

**CONSTITUTION AND BY-LAWS**  
**OF THE**  
**FAMILY AND FRIENDS COUNCIL OF THE PETER D. CLARK CENTRE**

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**NAME**

The name of the organization shall be the Family and Friends Council of the Peter D. Clark Centre, herein referred to by the short title, "The Family and Friends Council".

**MISSION**

The Mission of the Family and Friends Council is to be a highly effective advocate for the residents of the Peter D. Clark Long Term Care Facility.

**OBJECTIVES**

The objectives of the Family and Friends Council are:

1. To provide a liaison between family members of residents and the administration of the Peter D. Clark Centre.
2. To provide a forum in which family members may express their concerns for the welfare of residents to a mutually supportive and enabling body.
3. To encourage cooperation and provide positive support for all those directly involved in enhancing the quality of life of residents of the Peter D. Clark Centre.
4. To encourage family members and others to participate in supporting the Peter D. Clark Centre in activities such as volunteer and fund-raising activities.
5. To maintain close liaison with other organizations of the Peter D. Clark Centre including the Residents' Council and other designated committees where support by the Family and Friends Council would be beneficial.
6. Seek ways to improve the quality of life of residents and assist family members to do so.

## GLOSSARY

- Peter D. Clark Centre:** The Peter D. Clark Long Term Care Facility, City of Ottawa, Ontario.
- Resident:** a person who is registered as a resident of Peter D. Clark Centre.
- Family Member:**
- (a) a relative of a resident,
  - (b) a person the resident designates as being 'family',
  - (c) a person who maintains an interest in and a commitment to the Peter D. Clark Centre after his or her relative no longer resides there. This person may have Power of Attorney on behalf of a resident and otherwise assist a resident with personal and related matters.
- Friend:** a person who does not have a family member as a resident and who is a friend of, and has an interest in, a resident.

## MEMBERSHIP

1. Membership is open to all family members, friends of residents, and persons who are or have been family members.
2. Membership fees may be established at the discretion of the membership.

## OFFICERS AND REPRESENTATIVES (EXECUTIVE COMMITTEE)

The members at the Annual General Meeting shall elect the following Officers:

President  
First Vice President  
Second Vice President  
Treasurer  
Secretary  
Alternate Secretary  
Membership Secretary

There shall be up to sixteen Representatives: two representatives of each of Elm, Maple, Pine and Willow Houses, one representative of each of the four Bungalows, and two to four representatives-at-large, identified by the Officers.

The Officers and Representatives shall constitute the Executive Committee.

### **DUTIES OF OFFICERS**

See Appendix A pages 5 and 6

### **COMMITTEES**

See Appendix A page 6

### **MEETINGS**

There shall be a General Meeting to be held every two (2) years.\*\* The date will be set at the discretion of the Executive Committee.

The Executive Committee shall meet at least five times per year at the call of the President. Executive Committee meetings shall be open to family members and friends of residents. The Executive Committee may call special meetings at any time.

### **NOMINATING COMMITTEE**

The President shall appoint the Nominating Committee at least six weeks before the Annual General Meeting. It shall be composed of two members of the Executive and one family member not currently on the Executive.

It is the duty of the Nominating Committee to seek and receive nominations and to ensure that there are sufficient candidates to fill all positions on the Executive Committee.

### **ELECTION OF OFFICERS**

The election of Officers shall take place at the Annual General Meeting and shall be conducted by the Chairman of the Nominating Committee.

In addition to the slate of candidates presented by the Nominating Committee, nominations of members who agree with such a nomination may be made from the floor. Where there is more than one candidate for a position, selection shall be made by secret ballot.

### **AMENDMENTS TO BY-LAWS**

This Constitution may be amended at any Special or Annual General Meeting of the Family and Friends Council by a two-thirds vote of those members present, provided prior notice of the proposed amendments has been posted to the membership at least 30 days before such a meeting.

### **TENURE OF OFFICE**

No person shall hold a specific office of Officer for more than five consecutive years unless there is no appropriate replacement and the person holding office is willing to continue in the position.\*

### **RULES OF ORDER**

As a guideline, accepted parliamentary procedures as set forth in Robert's Rules of Order shall form the rules of procedure of all meetings of the Family and Friends Council.

Adopted to take effect from June 6, 2004.

