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| Council Policy No.: | CP2025-007 |
| Council Policy Name: | Victoria Manor Delegated Authority |
| Date Approved by Council: | November 25, 2025 CR2025-436 |
| Date revision approved by Council: | |
| Related SOP, Management Directive, Council Policy, Forms | |

Policy Statement and Rationale:

The City is required to maintain a Long-Term Care Home under the Fixing Long-Term Care Act, 2021. In Part VII Licensing and Part IX Municipal Homes and First Nation Homes, it states that “every southern municipality that is an upper or single-tier municipality must establish and maintain a municipal long-term care home or contribute to the maintenance and operation of a municipal home” (Sections [122 \(1\)](#), [122 \(2\)](#), [124 \(1\)](#) and [113](#)).

Victoria Manor’s 166 beds are approved by the Ministry of Long-Term Care and under the Act “a licensee of a long-term care home shall not allow anyone else to manage the home except pursuant to a written contract approved by the Director” 2021, c. 39, Sched. 1, s. [113 \(1\)](#).

As per the Act, s. [135 \(1\)](#), [135 \(2\)](#) and [135 \(3\)](#) Council “shall appoint from among the members of the council or councils, as the case may be, a committee of management for the municipal home.” The City is required to comply with the Act, including the appointment a Committee of Management and the appointment of a full time Administrator (section 76 (1)) to be in charge of the home and be responsible for its management and perform duties provided for in the regulations.

Scope:

This policy encompasses Victoria Manor Home for the Aged owned and administered by the City (owner / licensee).

Policy:

1. Council shall appoint a Committee of Management from among its members.
2. Council shall approve the Terms of Reference that contains the parameters of the delegated authority for the Committee of Management.
3. Council shall approve the Long-Term Care Services Agreement, whereby the City enters into an agreement with a Service Provider as an independent contractor to perform the services as outlined in said agreement.
4. Council shall appoint a qualified Administrator through by-law to be in charge of the long-term care home and be responsible for its management, while adhering to and performing other duties provided for in the regulations.
5. The Long-Term Care Home Administrator has the delegated authority under the Act and from Council to administer the Act according to provincial standards and regulations, Ontario Health regulations and agreements, City Management Directives and Standard Operating Procedures with the approved operating budget.
6. As a provincially legislated program for a single-tier municipality, Management Directives and Standard Operating Procedures shall describe the related operational guidelines and procedures for long-term care services at Victoria Manor and further define the authorities of City staff within Council approved budgets to ensure consistent delivery and administration of the program.
7. Staff will manage programs, contractual services and administer Policies, Management Directives and Standard Operating Procedures in alignment with the City's Strategic Plan.

Revision History:

Proposed Date of Review:

| Revision | Date | Description of Changes | Requested By |
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| 0.0 | 12-Jan-17 | Initial Release | |
| 1.0 | 20-Apr-21 | Updated Policy Number | Council |
| 2.0 | 18-Nov-25 | Updates made to entire Policy to replace Policy CP2021-026 | Department |