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MEETING: Regular Council

DATE: January 15, 2024

TIME: 6:00 PM

LOCATION: Town Council Chambers

AGENDA

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Minutes**
 - December 18, 2023 Regular and In Camera and January 12, 2024 Emergency In Camera and Emergency Meetings
4. **Proclamations/Presentations/Flag Raising**
 - Proclamation – African Heritage Month
 - St. Ninian's Pioneer Cemetery Committee – Paving Proposal (M. MacDonald, Fr. D. MacLennan, F. Dunn)
5. **Business from Minutes**
6. **New Business**
 - Temporary Borrowing Resolution Extension - Antigonish Community Solar Garden (M. Barkhouse)
 - Solid Waste Management Committee – New Committee Member Required (D. Roberts)
7. **Correspondence**
 - RK MacDonald Nursing Home – By-law Amendments
8. **Staff Reports**
 - CAO Report
9. **Committee Reports**

**Regular Town Council Minutes
December 18, 2023
Town Council Chambers**

Present

Mayor L. Boucher
Deputy Mayor W. Cormier
Councillor S. Cameron
Councillor M. Farrell
Councillor A. Murray
Councillor D. MacInnis
Councillor D. Roberts

D. Wilson, Deputy Clerk, Acting CAO

M. Barkhouse, Corporate Services
K. MacInnis, Community Development
S. Long, Communications
K. Proctor, P.Eng., Director, Public Works
L. Roy, Strategic Initiatives

Absent with Regret

J. Lawrence, CAO

Call to Order

Mayor L. Boucher called the meeting to order at 6:01 PM.

Approval of Agenda

"It was Moved and Seconded to approve the agenda as presented." Motion carried.

Approval of Minutes

"It was Moved and Seconded to approve the Regular and In Camera Council Minutes of November 20, 2023, and Epoll Minutes of December 5, 2023." Motion carried.

Proclamations/Presentations/Flag Raising

- Antigonish Community Transit (K. MacInnis)

K. MacInnis took to the podium and provided council with an overview of the Community Transit Service Review Request for Proposals and referred to a memo in Council's information package.

Council was provided with an overview of what the Request for Proposal for the Community Transit Service Review would include, along with the deliverables.

Council was advised that staff is seeking the support of Council to proceed with a Request for Proposal (RFP) for the Community Transit Service Review and responded to questions from Council.

"It was Moved and Seconded that Council endorses staff to proceed with the posting of the Community Transit Service Review Request for Proposals in partnership with the Municipality of the County of Antigonish and the Antigonish Community Transit Society." Motion carried.

- Extended Producer Responsibility (EPR) for Packaging and Paper Products (PPP) (K. Proctor)

K. Proctor provided a brief overview of the EPR for PPP on the collection and recycling of materials, possible saving, and the option of opting in or opting out.

"That the Town of Antigonish direct staff to approve program registration for the Extended Producer Responsibility (EPR) for Producers of Packaging, Paper and Products (PPP) and provide data on the Town of Antigonish curbside recycling program." Motion carried.

Business from Minutes

- 2nd and Final Reading – Marketing Levy

S. Long noted that she had not received any negative feedback since the initial first reading given by Council in November.

"That Council gives Second and Final reading to the Town of Antigonish Marketing Levy By-law." Motion carried.

New Business

- Comfort & Emergency Shelter Policy

Councillor D. MacInnis provided comment on emergency shelters and noted that as the Heatherton Community Centre is now able to act as an emergency shelter, the Policy has been amended to include it and that the AREMO Committee had recommended it's approval. He stated that once the Legion is up and running the Policy would be brought back for an amendment to include it as an emergency Centre.

"It was Moved and Seconded that Council approve the Comfort & Emergency Shelter Policy as presented." Motion carried.

- Request – Feasibility Study for Recreation Centre – K. MacInnis

K. MacInnis provided an update, noting that a presentation was made at the last joint council meeting and the matter was sent back to both Councils for a decision. Mayor L. Boucher advised Council that the County of Antigonish has not moved forward with the request at this time.

Brief discussion took place with Mayor L. Boucher calling on Council for their comments. She suggested listening again to the questions being asked, and define, with a refined scope, what a request for a feasibility study might look like moving forward.

Proclamations/Presentations/Flag Raising (Continued)

- Rural Community Foundation of Nova Scotia (HI MacKay)

H. MacKay took to the podium, apologized for his lateness in attending, and provided Council with a PowerPoint presentation outlining the Rural Community Foundation of Nova Scotia fund development, who they are, what they do and details on the Dave Gunning Zero Hunger Fund and its goals including raising \$100,000 to provide grants of up to \$5,000 for local schools.

Council was advised that the organization's ask is to provide individual and corporate awareness and support for the campaign and to consider a donation to the organization.

Mayor L. Boucher thanked H. MacKay for his presentation and provided him with details on the Town's grant program process.

A question and answer session took place.

New Business (Continued)

- Alternative Resource Energy Authority (AREA) – M. Barkhouse
"That the Town of Antigonish grant approval to Alternative Resource Energy Authority (AREA)'s request for a \$1,000,000 line of credit for working capital purposes. Additionally, the town has committed to guaranteeing the line of credit up to its ownership percentage, which stands at 63%." Motion carried.

Correspondence

There was no Correspondence.

Staff Reports

- CAO Report
K. Proctor, P.Eng. responded to a query from Council.

"It was Moved and Seconded to accept the CAO Report as presented.' Motion carried.

Committee Reports

- Eastern District Planning Commission (EDPC)
Councillor M. Farrell provided comment on the EDPC.

- Antigonish Arena Commission
Councillor D. MacInnis noted that an additional dressing room is being developed along with a room for accessible needs.

- A Roof Over Your Head
Councillor D. Roberts shared that she had the opportunity to speak with the Executive Director Of A Roof Over Your Head and was provided with information via email that the St. Augustan Monastery will open their doors to homeless people for lodging, food and friendship.

Councillor D. Roberts noted she would share the email she received with Council.

- Community Enhancement Committee (CEC)
Councillor A. Murray advised that the CEC had met on December 6th, and spoke to the positive comments on the 'candy cane lights' noting that perhaps there would be additional ones for next year.

Council was advised that there is now a very heavy original "The Casket" press outside of the Antigonish Heritage Museum.

- Antigonish Town Volunteer Fire Department/People's Place Library
Councillor S. Cameron noted that the Fire Committee is due to meet with K. MacInnis on budget matters in the new year.

Council was advised that on Mondays from January 11 to April 15th the Library will host help exercises for the brain for those with dementia. Councillor S. Cameron further noted that the library has achieved funds to purchase a generator with the intent of being a comfort centre in the event of emergencies.

Antigonish Council Learning Association (ACALA) – Councillor S. Cameron noted that ACALA is back up and running, that the General Equivalency Development (GED) program ending in 2024 and will be replaced with another program for those seeking a grade 12 equivalency diploma.

Councillor M. Farrell questioned why the Town would not consider becoming a member of the Rafflebox 50/50 fundraiser for fire departments in Nova Scotia. Councillor D. MacInnis stated that due to the way the fire department is funded they are not eligible to participate.

- Deputy Mayor W. Cormier stated he had nothing to report.

- Mayor L. Boucher

Mayor L. Boucher extended congratulations to Town staff, led by Lise Roy, for the recent approval for a Grid Modernization, she noted this will mean a lot for our community moving toward net zero.

Council was advised that this Thursday, December 21st at 11:00 AM the Utility and Review Board would be holding a hearing on the Town's boundary review and invited anyone interested to attend.

Mayor L. Boucher reminded everyone that the Town & County would host a New Year Levee at the Royal Canadian Legion on St. Ninian Street on New Years Day from 12-2 PM.

Mayor L. Boucher announced that CAO J. Lawrence has submitted his resignation and will be going to Kentville. She acknowledged his seven (7) years with the Town and wished him and his family well.

The meeting was adjourned at 7:00 PM.

**In Camera Council Meeting
December 18, 2023
Town Council Chambers**

An In Camera Town Council meeting was held to discuss personnel matters, contract negotiations, and/or the sale, acquisition, or lease of municipal lands, and /or information subject to solicitor-client privilege.

Emergency In Camera Council Meeting
January 12, 2024
Town Council Chambers

An emergency In Camera Town Council meeting was held to discuss personnel matters, contract negotiations, and/or the sale, acquisition, or lease of municipal lands, and /or information subject to solicitor-client privilege.

