



# Starting a Family Council A-Z

This resource document has been compiled using the work of our ILTCCABC family councils. It is meant as a resource for staff, families and residents as they begin to form a family council. We have also included some resources for helping to maintain a council. These are living documents; this list is not exhaustive, and your feedback is welcome, as well as the submission of other documents you may feel are useful.

- [001 - Starting a New Family Council Overview.pdf](#)
- [002 - A. Project Plan\\_Starting a Family Council.pdf](#)
- [003 - Appendix 1 Sample Notice to families re: family information session.docx](#)
- [004 - Appendix 1 Regional Association follow up first introduction.docx](#)
- [005 - Appendix 2 Poster\\_Family Info Session Notice.docx](#)
- [006 - Appendix 2b Poster\\_family information session.docx](#)
- [007 - Appendix 2c STARTING A FAMILY COUNCIL for staff template.pptx](#)
- [008 - Appendix 2c STARTING A FAMILY COUNCIL for families template.pptx](#)
- [009 - Appendix 2d Staff Notes for Family Information Session.docx](#)
- [010 - Appendix 3. Reg. Assoc. follow-up to care home re: Info Session.docx](#)
- [011 - Appendix 3a Effectiveness Factors Infographic/council structure.pdf](#)
- [012 - Appendix 3b Sample of Council Roles \(Governance\).docx](#)
- [013 - Appendix 4 Preamble Code of Conduct.docx](#)
- [014 - Appendix 4 Sample Code of Conduct.docx](#)



# **ILTCCABC**

## **Independent Long-Term Care Councils Association of BC**

Your provincial long-term care councils' association

- [015 - Appendix 4 Sample Terms of Reference.docx](#)
- [016 - Appendix 5 Sample Pre Implementation Meeting](#)
- [017 - Appendix 6 Family Poster for the first family council meeting.docx](#)
- [018 - Appendix 6 Sample Family Council Meeting Poster](#)
- [019 - Appendix 6b Sample Council 1st FC Meeting Notice from the LTCH.docx](#)
- [020 - Appendix 7 Sample Elections info for notice of first meeting.docx](#)
- [021 - Appendix 7 Sample First meeting agenda.docx](#)
- [022 - Appendix 7 Sample First meeting opening remarks](#)
- [023 - Appendix 7 Sample First meeting script to vote in exec.docx](#)
- [024 - Appendix 8 Sample Council Meeting Agenda.docx](#)
- [025 - Appendix 8a Sample Council Meeting Agenda.docx](#)
- [026 - Appendix 9 Sample Council Meeting Minutes.docx](#)
- [027 - Appendix 9a Sample Council Meeting Minutes.docx](#)
- [028 - Appendix 10 Follow-up to families from 1st FC mtg.docx](#)
- [029 - Appendix 11 Sample Admission Letter to families incl FC brochure.docx](#)
- [030 - Appendix 11 Sample Marketing Council - Website .docx](#)
- [031 - Appendix 11 Sample Marketing FC Blurb for Care HomeNewsletter.docx](#)
- [032 - Appendix 11 Sample Marketing FC Newsletter.docx](#)
- [033 - Appendix 11 Sample Marketing FC Welcome Letter Admissions .docx](#)



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- [034 - Appendix 12 Council Evaluation Quiz.docx](#)
- [035 - Appendix 12 DRAFT Agenda family council and management meeting.docx](#)
- [036 - Appendix 12 VCH complaint process.docx](#)
- [037 - Appendix 13 Alberta Resident-and-Family-Council-Toolkit.pdf](#)
- [038 - Appendix 13 Effective Individual Advocacy.docx](#)
- [039 - Appendix 13 Effectiveness Tool Resource UBC Research.pdf](#)
- [040 - Appendix 13 Grow Councils-VIAFC-TOOL.pdf](#)
- [041 - Appendix 13 Healthy Authority Family Council Guides.docx](#)
- [042 - Appendix 13 Sample AGM or Voting PROXY FORM.docx](#)
- [043 - Appendix 13 Sample Contact List for Long Term Care Home to create.docx](#)
- [044 - Appendix 13 Sample Department Listing and Descriptions -2025.docx](#)
- [045 - Appendix 13 Sample notice of family council AGM.docx](#)
- [046 - Appendix 13 Tips for Family Council Success.pdf](#)
- [047 - Appendix 13 Tips for increasing participation in councils](#)
- [048 - Appendix 13. Navigating Challenging Conversations workshop notes.pdf](#)