

FDS CORPORATE MANUAL	Page 1 of 2
Resident Council	NUMBER:
SECTION: Terms of Reference	SUBSECTION:
AUTHORIZED BY: Roslyn Garofalo, CEO	EFFECTIVE DATE: 31/01/18 DD/MM/YY
SUPERCEDED DATE: 23/10/15; 01/01/12; 07/02/02 DD/MM/YY	RELATED TO POLICY/PROCEDURE:

1.0 PURPOSE

- 1.1 To provide residents with a forum for discussion, problem resolution, and education in an inclusive, non-threatening, supportive environment where residents can freely voice their opinions and concerns.
- 1.2 To uphold the inherent rights of the residents of Fred Douglas Lodge.

2.0 MEMBERSHIP

- 2.1 Any resident currently residing in Fred Douglas Lodge can participate within their capacity. Family members may also attend on behalf of residents.
- 2.2 The Social Worker or designate will act as the facilitator for the Council and will lead the discussions and will develop the agenda.
- 2.3 The Recreation Coordinator will ensure attendance of a representative(s) from the Recreation Department and will liaise with recreation staff to ensure resident participation, to record the minutes and to support the Social Worker.
- 2.4 Guests may be invited to meetings at the residents' request.

3.0 MEETINGS

- 3.1 Meetings are held on a bi-monthly basis except for the months of July, August and December when there are no meetings. Meetings are typically on Mondays (on the first Monday bimonthly) at 10:15am.
- 3.2 Special meetings may be called as required at the request of the residents or the facilitator.
- 3.3 The day of the meetings and the duration of the meetings will be reviewed every April.
- 3.4 Minutes of each meeting will be posted on unit bulletin boards, as well as on the Family Information Board. Minutes will also be available on the Fred Douglas Society website in the Family section. Minutes will be shared with the Leadership Team and the Board of Directors.
- 3.5 Minutes shall be in large print format.

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4.0 FUNCTIONS OF RESIDENT COUNCIL

- 4.1 To provide residents with information regarding Fred Douglas Lodge and the internal functioning of the Lodge.
- 4.2 To provide residents with the opportunity to collectively solve problems and deal with concerns for the benefit of all residents.
- 4.3 To bring forth concerns of all residents, including those who do not participate on the Resident Council.
- 4.4 To work together with the administration of the Lodge to improve services and programs delivered to the residents.
- 4.5 To minimize the lodging of personal complaints by addressing general concerns shared by residents, but also to provide referral for individual concerns.
- 4.6 To provide residents with the opportunity to participate and to hold responsibility.
- 4.7 To review Fred Douglas Lodge “Resident Rights and Responsibilities” annually.