

# **The Heights at Mount View Family Council**



## **Constitution and Bylaws of The Heights At Mount View - Family Council**

### **Part 1 - Definitions and Interpretations**

#### **1.1 NAME**

The Name of the group shall be called **The Heights At Mount View – Family Council** also known as Mount View Family Council, Family Council or THMV-FC.

#### **1.2 PURPOSE**

**1.2.1** The purpose of this independent Family Council is:

- (i)** to provide an opportunity for Family Members and Persons of Importance to Residents ("FMPIR") to meet and become engaged in decisions affecting resident care and quality of life;
- (ii)** to offer support to all FMPIR;
- (iii)** to liaise with Residents and Residents' Council if applicable;
- (iv)** to maintain, through its Chair, a constructive working climate between Family Council and the facility administrator by means including but not limited to respectful communication and collaborative practices;
- (v)** and, to create a regular member forum for sharing experiences, information, knowledge and social connections.

**1.2.2** Family Council shall operate in a respectful, meaningful manner and take the necessary care needed to facilitate and accomplish its business of enhancing the quality of life for the resident(s).

**1.2.3** The purpose of the Family Council shall be carried out without any financial gain or benefit for its members.

### **1.3 CONFLICT WITH ACT AND REGULATIONS**

**1.3.1** The definitions and interpretations in the British Columbia **Community Care and Assisted Living Act (CCAL)** with accompanying **Residential Care Regulations (RCR)** apply to these Bylaws.

**1.3.2** When there is conflict between these Bylaws and the Community Care and Assisted Living Act (CCAL) and/or the Residential Care Regulations (RCR), the CCAL and RCR shall prevail.

### **1.4 MEMBERS**

**1.4.1** Members of the Family Council are the FMPIR and as such becoming the Voting Member.

**1.4.2** Every member must uphold and comply with these Bylaws.

**1.4.3** There shall be no member dues.

**1.4.4** Members shall respect and conform to meeting decorum:

- (i)** Obtain the floor before speaking;
- (ii)** Yield the floor to calls for order;
- (iii)** Abstain from all personalities in debate;
- (iv)** and, Avoid disturbing in any way the assembly.

**1.4.5** When a new resident is admitted to THMV, an informational package will be provided to the new FMPIR through the admitting staff. The Informational Package will include but not limited to an Invitational Notice To Join THMV Family Council, Family Council Contact Information and THMV FC Constitution and Bylaws.

**1.4.6** Guest Member is any THMV resident that attends a FC meeting. The privilege to vote for a Guest Member is limited to and at the pleasure of each meeting. When the voting privilege is challenged by any FMPIR member, the Chair will deal with the question by resolution.

## **Part 2 - Executive and Duties**

### **2.1 NUMBER OF EXECUTIVE OFFICERS**

**2.1.1** THMV-FC shall have no fewer than 3 and no more than 6 Executive Officers.

### **2.2 ELECTION OF EXECUTIVE OFFICERS**

**2.2.1** The Annual General Meeting (AGM) shall elect THMV-FC Executive Officers individually or by slate.

**2.2.2** The Executive Officers shall consist of a Chair, Co-Chair, Past Chair, Recording Secretary, Ways and Means Officer and as vacancy may allow or require, 2 Directors-at-Large. Collectively these Officers will form the Executive Committee or Executive of FC.

**2.2.3** The Executive Officers by committee, between Annual General Meetings, in the event of a resignation or any other incapacity that prevents the completion of term of office may appoint a member to fill the vacancy.

### **2.3 EXECUTIVE OFFICER TERM OF OFFICE**

**2.3.1** The term of each position shall be one year, or until the next election is held, whichever comes first.

### **2.4 DUTIES OF THE EXECUTIVE OFFICERS**

#### **2.4.1 Chair:**

- (i)** Plans and facilitates meetings.
- (ii)** Supervises the Executive Officers in the execution of their duties.
- (iii)** Sets draft agendas with input from Family Council Executive Officers.
- (iv)** Chairs Executive Officer Committee and FC meetings.
- (v)** Liaises with the THMV Administrator, public and residents/Residents' Council as necessary or applicable.
- (vi)** Ex-Officio of all FC Committees.

