

MICs SOUTH CENTENNIAL MANOR PROJECT ADVISORY COMMITTEE Terms of Reference

Purpose

Provides advice and insight to the Project Manager and MICs CEO re the SCM Project in view of its completion in a timely and efficient manner within the designated budget. The quality of life of the present and future residents of South Centennial Manor will always be at the forefront when recommendations are determined.

Responsibilities

- Review plans based on functionality, best practice, safety of staff and residents, infection control, resident centered, etc. and offer and offer advice and recommendations.
- Seek input/gather information from all stakeholders using the most appropriate means (face to face, questionnaires, site visits, etc.) Establish subgroups when necessary.
- Review and summarize pertinent information received and report to CEO and MICS Board through the Project Manager.
- Actively participate in meetings through attendance, discussion, and review of minutes and pertinent documents.
- Support open discussion and debate and encourage fellow members to voice their insights.
- Serve as a liaison with the stakeholders and community members to ensure that all voices are heard.
- Be an advocate for the project and act on opportunities to communicate positively about the project.
- The advisory committee has no delegated authority in relation to the project.

Project Advisory Committee Chair

The advisory committee will be chaired by AGH Board Member or designate.

Responsibilities of the Project Advisory Committee Chair

- Sets the agenda for each meeting.
- Ensures that the agenda and supporting materials are delivered to the members in advance of the meetings.
- Presides over meetings, encouraging broad participation by all members.
- Summarizes the findings of the committee and reports to the MICs board regularly.
- Finds replacement for members who discontinue participation.

Meetings and Attendance

Committee members are asked to serve and attend committee meetings for the duration of the project. Meetings are at the call of the Chair as required. Other staff members, community stakeholders, experts, and consultants may attend the meetings at the request of the Chair.

Meeting Quorum

To meet quorum, 50% plus 1 of the members must be present including the Chair or replacement.

Advisory Committee Members Skills and Attributes

Community members will be selected based on:

- Knowledge, expertise, experiences with Long Term Care,
- Ability to represent the interest of stakeholders
- Ability and motivation to foster strong public participation and support the project to its completion.

Those who have the following competencies are encouraged to apply:

- Familiarity with LTC and multiple stakeholder perspectives
- Communication and public networking skills
- Teamwork and problem-solving skills

Advisory Committee Structure

- The Project Advisory Committee will be comprised of up to 6 members.
- Community members-at-large (up to 3)
- Project Manager
- AGH Board Member
- LTC Lead

Representatives from stakeholder groups (Resident/Family Council, EMS, SCM Fundraising Committee, First Nations, Clergy, AGH/SCM Auxiliary, etc.) and from local organizations (Home and Community Services, Chamber of Commerce, Northern College, BSO, etc.) will be invited to attend at the request of the chair when input needed is under their domain of expertise and/or interest.

Selection Process

Community members-at-large are invited to apply through an open application process. Selection will be based on the criteria identified above.

Termination and Replacement

Advisory Committee members agree to fulfill the Roles and Responsibilities and adhere to the Committee Ground Rules. Members who are unable to meet those expectations may be excused from the Committee by the Chair. A vacant position may be filled at the discretion of the Chair.