Amended October 26, 2008

\*Amended November 2, 2010

\*\*Amended Oct. 30, 2011

APPENDIX A

**DUTIES OF OFFICERS AND REPRESENTATIVES**

**OFFICERS**

**President**

Shall direct the affairs of the Family and Friends Council generally, shall keep in close touch with the Administrator of the Peter D. Clark Centre and other Councils and Associations of the Peter D. Clark Centre including the Residents' Council and the Volunteer Coordinator, and shall chair all meetings of the Executive Committee and the Family and Friends Council.

**First Vice President**

Shall perform duties and exercise the powers of the President in the absence of the President, and shall carry out such other Council duties as the President may direct.

**Second Vice President**

Shall perform duties and exercise the powers of the President in the absence of the President and/or First Vice President and shall carry out such other Council duties as the President and/or the First Vice President may direct.

**Treasurer**

Duties shall include collecting and keeping account of all monies of the Family and Friends Council and reporting on the finances at all meetings.

**Secretary**

Shall keep written minutes of all meetings, attend to correspondence and carry out other related duties delegated by the Executive, such as preparing and distributing notices of meetings and keeping permanent custody of the records of the Family and Friends Council.

**Alternate Secretary**

Shall perform the duties of the Secretary in the absence of the Secretary or by agreement.

**Membership Secretary**

Shall maintain an up-to-date list of Family and Friends Council members including their names, addresses, phone numbers and name of resident and relationship. The Membership Secretary shall arrange for family members to be furnished with such information as the Family and Friends Council may have for distribution and shall perform such other related duties as the Executive may direct.

## **REPRESENTATIVES**

### **House and Bungalow Representatives**

Shall serve as liaison persons between the residents' family members and the Family and Friends Council, shall maintain a general knowledge of the services and resources provided by the Peter D. Clark Centre as they may be pertinent to the interests of family members, and shall provide to such family members, such information and services as the Family and Friends Council may have available.

### **Representatives-at-Large**

Shall work closely with the other House and Bungalows representatives with emphasis on the identification and formulation of information and services that the Family and Friends Council might properly undertake.

**NOTE:** It is very important to ensure that whatever actions are taken to gain information, or to provide such information to family members, are compatible with the policies and practices of the Peter D. Clark Centre Administration, the Residents' Council, and the Coordinator of Volunteer Activities.

## **COMMITTEES**

The Executive Committee shall be responsible for implementing the mission and objectives of the Family and Friends Council in accordance with this Constitution and By-Laws.

The President may appoint standing or ad-hoc committees, as the need arises. The President shall be an ex-officio member of any such committee.

A quorum for the Executive Committee shall consist of six members. A quorum of the Family and Friends Council shall consist of 30% of the membership.

## **MEMBERS APPOINTED TO DESIGNATED COMMITTEES**

Members of the Executive Committee appointed to designated committees are empowered to act as contributing members to the activities of same, on behalf of the Executive Committee.

Adopted to take effect from June 6, 2004

Amended October 25, 2007.

Amended October 26, 2008.

APPENDIX B

**REMUNERATION**

No member of the Executive of the Family & Friends Council shall receive any remuneration for, or profit in any way from, their activities on behalf of the Council.

**DISSOLUTION**

If, for any reason, the Family & Friends Council should dissolve, the assets will be used for the purposes defined in the constitution, or shall be donated to a charitable organization with the same purposes as the Council.

Adopted to take effect from October 25, 2007.

APPENDIX C

**CODE OF CONDUCT**  
for the  
Family and Friends Council Executive Committee  
Peter D. Clark Long Term Care Home

**Preamble**

The members of the Family & Friends Council Executive Committee of the Peter D. Clark LTC Home have sought and acceded to their positions because of their belief in the vision and mission of the Council, namely to offer assistance to the residents, families and friends at Peter D. Clark LTC Home.

The conduct of an Executive Committee member will be guided by a spirit of openness, inclusiveness and mutual respect for the fellow Committee members in working to promote a strong Family Council.

The Executive Committee is committed to effective decision making and, once a decision has been made, speaking with one voice. Members are expected to attend Executive Committee meetings as required and to work with fellow Executive Committee members in a spirit of harmony and cooperation.

