



GENERAL STAFF MEETING – Summary

June 5th, 2025 @ 2:00 – 2:45pm

1. Welcome and General Updates
 - CEO Mike thanked everyone for attending & invited staff to grab a cookie and a drink.
2. A Canada Summer Jobs Program grant was approved, allowing us to hire 2 Summer Students – welcome Madison, in the role of Community Relations Coordinator. A second student will be hired to fill the Interim Volunteer Coordinator position. Still interviewing candidates. They will be working out of the old Activity Office off the Activity Room.
3. Assisted Living Optimization transition to start October 2025. The contract will be changing from strictly Hospitality Services to include Care/Nursing Services, which are currently provided by Island Health Home Support workers.
 - The staffing model, rotations, equipment, and administrative needs are in the planning stages. There will be 24hr care
 - The Assisted Living admission requirements are not expected to change
4. Staff covered by HEU are advised that the 13.01 clause will now be strictly adhered to: 60 days must be completed when a job is accepted.
5. Upcoming Events:
 - Motorcycle Show this Sunday morning. Parking will not be available to staff until after noon. Porterage of residents to the Show is encouraged. There will be a BBQ for the participants and residents.
 - The Lodge was successful in securing a grant to host ParticipACTION fitness events in the Parksville Community Park on June 19 & 26. Today was the first event, Chair Yoga, and at least 40 residents, tenants and ADP clients participated. It is a great opportunity to showcase our organization in the community.
6. The Staff Lounge at the Lodge is getting a makeover. Nicole has completed a staff survey and has made some improvements already. More updates to come and feedback is welcome. The Cokely Staff was also consulted and their Staff Room will have some improvements as well.
7. There are new signs on the Property: PRIVATE PROPERTY ALL PERSONS USING THIS PROPERTY DO SO AT THEIR OWN RISK to protect the organization; and, NO PARKING FIRE LANE to ensure that Buses, delivery trucks, and Emergency vehicles are not obstructed in the laneways and drop-off areas.
8. Concerns have been raised about the Meals On Wheels drivers in the back parking lot. These concerns are valid and have been communicated to their Coordinator. A change to the process and/or location of meal pick-ups could be considered. Any incidents or concerns should be reported.
9. A 'Lock-Out Tag-Out' process will be implemented for all equipment to alert workers of hazardous/faulty equipment. Training on this process will be scheduled.

Open forum for questions:

Staff were thanked for attending and were reminded to enjoy a cookie and a beverage.