



**R.K. MacDonald Nursing Home  
Family Council - Meeting Minutes**

**Date: April 3, 2025**

**Family Council members Present:** Judy Breen, Mary Chisholm, Debbie Horne, Joanne MacKenzie (virtual), Harris McNamara, Susan Wood

**Regrets:** Albie Faulkenham, Berkley Guthro, Heather MacInnis

**Staff Present:** Terry MacIntyre, Kim MacDonald, Michelle Tinio

Item	Topic	Discussion / Required Actions	Owner	Due
	Welcome	Judy Breen and Harris McNamara were welcomed as the newest members to join Family Council, followed by introductions.		
1.0	Approval Minutes	Previously approved minutes of the last Family Council meeting (February 6, 2025), were distributed		
2.0	Standing Agenda			
	2.1 Safety	Concern was voiced for uneven sections of concrete located near the front entrance to the building, which makes for difficult access for those using mobility aids such as walkers and canes. The uneven path also poses difficulty for those pushing someone in a wheelchair.		
	2.2 Staff Presentation	<p>Michelle Tinio, Clinical Services Manager (representing Lee Kelly who was unable to attend) - a report was distributed clearly outlining the current staffing update of RNs, LPNs and CCAs. Highlights in the report include a funding approval resulting in an increase in care hours ratio for CCA : resident, and also a slight increase in RN: resident care hours. CCA scope of practice was also discussed.</p> <p>Kim MacDonald presented a slide show updating us on the status of Recreation, Spiritual Care &amp; Volunteer services. The slide show was very informative on what is / and has been taking place in the facility. Kim verbalized witnessing an increased vibrancy within the home, as they work to increase resident participation in activities and enhance interaction for all residents.</p> <p>Recreation, Spiritual Care &amp; Volunteer services have always been and continue to be, a top priority for Family Council as we advocate for all residents. We are very pleased to see</p>		complete

		everything that is happening, the increase in resident activities along with volunteers returning, post Covid pandemic.		
	2.3 CEO Report	<p>Terry MacIntyre distributed a report outlining a variety of topics, with a brief follow up explanation of each point. Highlights included the hiring of a full-time Resident Support Facilitator (replacing the previous Social Worker position), starting in late April. Also, the RK Foundation will provide funding to hire three summer students – who will help to get residents to activities / outdoors.</p> <p>Terry also requested ongoing feedback, at any time on:</p> <ul style="list-style-type: none"> <li>(a) Family Satisfaction &amp; Resident Satisfaction surveys</li> <li>(b) Visiting Handbook – content, layout, font size...</li> <li>(c) Resident Support Facilitator –potential roles / responsibilities to best support residents &amp; families</li> <li>(d) Policies- namely Family Concern Policy &amp; Missing, Damaged Personal Items Policy</li> </ul>		
3.0	New Business			
	3.1 Caregiver Day	<p>The executive director of Caregivers Nova Scotia contacted Mary to let us know they have no funding available to help with hosting a caregiver day, but they are interested in brainstorming to help us get organized toward hosting a day.</p> <p>Joanne verbalized feeling confident that the RK Foundation would help us financially, once we have a plan.</p> <p>Mary, with the support of all Family Council members, will pursue this by contacting Caregivers NS staff and taking them up on the offer to help us create a plan to move forward.</p>	Family Council	ongoing
	3.2 Accessing resources to support increased weekend recreational activities	Joanne confirmed the RK Foundation is in full agreement approving the funding to hire three summer students (as previously noted in 2.3). Joanne will work with Terry in creating a job description for the role the new hires will have, in supporting residents.	R.K Foundation in partnership with Human Resources	Summer 2025

4.0	Business Arising	A concern was brought forward that Family Council meetings held during midday hours, were not possible to attend due to their work schedule. Following a brief discussion, members agreed that future meetings will alternate between daytime and early evening hours (Monday or Wednesday evenings), in the hope of attracting more Family Council members.	Family Council members	ongoing
Date of Next Meetings: Thursday June 5, 2025 (1-3pm)		Location: TBD		
5.0 Adjournment	Time: Motion to Adjourn. Moved By:		Motion carried.	

File: Directors (T Drive): Family Council Minutes/ Minutes Template 2024

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***Our Core Values: Compassion. Accountability. Respect. Excellence. Safety.***