



## COMMITTEE OF MANAGEMENT

### MINUTES

The Regular Meeting of the Committee of Management of Fairhaven was held on August 12, 2020 at 1:05 p.m. via videoconference for agenda items 1.0 to 7.8. Agenda items 7.9 to 10.0 was held on August 19, 2020 at 1:00 pm via videoconference.

#### ATTENDANCE

##### Members

Keith Riel, Chair	City Councillor	Present
Janet Clarkson	County Councillor	Present
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	Present until 1:40 pm
Jennifer Baro	Executive Assistant	Present

##### Other

Carolyn Jones	Finance Manager	Present (1:10 pm-1:15 pm)
Rhonda Lusic	Programs & Support Services Manager	Present (1:06 pm-1:10 pm)

## 1.0 Approval of Agenda

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

**“THAT the Agenda of August 12, 2020 BE APPROVED.”**

Carried

## 2.0 Declaration of Pecuniary Interest

There were no Disclosures of Interest

## 3.0 Approval of Minutes

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

**“THAT the Minutes of June 10, 2020 BE APPROVED.”**

Carried

## 4.0 Guest Speaker- Rhonda Lustic, Programs & Support Services Manager Executive Director Report Report # 2020-ED 32 Response to Family Visits Questionnaire

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

**“THAT this Report be received for information.”**

Carried

## 5.0 Finance Reports

### 5.1 Finance Report Finance Manager Report # 2020-FIN 04 2019 Fairhaven Audited Financial Statements

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

**“THAT the Committee of Management receive the 2019 Financial Statements prepared by Baker Tilly and approved on June 10, 2020.”**

Carried

## 5.2 Finance Report

Finance Manager

Report # 2020-FIN 05

Report for 2020 Financial Results

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

**“THAT this Report be received for information.”**

Carried

## 6.0 Closed Session

Moved by K. Moher, seconded T. Nguyen,

**“THAT the Committee GO INTO CLOSED SESSION for discussion under *The Municipal Act, 2001* Section 239(2): (b) and (d).”**

**(b) personal matters about an identifiable individual, including municipal or local board employees;**

**(d) labour relations or employee negotiations.**

Carried

Moved S. Wright, seconded by C. Dufresne,

**“THAT the Committee Rise at 1:35 pm from Closed session WITHOUT a REPORT.”**

Carried

## 7.0 Staff Reports

### 7.1 Executive Director

Report # 2020-ED 35

Update of Divisional Reports

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

**“THAT the Committee of Management receive this Report for information.”**

Carried

**7.2 Executive Director  
Report # 2020-ED 36  
Health & Safety Report**

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

**“THAT the Committee of Management receive this Report for information.”**

Carried

**7.3 Executive Director  
Report # 2020-ED 37  
Ministry Inspections**

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

**“THAT the Committee of Management receive this Report for information.”**

Carried

**7.4 Executive Director  
Report # 2020-ED 38  
Per Diem Funding Announcements for 2020/2021 Ministry of Long Term Care  
Funding Year**

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

**“THAT the Committee of Management receive this Report for information.”**

Carried

**7.5 Executive Director  
Report # 2020-ED 39  
Introduction of Minor Capital Funding**

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

**“THAT the Committee of Management receive this Report for information.”**

Carried

**7.6 Executive Director  
Report # 2020-ED 40  
Case Mix Index Funding Announcement 2020/2021**

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

**“THAT the Committee of Management receive this Report for information.”**

Carried

**7.7 Executive Director  
Report # 2020-ED 41  
Revision of Approved 2020 Capital Budget Revenue and Reallocation of Remaining 2020 Capital Funding**

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

- a) **“That the Committee of Management approve the increase in Capital Revenue by \$25,000 due to the reversal of original pharmacy provided funding estimates (outlined in Report # 2020-ED 02)**
- b) **That the Committee of Management approve an increase to the 2020 Capital Budget allocation to Capital Contingency of \$25,000 (for a total project balance of \$38,078).**
- c) **That the Committee of Management approve the deferral of a tender issuance for Pharmacy Services until the third quarter of 2021 due to current administrative demands resulting from the ongoing pandemic.”**

Carried

**7.8 Executive Director  
Report # 2020-ED 42  
Partial Re-allocation of Approved 2020 Capital Budget for COVID Related Expenses**

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

- a) **That the Committee of Management approve the deletion of the Dining Room Steamtables and Countertops Project that was included in our 2020 Capital Budget (\$44,200)**
- b) **That the Committee of Management approve the addition of three Disinfector/Cleaners (\$32,000) to the 2020 Capital Budget**

- c) That the Committee of Management approve the addition of two temperature scanners (\$9,000) to the 2020 Capital Budget; and
- d) That the Committee of Management approve the addition of \$3,200 for COVID-19 contingency capital purchases to the 2020 Capital Budget

Carried

**Meeting held on August 19, 2020 at 1:00 pm via videoconference.**  
Agenda items 7.9 to 10.0.

**ATTENDANCE**

**Members**

Keith Riel, Chair	City Councillor	Present
Janet Clarkson	County Councillor	Regrets
Stephen Wright	City Councillor	Present (1:15-1:25 pm)
Karl Moher	County Councillor	Present
Claude Dufresne	Community Representative	Present (1:15-1:25pm)
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**

**7.9 Executive Director  
Report # 2020-ED 43  
COVID-19 Update**

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

**“THAT the Committee of Management receive this Report for information.”**

Carried

**7.10 Executive Director  
Report # 2020-ED 44  
Family Comments Received During Pandemic**

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

**“THAT the Committee of Management receive this Report for information.”**

Carried

**7.11 Executive Director  
Report # 2020-ED 45  
Canadian Union of Public Employees (CUPE) Local 131-2020 Election Results**

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

**“THAT the Committee of Management receive this Report for information.”**

Carried

**C. Dufresne & S. Wright joined meeting.**

**Governance**

**8.1 Executive Director  
Report # 2020-ED 46  
Bill 195-Reopening Ontario (A Flexible Response to COVID-19) Act, 2020)**

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

**“THAT the Committee of Management receive this Report for information.”**

Carried

## 9.0 Member Reports on Community Issues Related to Fairhaven

No items to report on.

## 10.0 Adjournment

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

**“THAT There being no further business, the meeting be ADJOURNED at 1:25 p.m.”**

Carried

## Next Meeting:

The next meeting of the Fairhaven Committee of Management is **Wednesday September 9, 2020** via videoconference at **1:00 p.m.**

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Chairperson  
Committee of Management

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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