

## RESIDENTS' COUNCIL MEETING MINUTES

This document encompasses the full scope of influence awarded to Residents' Councils through the Long-Term Care Homes Act, 2007 (LTCHA, 2007). If you are interested in the legislation that corresponds to sections of the template, please consider reviewing, OARC's companion document "Understanding Our Law and Residents' Councils: Long-Term Care Homes Act, 2007" located at [www.ontarc.com](http://www.ontarc.com)

Home:

Date:

Time:



Residents in Attendance:



Approved Guests:



Residents' Council Assistant:

**1.0 CALL TO ORDER: WELCOME, ADOPTION OF AGENDA**

Call to Order:  By:

Opening Guidelines read by:

Review and Adoption of Agenda:  Motion accepted by:

**1.1 Review of Previously Approved Minutes**

Read by:

**1.2 Business Arising from Previous Minutes**

## 2.0 REGULAR BUSINESS



### 2.1 Concern Response Review

OARC suggests: Attach written responses from Administrator to Residents’ Council meeting minutes. All responses not approved by Council should be carried forward to current minutes.

Issue/Concern	Written Response Received yes/no	Date of Written Response	Action Taken as per Written Response	Council Approval of Action	Resolution yes/no/ ongoing



### 2.2 Residents’ Bill of Rights Review

OARC suggests: Prior to each Residents’ Council meeting, choose 2-3 Residents’ Rights to discuss and give an example that would have meaning to residents in their home. Reference: CLEO Every Resident booklet may be helpful.

Residents’ Right #	Residents’ Right Title	Discussion



### 2.3 Treasurer's Report

Opening Monthly Balance:  Income:

Expenses:  Ending Statement Balance:

\* If available, attach bank statement.

Read by:

Discussion:

Acceptance moved by:  Motion seconded by:



### 2.4 Committee Reports

\_\_\_\_\_ Committee Report \_\_\_\_\_ Spokesperson

\_\_\_\_\_ Committee Report \_\_\_\_\_ Spokesperson

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**2.5 Home Areas Updates and Discussion**

Program Area	Recommendations/Concerns/Celebratory Comments
Nursing and Personal Care	
Restorative Care	
Administration	
Religious Spiritual Care	
Environmental Services	
Volunteers	
Recreation and Social Activities	
Nutrition and Hydration Care	
Other: Medical, Staffing	

### 3.0 COMMUNITY INVOLVEMENT DISCUSSION

OARC suggests: Residents are encouraged to become active in their communities outside of their long-term care homes whenever possible. This section is designed to capture community involvement.

### 4.0 OUR MINISTRY OF HEALTH AND LONG-TERM CARE (MOHLTC) LONG-TERM CARE HOME QUALITY INSPECTION PROGRAM REPORT(S) DISCUSSION

OARC suggests: Discuss any concerns, reactions and issues with the Inspection Report. Consider inviting the Administrator or the Department Manager to the next meeting to provide clarification and identification of actions taken by your home.

Report Type:

Discussion:

### 5.0 QUARTERLY RESIDENTS' COUNCIL AGENDA ITEMS DISCUSSION

#### 5.1 Administrator's Report and Consultation

 **5.2 Continuous Quality Improvement Report (CQI)**

OARC suggests: The Administrator provides an update of Continuous Quality Improvement (CQI) initiatives, including Quality Improvement Plans (QIPs). Together, identify opportunities for residents to become involved in quality initiative in the home.

**6.0 ANNUAL RESIDENTS' COUNCIL AGENDA ITEMS DISCUSSION**

 **6.1 Home's Financial Statement**

 **6.2 Detailed Allocation of Funding Report**

 **6.3 Resident Satisfaction Survey**

This is a 3-step process. Residents' Council is to: 1. Review existing survey, determining if there are areas for input capturing what residents feel is important. 2. Receive and fill out current year survey. 3. Receive survey results and work with management providing advice on how to increase satisfaction and quality.


 **6.4 Resident Information Package**

OARC suggests: Residents' Council to work in collaboration with administration to create the Residents' Council brochure to be included in admission package.

**6.5 Dining and Snack Review**

 6.5 (a) Menu Planning

OARC suggests: Residents' Council review all menu cycles which align with the home's schedule.

 6.5 (b) Meals and Snack Times

OARC suggests: Residents' Council review the meal and snack times of their home.

 **6.6 Residents' Council Assistant**

OARC suggests: Residents' Council to review acceptance of the Assistant on an annual basis.

 **6.7 Home's Mission Statement**




**7.0 NEXT MEETING**


Date:  Time:


**8.0 ADJOURNMENT**

Time:  Adjourned by:  Seconded by:

Closing Remarks Read by:

 Minutes approved by:  Date:   
*Residents' Council Sub-Committee*

 Residents' Council has given consent to post minutes  YES  NO

 Administrator Acknowledgement:  
*I acknowledge concerns and/or recommendations brought forward by Residents' Council.*  Date:   
*Administrator*