



*Celebrating over 50 years of Quality Living*

## COMMITTEE OF MANAGEMENT

### MINUTES

The regular meeting of the Committee of Management of Fairhaven was held on November 9, 2011 at 1:00 p.m. in the Boardroom at Fairhaven.

#### ATTENDANCE

##### Members

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

##### Staff

Joy L. Husak	Executive Director	Present
Doug Frost	Accountant	Present (until 1:15 p.m.)
Jennifer Baro	Management Support Coordinator	Present

##### Guest Speaker

Bill Lett	Lett Architects	Present (1:25-1:45 p.m.)
-----------	-----------------	--------------------------

\* Chair

\*\* Vice Chair

## 1.0 Approval of Agenda

The Chair called the meeting to order at 1:00 pm.

Additions to the agenda;

10.4 - Foundation Direct Mail- Teddy Bear Giving Campaign

13.5 New Business - CHEX T.V.

13.6 - Public Sector Wage Freeze

13.7 - Newspaper Article- St. Clair In Talks for LTC

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

**“The Agenda of November 9, 2011 BE APPROVED.”**

Carried

## 2.0 Approval of Minutes

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

**“The Minutes of October 12, 2011 BE APPROVED.”**

Carried

## 3.0 Guest Speaker

### 3.1 Bill Lett

B. Lett from Lett Architect presented a Power Point presentation on the next steps of the feasibility study.

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

**“Motion to have Bill Lett contact the Osborne Group out of Toronto to work on a business study, proposal, and scope of work. Funding is available from the original amount stated at the beginning of the Feasibility Study.”**

Carried

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

**“The presentation by Bill Lett BE RECEIVED”**

Carried

#### **4.0 Financial Report**

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

**“Report # 2011 FIN 10 Statement of Financial Activities BE APPROVED”**

Carried

The 2012 draft budget will be presented to the Committee of Management at the meeting on January 11, 2012.

#### **5.0 Executive Director Report**

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

**“Report # 2011 ED Report 23 Executive Director Report BE RECEIVED”**

Carried

#### **6.0 Director Corporate Services Report**

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

**“Report # 2011 DOCS 09 Director of Corporate Services Report BE RECEIVED”**

Carried

#### **7.0 Services Reports**

7.1 Report 2011 DOC 10 Clinical Services Report

## 8.0 Quality Reports

8.1 Report 2011 ED 24 Residents Stats

8.2 Report 2011 ED 25 Quarterly Reports

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

**“7.1, 8.1, and 8.2; DOC 10 Clinical Services Report, ED 24 Resident Stats, and ED 25 Quarterly Reports; Executive Director, Director Corporate Services, Director Resident Care, Financial Management, Nutrition Services, Resident Support Services, Environmental, Housekeeping, Human Resources and Health & Safety BE RECEIVED”**

Carried

## 9.0 Governance

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

**The position of any member who is absent from three consecutive meetings and/or board member 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**

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

**“Motion to send the amendment to B. Horton CAO for City of Peterborough and G. King, CAO for the County of Peterborough for approval.**

Carried

9.2 Accreditation Sustainable Governance.

Members from the Committee of Management will participate in a mock Accreditation acting as surveyors, asking questions to staff, residents, and family members.

## **10.0 Foundation**

### **10.1 Shop 'Till You Drop**

The Christmas Sell-abration is planned for Saturday November 19<sup>th</sup> from 10:00 a.m. to 4:00 p.m. in the Greatroom. There are over 25 vendors participating in the event as well as demonstration by Griffins Greenhouse on urn decorating and cupcake decorating presented by E. McCarthy from Real Canadian Superstore for kids.

### **10.2 Art Show**

The Foundation has approved a hanging system to display artwork for the Link Gallery. There will be a gala celebration to open the Link Art Gallery in December.

### **10.3 RSSC Gazebo-Grand Opening**

The Grand Opening Celebration will be held on Tuesday November 15<sup>th</sup> at 2:30 p.m. in the Riverside Special Care Garden. There will be a ribbon cutting ceremony, refreshments and entertainment to follow.

### **10.4 Direct Mail- Presentation**

The Teddy Bear Direct Mail Campaign will be mailed out at the beginning of December.

## **11.0 Health & Safety**

The home participated in 6 monthly fire drills with a debriefing period after each fire drill to see if there are any opportunities for improvements.

## **12.0 Member Reports on Community Issues Related to Fairhaven**

Relates back to issue in closed session.

### 13.0 New Business-Items for Information

- 13.1 Committee of Management Meeting schedule 2012
- 13.2 Newsletter-The New View
- 13.3 Article in Peterborough Examiner- Mayor Janet Clarkson
- 13.4 Christmas Luncheon- December 14<sup>th</sup> meeting will start a 12:00 p.m. meeting will follow
- 13.5 Heritage Day for County of Peterborough is February 18<sup>th</sup> , 2012 at Buckhorn Community Centre. Various vendors will be presenting their goods. All are welcome to attend.
- 13.6 CHEX TV is doing a 3 part series starting November 22, 2011at the 6:00 p.m. news segment on the "Golden Years" Retirement Living and transitioning into LTC. Two of Fairhaven residents are featured in this series D. Esson and K. Grainger
- 13.7 Newspaper articles:
- Public Sector Wage Freeze a Challenge.
  - St. Clair in Talks for Long-Term Care.

### 14.0 Closed Session

Moved by C. Dufresne, 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 J. Clarkson that,

**"The Committee COME OUT OF CLOSED SESSION."**

Carried

**15.0 Adjournment**

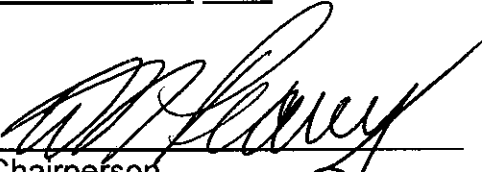
Moved by J. Clarkson, seconded by K. Derry that,

**“There being no further business, the meeting BE ADJOURNED at 1440 p.m.”**

Carried

**Next Meeting:**

The next meeting of the Fairhaven Committee of Management is **Wednesday December 14, 2011** in the Boardroom at **12:00 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