**Emergency Council Meeting
January 12, 2024
Town Council Chambers**

Present

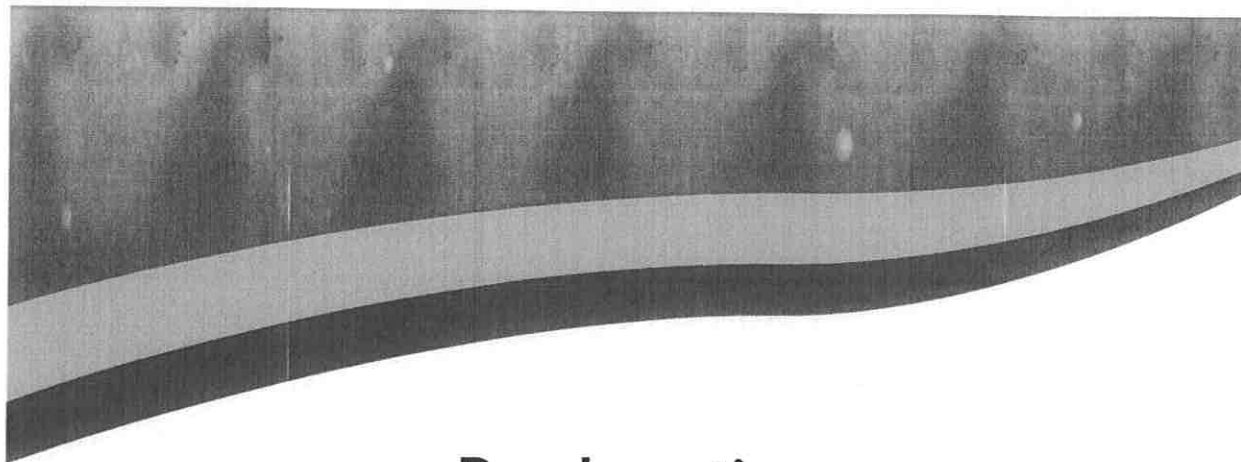
Mayor L. Boucher
Deputy Mayor W. Cormier
Councillor S. Cameron
Councillor M. Farrell
Councillor A Murray
Councillor D. MacInnis
Councillor D. Roberts

Deputy Clerk, D. Wilson

Mayor L. Boucher called the meeting to order at 1:25 PM.

“It was Moved and Seconded that the Town secure the services of M. MacDonald as Interim CAO subject to meeting the Town’s procurement /hiring HR Policy along with utilizing D. Wilson as Acting CAO while M. MacDonald is not available.”

The meeting was adjourned.



Proclamation

WHEREAS February is recognized internationally as African Heritage Month - a time to recognize and salute the many contributions and ongoing achievements of people of African Descent all over the world, the Town of Antigonish along with the Zone 7 African Culture Heritage Awareness Association, St. Francis Xavier University, and the Municipality of the County of Antigonish are pleased to unite each year to observe the important event, African Heritage Month; and

WHEREAS we are in the 10th and final year of the International Decade for People of African Descent it is our aim to highlight, in partnership, the contributions of people of African descent to societies locally and throughout the world. Strengthening and promoting diversity and inclusion to ensure human rights to people of African descent are respected, protected and fulfilled; and

WHEREAS this year's provincial theme, "**Our Smiles Our Joy, Our Resilience as African Nova Scotians**", focuses on the spirit and perseverance that people of African Descent in Nova Scotia have demonstrated over many centuries. It is said that our smiles can tell a story, they can share joy and resilience.

THEREFORE, be it resolved that I, **MAYOR LAURIE BOUCHER**, do hereby proclaim the month of February to be African Heritage Month. I encourage residents, businesses, and community groups to participate in the celebrations and to take the opportunity to reflect on the story of Nova Scotia's vibrant African Nova Scotian Community.

Signature:

Date:

View results

Respondent
5 Anonymous

16:37
Time to complete

Applicant Information

1. Community Group/Organization Title:

St Francis Xavier University - Black Student Advising Office

2. Applicant Name:

Akua Amankwah-Poku

3. Email:

apoku@stfx.ca

4. Address:

433, 4th Floor Bloomfield - 5555 Union Place, STFX, Antigonish, NS

5. Postal Code:

B2G 2W5

6. Phone:

9028709560

Request Details

7. Please indicate your request:

- Flag
- Lamp Post Banner
- Other

8. What type of event does your request coincide with?

- Parade
- Community Event
- Designated Month
- Memorial Recognition
- Festival/Celebration
- Other

9. Please indicate the date(s) your organization would like to have you flag/banner request fulfilled.

Flag/Banner Request Start Date:

31st January 2024

10. Flag/Banner Request End Date:

29th February 2024

11. Does your event require an official flag raising ceremony with Mayor and Council?

- Yes
- No

12. Additional information: (Please provide an overview of your request and how the addition of a flag to Chisholm Park or lamp post banners will benefit your event, celebration, or memorial).

The request for a flag raising is for the designated month African Heritage Month. The addition of a flag to Chisholm Park will not only show the Town's support and solidarity for peoples of African Descent but will also serve as a reminder to all those who walk or drive past, what month it is we are celebrating, the importance of the month and the heritage, struggles and joys of people of African Descent.

Permissions

Special Considerations

- Flags will be flown at Chisholm Park.
- Banners must be designed to be 18 inches by 44 inches and be made from vinyl material. Banners must be designed and installed to the standard set by the Town.
- The Town reserves the right to inspect any flag or banner prior to placement on Town owned property. Flags or banners will not be placed by the Town if:
 - i) The material is tattered, frayed, damaged or detracts from the beautification of the Town.
 - ii) The flag or banner promotes discrimination or philosophy or seek values are deemed to be divisive or discriminatory.
 - iii) The flag or banner contradicts the guidelines in place in the Town's Special Events Planning Guide.
 - iv) No flag or banner can be suspended across the street.

Declaration

I, the undersigned, have read, understand, and agree to the conditions and policies in this contract hereby accept the same on behalf of the said members of the organization or group. I acknowledge and agree that the Town will make the final decision on this flag/banner request.

13. Signature:

Akua Amankwah-Poku

14. Date:

5th January 2024

Application Submission

Please submit your completed application and all associated supporting documentation to the following contact:

Shannon Long
Marketing and Communications Officer
Town of Antigonish
274 Main Street
Antigonish, Nova Scotia B2G 2C4

shannon.long@townofantigonish.ca
902-318-9245



Pioneer Cemetery Committee

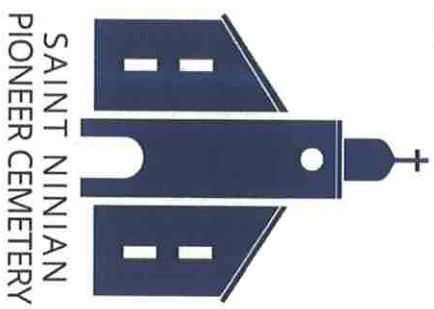
Project Update

Where We Started



Where We Finished

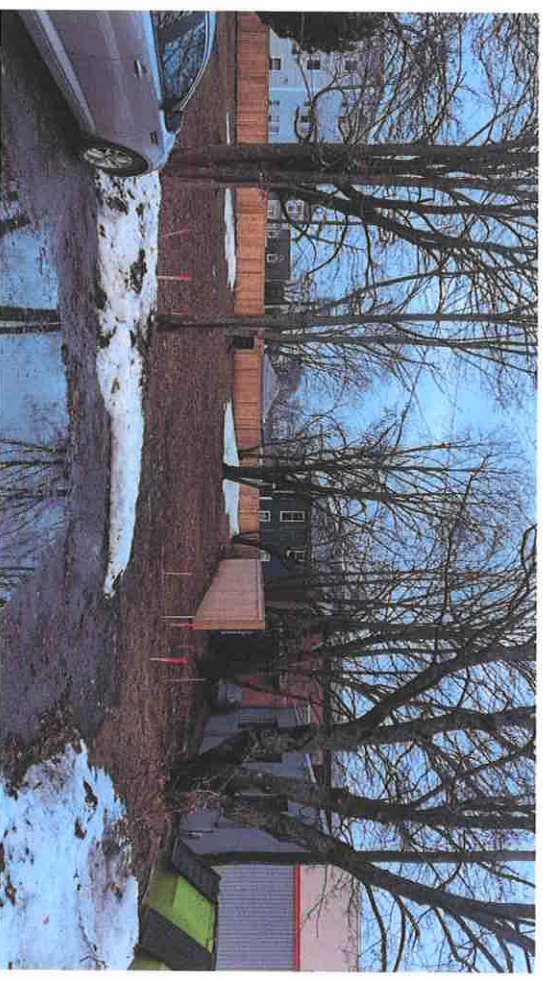




Thank You!

