



# **Strathmere Lodge Committee of Management**

## **Terms of Reference**

Date: February 10, 2026

Adopted: March 10, 2026

## **1. Mandate**

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The Strathmere Lodge Committee of Management (the “Committee of Management”) is established in accordance with the *Fixing Long Term Care Act, 2021* (the “FLTCA”) and is responsible for ensuring compliance with all requirements of the FLTCA and regulations thereunder and exercising any authority that may be delegated by Council and defined in these Terms of Reference.

## **2. Membership**

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The Committee of Management is comprised of all members of County Council for the term of Council.

As a condition of membership, members of the Committee of Management are required to provide a police record check and signed declaration disclosing certain criminal charges, convictions, and misconduct in accordance with the *FLTCA* and Middlesex County Human Resources Policy 1.02.1.

If a member is charged with, or convicted of, a prescribed offence, the member must immediately report the charges or convictions to either the Strathmere Lodge Administrator, Chief Administrative Officer and/or Human Resources.

## **3. Meetings**

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The Committee of Management shall meet as part of regular meetings of County Council, on an as needed basis. A special meeting of the Committee of Management may be convened at the call of the Chair.

The Warden shall be the Chair of the Committee of Management. The County Clerk shall provide administrative support to the Committee.

## **4. General Responsibilities**

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The Committee of Management is responsible for:

- Fulfilling all obligations of a Committee of Management as defined and required under the *FLTCA* and regulations thereunder, and any other applicable legislation;
- Providing input into quality improvement activities;
- Monitoring the delivery of programs and services to residents of Strathmere Lodge by periodic review of performance information; and
- Approving policies that are specific to long-term care.

## **5. Specific Responsibilities**

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The Committee of Management shall:

- Review and approve an annual declaration of compliance; and
- Review and approve the Provincially required Annual Quality improvement plan.

Members of the Committee of Management shall:

- Fulfill all obligations as defined and required under the *FLTCA* of individual Committee members;
- Attend all meetings of the Committee of Management;
- Avoid any action that discourages, is aimed at discouraging, or has the effect of discouraging a person from engaging in whistleblowing activities, under s.30(6) of the *FLTCA*;
- Refrain from seeking membership on the Family Council at Strathmere Lodge, under s.65(6) of the *FLTCA*;
- Become and remain informed about issues affecting the long-term care sector in Ontario;
- Commit to achieving and sustaining the vision, mission, and values of Strathmere Lodge. Engage and communicate positively with the public about Strathmere Lodge;
- Report concerns about the care of residents and the administration of the home listed in section 28(1) of the *FLTCA*, to the Strathmere Lodge Administrator;
- Comply with the County's Code of Conduct, the *Municipal Conflict of Interest Act*, the *Municipal Freedom of Information and Protection of Privacy Act* and all other applicable County by-laws and policies.

## **6. Strathmere Lodge and County Staff**

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The following staff may be involved in the Committee, but are not members of the Committee:

- Strathmere Lodge Administrator
- Middlesex County CAO
- County Clerk and/or delegate(s) as set out in writing;
- Other staff as approved by the Committee.

In order to assure the Committee that its obligations have been discharged in accordance with the *FLTCA*, staff will bring forward reports to the Committee of Management, through the Strathmere Lodge Administrator, regarding the operation of the Lodge.

## **7. Authority, Decision-Making and Relationship to County Council**

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The Committee of Management is responsible for ensuring compliance with all requirements of the *FLTCA* and regulations there under and may exercise any authority delegated by Council and defined in these Terms of Reference.

County Council retains decision-making authority over the following matters:

- the annual operating budget and projects for the annual capital budget;
- closure of capital projects and disposition of surpluses and deficits for such projects;
- ratification of collective agreements between the County and Unifor Local 302, and between the County and the Ontario Nurses Association Local 21;
- purchasing and procurement;
- any other matters that, by reasonable interpretation of the *Municipal Act, 2001*, Council by-laws, resolutions and policies, are determined to be within Council's decision-making role.

## **8. Procedure**

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The Committee shall follow the County's Rules of Procedure By-law #7264, as amended. The provisions of these Terms of Reference prevail to the extent of any conflict.

## **9. Confidentiality**

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Members of the Committee of Management may be permitted to access confidential information. All Members are required to hold in strict confidence all confidential information concerning matters dealt with by the Committee of Management.

## **10. Compensation**

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It is acknowledged that there are no per diems associated with attendance at meetings of the Committee of Management.

## **11. Removal of Member**

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A member shall be removed from the Committee of Management where the member:

- has been convicted of an offence described in clause 80(4)(a) of the *FLTCA*;
- has been found guilty of an act described in clause 80(4)(b) of the *FLTCA*; or

- fails to fulfill the obligations of individual Committee of Management Members set out in the *FLTCA*.