

Family Council Meeting Minutes

Date: 18 June 2026

Format: Hybrid-style minutes prepared from meeting transcript

Purpose: Family Council meeting to receive updates, discuss resident and family concerns, review upcoming programs, and identify follow-up items.

1. Opening and Approval of Previous Minutes

The meeting was called to order with a small number of participants present in person and remotely. The previous minutes were referenced and accepted as accurate, as no questions or concerns were raised. The group moved directly into reports and discussion items.

2. Infection Prevention and Control Update

An update was provided regarding a suspected respiratory outbreak affecting the Garden neighbourhood on the first floor. Initial laboratory results did not identify a common organism, while one later case was associated with parainfluenza. The home remained in a suspect outbreak status because public health requires specific criteria, including two related cases within a defined period, before declaring a formal outbreak. Monitoring continued, and enhanced infection prevention and control measures were in place, including staffing, cleaning, disinfection, and ongoing surveillance of symptoms.

The discussion clarified that outbreak management is guided by public health direction rather than individual preference. Public health may require measures such as isolation, masking, restricted movement, or limits on building access depending on the severity and spread of illness. The group discussed the tension between infection-control requirements and quality of life, particularly where isolation affects residents who may not understand or tolerate restrictions well. It was explained that in a congregate living setting, the safety of all residents, visitors, volunteers, and staff must be considered, and the home is obligated to follow public health and ministry requirements.

Questions were also raised about shared rooms when one resident is symptomatic. It was explained that if one resident in a shared room is isolated due to symptoms, the roommate may also be isolated due to shared exposure. If the roommate remains symptom-free for five days, isolation may be discontinued; if symptoms develop during that period, isolation continues and testing may be completed. The home no longer tests residents who are not symptomatic unless circumstances require it.

3. Consent, Capacity, and Substitute Decision-Making

The meeting included a detailed explanation of Prevention of Error-Based Transfers and the importance of consent under the Health Care Consent Act. It was emphasized that when a resident is capable of making a decision, the resident must be approached first, even when family members are closely involved. A substitute decision-maker is consulted only when the resident is determined not to be capable for the specific decision at that time.

The group discussed how capacity can change depending on the situation, the time of day, or the resident's condition. Staff assess capacity in relation to the proposed treatment or decision. If a resident is confused, unable to understand information, unable to appreciate consequences, or unable to communicate a decision, staff may determine that the substitute decision-maker should be contacted. However, it was noted that a person is not automatically bypassed permanently; capacity is assessed as needed because it can be fluid.

Families were encouraged to participate in short online information sessions available through Christian Homes resources. These sessions cover topics such as who makes decisions, the hierarchy of decision-making, and the Health Care Consent Act. It was also suggested that a resident advocate could be invited to a future Family Council meeting to provide further education on decision-making rights, responsibilities, and the role of substitute decision-makers.

4. Recognition for Appropriate Antipsychotic Medication Use

Faith Manor received recognition for work related to the appropriate use of antipsychotic medications. The recognition reflected efforts to review medication use, involve families and residents in understanding personal preferences, and use non-pharmacological approaches whenever possible. Discussion emphasized that behaviours often indicate unmet needs, and the home's approach includes looking holistically at the resident's wishes, routines, preferences, and goals. A committee reviews residents on antipsychotic medications each month and considers whether continued use is appropriate. The achievement was described as a significant milestone for the home.

5. Staff Identification Project

The ongoing request for improved staff identification was revisited. Families continue to express interest in being able to clearly see who is working when they enter the building or a neighbourhood. The possibility of creating a visible staff identification display was raised as a project. Family Council expressed willingness to help develop the idea and consider fundraising if needed to support costs not covered by the home.

