

## Meeting Minutes

**Date:** Tuesday, June 13, 2017  
**Time:** 2:00 p.m.  
**Location:** Conference Room, St. Lawrence Lodge  
**Present:**

| Members Present |                |  |  |
|-----------------|----------------|--|--|
| X               | Pam Moorehouse |  |  |
| X               | Deb Steele     |  |  |
| X               | Candace Kaine  |  |  |
| X               | JoAnne Bell    |  |  |
| R               | Helen LeBlanc  |  |  |
|                 |                |  |  |

X = present

R = regrets

1. Welcome:  
Meeting commenced at approximately 2:05 p.m.
2. Call to Order:  
Pam Moorehouse agreed to chair the meeting and Candace agreed to take minutes. In light of recent changes to the composition of Family Council (FC), at present, we have representation from the following units: Elm, Maple and Cedar.
3. Terms of Reference and Governance:  
The group reviewed and discussed the 2012 document from the Ontario Family Councils' Program as well as the document on the SLL web site from 2014 that outlines items such as the Statement of Purpose, Membership, Committees, Meetings, and Documentation/Distribution of Meeting Activity. As the current members of Family Council have not reviewed the existing Terms of Reference (TOR) this is an activity that will be undertaken in the near future. As Family Councils are self-led, autonomous groups, it is especially important that the TOR be kept current and reflect the goals and realities of the members of Family Council at this location.

In the current Terms of Reference, it states that there shall be elections in November of each year to select a Chair, Vice-Chair and seven (7) members at large. There has not been a Chair in place for an extended period of time, and the current members of Family Council feel that having a Chair and Vice-Chair is a priority. For this reason, a process took place today and the following persons were elected:

Pam Moorhouse will be the Chair of Family Council for the next one year period.  
 Deb Steele will be the Vice-Chair of Family Council for the next one year period.  
 Candace Kaine will be the secretary for Family Council for the next one year period.  
 At this time, the only two Members at Large are JoAnne Bell and Helen LeBlanc. It should be noted that all previously identified members of Family Council were notified via email of this meeting and advised that the topics of discussion would include



Terms of Reference, governance and the identification of a Chair and Vice-Chair. In addition, a request was made to all Family Council members to identify whether or not they wished to continue. Bonnie Monteith advised that she formally tendered her resignation last week and Helen LeBlanc advised that she was unable to attend this meeting. No others responded to the email requesting their interest/commitment to continue as members of Family Council.

As has been discussed previously at several Family Council meetings, an informal poll of potential days and times of meetings has been undertaken amongst the members. It has been agreed that the **third Tuesday of the month at 2 p.m.** would be the preferred time and would allow all of the current members to attend on a regular basis. We do not require a luncheon and feel that dispensing with food would allow us to get down to business right away. *We recognize that we need to reach out to other potential members in order to have representation from all areas of the Lodge and this will be a FC priority over the coming year.*

Instead of having a roundtable at Family Council meetings, it was decided that the secretary will call for agenda items one week prior to each meeting and the FC member putting forward the item will provide an overview of the topic prior to the meeting and then will speak about it at the meeting for the benefit of all in attendance.

Further, we wish to meet during the summer as it is felt that three months between meetings is too long and issues need to be resolved in a timely manner. Once we have additional members in place, there will be an opportunity to create sub-committees to work on items such as the Terms of Reference.

With respect to broad communication about Family Council, it is requested that the information which appears on the SLL web site about Family Council (two paragraphs) as well as concrete information about how to reach members of Family Council (i.e. in addition to names, provide telephone and/or email contact information) be included in the next newsletter.

Members of Family Council wish to develop a working relationship with the members of Residents Council. We ask that FC be invited to the next Residents Council meeting to establish communication in order to more effectively represent the needs of residents in our advocacy role.

As discussed in several previous FC meetings, we wish to have at least one representative of the nursing management staff (ADOC and DOC) attend our meetings on a rotational basis as many of the issues raised fall under the auspices of nursing and we want to convey our suggestions first-hand to those in a position to facilitate change.

We are committed to working with the Administration of St. Lawrence Lodge to support residents, family members and staff at the Lodge and to make Family Council more effective. We look forward to a productive year.

**Next meeting date: Tuesday, June 20, 2017 at 2 p.m. (Boardroom)**

Minutes recorded by Candace Kaine