

DEMYSTIFYING RESIDENTS' COUNCILS BYLAWS:

What are bylaws and why are they important for every Residents' Council?

Presented by:

Melissa Matheson, OARC Education & Home Support Manager Stephanie Ventura, OARC Director of Education

Land Acknowledgement

Together, let us now pause as we acknowledge the Indigenous Peoples of all the lands that we are on today, from wherever we are virtually participating in today's meeting. Let us take a moment to acknowledge the importance of the land we each call home.

We do this to affirm our commitment and responsibility to improving relationships between nations, and to improving our own understanding of local Indigenous Peoples and their cultures.

We acknowledge the ancestral and unceded territory of all the Inuit, Métis, and First Nations people who call this nation home.

Let us now join in a moment of reflection to acknowledge the harms and mistakes of the past and to consider how each of us, in our own way, can move forward in a spirit of reconciliation and collaboration.

Webinar Housekeeping



Chat Box

The Chat feature is disabled during this session.



Question Box

Type questions in the Q&A box.

We will answer as many as possible during the presentation.



Recording

A recorded version of this webinar will be available on OARC's website.
www.ontarc.com



Evaluation

After the webinar, a pop-up screen asking you to complete a survey will appear. Your feedback and suggestions are appreciated.



Our Time Together

- The Fixing Long-Term Care Act, 2021 (FLTCA):
 - What does it say about Residents' Councils?
 - What is missing?
- Bylaws:
 - OWhat are they?
 - Why does your Residents' Council need them?
 - OARC resources available to help
- Case Studies: From the OARC Home Support Archives
- Questions?



The Fixing Long-Term Care Act, 2021 (FLTCA)

What does the legislation say about Residents' Councils?

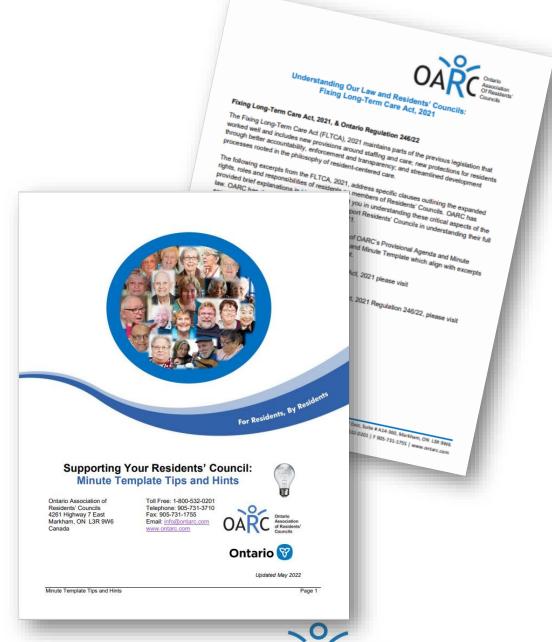
- Mandates that a Residents' Council exist in every LTC Home
- Requires homes to appoint an assistant who is acceptable to the Council
- Specifies how and what home management will communicate with the Council
- Awards powers to the Residents' Council
- Requires homes to assist their Councils in exercising their powers without any restrictions or interference





What is missing?

- The "how"
 - How often are meetings held?
 - How do we create an agenda?
 - How are minutes shared?
 - How do we make decisions?
 - How are purchases approved?
 - How do we exercise our powers?





What are Bylaws?

"rules adopted by an organization chiefly for the government of its members and the regulation of its affairs."



"Bylaw." Merriam-Webster.com.

Merriam-Webster, n.d. Web. 30 Oct. 2017.



Why Do Residents' Councils Need Bylaws?



- To provide guidance and direction
- To help eliminate confusion
- To encourage consistency and continuity
- To help meet specific needs of residents living in the home
- So that residents can shape the place they call home



OARC Resources Available to Help



- In response to a growing demand, OARC has created a new Bylaws Fact Sheet.
- This fact sheet can serve as a "quick start" guide or as a conversation starter that Residents' Councils can use to initiate the Bylaws discussion.