6. Pet Visiting Policy

The pet visiting policy was discussed following updates required by public health expectations. Families were reminded that only approved animals may visit. Approval requires current immunization records and compliance with the home's pet policy. Visiting animals must be managed safely, including leash control, hand hygiene, and appropriate visit locations. The policy will be communicated to families once finalized, and documents may need to be submitted to administration or care leadership for review. The goal is to support the benefits of animal visits while meeting infection prevention and safety requirements. The discussion recognized that pet visits are valuable for residents and align with the home's Eden Alternative approach, including connection with animals and meaningful companionship. At the same time, expectations around documentation, hygiene, resident allergies, fear of animals, and visit location must be followed. Families will receive updated communication once the revised policy language is finalized.

7. Recreation, Programs, and Summer Activities

June was recognized as Seniors Month, with the theme "Let's Get Moving." Residents and staff planned activities through neighbourhood huddles and learning circles, with efforts made to honour resident preferences. Planned and completed activities included an outdoor event in the courtyard, mobility programming, pizza baking, neighbourhood luncheons, FIFA World Cup viewing, Father's Day socials, and other seasonal programs. The meeting noted that purposeful television viewing is being encouraged, with programs such as soccer shown when residents express interest.

For July, planned activities included music on the patio, the return of the Youth and Policing Initiative program, carnival-themed activities, entertainers, Smile Theatre serenaders, Fresh Fruit Fridays, ice cream truck visits, Canada Day programming, strawberry socials, picnic opportunities, themed treat days, and other light seasonal activities. The annual Family Fun Day was identified as a major upcoming event scheduled for 20 August 2026.

The Green Thumb program was also discussed. Planters had been purchased with Family Council support and assembled for use on balconies and in the courtyard. Each neighbourhood will decide whether to plant herbs, spices, flowers, or other items. Additional supplies such as soil and plants will be costed and coordinated. The project is intended to offer residents a hands-on seasonal activity based on neighbourhood interest.

Dietary summer programming was also reviewed. Outdoor barbecues in the courtyard were considered but may require additional planning, shade, and setup before being feasible. As an alternative, barbecue-style menu options such as burgers, hot dogs, or sausages may be

prepared by dietary services and delivered to residents during the summer months, similar to the approach used the previous year.

8. Students, Volunteers, and Eden Support

The meeting noted that summer students were joining the home in phases, depending on school schedules. A co-op student was also expected to begin in July on one of the neighbourhoods. Neighbourhood guides were beginning training to support Eden-related practices and help reinforce expectations such as safe visiting practices, infection prevention measures, and consistent monitoring of procedures.

9. Mini Pancake Bar and Fundraising Opportunity

A family member raised a possible volunteer or fundraising opportunity involving a mini pancake bar operated by Funfetti Cake Shoppe. The proposed offering may include regular and gluten-free mini pancakes, toppings, and sauces. The discussion clarified that any food-related activity involving residents requires attention to food safety, dietary restrictions, ingredients, safe food handling, and approval through the appropriate home leadership.

The idea was reframed as a possible Family Council fundraising activity rather than a direct resident food service program. Family Fun Day was identified as a promising opportunity because it may provide higher traffic and an outdoor vendor-style setup. Follow-up will be required to coordinate approvals, location, power needs, timing, communication, safety requirements, and whether proceeds would be directed to Family Council initiatives such as the proposed staff identification board.

10. Construction Considerations

Potential construction work at Covenant Tower was discussed, including balcony and brickwork repairs. There was uncertainty about how the work might affect outdoor programming or Family Fun Day. Further clarification will be needed regarding timing, location, and any impact on courtyard access or event setup.

11. Family Council Structure and Champion Program

The Family Champion Program training sponsored by Family Council Onrario is upcoming with individuals from nearby homes. The location for this training will be in Holland Christian Homes and will be attended by Peter Dykstra representing Faith Manor. More information will be shared in the future.

The meeting also discussed the need to revisit Family Council structure in the fall. The group will need to consider whether a formal Family Council can continue with an executive, or whether meetings should shift to a more informal family forum model held every couple of months with presentations and resources. A formal council was described as valuable because it can support a working relationship between families and the home, but additional participation and executive support will be needed.

14. Adjournment

The meeting was adjourned following discussion of fall planning, the Champion Program, and the future structure of Family Council. The next formal discussion regarding Family Council organization is expected in September.

Accepted on October 14, 2026



