



## **COMMITTEE OF MANAGEMENT**

### **MINUTES**

The Regular Meeting of the Committee of Management of Fairhaven was held on January 14, 2021 at 1:00 p.m. via videoconference.

#### **ATTENDANCE**

##### **Members**

Keith Riel, Chair	City Councillor	Present
Sherry Senis	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	Regrets
Jennifer Baro	Executive Assistant	Present

##### **Other**

Carolyn Jones	Finance Manager	Present (1:15pm-1:20pm)
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## 1.0 Appointments from the City and County of Peterborough

The following resolution, adopted by City Council at its meeting held on December 14, 2020.

**“That the following appointment of Members of Council to Committees, Portfolios and boards be approved for a one-year term ending November 30, 2021 with the appointments as follows”:**

**Fairhaven Board of Directors  
Stephen Wright  
Keith Riel**

And

The County Clerk forwarded the following resolution, adopted by County Council at its meeting held on December 11, 2020.

**“County Council confirmed the appointment of Councillor Sherry Senis and Councillor Karl Moher to the Fairhaven Committee of Management for a two-year term ending November 14, 2022.”**

Appointment to the Committee of Management for a Community Member Representative for a three-year term

Moved by S. Senis, seconded by K. Riel,

**“That the appointment of D. Percy as Fairhaven Committee of Management Board Member for a three-year term be APPROVED.”**

Carried

## 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 S. Wright,

**“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 one-year term.

- 2.2 K. Riel called for nominations for the position of Vice-Chair for Fairhaven's Committee of Management.

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

**"That D. Percy BE NOMINATED Vice-Chair for the Fairhaven Committee of Management."**

Carried

As there were no other nominations for the position, Doug Percy was acclaimed Vice-Chair of the Committee of Management. The term of appointment was identified as one-year term.

### 3.0 Approval of Agenda

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

**"That the Agenda of January 14, 2021 BE APPROVED."**

Carried

### 4.0 Declaration of Pecuniary Interest

No members made any disclosures of pecuniary interest at this time.

### 5.0 Approval of Minutes

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

**"That the Minutes of December 16, 2020 BE APPROVED."**

Carried

### 6.0 Closed Session

Moved by S. Senis, seconded K. Moher,

**"That the Committee GO INTO CLOSED SESSION at 1:08 p.m. for discussion under *The Municipal Act, 2001* Section 239(2) (b) Personal matters About and identifiable individual Including Municipal or Local Board Employees;**

Carried

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

**“That the Committee Rise at 1:11 pm from Closed session WITHOUT a REPORT.”**

Carried

## **7.0 Financial Report**

### **7.1 Finance Manager Report #2021-FIN 01 Statement of Financial Activities**

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

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

Carried

## **8.0 Staff Reports**

### **8.1 Executive Director Report # 2021-ED 02 Update on Divisional Activities**

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

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

Carried

### **8.2 Executive Director Report # 2021-ED 03 Health and Safety Report**

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

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

Carried

**8.3 Executive Director**

**Report # 2021-ED 04**

**Non-Union Vacation Pay Carry-Over and Proposed Payout Option**

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

- a) **“That the Committee of Management create a one-time exception to the current policy of not providing banked vacation payouts to non-union employees, by allowing this employee group to request a payout of up to 30% of their unused vacation time as of December 31, 2020; and**
- b) **That the Committee of Management allow all non-union personnel the ability to carry over up to two weeks of their banked vacation time for use at any point in 2021.”**

Carried

**8.4 Executive Director**

**Report # 2021-ED 05**

**Historical Employee Satisfaction Survey Results**

Moved by T. Nguyen, seconded by K. Moher,

**“That Fairhaven’s Committee of Management RECEIVE this Report for information.”**

Carried

**9.0 Governance**

**9.1 Executive Director**

**Report # 2021-ED 06**

**Review of Committee of Management Job Description and Terms of Reference**

Moved by S. Wright, seconded by D. Percy,

**“That this Report be RECEIVED for information.”**

Carried

**9.2 Executive Director  
Report # 2021-ED 07  
Committee of Management Meeting Evaluation Form Completion**

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

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

Carried

**9.3 Executive Director  
Report # 2021-ED 08  
Long Term Care Home Accommodation Charges - 2021**

Moved by T. Nguyen seconded by S. Senis,

**“That this Report be RECEIVED for information.”**

Carried

**9.4 Executive Director  
Report # 2021-ED 09  
Update Regarding Bill 74, The People’s Health Care Act**

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

**“That the Committee of Management RECEIVE this Report for information purposes.”**

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

Fairhaven has started to receive information from the Ministry of Long Term Care, regarding the roll out of vaccination against COVID-19. The long-term care sector continues to be the government’s top priority for vaccine distribution. We are preparing for the vaccine administration to start the first week in February. The vaccine will be administered on-site with the assistance of staff from PRHC. Consent forms have been mailed out to families.

Councillor Sherry Senis will be putting forward a motion at the Council meeting for the Township of Selwyn, and at the Peterborough County Council on the deployment of rapid COVID testing in long term care (LTC) facilities and vaccinating all LTC residents by February 15, 2021. That the Province restore mandatory inspections for LTC homes, that the Federal government provide sufficient emergency funds to hire adequate staff and that the province strike an emergency rapid response task force to review all LTC complaints.

**11.0 Communications and Media Items**

11.1 Thank You Notes

**12.0 Adjournment**

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

**“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 10, 2020** in the Board Room 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

