



## COMMITTEE OF MANAGEMENT

### MINUTES

The Regular Meeting of the Committee of Management of Fairhaven was held on April 12, 2023 at 1:13 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	Regrets
John Poch	Community Representative	Present

##### Staff

Nancy Rooney	Executive Director Director of Care	Present
Jennifer Baro	Executive Assistant	Present

##### Other

Melissa Lasenby	Resident Care Supervisor	1:26-1:42 pm
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### 1.0 Approval of Agenda

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

**“That the Agenda of April 12, 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

Amendment to minutes John Poch not Posh

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

**“That the Minutes of March 8, 2023 BE APPROVED AS AMENDED.”**

Carried

### 4.0 Guest Speaker

**Melissa Lasenby, Resident Care Supervisor, Accreditation Lead**

#### 4.1 Executive Director

**Report # 2023 – ED 32**

**Continuous Quality Improvement Report 2023/24 Fiscal Year**

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

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

Carried

#### 4.2 Executive Director

**Report # 2023 – ED 33**

**2023/24 Quality Improvement Plan**

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

**“That Karl Moher, Chair of Committee of Management be authorized to sign the Quality Improvement Plan that is submitted to Health Quality Ontario on behalf of Fairhaven.”**

Carried

## 5.0 Staff Reports

### 5.1 Executive Director Report # 2023 – ED 34 Update of Divisional Activities

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

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

Carried

### 5.2 Executive Director Report # 2023 – ED 35 Health & Safety Report

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

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

Carried

### 5.3 Executive Director Report # 2023 - ED 36

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

- a) **“That this Report be received for information by the Committee of Management; and**
- b) **That the Committee of Management approve to source a company to develop a 10- year Asset Management Plan; and**
- c) **That the Committee of Management defer the motion to conduct a market analysis of out-of-scope positions until the Human Resources Manager is in place.”**

Carried

**5.4 Executive Director  
Report # 2023 – ED 37  
Draft Performance Appraisal Template**

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

**“That this Report be received for information and the survey be sent out using Survey Monkey to the Committee of Management to complete for the probation period for the Executive Director; and**

**The Committee of Management will develop a more comprehensive performance appraisal for the Executive Director by the end of the year.”**

Carried

**5.5 Executive Director  
Report # 2023 – ED 38  
Fairhaven Annual Report**

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

**a) “That the attached 2022 Year in Review for Fairhaven be received for information; and**

**b) That the 2022 Year in Review is approved for distribution to the County and City of Peterborough as well as any other stakeholders of Fairhaven.”**

Carried

**6.1 Executive Director  
Report # 2023 – ED 39  
Terms of Reference for Committee of Management Member**

Moved by D. Haacke, seconded by J. Poch,

**“That the Terms of Reference for Committee of Management Member be approved by the Committee of Management.”**

Carried

**6.2 Executive Director  
Report # 2023 – ED 40  
Long Term Care Service Accountability Agreement (LSAA)  
Declaration of Compliance**

Moved by J. Poch, seconded by D. Haacke,

**“THAT the Committee of Management make the following declaration:**

***The Board has authorized me, by resolution dated April 12, 2023 to declare to you as follows:***

***After making inquiries of the Executive Director Nancy Rooney and appropriate officers of the Health Service Provider (the HSP) and subject to any exceptions identified on Appendix 1 to this Declaration of Compliance, to the best of the Board’s knowledge and belief, the HSP has fulfilled, its obligation under the long-term care home service accountability agreement (the “Agreement”) in effect during the Application Period.***

***Without limiting the generality of the foregoing, the HSP confirms that:***

- (i) it has complied with the provisions of the Connecting Care Act, 2019 and with any compensation restraint legislation which applies to the HSP; and***
- (ii) every Report submitted by the HSP is accurate in all respects and in full compliance with the terms of the Agreement; “***

Carried

**6.3 Executive Director  
Report # 2023 – ED 41  
Long Term Care Service Accountability Agreement (LSAA)**

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

**“That Karl Moher, Chair of Committee of Management be authorized to sign the Long-Term Care Service Accountability Agreement with Ontario Health on behalf of Fairhaven.”.”**

Carried

#### **6.4 Executive Director**

**Report # 2023 – ED 42**

**2023 Ministry of Health and Long-Term Care Funding Announcement**

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

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

Carried

#### **7.0 Closed Session**

Moved by K. Riel, seconded by C. Armstrong,

**“That the Committee GO INTO CLOSED SESSION at 2:35 p.m.”**

Carried

Moved by K. Riel, seconded by C. Armstrong,

**“That the Committee Rise at 3:12 p.m. from Closed session WITH a REPORT.”**

Carried

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

**“That the Committee of Management approve the adjustment to the 2023 Operating Budget to allow for the addition of an accountant in the Finance Department,”**

Carried

#### **8.0 Member Reports on Community Issues Related to Fairhaven- Roundtable**

City Councillor, K. Riel announced his resignation from the Committee of Management. Mayor Jeff Leal will inform Fairhaven of his replacement on the board.

#### **9.0 Communications and Media Items**

**9.1 Thank You Notes**

**9.2 Newspaper Articles**

### 9.3 March Newsletter

### 10.0 Adjournment

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

**“THAT There being no further business, the meeting be ADJOURNED at 3:22 p.m.”**

Carried

### Next Meeting:

The next meeting of the Fairhaven Committee of Management is **Wednesday May 10, 2023 at 1:00 p.m.** in the Boardroom at Fairhaven.



Chairperson  
Committee of Management

Approved as Presented

c.  
Deputy City Clerk and Mayor via email  
to be posted on the City's corporate  
network



Executive Director

Approved with Corrections

Warden Bonnie Clark  
Sheridan Graham, CAO

