by the family council, a minimum of five (5) members representing at least 4 different resident home areas must be present. If 4 resident home areas are not represented it may be

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resolved through an online vote of registered members.

Subcommittee meetings shall be held as deemed necessary by Council members.

AMENDMENTS

Amendments may be made to these terms of reference at any regular meeting of the Family Council, by 60 % of voting with at least 4 (four) different resident home areas being present providing the suggested amendments have been read at the previous meeting.

REPORTING

- The Family Council Committee will forward reports to the Home's Administrator and the designated Resident Home Assistant.
- Quarterly report will be provided to the Resource Development Committee to include a list of proposed fundraising events, what funds will be used for, staff involvement required and names of individuals/businesses from whom funds are being solicited.
- Suggestions or concerns will be presented in writing through the minutes to the Home Administrator. These are to be responded to in writing within ten (10) days and will be addressed by the Home Administrator and reviewed at the next Family Council meeting.

REFERENCE

Ministry of Health LTC Act 2007, Part IV Councils sections 59 – 68
Ontario Family Council Program

HISTORY:

Original Date: 03/2000
Revision Date: 05/2012
05/2014
06/2016
06/2017
11/2017
05/2019