

 Santé Bruyère Health	Number: GOVERNANCE 07	
	Subject: Community Representation on Committees of the Board of Directors	
Effective Date: 2008-07	Past Review Date: 2017-01, 2017-10; 2019-11	Revision Date: 2023-03
Policy Sponsor or Department Responsible: Board of Directors	Approved by: Board of Directors (2023-03)	
Applies to: Bruyère Health Élisabeth-Bruyère Hospital, Bruyère Health Saint-Vincent Hospital, Bruyère Health Saint-Louis Long-Term Care, Bruyère Health Élisabeth-Bruyère Long-Term Care		

Board refers to Board of Directors of Bruyère Continuing Care.

1.0 POLICY

1.1 The Board may appoint Community Representatives who shall volunteer their input, ideas and expertise to the Board and Committees.

1.2 If appointed, Community Representatives may be consulted by the Board to give advice, discuss, debate and contribute to the formulation of Bruyère's strategic or policy direction initiatives.

1.3 Community Representatives are neither Directors, nor Members of Bruyère.

2.0 RESPONSIBILITIES OF COMMUNITY REPRESENTATIVES

2.1 Community Representatives shall follow the guidelines and policies established by the Board. They shall also stay informed about the Mission and Values of Bruyère and agree to uphold and support their meaning.

2.2 Community Representatives are expected to participate in:

- Board and Committee orientation session;
- Board retreats;
- Guided tours of each site;
- Related education sessions and strategic planning exercises; and,
- Committee meetings (minimum of 75% attendance is mandatory).

2.3 Community Representative may receive an invitation to attend meetings of the Board.

2.4 Community Representatives are provided a mentor by the Governance and Nominating Committee (GNC).

3.0 VOTING

3.1 Community Representatives are not entitled to vote at meetings of the Board. Community Representatives who serve on a committee of the Board may be entitled to vote at meetings of the committee if the terms of reference for such committee so provide.

4.0 QUALIFICATIONS

4.1 No person shall be qualified for appointment as a Community Representative if that person is less than eighteen (18) years of age, has the status of a bankrupt or does not have their principal residence in Canada. No person shall be qualified for appointment as a Community Representative if that person has been found under the Substitute Decisions Act, 1992 or under the Mental Health Act to be incapable of managing property, or if that person has been found to be incapable by any court in Canada or elsewhere.

4.2 No member or spouse of a member of the Medical Staff or Dental Staff or Extended Class Nursing Staff or Midwifery Staff, and no employee or spouse of an employee of Bruyère shall be eligible for appointment as a Community Representative.

5.0 APPOINTMENT AND RE-APPOINTMENT

5.1 Community Representatives will be recruited and nominated by the Governance and Nominating Committee in accordance with the same rules and procedures that apply to the recruitment and nomination of Directors.

5.2 Community Representatives may be nominated and appointed based on their knowledge, skills and experience in the following areas:

- Accounting and finance
- Business management
- Clinical
- Construction and project management
- Corporate governance
- Education and/or research
- Ethics
- French language
- Human resources management
- Health care administration and policy
- Information technology
- Labour relations
- Legal
- Public affairs, advocacy and communications
- Quality and safety performance
- Risk management
- Strategic planning
- Systems thinking
- Patient/family experience

5.3 A patient/family representative or a PFAC member may be appointed as a Community Representative, based on their experience and ability to provide direct input into decision-making around policies, programs and practices that affect patient care and services.

5.4 Community Representatives are appointed for a 1 year term, and based on performance evaluations, may serve additional terms.

6.0 ELIGIBILITY FOR NOMINATION AND ELECTION TO THE BOARD

6.1 If, upon expiry of their term, a Community Representative wishes to become a Director, they shall be required to follow the same rules and procedures that apply to all other candidates seeking to be nominated and elected as a Director. Similarly, if upon the expiry of a Director's term that person wishes to become a Community Representative, such person shall be required to follow the same rules and procedures that apply to all other candidates seeking to be nominated and appointed as a Community Representative.

6.2 When recruiting Director candidates for nomination and election to the Board, the Governance and Nominating Committee shall consider the knowledge, skills and experience of Community Representatives, but is under no obligation to nominate former or current Community Representatives for election to the Board.

7.0 END OF TERM

7.1 A Community Representative's term shall end on the day of the annual meeting of the Members in the year in which their term expires.

7.2 A Community Representative's term shall automatically come to an end if they become disqualified from being a Community Representative pursuant to section 4.0 of this Policy.

7.3 A Community Representative who wishes to resign prior to expiry of their term shall give written notice to the Chair of their intention to resign and such resignation shall be effective from the date specified therein, or if no such date is specified, from the date of receipt of such resignation by the Chair.

7.4 The Board may, by ordinary resolution, remove a Community Representative for just cause. Just cause shall include, but not be limited to the following:

- (a) Failure to attend annually at least 75% of the regularly scheduled meetings of a Committee to which the Community Representative is appointed, unless the absence is approved by that Committee;
- (b) Being convicted of a criminal offence of moral turpitude;
- (c) Involvement in activities which can be interpreted as perverse or corrupt;
- (d) Conduct inconsistent with the philosophy of Bruyère; and,
- (e) Failure to abide by the Policies of Bruyère set out from time to time.

8.0 REFERENCES

Bruyère Administrative By-Law adopted/enacted July 14, 2003, revised March 28, 2019.

Related Policies:

- [GOV 09 Recruitment and Appointment, Board of Directors](#)

In case of doubt, the English version of this policy takes precedence over the French.

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