Parking Lot and Sidewalk

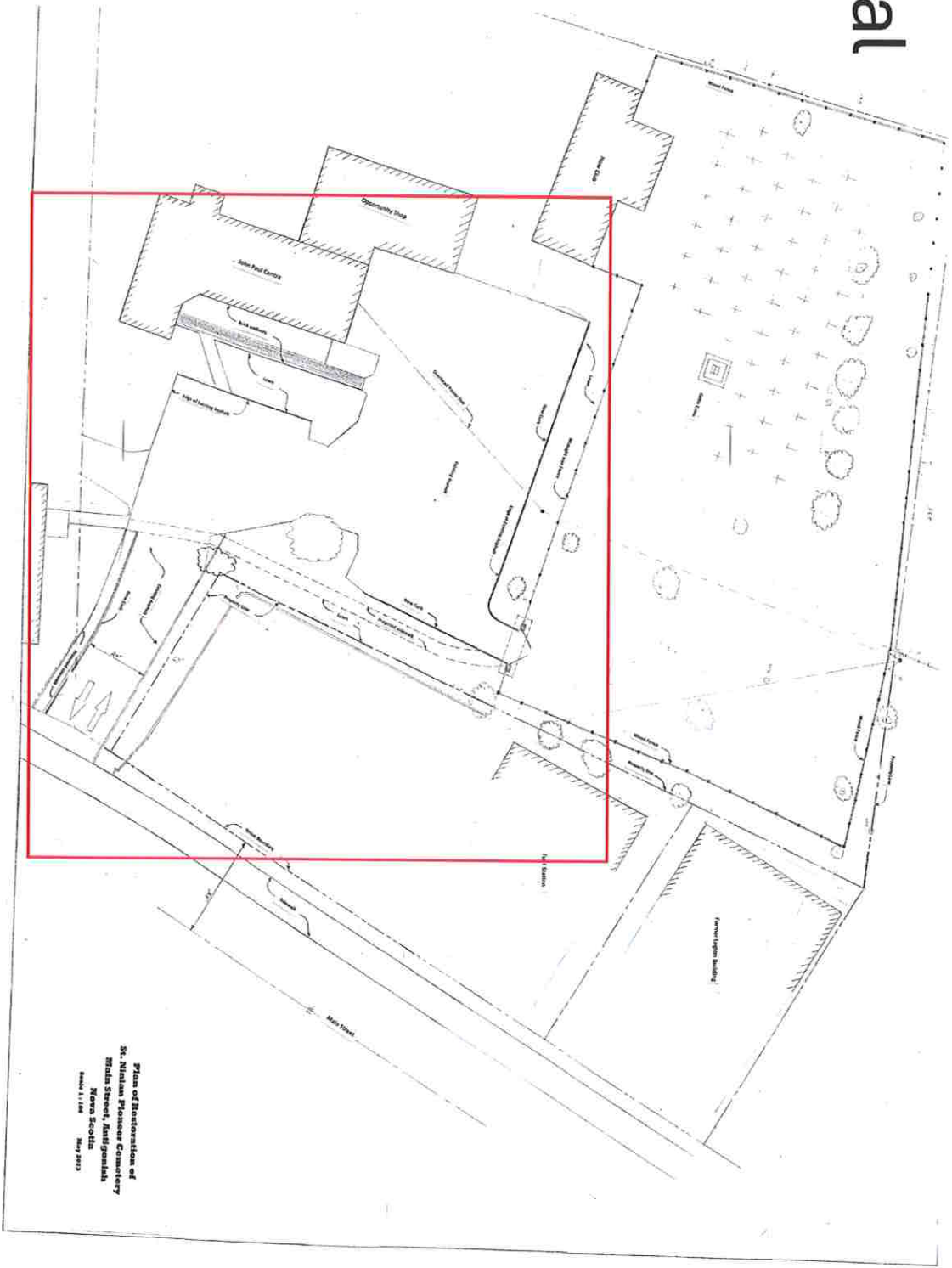
- Busy Area / Safety Concerns
- Water pooling in parking lot



Parking Lot and Sidewalk

- Talked to neighbours
- Have an agreement in principle with the Parish and Mark Sears
- The Circle K is not impacted

Proposal



Plans of Restoration of
St. Vincent Pioneer Cemetery
John Steen, Architect
Nova Scotia
March 1988



R.K. MacDonald Nursing Home
Chair, Board of Directors
64 Pleasant Street
Antigonish, Nova Scotia
B2G 1W7

Mayor Laurie Boucher & Town Council
Town Office
274 Main Street
Antigonish, NS
B2G 2C4

December 12, 2023

**Re: BY-LAW Amendments: R.K. MACDONALD NURSING HOME
CORPORATION**

Dear Mayor Bouchie and Council,

In brief, the Board of Directors initially approved all By Law amendments on March 30, 2023. In May, the Board received further amendments from the Town of Antigonish and the Municipality of the County of Antigonish, related to Article III, Conflict of Interest and Article IV, Finance Committee. The reality is the amendments occurred after the Board approved the By Law amendments. As a result, Municipal Affairs and Housing is requesting a new set of motions from the Board, ensuring all parties are referencing the same information.

To remedy the situation, the Board of Directors has approved all By Law amendments, including Article III, Conflict of Interest and Article IV, Finance Committee and the By Laws as approved at their September 28, 2023, Regular Meeting of the Board.

Attached is a copy of the amended RK MacDonald Nursing Home Corporation By Laws dated September 28, 2023, as well are copies of all amendments, inclusive of the Article III and Article IV, dated Sept. 28, 2023.

The approval process is clarified below in Article IX: Miscellaneous, of the Corporation's By Laws:

- a) *Article IX, Section 1(b) states that "Such amendments shall not be effective until approved by the Sisters, Town Council, the County Council, the Minister of Municipal Affairs, and the Minister of Seniors and Long-Term Care of the Province of Nova Scotia or its successors.*

.../2

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Re: BYLAW Amendments: R.K. MACDONALD NURSING HOME CORPORATION
November 28, 2023

The Corporation's Board of Directors passed the following resolution at their September 28, 2023, Regular Meeting of the Board: Motion to approve the By Laws as amended effective September 28, 2023. Motion Carried.

Our request is the attached amended By Laws be reviewed for approval at your earliest convenience. Upon approval, please ensure your letter of approval is stamped with your corporate seal.

In the event you require further discussion pertaining to this matter, please let me know and I will gladly follow up with you.

Kindest personal regards,



Camilla Benoit
Chair, Board of Directors
RK MacDonald Nursing Home Corporation

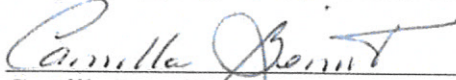
File: Administration: Board/By Laws / 2023 / Town of Antigonish121223

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

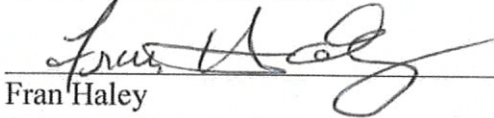
**BYLAWS
FOR
R.K. MACDONALD NURSING HOME CORPORATION**

Revised September 28, 2023

We certify this a true copy of the By Laws adopted by the R.K. MacDonald Nursing Home Corporation, Board of Directors on September 28, 2023.



Camilla Benoit
Chair, Board of Directors



Fran Haley
Secretary, Board of Directors

Adopted April 19, 1971

(Revised May 25, 1978, May 25, 1984, 1992, January 25, 2001, May 26, 2022, March, 2023, September, 2023)

**ARTICLE I
INTERPRETATION**

In these By-laws, the following words shall have the following meanings:

- a) "Board" shall mean the Board of Directors of the R.K. MacDonald Nursing Home Corporation.
- b) "CEO" shall mean chief executive officer of the Nursing Home.
- c) "Corporation" shall mean the R.K. MacDonald Nursing Home Corporation.
- d) "County Council" shall mean the Council of the Municipality of the County of Antigonish. or it's successors
- e) "Director" shall mean a person duly appointed as a Director of the R.K. MacDonald Nursing Home Corporation.
- f) "Ex Officio" shall mean a person who has their position on the Board because of the office that person holds and shall be a member without a vote, of all committees of the Board.

- g) "Nursing Home" shall mean the R.K. MacDonald Nursing Home Corporation offering care under the *Homes for Special Care Act*, RSNS 1989, C. 203.
- h) "Operating Agreement" shall mean the Agreement, dated June 1, 1971, between the Corporation, and the Sisters of St. Martha regarding the R.K. MacDonald Nursing Home and all amendments or extensions thereto or any subsequent Agreement replacing the same.
- i) "Resident" shall mean all persons cared for in the Nursing Home.
- j) "Sisters" shall mean the Sisters of Saint Martha.
- k) "Sisters of Saint Martha" shall mean Sisters of Saint Martha, a body corporate.
- l) "Special Resolution" means a resolution passed by not less than three fourths (3/4) of such persons entitled to vote as are present at a meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given.
- m) "Town Council" shall mean the Council of the Town of Antigonish. Or it's successors.

ARTICLE II BOARD OF DIRECTORS

Section 1 **Board**

The Corporation and the facilities of the Corporation shall be under the management of the Board of Directors. The Board shall have the powers and duties set out in the *Municipal Housing Corporations Act*, R.S.N.S. 1989, C. 304. See Appendix A.

