



## **COMMITTEE OF MANAGEMENT**

### **MINUTES**

The Regular Meeting of the Committee of Management of Fairhaven was held on February 13, 2019 at 1:03 p.m. in the Boardroom at Fairhaven.

#### **ATTENDANCE**

##### **Members**

Keith Riel, Chair	City Councillor	Present
Janet Clarkson	County Councillor	Present
Stephen Wright	City Councillor	Present
Karl Moher	County Councillor	Regrets
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	Present
Jennifer Baro	Executive Assistant	Present

##### **Other**

### 1.0 Approval of Agenda

Amendment to agenda:

Add agenda item 5.3

Executive Director Report # 2019-ED 14

Pre-commitment of 2019 Capital Budget-Purchase and Installation of  
Replace met High Efficiency Boilers

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

**“THAT the Agenda of February 13, 2019 BE APPROVED as amended.”**

Carried

### 2.0 Declaration of Pecuniary Interest

There were no Disclosures of Interest

### 3.0 Approval of Minutes

Moved by D. Percy, seconded by J. Clarkson,

**“THAT the Minutes of January 9, 2019 BE APPROVED.”**

Carried

### 4.0 Closed Session

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

**“THAT The Committee GO INTO CLOSED SESSION at 1:04 p.m. for approval  
of Minutes from January 9, 2019**

Carried

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

**“THAT The Committee Rise at 1:04 pm from Closed session WITHOUT a  
REPORT.”**

Carried

**5.0 Staff Reports**

**5.1 Executive Director**

**Report # 2019-ED 11**

**Update of Divisional Activities**

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

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

Carried

**5.2 Executive Director**

**Report # 2019-ED 12**

Moved by T. Nguyen, seconded by J. Clarkson,

**“THAT the attached job description for Executive Director/Director of Finance and Information Technology be APPROVED.”**

Carried

**5.3 Executive Director Report**

**Report # 2019-ED 14**

**Pre-commitment of 2019 Capital Budget-Purchase and Installation of Replace met High Efficiency Boilers**

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

- a) That the Committee of Management approve the purchase of a the two Lochinvar high efficiency boilers, at an estimated total net cost of \$186,140 (including non-recoverable HST); and
- b) That the Committee of Management approve the application of Fairhaven to receive not only the standard rebate for qualifying customers but two times this allowance (\$41,430 = 2 x \$20,715) from Enbridge Gas Distribution Inc.; and
- c) That the purchase and installation of the high efficiency boilers be funded through a pre-commitment of 2019 Capital budget funds.

Carried

## **6.0 Governance**

### **6.1 Executive Director Report # 2019-ED 13 Proposals**

Moved by T. Nguyen, seconded by J. Clarkson,

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

Carried

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

Through the proceeds from the Fairhaven Staff Pay Day and Nevada Ticket sales the Fairhaven Foundation purchased a Nordic Wellness Chair for the Residents of Fairhaven. Communicating and performing everyday tasks can take a toll on Residents with dementia. Helping residents with cognitive disorders relax through soothing music and tactile stimulation can have a beneficial effect on their wellbeing and quality of life.

## **8.0 New Business**

No new items to report on.

## **9.0 Communications and Media Items**

### **9.1 Newspaper Articles of Interest**

### **9.2 Thank You Letters**

## **10.0 Adjournment**


Moved by S, Wright, seconded by T. Nguyen,

**“THAT There being no further business, the meeting be ADJOURNED at 1:40 p.m.”**

Carried

**Next Meeting:**

The next meeting of the Fairhaven Committee of Management is **Wednesday March 13, 2019** 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  
Troy Speck, CAO