RESIDENTS' COUNCILS

BYLAWS

Ontario Long-Term Care Homes

This information sheet is intended to support Residents' Councils in creating a set of operating bylaws. In addition to the examples and frequently asked questions below, the back page provides a step-by-step process for creating bylaws that Councils can choose to follow.

EXAMPLES OF BYLAWS:

Meeting Frequency

"Residents' Council meetings are held on the third Thursday of every month, from 2-3pm."

Membership

"ALL residents are members of the Residents' Council."

Sharing Meeting Minutes

"Meeting minutes will be prepared by the Council Assistant and approved by the Council President within one (1) week of the meeting. Approved minutes will be posted in each home area and printed for all members in attendance."

Leadership Structure

"The Council has adopted a Shared Leadership Model, where one (1) representative from each home area is part of the Executive Leadership Team."

See OARC's Bylaws Template for more

WHAT ARE BYLAWS

Merriam Webster's dictionary defines "bylaw" as "a rule adopted by an organization chiefly for the government of its members and the regulation of its

WHY DO COUNCILS NEED BYLAWS?

The Fixing Long-Term Care Act, 2021 outlines the scope and powers of

Residents' Councils, and the long-term care home's obligations to the Council. The Act does not specify how meetings take place, and how Councils carry out their scope and powers. Bylaws are designed to provide guidance and direction and eliminate confusion they are agreed upon rules about how the Council operates.

DOES EVERY RESIDENTS' COUNCILS HAVE THE SAME BYLAWS?

No. Every Residents' Council is run differently in response to the specific needs and preferences of its members. Bylaws reflect the unique circumstances of individual Councils.

hds using our customizable <u>bylaws template</u> to guide you through process. Helpful prompts ensure that your bylaws are thorough ve, covering all areas of your Council's operations.

is putting together a small working group of Residents' Council the bylaws. Consider including your Council Assistant to be a

AW TEMPLATE STEP BY STEP

up meeting, start from the beginning of the document and The document includes prompts to insert specific our Long-Term Care Home name, meeting dates, locations ur Residents' Council's needs, you may wish to plan for

BYLAWS TO A RESIDENTS' COUNCIL MEETING

up is satisfied with the drafted bylaws, bring them to a ncil meeting to review. Encourage members to contribute old a vote to approve and implement them.

eached a consensus about the bylaws, they are ready to copy on your Residents' Council board or keep a copy It is important to communicate your bylaws to residents

laws are reviewed annually and updated where d changes must be approved by Residents' Council.

plate, available in English and French:

By Residents

800-532-0201

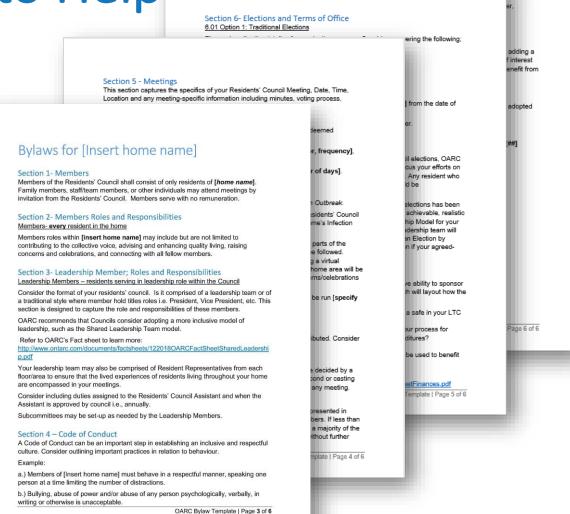
O, Markham, ON, L3R 9W6



OARC Resources Available to Help

Bylaws Template

- A ready to use, customizable template featuring sections for the most common areas of need
- Easy to use "as is" by plugging in Council-specific information
- OARC team members are available to assist



Section 8- Representation

In this section capture how your home aims to capture the true collective voice of ALL

residents. This may be a process, a practice, a promise, a subcommittee etc.

OARC Resources Available to Help

The OARC Team



Peer Support



Case Studies: From Real Home Support Calls

- Before we get to your questions, we'd like to give you some examples of real Home Support calls and questions that OARC has received
- In each example, OARC has recommended that Bylaws be created







Ontario Association of Residents' Councils

Thank you!



1-800-532-0201 www.ontarc.com

