

THE CORPORATION OF THE CITY OF CORNWALL

By-law # 2014-075

A By-law regarding the Committee of Management for the City's Long Term Care Home (Glen-Stor-Dun Lodge), adopting its Terms of Reference and repealing By-law 2010-092, and its Schedule A

Whereas The Council of The Corporation of the City of Cornwall established and maintains a Long Term Care Home in accordance with the requirements of the Long-Term Care Act 2007;

Whereas Section 132 of the Act requires a committee of management for the municipal home or joint home;

Whereas The Corporation of the City of Cornwall as well as the Council of the three united counties of Stormont, Dundas and Glengarry are the municipalities who established and maintain the Home known as Glen-Stor-Dun Lodge ("The Home");

Whereas The Corporation of the City of Cornwall ("The City") is the Service Delivery of the Long Term Care Home known as Glen-Stor-Dun Lodge;

Whereas it is necessary to modify the Committee's terms of reference from time to time.

Now therefore be it resolved that the Council of The Corporation of the City of Cornwall enacts as follows:

1. The Committee shall ensure that the Administrator:

a) provides for human and physical resources to achieve the mission of the facility;

- b) provides for a long range strategic plan to guide the development of future services and programs within the facility;
- c) revises the long range strategic plan as necessary and review the plan at least every three (3) years;
- d) provides for effective governance of the facility;
- e) provides for the development of goals for the facility;
- f) approves the organizational structure for the operation of the facility;
- g) ensures the appointment of a medical director/advisor to advise on medical-administrative matters affecting the operation of the facility;
- h) ensures that there are facility-wide quality assurance, risk management and occupational health and safety activities , receive regular reports on these matters and provide feedback to administration as a result of these reports;
- i) ensures the development of the facility wide policies;
- j) ensures that facility-wide policies are communicated to the community, other health care organizations and agencies, prospective residents and their families, and the staff and residents of the facility.

2. The Committee shall, in conjunction with the CAO:

- a) Evaluate the performance of the Administrator on an annual basis
- b) In conjunction with the Administrator, identify time frames and responsibilities for achieving the strategic goals

3. The Committee shall prepare, for Council approval, annual estimates of revenues and expenditures in accordance with the Ministry of Health, Long Term Care Division/ LHIN - Local Health Integration Network.

4. The Committee shall ensure that the requirements of the Long Term Care Homes Act of 2007 and its regulations continue to be fulfilled.

5. The attached Schedule "A", Committee of Management, Terms of Reference, form part of this By-law.

6. By-law 2010-092 and all its amendments, including By-law 2011-040, and attachments are hereby repealed.

Read a First Second and Third Time, in Open Council this 28th day of April, 2014.



HELEN FINN
CITY CLERK



BOB KILGER
MAYOR

Bylaw 2014-075 - Schedule "A"

COMMITTEE OF MANAGEMENT - TERMS OF REFERENCE

PURPOSE

The Glen Stor Dun Lodge Committee of Management is the body vested with the responsibility for providing overall guidance and management in accordance with the Long Term Care Homes Act S.O. C.8, 2007 and regulations of the City of Cornwall.

The Committee is responsible for ensuring that the programs of "the Home" are in keeping with appropriate legislation, policies and guidelines, and for reviewing the financial affairs of "the Home".

FUNCTIONS

1. Ensure "the Home's" adherence to appropriate legislation, policies and regulations.
2. To ensure that the home has a quality and risk management committee that is responsible to make recommendations to the committee on issues of compliance, ensuring performance based outcomes related to quality, risk and utilization as part of the Committee's fiduciary task.
3. Review the annual budget of "the Home" and recommend its acceptance to City Council.
4. Ensure that the strategic plan for "the Home" is in keeping with the forecasted needs of the community and are appropriate to "the Home's" mandate. In conjunction with the Administrator, identify time frames and responsibility for achieving the strategic goals
5. Supervise and monitor the performance of the Administrator in conjunction with the City of Cornwall's Administration.
6. Evaluate its performance in governing "the Home" at least every four (4) years.

MEMBERSHIP

- 1) The Committee of Management shall be comprised of:
 - a) Three (3) Members of the Council of The Corporation of the City of Cornwall, approved by City Council; and
 - b) Two (2) Members of the Council of the United Counties of Stormont, Dundas and Glengarry, approved by Counties Council; and
 - c) The Chair shall be rotated biennially (every two years) effective January 1st of each year. The first Chair shall be a Member of the Council of the City of Cornwall.

FREQUENCY OF MEETINGS

Meetings shall be held five (5) times a year during the months of January, March, June, September and November.

MINUTES

1. The Administrator shall appoint a secretary to record the minutes of each meeting.
2. Minutes shall be circulated prior to the next meeting.
3. Approved minutes shall be forwarded to all Council Members for information.

AGENDA

1. An Agenda will be forwarded to each Member prior to a schedule meeting, detailing the matters to be discussed.
2. Action on items arising from these minutes shall be dealt with by those concerned and feedback given at the next meeting.

QUORUM

A quorum shall consist of three (3) Members.

REVIEWS

Terms of Reference are to be reviewed annually.


Helen Finn
City Clerk


Bob Kilger
Mayor