



## Terms of Reference

### Mandate

1. To serve as an advocacy voice on behalf of Family Council Network 4 (FCN4).
2. To research and analyze data that will support improvements in identified issues for residents living in Long Term Care (LTC) in the Ontario Health Regional West.
3. To communicate with and inform the Ministry of Long-Term Care and regional Members of Provincial Parliament of the key issues and changes required that will provide a positive quality of life for residents in LTC homes.
4. To provide education and act as a resource to family councils in Long-Term-Care homes in the FCN4 region.
5. To communicate and work collaboratively with Family Councils of Ontario and allied organizations that share a similar vision for LTC residents care issues.
6. To continually question the status quo and look ahead to potential issues and solutions.

### Deliverables

- Identify key issues of residential care shared by Family Councils in the FCN4 region.
- Focus discussions and decision making on issues that are common to the majority of Long-Term Homes and do not highlight one example or story of a specific resident.
- Participate in surveys, education sessions and information sharing with FCN4 members to ensure key issues and proposed solutions reflect the consensus of members.
- Develop position papers with key issues and proposed solutions to mitigate harm and promote a recognized standard of quality of life for residents in LTC.
- Communicate regularly, provide feedback, and seek approval for focus and activities of the FCN4 membership.
- Use consensus as the decision-making process of the committee.
- Fundraise as necessary since the Committee is voluntary and does not receive financial support from any branch of provincial government.

### Membership

1. Membership is voluntary and is approved by current committee members.
2. Designated positions and roles such as chair, secretary, finance and Identified project leads are appointed by the committee as determined to meet the current political and social needs.
3. Meeting schedules will be determined by the current members of the committee
4. Minutes of the meeting will be recorded by the secretary and distributed to all members and the chair of FCN4.

### Current Membership (November 2022)

Chair: Carol Dueck  
Past Chair/ Finance Tom Carrothers  
Webmaster Peter Gnish  
Janet Volkes  
Wendy Schrama  
Anne Elliot

Ex-Officio Robert Gadsby Chair of FCN