Specifically, an Executive Committee member will:

1. Endeavour to speak from personal knowledge and experience gained from a Long Term Care Home;
2. Participate in discussions at meetings and encourage others to do so, in an atmosphere of personal respect;
3. Encourage collaborative rather than compromise solutions;
4. Abide by and uphold majority decisions of the Executive Committee;
5. Respect the confidentiality of information on sensitive issues especially in personal matters;
6. Not speak for the Family & Friends Council unless authorized to do so.

Approved by FFC Oct. 23, 2012

APPENDIX D

**Policy on presentation requirements for Monthly Financial Reports**

1. All Executive Committee Members (Officers and Representatives as per the Constitution and By-Laws) will receive a copy of the Financial Statements. Subsequent to review, the FFC minutes will denote a motion to accept the Financials presented with a 2<sup>nd</sup> and CARRIED or NOT CARRIED. (If a FFC member has the right of vote, he/she also has the responsibility and right o f knowledge of the financial reporting)
2. Financial Statements will be provided on a monthly basis which shall include:
  - a) A Statement of Income & Expense
  - b) A detail of the Income & Expense transactions for the month
  - c) A Statement of Income & Expense to show year to date totals
  - d) A copy of the Bank Statement or Statements
  - e) A copy of the Bank Reconciliation Statement
  - f) Because the FFC meeting date is the 1<sup>st</sup> Tuesday of each month, the financial presentation will be for the month ending 30 days before the previous month to each meeting, i.e. November 6, 2012 meeting will include September 30, 2012 financials. The monthly financial statement will be distributed to FFC members for review prior to presentation at the monthly meeting.
3. In order to have ease of transaction there will be numerous signing authorities. The President, Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer and the Membership Secretary will be recorded as signing authorities.
4. When the Treasurer is unavailable to be contacted for an extended period of time (more than 3 weeks), the FFC cheque book will be given to the President to ensure a timely payment to a vendor.

Prepared by Pat Gordon on September 30, 2012

Revised Oct.2, and Oct. 23, 2012 by FFC Executive Committee

Final approval given by FFC on Oct. 23, 2012

**APPENDIX E**

**Excerpt from Ontario LTC Homes Act passed July 1, 2010\***

**Powers of Family Council**

**60. (1)** A Family Council of a long-term care home has the power to do any or all of the following:

1. Provide assistance, information and advice to residents, family members of residents and persons of importance to residents, including when new residents are admitted to the home.
2. Advise residents, family members of residents and persons of importance to residents respecting their rights and obligations under this Act.
3. Advise residents, family members of residents and persons of importance to residents respecting the rights and obligations of the licensee under this Act and under any agreement relating to the home.
4. Attempt to resolve disputes between the licensee and residents.
5. Sponsor and plan activities for residents.
6. Collaborate with community groups and volunteers concerning activities for residents.
7. Review,
  - i. inspection reports and summaries received under section 149,
  - ii. the detailed allocation, by the licensee, of funding under this Act and amounts paid by residents,

**Note: On a day to be named by proclamation of the Lieutenant Governor, subparagraph ii is amended by the Statutes of Ontario, 2007, chapter 8, subsection 195 (7) by adding “and the *Local Health System Integration Act, 2006*” after “this Act”. See: 2007, c. 8, ss. 195 (7), 232 (2).**

- iii. the financial statements relating to the home filed with the Director under the regulations, and

**Note: On a day to be named by proclamation of the Lieutenant Governor, subparagraph iii is repealed by the Statutes of Ontario, 2007, chapter 8, subsection 195 (8) and the following substituted:**

- iii. the financial statements relating to the home filed with the Director under the regulations and with the local health integration network for the geographic area where the home is located under the *Local Health System Integration Act, 2006*, and

**See: 2007, c. 8, ss. 195 (8), 232 (2).**

- iv. the operation of the home.
8. Advise the licensee of any concerns or recommendations the Council has about the operation of the home.
9. Report to the Director any concerns and recommendations that in the Council’s opinion ought to be brought to the Director’s attention.
10. Exercise any other powers provided for in the regulations. 2007, c. 8, s. 60 (1).

**Duty to respond**

**(2)** If the Family Council has advised the licensee of concerns or recommendations under either paragraph 8 or 9 of subsection (1), the licensee shall, within 10 days of receiving the advice, respond to the Family Council in writing. 2007, c. 8, s. 60 (2).

\*Inserted for reference purposes only.