Section 2 **Board Composition**

The Board shall consist of 9 to 12 Directors, 3 to 4 persons appointed by the Town of Antigonish, 3 to 4 persons appointed by the Municipality of the County of Antigonish, and 3 to 4 persons appointed by the Congregation of the Sisters of St. Martha, provided however that no employee of the Corporation shall be a director.

Section 3 **Term**

Directors shall hold office for four years or until a successor is appointed. Every director may be eligible for re-appointment for two consecutive terms. Following such two consecutive terms, unless otherwise agreed to by the Board, such member must take at least a one-year absence before being eligible for re-appointment.

Section 4 **Ceasing to Hold Office**

A director ceases to hold office upon the earliest:

- a) the director dies or becomes mentally incompetent;

- b) the director's successor is appointed;
- c) the director resigns by providing written notice of such resignation to the Board;
- d) the Board, by special resolution, removes any director before the expiration of that director's term; or
- e) a Director is absent from three consecutive Board or Committee meetings without a valid reason(s) as determined by the Board.

Where any vacancy occurs in the Board, the Board shall fill the vacancy.

Section 5 **Operating Policies**

The Board may adopt or amend such operating policies that are not inconsistent with the By-laws relating to such matters as terms of reference of committees, duties of officers, Board code of conduct, as well as procedural and other requirements relating to the By-laws as the Board may deem appropriate from time to time.

ARTICLE III OFFICERS

Section 1 **Positions**

The Officers of the Board shall be: Chair, Vice-Chair, Secretary, and Treasurer, and such other officer positions as may be determined by the Board. The officer positions shall be elected by the Board annually at the annual meeting of the Board and shall hold office for a term of one year or until their successors have been elected. Each officer must be a director of the Corporation.

Section 2 **Chair**

The Chair shall preside at all meetings of the Board. The Chair shall act as Chair of the Executive Committee and shall be an ex-officio member, with a vote of all committees in which they are in attendance and in general shall exercise the powers and perform the duties common to the office of Chair.

Section 3 **Vice-Chair**

In the absence of the Chair, the Vice-Chair shall act as Chair and shall exercise the powers and perform the duties of the Chair. In the absence of both Chair and Vice-Chair, the Board shall appoint a Chair pro tempore.

Section 4 **Secretary**

The Secretary shall keep an accurate record of all business transacted at all meetings of Board and of the Executive Committee. The Secretary shall write and attend to all correspondence of the

Board and shall perform such other duties as usually pertain to this office or as may be assigned by the Board. The Secretary's duties shall be performed by such officers or employee as may be appointed by the Board, in certain circumstances.

Section 5 **Treasurer**

The Treasurer shall be appointed by the Board and shall have all the powers and duties generally pertaining to the office including the responsibility for:

- a) Reports of all financial holdings and transaction of the Board,
- b) Annual Financial Reports to the Board and the Corporation of the financial operations of Nursing Home and such other financial reports as are required from time to time by the Board, the Corporation or by law.

Section 6 **Conflict of Interest**

A Director has an indirect pecuniary interest in any matter:

- a) if the Director
 - i. is a shareholder in, or a director or senior officer of, a corporation that does not offer its shares to the public,
 - ii. has a substantial interest in, or is a director or senior officer of, a corporation that offers its shares to the public, or
 - iii. is a member of a body, whether incorporated or not, that has an interest in any matter in which the Board has a financial relationship; or
- b) if the Director is a partner of or associated in a joint venture with a person, or is in the employ of a person or body, whether incorporated or not, that has an interest in any matter in which the Board has a financial relationship.
- c) The provisions of Section 6, Conflict of Interest, also apply to any individual serving as a regular member of any committee, even if not a member of the RK Board, including advisors.

The pecuniary interest of:

- a) the spouse of a Director;
- b) any son, daughter, father, mother, brother or sister of a Director or the Director's spouse;
- c) the spouse of the persons referred to in clause (b); and
- d) any other person who normally resides in the same home as the Director,

- e) business relationship noted here is as defined in the Municipal Conflict of Interest Act.

shall, if known to the member or of which the Director reasonably should have known, be deemed to be also a pecuniary interest of the Director.

Where a Director, either on their own behalf or while acting for, by, with or through another, has any direct or indirect pecuniary interest, in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, they shall:

- a) As soon as practicable after the commencement of the meeting disclose their interest and the general nature thereof;
- b) Withdraw from the meeting whenever discussion of the matter by the Board occurs;
- c) Refrain from taking any part in the consideration or discussion of the matter and from voting on any question relating to the matter; and
- d) Refrain from attempting in any way, whether before, during or after the meeting, to influence the decision of other members of the Board with respect to the matter.

Where the Director was not present at a meeting at which a matter in which, he/she, either on his/her own behalf or while acting for, by, with or through another, has any direct or indirect pecuniary interest was the subject of consideration, he/she shall disclose his/her interest at the next meeting he/she attends and the provisions above shall apply to him/her in respect of the matter.

A Director shall comply with this section in respect of any matter in which he/she intends to obtain a pecuniary interest, either on his/her own behalf or while acting for, by, with or through another.

Every declaration of interest and the general nature thereof disclosed pursuant to Section 6 shall be recorded in the minutes of the meeting.

Reference: Municipal Conflict of Interest Act:
<https://nslegislature.ca/sites/default/files/legc/statutes/municipal%20conflict%20of%20interest.pdf>

Indemnity

Every director and officer of the Corporation and his or her heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Corporation, from and against:

- a) All costs, charges and expenses which such director or officer sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against him or her, or in respect of any act, deed, error, omission, matter, or thing whatsoever, made, done, not done, or permitted by him or her, in or about the execution of the duties of his or her office or in respect of any such liability, except such costs, charges or expenses as are occasioned by his or her own gross negligence; and

- b) All other costs, charges and expenses which he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own willful neglect or default.

ARTICLE IV COMMITTEES

Section 1 Committees

All Committees of the Board shall be appointed by the Board. Committees shall be Standing and Special. Each Committee shall have representation from the CEO (ex-officio) and each of the appointees of the Town of Antigonish, Municipality of the County of Antigonish, and the Congregation of the Sisters of St. Martha, unless otherwise agreed upon by the respective organization.

Section 2 Standing Committees

Standing Committees are appointed by the Board and are as follows: Executive Committee; Finance Committee; Quality, Safety and Governance Committee; and the Building and Grounds Committee.

The Board may appoint further Standing Committees on an ad hoc basis, as required.

Section 3 Executive Committee

The Executive Committee shall consist of the Chair, Vice-Chair, Secretary, Treasurer, CEO (ex-officio) and one director elected by the Board at its Annual Meeting, or Regular Meeting of the Board ensuring at all times that at least one member of the Executive Committee shall be a member of the Board appointed by a member of the Town of Antigonish, a member of the Municipality of the County of Antigonish and a member of the Congregation of the Sisters of St. Martha.

The Executive Committee shall have power to transact all regular business of the Nursing Home during the interim between meetings of the Board, provided that any action taken by this Committee shall not conflict with the policies of the Board, the By-laws, and the Operating Agreement.

Section 4 Finance Committee

The Finance Committee shall consist of the Treasurer, CEO (ex-officio), Director of Finance (ex-officio), and four members appointed by the Board. It shall deal with all matters of a financial nature referred to it by the Board.

The Chief Administrative Officer of the Municipality of the County of Antigonish and the Chief Administrative Officer of the Town of Antigonish (or their respective designate), (the CAO's) shall be entitled to attend meetings of the Finance Committee. For clarity, the role of the CAO's (or designates) shall be to offer advice and information on behalf of the Town of Antigonish and

the Municipality of the County of Antigonish as requested by the Board. They shall have no right to participate in Finance Committee decision-making, i.e. no voting privileges.

Section 5 Buildings and Grounds Committee

The Building and Grounds Committee shall consist of the CEO (ex-officio), Director of Environmental Services (ex-officio), and at least three members, or individuals from the community, appointed by the Board. It shall have general supervision of the maintenance of the property of the Nursing Home.

Section 6 Quality, Safety & Governance Committee

The Quality, Safety and Governance Committee is responsible for providing oversight for the Board with the objective of ensuring accountability, good governance and transparency.

The Committee consists of four members appointed by the Board with a minimum of one representative member from the Town of Antigonish, one representative member from the Municipality of the County of Antigonish, and one representative member from the Congregation of the Sisters of St. Martha; along with the CEO (ex-officio), Director of Clinical Services (ex-officio). Unless otherwise agreed upon by their respective organizations.

Section 7 Election of Officers and Standing Committees

At the regular meeting of the Board on or before two months before the AGM, a Nominating Committee consisting of three members, shall be appointed to bring to the annual meeting a slate of officers for the coming year.

