



## COMMITTEE OF MANAGEMENT

### MINUTES

The Regular Meeting of the Committee of Management of Fairhaven was held on January 8, 2020 at 12:25 p.m. in the Boardroom at Fairhaven.

#### ATTENDANCE

##### Members

Keith Riel, Chair	City Councillor	Present
Janet Clarkson	County Councillor	Present (at 12:50 pm)
Stephen Wright	City Councillor	Present
Karl Moher	County Councillor	Present
Claude Dufresne	Community Representative	Present
Doug Percy	Community Representative	Present
Tia Nguyen	Community Representative	Present

##### Staff

Lionel Towns	Executive Director	Present
Betty Hazen	Director of Care	Regrets
Jennifer Baro	Executive Assistant	Present

##### Other

## 1.0 Appointments from the City and County of Peterborough

The following resolution, adopted by City Council at its meeting held on November 25, 2019.

**“That the following appointment of Members of Council to Committees, Portfolios and boards be approved for a one-year term ending November 30, 2020 with the appointments as follows”:**

**Fairhaven Board of Directors**

**Stephen Wright**

**Keith Riel**

## 2.0 Committee of Management Elections

### 2.1 Election for Chair of the Committee of Management

L. Towns called for nominations for the position of Chair for Fairhaven’s Committee of Management.

Move by C. Dufresne, seconded by K. Moher,

**“THAT Keith Riel BE NOMINATED Chair for the Fairhaven Committee of Management.”**

Carried

As there were no other nominations for the position, Keith Riel was acclaimed Chair of the Committee of Management and assumed leadership of the meeting. The term of appointment was identified as 1 year.

### 2.2 Appointment to the Committee of Management for a Community Member

Moved by T. Nguyen, seconded by D. Percy,

**“THAT the appointment of Claude Dufresne as Fairhaven Committee of Management Board Member for a 3 year term BE APPROVED.”**

Carried

## 3.0 Approval of Agenda

Moved by C. Dufresne, seconded by T. Nguyen,

**“THAT the Agenda of January 8, 2020 BE APPROVED.”**

Carried

#### 4.0 Declaration of Pecuniary Interest

There were no Disclosures of Interest

#### 5.0 Approval of Minutes

Amendment to minutes: Adjournment should be 3:05 pm.

Moved by S. Wright, seconded by K. Moher,

**“THAT the Minutes of November 13, 2019 BE APPROVED AS AMENDED.”**

Carried

#### 6.0 Closed Session

Moved by C. Dufresne, seconded T. Nguyen,

**“THAT the Committee GO INTO CLOSED SESSION at 12:40 p.m. for discussion under *The Municipal Act, 2001* Section 239(2) (d) labour relations or employee negotiations;”**

Carried

Moved by C. Dufresne, seconded by T. Nguyen,

**“THAT the Committee Rise at 12:57 pm from Closed session WITHOUT a REPORT.”**

Carried

#### 7.0 Financial Report

##### 7.1 Finance Manager Report #2020-FIN 01 Statement of Financial Activities

Moved by T. Nguyen, seconded by D. Percy,

**“THAT the Committee of Management RECEIVE this report for information.”**

Carried

## 8.0 Staff Reports

### 8.1 Executive Director Report # 2020-ED 02

Moved by C. Dufresne, seconded by D. Pearcy,

**“THAT this report be RECEIVED by the Committee of Management for information.”**

Carried

### 8.2 Executive Director Report # 2020-ED 03

Moved by S. Wright, seconded by K. Moher,

**“THAT Fairhaven’s Committee of Management RECEIVE this report for information.”**

Carried

### 8.3 Executive Director Report # 2020-ED 04 Update of Divisional Activities

Moved by J. Clarkson, seconded by K. Moher,

**“That this report be received for information.”**

Carried

### 8.4 Executive Director Report # 2020-ED 05 Health & Safety Report

Moved by S. Wright, seconded by C. Dufresne,

**“That this report be received for information.”**

Carried

**8.5 Executive Director  
Report # 2020-ED 06  
Ministry Inspection**

Moved by K. Moher, seconded by D. Percy,

**“That this report be received for information.”**

Carried

**9.0 Governance**

**9.1 Executive Director  
Report # 2020-ED 07  
Committee of Management Meeting Evaluation Form Completion**

Moved by C. Dufresne, seconded by S. Wright,

**“THAT the Committee of Management RECEIVED the Meeting Evaluation Form for completion.”**

Carried

**10.0 Member Reports on Community Issues Related to Fairhaven**

With the challenges in Long Term Care and Provincial Government cutbacks to funding the Committee of Management is committed to assisting and supporting the home and staff through 2020.

Every Resident in the home received a stocking filled with unique items to them, on Christmas Day. Thanks to some very generous staff, community groups and businesses who donated gifts items for the stocking.

In response to the struggles in recruiting qualified PSW's, the difficulty of their position, and the negativity surrounding long term care in general, Janet Clarkson asked if it would be viable to put together a video of “a day in the life of a PSW.” This would include what a PSW goes through on a daily basis; both the bad and the rewarding parts of their work. It was suggested that we could look at approaching a TV company, or J. Murray Jones, to help us produce a video that would put a positive and a realistic spin on everyday life for those in a PSW role.

**11.0 Communications and Media Items**

11.1 Thank You Notes

11.2 Newsletter Articles

**12.0 Adjournment**

Moved by K. Moher, seconded by J. Clarkson,

**“THAT There being no further business, the meeting be ADJOURNED at 2:10 p.m.”**

Carried

**Next Meeting:**

The next meeting of the Fairhaven Committee of Management is **Wednesday February 12, 2020** in the Board Room at **1:00 p.m.**



Chairperson  
Committee of Management



Executive Director

Approved as Presented

Approved with Corrections

c.  
Deputy City Clerk and Mayor via email  
to be posted on the City's corporate  
network

Warden J. Murray Jones  
Troy Speck, CAO