



Celebrating over 50 years of Quality Living

COMMITTEE OF MANAGEMENT

MINUTES

The regular meeting of the Committee of Management of Fairhaven was held on December 14, 2011 at 12:00 p.m. in the Boardroom at Fairhaven.

ATTENDANCE

Members

Douglas Percy*	County Councillor	Present
Janet Clarkson	County Councillor	Present
Keith Riel	City Councillor	Present
Len Vass	City Councillor	Present
Kevin Derry**	Community Representative	Present
Ken Jackman	Community Representative	Present
Claude Dufresne	Community Representative	Present

Staff

Joy L. Husak	Executive Director	Present
Kerri Wellstood	Accountant	Present
Jennifer Baro	Management Support Coordinator	Present

Guest Speaker

* Chair

** Vice Chair

1.0 Approval of Agenda

The Chair called the meeting to order at 12:15 pm.

Additions to the agenda:

Governance

9.2- City and County Appointments to Fairhaven's Committee of Management

New Business

13.5- Dutton Road Update

13.6- 2012 Budget

Moved by K. Jackman, seconded by K. Derry that,

"The Agenda of December 14, 2011 BE APPROVED."

Carried

2.0 Approval of Minutes

Moved by J. Clarkson, seconded by C. Dufresne that,

"The Minutes of November 9, 2011 BE APPROVED."

Carried

3.0 Guest Speaker

3.1 Fairhaven Singers

4.0 Financial Report

4.1 Moved by K. Jackman, seconded by J. Clarkson that,

"Report # 2011 FIN 11 Statement of Financial Activities BE APPROVED"

Carried

5.0 Executive Director Report

Moved by L. Vass, seconded by C. Dufresne that,

“Report # 2011 ED Report 26 Executive Director Report BE RECEIVED”

Carried

6.0 Director Corporate Services Report

Moved by J. Clarkson, seconded by K. Derry that,

“Report # 2011 DOCS 10 Director of Corporate Services Report BE RECEIVED”

Carried

7.0 Services Reports

7.1 Report 2011 DOC 11 Clinical Services Report

8.0 Quality Reports

8.1 Report 2011 ED 27 Residents Stats

Moved by L. Vass, seconded by K. Derry that,

“7.1 and 8.1 DOC 11 Clinical Services Report and ED 27 Resident Stats BE RECEIVED”

Carried

9.0 Governance

9.1 By-Law Amendment 6(h) Attendance at Meetings

The Executive Director will inform the individual if their attendance at the Committee of Management meetings falls below the requirement.

Moved by K. Derry, seconded by C. Dufresne that,

Motion to add into the Fairhaven Committee of Management By-Laws section 6(h)

"The position of any member who is absent from three consecutive meetings and/or who has missed fifty percent (50%) of the meetings in one year will be considered vacant unless the member presents a valid reason acceptable to the Chair BE APPROVED."

CARRIED

9.2 City and County Appointments to Fairhaven's Committee of Management

10.0 Foundation

10.1 Art Show

We installed our hanging system and the grand opening will be in January 2012

10.2 Foundation Development Officer

Mary-Lynne Koekkoek accepted the position of Foundation Development Officer. She will be starting on January 9th, training with P. Hooper.

10.3 The Foundation received a grant from Peterborough Foundation Application to purchase new software for fundraising.

11.0 Health & Safety

11.1 Staff Influenza Update

Our staff influenza rates are at 54% this is a huge jump from last year stats. Resident Care Specialist, L. Rowsell spearheaded the crusade going around offering the vaccine to all staff with positive results.

11.2 Accessibility For Ontarians with Disabilities (ADOD)- Handout

12.0 Member Reports on Community Issues Related to Fairhaven

A concern around lack of space for Residents' events and a conflict with times/bookings occurred. K. Derry mentioned the staff were excellent and did the best they could to resolve this problem. Programs Manager has been informed and will endeavor to allow time in between events in the future.

13.0 New Business-Items for Information

13.1 You're In The Loop Newsletter for November

13.2 G. Cole, Resident Advisor for the Foundation Board was nominated for the June Callwood Outstanding Achievement Award for Voluntarism by the Committee of Management. The Minister of Citizenship and Immigration presents the awards at a special recognition ceremony in April during national Volunteer Week.

13.3 Correspondence- Royal Canadian Legion

For the last 2 years we have been a recipient of the Royal Canadian Legion, Ontario Provincial Command Branches and Ladies Auxiliaries Charitable Foundation. This grant is only available for a two year timeframe. We will re-apply in 2012 for this grant.

13.4 Newspaper Article-November 14, 2011 Peterborough Examiner

Billions for health, but not many beds

13.5 Dutton Road Update

Peterborough City Council approved the Dutton Road Extension Environmental Assessment. The Council approved the recommendation outlined in the report USDIR11-018 dated December 5, 2011. Dutton Road will be used for emergency vehicle access only.

13.6 2012 Budget

Fairhaven will present a draft budget to the Committee of Management on January 11, 2012. We are waiting on our CMI finding which normally is communicated to us in early February.

14.0 Closed Session

Moved by K. Jackman, seconded by J. Clarkson that,

“The Committee GO INTO CLOSED SESSION for discussion under *The Municipal Act, 2001* Section 239(2):

(b) Personal matters about an identifiable individual, including municipal or local board employees.”

Moved by K. Derry, seconded by C. Dufresne that,

“The Committee COME OUT OF CLOSED SESSION.”

Carried

14.5 Capital Cost & Repairs

Attached is the repair and maintenance list for 2011/2012. It is recommended to use \$462,000 from the capital reserve to cover these items.

Moved by J. Clarkson, seconded by L. Vass that,

“Motion to allocate \$462,000 from Fairhaven’s Capital reserve fund to use towards equipment repair and renovations.”

Carried

15.0 Adjournment

Moved by K. Jackman, seconded by L. Vass that,

“There being no further business, the meeting BE ADJOURNED at p.m.”

Carried

Next Meeting:

The next meeting of the Fairhaven Committee of Management is **Wednesday January 11, 2011** in the Boardroom 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
Gary King, CA