

# Simcoe Manor Family Council

## 1. NAME

The name of the organization is Simcoe Manor Family Council.

## 2. MISSION STATEMENT

The Simcoe Manor Family Council's mission is to "Provide the best quality of life, and care, with a focus on independence for all residents. Promote an atmosphere of sensitive caring and support among staff, volunteers, friends, and family members".

## 3. GOALS

- To inform and educate families, by meeting and talking about the different roles and responsibilities of Simcoe Manor
- To share ideas, learn about the home and discuss various topics / issues. To encourage family and friends to voice their concerns, listen to one another and share their experiences
- To develop a communication system between families, residents, and Simcoe Manor staff in a multidisciplinary team approach
- To provide mutual support for family and friends of residents including those that are new to the facility
- To Inform new residents and families of the availability of family council and provide support and guidance

## 4. Family Council Participants and Participation of others

Family Council Participants consist of the Chairperson (Chair), Secretary, Treasurer and Participants

The Chair shall preside over all meetings. In the event of his/her absence, the Secretary shall preside.

The Secretary shall record and distribute the minutes of each meeting and maintain the minutes as a permanent record. Prior to circulation of the minutes, the Secretary shall review the minutes with the Participants for accuracy. Draft minutes are reviewed and approved at the following meeting. Approved minutes are posted in each home unit area on the unit's bulletin board.

The Chair shall act as a liaison as needed between the Family Council and the facility staff to request information and/or action. In the event of his/her absence, the Secretary shall preside.

If Chair, Secretary or Treasurer can no longer perform his/her duties, the other participants of Family Council shall vote and approve another participant in that role to serve out the remainder of the term.

A quorum shall be made up of **3** members. Decisions made by majority vote.

All family and friends of residents are welcome to attend any meeting of Council at any time. Everyone who participates regularly is considered a member.

Also, encouragement is extended to the continued participation of friends and relatives of residents who have passed away who can also share their knowledge and experience.

Administrative support is provided to the Family Council by a staff member designated by Simcoe Manor. He/she is a non-voting participant of Family Council.

## **5. Participation at Council Meetings**

Use of available technology is set up at regular Council meetings to allow individuals to participate. Council Conference information is posted on the bulletin board and Family Council County Website.

## **6. Selection of Chair, Secretary or Treasurer**

Selection of Chair, Secretary or Treasurer will be filled on an as needed basis

## **7. MEETINGS**

Meetings will normally be held the first Wednesday of each month, at 3:00 p.m. in person or virtually. Simcoe Manor staff will be invited to attend meetings as required to provide information to the Family Council. Subcommittee meetings shall be held as deemed necessary by Family Council members.

## **8. AMENDMENTS**

Amendments may be made to these Terms of Reference at any regular meeting of the Family Council, by a two-thirds vote, providing the suggested changes have been identified and discussed at the previous meeting.

Amendment: Posting of Family Council minutes in all Home area units, February 11, 2023

Reviewed and accepted, January 10, 2024

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Amended March 5/23 – scheduling of meetings

Amended February 1, 2023