Section 8 Special Committees

Special Committees may be appointed by the Board from time to time. Such Special Committees shall be advisory and shall limit their activities to the specific task for which they were appointed, upon completion these Special Committees shall be discharged.

Section 9 Committee Members

All Committees, except the Executive Committee, shall elect a Chair and a Secretary from among its members. A quorum of any committee shall consist of a minimum of *two-thirds* of the voting members of the Committee.

Section 10 Reports

All Committees shall submit a report to the next Regular Meeting of the Board. As necessary, the Board Chair issues a report highlighting any issues of importance to the leadership of the Town of Antigonish, Municipality of the County of Antigonish and the Congregation of the Sisters of St. Martha's.

Section 11 **Medical Advisor**

A Medical Advisor shall be appointed by the Board and the said advisor shall be a duly qualified medical practitioner. The duties of the medical advisor shall include the following:

- a) Report in writing to the CEO of the home any instance in which, in the opinion of the Medical Advisor, the medical care being provided to a resident is inadequate;
- b) Compile and make available such information as the Board may require with respect to the residents;
- c) Advise the CEO of the nursing home, on all pertinent matters relating to the physical and mental health of the residents in the nursing home.

ARTICLE V MEETINGS

Section 1 **Types of Meetings**

Meetings of the Board shall be *regular, special and committee meetings*. The Annual meeting of the board shall be held no later than the end of June each year. Regular meetings shall be held monthly, at the discretion of the Chair in consultation with the Executive Committee.

Section 2 **Regular Meeting**

The Agenda for any *Regular and Committee Meeting* shall be as follows:

1. **CALL TO ORDER**
2. **MISSION STATEMENT & PRAYER**
3. ***APPROVAL of the CONSENT AGENDA***
4. **CONFLICT of INTEREST**
5. **ADOPTION of MINUTES**
6. **BUSINESS ARISING FROM MINUTES**
7. **CORRESPONDENCE**
8. **CEO REPORT**
9. **DIRECTOR OF CLINICAL SERVICES REPORT**
10. **COMMITTEE REPORTS**
11. **FOUNDATION REPORT**

12. **APPROVAL OF REPORTS**
13. **NEW BUSINESS**
14. **DATE of NEXT MEETING**
15. **ADJOURNMENT**

Section 3 **Annual Meeting**

The Agenda for the Annual Meeting shall be as follows:

1. **CALL TO ORDER/PRAYER**
2. ***APPROVAL OF THE CONSENT AGENDA***
3. **CONFLICT OF INTEREST**
4. **ADOPTION OF MINUTES OF PREVIOUS ANNUAL GERNERAL MEETING**
5. **CORRESPONDENCE**
6. **REPORTS**
 - 6.1 *Board Chair*
 - 6.2 Treasurer – Report of the Auditor
 - 6.3 CEO
 - 6.4 Director of Clinical Services
 - 6.5 Foundation
 - 6.6 Medical Advisor
 - 6.7 Resident Council
 - 6.8 *Family Council*
7. **MOTION TO APPROVE ALL REPORTS**
8. **TRANSACTION OF OTHER BUSINESS**
 - 8.1 Review of Mission Statement
 - 8.2 Review Progress on Strategic Plan
9. **APPOINTMENT OF AUDITORS**
10. **REPORT OF NOMINATING COMMITTEE**

11. ADJOURNMENT

Section 4 **Special Meetings**

Special meetings of the Board may be called by the Chair or shall be called by the Chair at the request of one-third of the directors.

Section 5 **Notice of Meetings**

Notice of any general or special meeting, other than the annual general meeting, shall be given to each director at least three days before the date of such meeting and the time, place, and purpose of the meeting shall be specified in the notice. Notice of the annual general meeting shall be given to each director at least seven days before the date of such meeting and the time, place and purpose of the meeting shall be specified in the notice. Notice of any meeting shall be given to directors by ordinary mail, email, telephone, fax and/or other electronic means.

If an emergency meeting is deemed necessary, twenty-four hours shall be deemed sufficient notice for such emergency special meeting, unless such shorter notice period is unanimously agreed to by the Board.

At a general or special meeting, no business shall be transacted other than that for which notice was given, unless a minimum *two - thirds* of the directors are present and by unanimous consent of those present, it is agreed to deal with matters concerning which no notice was given.

The non-receipt of notice by any director shall not invalidate any proceedings. Notice can be waived for all meetings with the unanimous approval of those present at the meeting.

A resolution in writing signed by all directors is as valid as if it had been passed at a meeting of the Board. A copy of every resolution of the Board shall be kept with the minutes of meetings of the Board.

Section 6 **Quorum**

A quorum at any regular or special meeting shall be a minimum of two-thirds of the total membership of the Board. No meeting shall be held, and no motions made, unless a quorum is present.

Section 7 **Roberts Rules of Order**

The rules contained in the current edition of Robert's Rules of Order shall govern the Corporation in all cases to which they are applicable and in which they are not inconsistent with these By-laws and/or any other special rules of order that the Corporation may adopt.

Section 8 **Votes**

Each director present at a meeting shall vote on all questions put; where there is an equality of votes, the motion shall be deemed lost.

Section 9 Electronic Meetings

If the Corporation chooses to make available a telephonic, electronic, or other communication facility that permits all participants to communicate adequately with each other during a meeting, any person entitled to attend such meeting may participate in the meeting by any such telephonic, electronic or other communication facility. A person participating in a meeting by such means is deemed to be present at the meeting. Any person participating in a meeting pursuant to this section who is entitled to vote at that meeting may vote, by means of any telephonic, electronic, videoconference, or other communication facility that the Board has made available for that purpose.

ARTICLE VI
CHIEF EXECUTIVE OFFICER**Section 1 Appointment**

The Chief Executive Officer (CEO) shall be appointed by the Board in accordance with the Operating Agreement referred to herein.

Section 2 Responsibilities

- a) The CEO is responsible for the overall operational and financial management of the facilities and the duties of the CEO shall include the following:
1. Responsibility for the management of the Nursing Home at all times;
 2. Responsibility for the application and implementation of established policies;
 3. Responsibility for the implementation of approved standards for the quality of care;
 4. The maintenance of effective liaison between the Board and the Nursing Home staff, including medical staff, and outside agencies involved in the Nursing Home's activities;
 5. Attendance or representation at meetings of the Board providing to the Board any reports respecting relevant material, information, and program changes;
 6. Attendance at meetings of Board Committees, staff management, planning, and appropriate medical meetings;
 7. Recommendations to the Board on the appointment of a Medial Advisor, advice to the Board as to changes in key personnel and on policies, and changes in policy that seem conducive to good management practices;

- 8. Maintenance of good community relationships with other organizations.
- (b) Any responsibilities of the CEO under these By-laws, shall, in the absence of the CEO, be carried out by the person designated by the CEO or, where the CEO has not designated a person to act, by the person designated by the Board to act for the CEO in the absence of the CEO.

Section 3 **Ex-officio member**

The CEO shall be an ex-officio member without a vote, of all committees of the Board.

**ARTICLE VII
AUDITORS**

Section 1 **Fiscal Year**

The fiscal year shall begin on the first of April and end on the thirty-first day of March.

Section 2 **Audits**

The accounts of the Nursing Home shall be audited annually by a registered municipal auditor appointed annually by the Board and licensed under the *Public Accountants Act, R.S.N.S. 1989, C. 369*

**ARTICLE VIII
CORPORATE SEAL**

Section 1

The Corporation shall have a Corporate Seal which shall be adopted and shall be used as designated by the Board. The Secretary shall have corporate custody of the Seal.

**ARTICLE IX
MISCELLANEOUS**

Notwithstanding the provisions hereof, in the event of any conflict or inconsistency that may exist between these by-laws or amendments thereto, and the provisions of the *Homes for Special Care Act, R.S.N.S. 1989, C. 203*, the Act shall supersede.

Section 1 **Amendments**

- a) These By-laws may be amended at any regular or special meeting of the Board, provided two weeks' notice of such proposed amendments shall be given to all directors and the same is approved by two-thirds majority of those present and voting;
- b) Such amendments shall not be effective until approved by the Town of Antigonish, Municipality of the County of Antigonish, the Congregation of the Sisters of St. Martha, the Minister of Municipal Affairs and Housing, and the Minister of Seniors and Long-Term Care of the Province of Nova Scotia or its successors.

Section 2 **Repeal**

All previous By-laws are repealed upon the coming into effect of the By-laws herein.

Section 3 **Coming into Force**

The By-laws herein shall come into force and effect upon being approved by the Town of Antigonish, Municipality of the County of Antigonish, the Congregation of the Sisters of St. Martha, the Minister of Municipal Affairs and Housings, and the Minister of Seniors and Long-Term Care of the Province of Nova Scotia or its successors.



