

**COMMUNITY LIVING FORT ERIE IMPLEMENTATION  
COMMITTEE  
TERMS OF REFERENCE**

**1. MANDATE**

**The Community Living Fort Erie Implementation Committee is comprised of management, frontline workers, people supported and family members from Community Living Fort Erie. It will primarily deal with the accountability of Community Living Fort Erie's Vision and strategic plan in relation to the Community Support and Residential departments.**

**2. OBJECTIVES**

**The objectives of the Implementation Committee include:**

- A forum to identify whether or not any new supports/strategies developed are in line with our vision. If supports are not in line with our vision, the committee would be responsible for asking either team to provide reasons for the deviation and to help create a plan to get back on track.**
- A forum to evaluate Community Support and Residential Services' commitment and progress towards full inclusion which includes discussing what supports each team has been providing in the community to the people supported.**
- A forum to develop next steps in moving the opportunities discussed towards full inclusion.**
  
- A forum to ensure that the next steps are actively being pursued. The committee will ensure tasks/steps are being achieved by the recommended target dates set. If targets are not being met, either team will be responsible for providing explanations to the committee for such. The Committee (if necessary) will provide recommendations to ensure that the tasks/steps are eventually achieved within an expected time frame.**

### **3. MEMBERSHIP**

**The implementation committee is comprised of:**

- **CLFE's Executive Director**
- **Two Residential Program Managers from CLFE**
- **The Community Support Program Manager from CLFE**
- **The Quality Assurance Manager from CLFE**
- **Five frontline staff representatives from CLFE's Residential Programs**
- **One frontline staff representative from CLFE's Community Support Department**
- **One Family Support Case Manager**
- **Minimum of one person receiving service from Residential Services and one from Community Support (If available)**
- **Minimum of one family member (If available)**

**Membership is through invitation. Each member is entitled to one vote. Members are not allowed to send alternates to meetings in their absence. If frontline representatives have an emergency situation that requires them to be absent more than two consecutive meetings then the Program Managers can send an alternate to meetings in their absence.**

### **4. MEETINGS**

**The Implementation Committee will meet bi-monthly. Meetings will be held at the CLFE Building at 615 Industrial Drive, Fort Erie, Ontario.**

**Meetings will held on an agreed upon day and time.**

### **5. CHAIRPERSON**

**The Executive Director will solely act as the Chairperson of the Implementation Committee.**

## **6. ROLES AND RESPONSIBILITIES**

### **Chairperson**

- **Informs and communicates with members of the Implementation Committee**
- **Ensures the effective operation of meetings**
- **Coordinates any work arising from the meetings**
- **Provides leadership and builds consensus**

### **Program Manager**

- **Preparing and distributing agenda and related material one day prior to the meeting**
- **Distribution of minutes**
- **Ensures distribution of hand-outs to any absentee Implementation Committee member**

### **Implementation Committee Team Members**

- **Represents the needs and concerns of people supported by Community Living Fort Erie and Community Living Fort Erie's Vision**
- **Works towards positive solutions**
- **Works towards ensuring tasks and goals/strategic directions established in the Strategic Plan are achieved**
- **Submits agenda items directly related to the objectives of this group. If the items are not relevant to the objectives than this meeting is not the forum for discussion**
- **Collective decision making requires a vote from each member of the team**

## **Secretary**

**As assigned from a representative who has membership on the Implementation Committee will provide the administrative duties of:**

- **Recording of minutes**
- **Submitting the meeting minutes to CLFE's secretary for typing or typing meeting minutes**

## **7. QUORUM**

**At least one-half of the total membership will constitute a quorum. Meetings will not be normally held unless there is a quorum, and should be re-scheduled when a quorum is available.**