



COMMITTEE OF MANAGEMENT

MINUTES

The Regular Meeting of the Committee of Management of Fairhaven was held on March 8, 2023 at 1:02 p.m. in the Boardroom at Fairhaven.

ATTENDANCE

Members

Karl Moher, Chair	Community Representative	Present
Tia Nguyen, Vice Chair	Community Representative	Present
Keith Riel	City Councillor	Present
Dave Haacke	City Councillor	Present
Carol Armstrong	County Councillor	Present
Pat Wilford	County Councillor	Present
John Poch	Community Representative	Regrets

Staff

Nancy Rooney	Executive Director	Present
Betty Hazen	Director of Care	Regrets
Jennifer Baro	Executive Assistant	Present

Other

Melissa Lasenby	Resident Care Supervisor	Present 1:05 pm-1:35 pm
-----------------	--------------------------	-------------------------

Moment of Silent Reflection/Silence

The Committee of Management observed a moment of silence in memory of Jack Doris who passed away on March 4, 2023. Jack was elected to council in 1967 and served as the Mayor of Peterborough from 1992 to 1997 then returned to council until 2014. Jack sat on Fairhaven Committee of Management for many years.

1.0 Approval of Agenda

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

“That the Agenda of March 8, 2023 BE APPROVED.”

Carried

2.0 Declaration of Pecuniary Interest

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

3.0 Approval of Minutes

Moved by P. Wilford, seconded by C. Armstrong,

“That the Minutes of February 8, 2023 BE APPROVED.”

Carried

4.0 Guest Speaker

Melissa Lasenby, Resident Care Supervisor, Accreditation Lead

Moved by C. Armstrong, seconded by D. Haacke,

- a) **That the Committee of Management receive the presentation by Melissa Lasenby; and**
- b) **That the Strategic Plan is approved for continuous planning purpose throughout the 2023 through 2025 calendar years.”**

Carried

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

- a) **That the Committee of Management receive the presentation by Melissa Lasenby; and**
- b) **That the 2023 Quality Improvement Plan be receive by the Committee of Management.”**

Carried

5.0 Staff Reports

5.1 Executive Director Report # 2023 – ED 23 Update of Divisional Activities

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

“That this Report be received for information by the Committee of Management.”

Carried

5.2 Executive Director Report # 2023 – ED 24 Health & Safety Report

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

“That this Report be received for information by the Committee of Management.”

Carried

5.3 Executive Director Report # 2023 - ED 25

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

“That this Report be received for information by the Committee of Management.”

Carried

5.4 Executive Director Report # 2023 – ED 26 Meeting Evaluation Form

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

“That the Committee of Management receive the Meeting Evaluation Form for completion.”

Carried

**5.5 Executive Director
Report # 2023 – ED 27
Committee of Management Skills Matrix**

Moved by D. Haacke, seconded by K. Riel,

“That the Committee of Management receive the Skill Set Matrix Form for completion.”

Carried

**6.1 Executive Director
Report # 2023 – ED 21
Review of Fairhaven Committee of Management By-Laws**

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

“That the Committee of Management approve the adjustment to the By-Laws.”

Carried

**6.2 Executive Director
Report # 2023 – ED 22
Review of Committee of Management Job Descriptions and Terms of Reference**

Moved by P. Wilford, seconded by D. Haacke,

“That the 3 documents (Terms of Reference for Committee of Management, Position Specification: Committee of Management Member and Committee of Management Job Description) be combined into one document and be presented for approval at the next meeting.

Carried

6.3 Executive Director

Report # 2023 – ED 28

Committee of Management Liaison with General Public and Media Policy

Moved by P. Wilford, seconded by C. Armstrong,

“That the Committee of Management approve the Policy Liaison with General Public and Media Policy.”

Carried

7.0 Closed Session

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

“That the Committee GO INTO CLOSED SESSION at 2:50 p.m.”

Carried

Moved by T. Nguyen, seconded by P. Wilford,

“That the Committee Rise at 3:35 p.m. from Closed session WITHOUT a REPORT.”

Carried

8.0 Member Reports on Community Issues Related to Fairhaven- Roundtable

No items to report on at this time.

9.0 Communications and Media Items

9.1 Thank You Notes

9.2 March Newsletter

10.0 Adjournment

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

“THAT There being no further business, the meeting be ADJOURNED at 3:37 p.m.”

Carried

Next Meeting:

The next meeting of the Fairhaven Committee of Management is **Wednesday April 12, 2023 at 1:00 p.m.** in the Boardroom at Fairhaven.



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 Bonnie Clark
Sheridan Graham, CAO