**(vii)** Elects 2 HMOV-TC members in good standing for nomination to BH HMOV Quality Council.

#### **2.4.2 Co-Chair**

**(i)** Responsible for carrying out the duties assigned by the Chair.

**(ii)** The Co Chair shall assume the duties of the Chair when the Chair is absent or unable to act.

#### **2.4.3 Past Chair**

**(i)** To act in an advisory role to the Chair.

**(ii)** To preside over and during nominations and elections of Executive Officers at the June AGM.

#### **2.4.4 Recording Secretary:**

**(i)** Notifies all members of meetings.

**(ii)** Develops and maintains Family Council meeting minutes with a clear record of motions and actions items.

**(iii)** Ensures that the minutes are circulated to all Family Council members after receiving the approval of the Chair.

**(iv)** Ensures a sign-in sheet is circulated and completed by all attendees at Family Council Meetings.

**(v)** Supports the Chair at meetings and as directed.

#### **2.4.5 Ways and Means Officer:**

**(i)** Responsibilities are assigned by the Chair to further the purpose and work of THMV-FC, this may include but not limited to areas of membership, program and social.

**(ii)** As directed by the Chair, assist with operational matters as well as bank and keep records of any treasury for THMV FC.

**(iii)** The Chair is Ex-Officio of any Committees struck by the Ways and Means Officer.

#### **2.4.6 Members At Large (2)**

**(i)** The Member(s) At Large, elected or appointed, is/are assigned such duties the Chair finds necessary to further the purpose of Family Council.

(ii) The Chair is Ex-Officio of any Committees struck by a Member At Large officer.

## **2.5 EXECUTIVE OFFICERS COMMITTEE**

**2.5.1** Members are the THMV Executive Officers.

**2.5.2** Meetings are at the call of the Chair or, upon the written request (motion) of a FC meeting.

**2.5.3** The purpose and work of the Executive Officers Committee is:

- (i) to strengthen the position of the Chair;
- (ii) to advise the Chair on emergent and urgent matters; and,
- (iii) to transact ordinary business between FC meetings.

**2.5.4** Meeting date and business transacted by the Executive Officers Committee shall be reported by the Chair at the earliest or next THMV-FC meeting.

## **Part 3 - Meetings**

**3.1** THMV-FC shall hold regular meetings for the purpose of conducting ordinary business on a schedule determined by the Chair with advice from the Executive Committee.

**3.2** Quorum for regular meetings of FC is 5 voting members.

**3.3** The order of business for each regular meeting of Family Council shall include a prominent In Committee of the Whole portion to hear matters regarding resident quality of life that may require personalization.

## **3.4 GENERAL MEETING OF MEMBERS**

**3.4.1** The date, time and place of any General Meeting including the Annual General Meeting (AGM) will be determined by the Executive Committee. It is expected that the AGM shall be held in June of each calendar year.

**3.4.2** A notice of the General Meeting shall be sent to all members one month prior to the meeting date stating the nature of the business to be transacted in sufficient detail to permit the member receiving the notice to form a reasoned judgement concerning the intended business and their attendance.

**3.4.3** The Chair shall preside at a General Meeting. When the Chair is unable to carry out this duty, the Executive Committee shall appoint a chair for the General Meeting.

**3.4.4** The Quorum for a General Meeting shall be no fewer than 4 voting members.

**3.4.5** Order of Business at the Annual General Meeting (June) shall be:

- (i)** Elect an individual to chair the meeting, if necessary.
- (ii)** Determine that there is quorum.
- (iii)** Approve the Agenda.
- (iv)** Approve the Minutes of the last AGM.
- (v)** Deal with any unfinished business from the last AGM.
- (vi)** Receive Executive Officer reports including financial statements, activities and decisions since the previous AGM.
- (vii)** Election or appointment of Executive Officers.
- (viii)** Appointment of an auditor, if needed.
- (ix)** Deal with new business, which was given to members in the notice of meeting.
- (x)** Terminate the meeting.

## **Part 4 - Authorities**

### **4.1 SIGNING AUTHORITY**

**4.1.1** All THMV-FC contracts or other records shall be signed on behalf of THMV-FC:

- (i)** By the Chair, together with one other Executive Officer.
- (ii)** If the Chair is unable to provide a signature, by the Co-Chair together with one other Executive Officer.
- (iii)** In any case other than in 4.1.1 (i) and 4.1.1 (ii), by two individuals authorized by the Executive Committee.

Motion voted on at AGM 2025-07-03

Whereas: BH THMV on May 26, 2025 entrenched Policy title: Quality Council Terms of Reference (July 2024). Membership requires 2 Family/Resident representatives with qualifications and general requirements.

**Be it Resolved: That the following addendum be made to THMV FC Constitution and Bylaws (February 20, 2025), Section 2.4.1 (vii) Elects 2 FC members in good standing for nomination to BH HNV Quality Council.**

Revised July 3, 2025 Annual General Meeting/jr