R.K. MacDonald Nursing Home
Office of the CEO / Administrator
64 Pleasant Street
Antigonish, Nova Scotia
B2G 1W7

November 28, 2023

Note to the Reader:

The attached amendments of RK MacDonald Nursing Home Corporation By Laws were initially approved at the March 30, 2023, Regular Meeting of the Board of Directors.

Two subsequent amendments to these By Laws were approved at the September 28, 2023, Regular Meeting of the Board of Directors. By Laws amended include Article III Officers: Section 6: Conflict of Interest and Article IV: Section 4: Finance Committee. Both of these amendments are flagged for your reference. All other amendments remain as approved by the Board of Directors in March, 2023 and again in September, 2023

Please let me know if you require any further clarity on this matter.

Kindest regards,


Terry MacIntyre, CEO

Attachment: Copy of your initial letter dated May 18, 2023, confirming your approval of the RK MacDonald Nursing Home Corporation By Laws

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

THE TOWN OF
ANTIGONISH

Town of Antigonish c: 902.863.2351
274 Main Street f: 902.863.0460
Antigonish, Nova Scotia
Canada B2G 2C4 www.townofantigonish.ca

May 18, 2023

Camilla Benoit
Chair, Board of Directors
RK MacDonald Nursing Home Corporation
64 Pleasant Street
Antigonish, NS
B2G 1W7

Dear Ms. Benoit

Re: Amendment to BYLAW Amendments: R.K. MacDonald Nursing Home Corporation

As you are aware, Antigonish Town Council recently approved amendments to the RK MacDonald Nursing Home Corporation's bylaws during their April Council meeting.

Following a review of the same bylaws and discussion, staff recommended one (1) amendment for which a motion was put forth and approved during the May Council meeting, as follows:

"It was Moved and Seconded that Council endorse an amendment to the recently approved RK MacDonald Nursing Home Corporation Bylaws including the deletion of *'Further, the Finance Committee may, in its discretion, request the CAO or their designate to excuse themselves from all or part of a meeting in the event of a concern regarding any personal interest that the CAO or their designate is believed to have in the matters in issue'* and inserting the following text to Article IV - Section 6 – *'Conflict of Interest, also apply to any individual serving as a regular member of any committee, even if not a member of the RK Board, including advisors.'*" Motion carried.

I trust this satisfies the requirements of the Board.

Sincerely



Jeff Lawrence
Chief Administrative Officer



R.K. MacDonald Nursing Home
Board of Directors
64 Pleasant Street
Antigonish, Nova Scotia
B2G 1W7

Date of Board of Directors Meeting: September 28, 2023

Re: By Law Amendment: Article II Board of Directors: Section 2 Board Composition

By Law Version To Be Amended: March 30, 2023

Whereas recruitment to the Board of Directors is becoming a challenge and;

Whereas the Corporations' By Laws indicates the Board Composition to be 12 members and;

Whereas not having twelve members of the Board of Directors may place the Board in contravention of the Corporations' By Laws and;

Whereas having a range in the numbers of members required to form a Board Directors would address this matter;

NOW THEREFORE BE IT RESOLVED: that Article II Board of Directors: Section 2 be amended to read "*The Board shall consist of 9 to 12 Directors, 3 to 4 persons appointed by the Town of Antigonish, 3 to 4 persons appointed by the Municipality of the County of Antigonish, and 3 to 4 persons appointed by the Congregations of the Sisters of St. Martha, provided however that no employee of the Corporation shall be a director.*"

Original: Article II: Section 2 Board Composition

The Board of Directors shall consist of four members appointed by the County Council of the Municipality of the County of Antigonish, four members appointed by the Town Council of the Town of Antigonish and four members appointed by the Sisters of Saint Martha, provided, however, no employee of the Board shall be a member thereof.

File: CEO/ Board / Executive Comm. / 2023 By Law Amendment/ Board Composition

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



R.K. MacDonald Nursing Home
Board of Directors
64 Pleasant Street
Antigonish, Nova Scotia
B2G 1W7

Date of Board of Directors Meeting: September 28, 2023

Re: By Law Amendment: Article II Board of Directors: Section 4 Ceasing to Hold Office

By Law Version To Be Amended: March 30, 2023

Whereas the Corporation By Laws offers a Director will cease to hold office in the event they are absent for “three consecutive meetings and;

Whereas the Corporations By Laws do not identify “which” Board meetings;

NOW THEREFORE BE IT RESOLVED: that Article II Board of Directors: Section 4 be amended to read: *sub section e): “a Director ceases to hold office where a Director is absent from three (3) consecutive Board or Committee meetings without a valid reason(s), as determined by the Board.”*

Original: Article II Board of Directors: Section 4: a Director is absent from three (3) consecutive meetings without a valid reason(s) as determined by the Board.

File: CEO/ Board / Executive Comm. / 2023 By Law Amendment / Ceasing to Hold Office

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



R.K. MacDonald Nursing Home
Board of Directors
64 Pleasant Street
Antigonish, Nova Scotia
B2G 1W7

Date of Board of Directors Meeting: September 28, 2023

Re: By Law Amendment: Article III Officers: Section 5. Treasurer

By Law Version to be Amended: March 30, 2023

Whereas the responsibility for the financial well being of the Corporation is clarified in the CEO's job description and;

Whereas the Treasurer, as appointed by the of the Board of Directors does not have custody and control of all securities and funds and;

Whereas the custody and control of all securities and funds is a matter of operations, and is administered by the Director of Finance,

NOW THEREFORE BE IT RESOLVED: that Sub Section a) of Article III: Section 5, be deleted.

Existing: Article III: Section 5: Treasurer - The Treasurer shall be appointed by the Board and shall have all the powers and duties generally pertaining to the office including the responsibility for:

a) Custody and control of all securities and funds

File: CEO/ Board / Executive Comm. / 2023 By Law Amendment / Custody and control

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R.K. MacDonald Nursing Home
Board of Directors
64 Pleasant Street
Antigonish, Nova Scotia
B2G 1W7

Date of Board of Directors Meeting: September 28, 2023

Re: By Law Amendment: Article III Officers: Section 6. Conflict of Interest

By Law Version to be Amended: March 30, 2023

Whereas the declaration of a conflict of interest is the responsibility of a Board member, ex officio member or advisors to declare at the beginning of any Board related meeting and;

Whereas the By Laws do not express the necessity to declare a Conflict of Interest as a standing agenda item

NOW THEREFORE BE IT RESOLVED: Article III: Section 6. Conflict be amended to include Sub section c: *The provisions of Section 6, Conflict of Interest, also apply to any individual serving as a regular member of any committee, even if not a member of the RK Board, including advisors.*

Existing By Law: Article III: Section 6. Sub section c did not exist, it is an addition

File: CEO/ Board / Executive Comm. / 2023 By Law Amendment / Conflict of Interest

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



R.K. MacDonald Nursing Home
Board of Directors
64 Pleasant Street
Antigonish, Nova Scotia
B2G 1W7

Date of Board of Directors Meeting: September 28, 2023

Re: By Law Amendment: Article IV Committees: Section 3. Executive Committee

By Law Version to Be Amended: March 30, 2023

Whereas the Executive Committee requires a member to be elected from the Board of Directors to sit on the Executive Committee and;

Whereas the election of a Board member can only occur during the Corporations' annual meeting and;

Whereas if a seat on the Executive Committee became vacant after the Annual Meeting, the seat would remain vacant until the next Annual Meeting;

NOW THEREFORE BE IT RESOLVED: that Article IV Committees: Section 3 Executive Committee by amended to read "The Executive Committee shall consist of the Chair, Vice-Chair, Secretary, Treasurer, CEO (ex-officio) and one director elected by the Board at its annual meeting, *or at a Regular meeting of the Board* ensuring at all times that at least one member of the Executive Committee shall be a member of the Board appointed by *a member of the Town of Antigonish, a member of the Municipality of the County of Antigonish and a member of the Congregation of the Sisters of St. Martha's.*

Original: Article IV: Section 3, Executive Committee

The Executive Committee shall consist of the Chair, Vice-Chair, Secretary, Treasurer, and one other member of the Board elected by the Board at its annual meeting, ensuring at all times that at least one member of the Executive Committee shall be a member of the Board appointed by each of the County Council, Town Council, and the Sisters of St. Martha's.

File: CEO/ Board / Executive Comm. / 2023 By Law Amendment / Executive Comm.

