

Statement of Responsibilities

The Community Services Committee has identified the following responsibilities for the Committee and for Long-Term Care management regarding the French Language Service provider designation at Centre d'accueil Champlain.

Responsibilities of the City of Ottawa's Community Services Committee (Committee of Management for Long-Term Care Services)

- Approve the list identifying the responsibilities of the Community Services Committee, as the Committee of Management, and long-term care staff regarding the French language service designation at Centre d'accueil Champlain.
- Receive the annual report to ensure that Centre d'accueil Champlain complies with the requirements of the designation.
- Ensure that Centre d'accueil Champlain maintains its French language services full designation.

Responsibilities of the Director of Long-Term Care and/or Administrator of Centre d'accueil Champlain (CAC)

- Ensure that Centre d'accueil Champlain consistently meets the 20 designation requirements.
- Ensure an active offer of French language services at all times in the designated programs, including the Adult Day Program.
- Ensure that all CAC employees understand French and are able to communicate verbally in French, with reading and writing skills depending on the position's designation.
- Ensure that all CAC positions are designated bilingual, with French being the primary language and English the secondary language.
- Ensure that contractors and professionals providing direct services to residents can communicate in French.
- Ensure that CAC volunteers can communicate in French.
- Develop and implement resources for service delivery. Evaluate and assign necessary resources based on needs.
- Prepare an annual report for the Community Services Committee advising of the status of FLS at CAC.
- Ensure that all practices and procedures regarding the operation of Centre d'accueil Champlain reflect FLS.