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R.K. MacDonald Nursing Home
Board of Directors
64 Pleasant Street
Antigonish, Nova Scotia
B2G 1W7

Date of Board of Directors Meeting: September 28, 2023

Re: By Law Amendment: Article IV: Section 4: Finance Committee

By Law Version To Be Amended: March 30, 2023

Whereas the establishment of the Infrastructure Renewal Steering Committee and the Executive Committee requires Board member participation and;

Whereas the demands on the Board of Director's is exceeding Board capacity and;

Whereas the role and responsibilities of the CAO's or designates requires clarity;

NOW THEREFORE BE IT RESOLVED that Article IV: Section 4: Finance Committee be amended to read: "*The Finance Committee shall consist of the Treasurer, CEO (Ex Officio) Director of Finance (Ex Officio) and four (4) members appointed by the Board. It shall deal with all matters of a financial nature referred to it by the Board*"

The Chief Administrative Officer of the Municipality of the County of Antigonish and the Chief Administrative Officer of the Town of Antigonish (or their respective designate) (the CAO's) shall be entitled to attend meetings of the Finance Committee. *For clarity, the role of the CAO's (or designates) shall be to offer advice and information on behalf of the Town of Antigonish and the Municipality of the County of Antigonish as requested by the Board. They shall have no right to participate in Finance Committee decision-making, i.e. no voting privileges. Further, the Finance Committee may, in its discretion, request the CAO or their designate to excuse themselves from all or part of a meeting in the event of a concern regarding any personal interest that the CAO or their designate is believed to have in the matters in issue.*

Motion (Board of Directors, Sept. 28, 2023) to amend the amendment (Board of Directors, March 30, 2023) to read:

NOW THEREFORE BE IT RESOLVED that Article IV: Section 4: Finance Committee be amended to read: "*The Finance Committee shall consist of the Treasurer, CEO (Ex Officio) Director of Finance (Ex Officio) and four (4) members appointed by the Board. It shall deal with all matters of a financial nature referred to it by the Board*"
The Chief Administrative Officer of the Municipality of the County of Antigonish and the Chief Administrative Officer of the Town of Antigonish (or their respective designate) (the CAO's) shall be entitled to attend meetings of the Finance Committee. For clarity, the role of the CAO's (or designates) shall be to offer advice and information on behalf of the Town of Antigonish and the Municipality of the County of Antigonish as requested by

the Board. They shall have no right to participate in Finance Committee decision-making, i.e. no voting privileges.

Existing By Law: Article IV: Section 4: Finance Committee: The Finance Committee shall consist of the Treasurer, CEO (ex-officio), Director of Finance (ex-officio), and four members appointed by the Board. It shall deal with all matters of a financial nature referred to it by the Board.

The Chief Administrative Officer of the County of Antigonish and the Chief Administrative Officer of the Town of Antigonish (or their respective designate) shall be entitled to attend meetings of the Finance Committee, ex officio.

File: CEO/ Board / Executive Comm. / 2023 By Law Amendment /Finance Committee

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R.K. MacDonald Nursing Home
Board of Directors
64 Pleasant Street
Antigonish, Nova Scotia
B2G 1W7

Date of Board of Directors Meeting: September 28, 2023

Re: By Law Amendment: Article IV Committees: Section 6. Quality, Safety & Governance Committee

By Law Version to be Amended: March 30, 2023

Whereas the Corporation By Laws state “*All Committees of the Board shall be appointed by the Board. Committees shall be Standing and Special. Each Committee shall have representation from the CEO (ex-officio) and each of the appointees of the County Council, Town Council, and the Sisters, unless otherwise agreed upon by the respective organization*” and;

Whereas the Board of Directors are required to appoint four (4) members to the Quality, Safety and Governance Committee and;

Whereas the Corporation By Laws requires equal representation from each appointing agencies and;

Whereas aligning skill sets, expertise and interest may prove challenging;

NOW THEREFORE BE IT RESOLVED: that Article IV Committees: Section 6. Quality, Safety and Governance Committee be amended to read “*The Committee consists of four members appointed by the Board with a minimum of 1 representative member from the Town of Antigonish, 1 representative member from the Municipality of the County of Antigonish, and 1 representative member from the Congregation of the Sisters of St. Martha; CEO (ex-officio), Director of Clinical Services (ex-officio). Unless otherwise agreed upon by their respective organizations.*”

Original: Article IV Committees: Section 6. Four members appointed by the Board with a minimum of 1 representative from the Municipality of the Town of Antigonish, the Municipality of the County of Antigonish, and the Sisters of St. Martha’s; Administrator (ex-officio), Director of Clinical Services (ex-officio).

Page 2

Re: By Law Amendment: Article IV Committees: Section 6. Quality, Safety &
Governance Committee

File: CEO/ Board / Executive Comm. / 2023 By Law Amendment / QSG membership

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R.K. MacDonald Nursing Home
Board of Directors
64 Pleasant Street
Antigonish, Nova Scotia
B2G 1W7

Date of Board of Directors Meeting: September 28, 2023

Re: By Law Amendment: Article IV Committees: Section 9 Committee Members

By Law Version to Be Amended: March 30, 2023

Whereas a quorum for any Regular and Special Meetings of the Board requires a quorum of two-thirds of the total members of the Board and;

Whereas the amendment of Corporation by laws requires approval by two-thirds majority of those present and voting and;

Whereas confusion often exists in defining the quorum requirement for committees;

NOW THEREFORE BE IT RESOLVED: that Article I Committees: Section 9: Committee Members, be amended to read: "All Committees, except the Executive Committee, shall elect a Chair and a Secretary from among its members. A quorum of any committee shall consist of a minimum of *two-thirds* of the voting members of the Committee.

Original: Article IV Section 9: Committees Members: All Committees, except the Executive Committee, shall elect a Chair and a Secretary from among its members. A quorum of any committee shall consist of *fifty percent of the members* of the Committee.

File: CEO/ Board / Executive Comm. / 2023 By Law Amendment / Quorum

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R.K. MacDonald Nursing Home
Board of Directors
64 Pleasant Street
Antigonish, Nova Scotia
B2G 1W7

Date of Board of Directors Meeting: September 28, 2023

Re: By Law Amendment: Article IV Committees: Section 10. Reports

By Law Version to Be Amended: March 30, 2023

Whereas each Committee Chair submits a report at each Regular Meeting of the Board and;

Whereas there is no consistent communication process between the Chair, Board of Directors and the leadership of the Town of Antigonish, Municipality of the County of Antigonish and the Congregation of the Sisters of St. Martha's

NOW THEREFORE BE IT RESOLVED: that Article IV Committees: Section 10. Reports: be amended to read: "All Committees shall submit a report to the next regular meeting of the Board. *As necessary, the Board Chair issues a report highlighting any issues of importance to the leadership of the Town of Antigonish, Municipality of the County of Antigonish and the Congregation of the Sisters of St. Martha's.*

<p><u>Original:</u> Article 4 Section 10: Reports: All Committees shall submit a report to the next regular meeting of the Board.</p>

File: CEO/ Board / Executive Comm. / 2023 By Law Amendment / Communication

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R.K. MacDonald Nursing Home
Board of Directors
64 Pleasant Street
Antigonish, Nova Scotia
B2G 1W7

Date of Board of Directors Meeting: September 28, 2023

Re: By Law Amendment: Article V Meetings, Section 1 : Types of Meetings

By Law Version To Be Amended: March 30, 2023

Whereas the existing By Laws only recognizes “regular” and “special” meeting and;

Whereas Committee meetings are a central platform of Board function;

NOW THEREFORE BE IT RESOLVED: that Article V Meetings: Section 1: Types of Meetings be amended to read: Meetings of the Board shall be *regular, special and committee meetings*.

Original: Article V Meetings, Section 1: Types of Meetings Meetings of the Board shall be regular and special.

File: CEO/ Board / Executive Comm. / 2023 By Law Amendment / Meetings 2023

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R.K. MacDonald Nursing Home
Board of Directors
64 Pleasant Street
Antigonish, Nova Scotia
B2G 1W7

Date of Board of Directors Meeting: September 28, 2023

Re: By Law Amendment: Article V: Section 2. Regular Meetings 3. Approval of the Agenda

By Law Version To Be Amended: March 30, 2023

Whereas the number and complexity of the agenda items of the Board of Directors Regular Meetings is expanding, and;

Whereas the time required to complete a Board meeting is moving beyond two (2) hours and;

Whereas Board members are provided Board packages in advance of the Regular Meetings to be reviewed prior to the Regular meeting and;

Whereas there may be agenda items that do not require discussion or debate and;

Whereas the Regular Meeting Agenda would be managed more efficiently with the addition of a Consent Agenda;

NOW THEREFORE BE IT RESOLVED that Article 5: Section 2. Regular Meeting Agenda, be amended to read: 3. *Approval of the Consent Agenda*

<p><u>Existing By Law: Article V: Section 2. Regular Meetings</u> 3. Approval of the Agenda</p>

File: CEO/ Board / Executive Comm. / 2023 By Law Amendment/ Consent Agenda

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R.K. MacDonald Nursing Home
Board of Directors
64 Pleasant Street
Antigonish, Nova Scotia
B2G 1W7

Date of Board of Directors Meeting: September 28, 2023

Re: By Law Amendment: Article V Meetings, Section 2: Regular Meetings

By Law Version To Be Amended: March 30, 2023

Whereas the Committees of the Board do not have a recognized, standard agenda and;

Whereas the agenda of the Regular Committee provides credible and consistent structure to its meetings and;

Whereas the agenda of the Regular Committee meetings includes acknowledging Conflict of Interest and;

Whereas consistency in the agenda's for Board related meetings would support consistency in the recording of Board related meeting minutes;

NOW THEREFORE BE IT RESOLVED: that Article V Meetings: Section 2: Regular Meetings be amended to read: *Section 2: Regular and Committee Meetings. The agenda for any Regular and Committee meetings shall be as follows:*

Original: Article V Meetings, Section 2: Regular Meetings The agenda for any Regular Meeting shall be as follows:

File: CEO/ Board / Executive Comm. / 2023 By Law Amendment / Meetings agenda 2023

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



R.K. MacDonald Nursing Home
Board of Directors
64 Pleasant Street
Antigonish, Nova Scotia
B2G 1W7

Date of Board of Directors Meeting: September 28, 2023

**Re: By Law Amendment: Article V Meetings: Section 3: Annual Meeting,
subsection 6: Reports**

By Law Version to Be Amended: March 30, 2023

Whereas the Long Term Care Program Requirements requires the Corporation to host and support a Family Council and;

Whereas the Family Council is a valued and autonomous group of individuals, recruited from resident family members, that provides regular feedback on matters impacting the quality of RK services and resident life experiences and;

Whereas the Resident Council Report is presented at the Annual Meeting and;

Whereas consistency is important;

NOW THEREFORE BE IT RESOLVED: that Article V Meetings: Section 3: Annual Meetings: subsection 3: 6. Reports be amended to read: 6.1 "Board Chair" and 6.8 "Family Council"

Existing By Law: Article V Meetings: Section 3: Annual Meeting: Reports:
subsection 6. REPORTS:

- 6.1 Chair
- 6.2 Treasurer – Report of the Auditor
- 6.3 CEO
- 6.4 Director of Clinical Services
- 6.5 Foundation
- 6.6 Medical Advisor
- 6.7 Resident Council

File: CEO/ Board / Executive Comm. / 2023 By Law Amendment / Family Council

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



R.K. MacDonald Nursing Home
Board of Directors
64 Pleasant Street
Antigonish, Nova Scotia
B2G 1W7

Date of Board of Directors Meeting: September 28, 2023

Re: By Law Amendment: Article V: Section 3: Annual – Reports 6.1 Committees

By Law Version to Be Amended: March 30, 2023

Whereas Committee Chairs are required to present Committee Reports at Regular Meetings of the Board and;

Whereas the existing the agenda of the Regular Meeting lists *Committee Reports* as an agenda item;

Whereas clarity is important;

NOW THEREFORE BE IT RESOLVED: that Article V: Section 3: Annual Meetings: subsection 3, 6.1 Committees to be amended to read: “*Board Chair*”

Existing By Law: Article V: Section 3: Annual Reports: 3. 6.1 Chair

File: CEO/ Board / Executive Comm. / 2023 By Law Amendment / Comm Reports

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



R.K. MacDonald Nursing Home
Board of Directors
64 Pleasant Street
Antigonish, Nova Scotia
B2G 1W7

Date of Board of Directors Meeting: September 28, 2023

Re: By Law Amendment: Article V Meetings: Section 5: Meeting Notice

By Law Version to Be Amended: March 30, 2023

Whereas notice of any general or special meeting, other than the Annual Meeting, shall be given to each director at least three days before the date of such meeting and the time, place, and purpose of the meeting shall be specified in the notice and;

Whereas the expectation to secure all members of the Board for general or special meeting is unrealistic and;

Whereas quorum consistency is important;

NOW THEREFORE BE IT RESOLVED: that Article V: Section 5 Meeting Notice be amended to read: “At a general or special meeting, no business shall be transacted other than that for which notice was given, unless a minimum *two-thirds* of the members are present and by unanimous consent of those present, it is agreed to deal with matters concerning which no notice was given.

Existing By Law: Article V Meetings: Section 5: As a special meeting or an emergency special meeting, no business shall be transacted other than that for which notice was given, *unless all members of the Board* are present and by unanimous consent agree to deal with matters concerning which no notice was given.

File: CEO/ Board / Executive Comm. / 2023 By Law Amendment / Meeting Notice

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

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: 24-01-15
Prepared by: Jeff Lawrence, Chief Administrative Officer

Administration

Administration has filed its water rate and electric rate applications with the Nova Scotia Utility and Review Board. The Public Hearing dates are scheduled as follows:

- Water Utility: February 20th beginning at 11:00am
- Electric Utility: March 26th and 27th beginning at 10am

Public works is fully engaged in winter operational activities.

The Town received formal approval from the Nova Scotia Utility and Review Board regarding its electric utility upgrade project on December 15th.

AREA and Town staff continue work on a similar application for the StFX electrification project.

Work is progressing at the Brierly Brook solar site with an expected operational date in early 2024.

Bell is scheduled to complete its work on West Street by the end of the month and work is expected to begin on the AT trail early in next year’s construction season.

Administration is awaiting word from the Municipal Capital Growth Program (MCGP) program on a grant application submitted for upgrades to the sewage treatment plant.

And finally, as this will be my final Council meeting with the Town of Antigonish, I sign off by saying that it has been my honor and privilege to serve as the CAO of the Town of Antigonish over the past 7 ½ years and I am forever appreciative for the support and collaboration of Town Council, staff, and the community throughout this tenure.

Strategic Initiatives Update:

Projects
Title: Carbon Inventory – PCP Milestone Tool
Status Update: Continuing to input data for Carbon Inventory
Next Step: On going
Title: Net Zero Engagement Strategies Funding Opportunity
Status Update: Submitted final application November 28th.
Next Step: Await approval in the new year
Title: Grid Modernization and New Substation
Status Update: Received Regulatory approval from the UARB
Next Step: Notified SREP of approval. Received Project approval pending Contribution Agreement
Title: Executive Assistant Duties
Status Update: Organize and schedule meetings for Mayor Boucher

Next Step: Ongoing Correspondence
Title: Grid Modernization Project
Status Update: Working with Ray Sampson et al to refine budget and timeline
Next Step: Developing Gantt Chart for costing and scheduling (on-going)
Title: FCM/SCCF – Community District Energy System (CDES) Feasibility Study
Status Update: Had kickoff meeting at StFX for information gathering
Next Step: Working on Community Stakeholder letter of consent
Title: Green Municipal Fund – GHG Reduction Pathway Feasibility Study – Deep Energy Retrofits
Status Update: Reviewing Final Report
Next Step: Investigating Capital funding opportunities to follow study.
Title: New SREP funding available for Capacity Building
Status Update: Submitted pre-application while waiting for intake to open
Next Step: Working on full application – Deadline to submit is late January
Title: Diversity, Equity and Inclusion Plan
Status Update: Reviewing Final Report
Next Step: Follow up with Empowered once review is complete
Title:
Status Update:
Next Step:
Title:
Status Update:
Next Step:
Title:
Status Update:
Next Step:

AREA Update:

Projects
Title: AREA weekly updates
Status Update: Attend weekly update meetings
Next Step: On going
Title: HOME Program review
Status Update: Released Energy Survey via social media and bill insert
Next Step: On-going
Title: Solar Subscriptions
Status Update: Attended multiple meetings and workshops on subscription model
Next Step: on-going
Title:
Status Update:

THE TOWN OF
ANTIGONISH

Next Step:
Title:
Status Update:
Next Step:
Title:
Status Update:
Next Step:

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: January 2024
Prepared by: Kate MacInnis, Director of Community Development

Community Development

Strategic & Capital Projects of Council:

Projects
Active Transportation Corridor
Status Update: Revised Tender Scope Ongoing
Next Step: Bell needs to return to move the final pole at the Corner of West Street/Convocation Blvd. Delay was caused by Bell discovering additional underground cables they had no record of and needed to be reviewed before they could splice and move the pole. Additionally, a motor vehicle hit one of the new poles that were moved and that pole needs to be replaced. WSP will be revising tendering scope into more manageable pieces, keeping with the revised construction timeline. The railway is review the Town’s application for formalizing the pedestrian crossing at the East End of Main Street. WSP is reviewing the permitting requirements that will be required from Department of Fisheries and Department of Environment for the pedestrian bridge. Bell is to submit a quote for the next section of utility pole moves for St. Ninan and East Main Street. Staff to work with StFX and impacted property owners on St. Ninan Street on requirements for temporary and permanent property easements.
Accessibility Ramp
Status Update: Engineering Design Options Prepared
Next Step: Staff have been working with Strum to identify options for the installation of a accessible ramp to the Challenger Baseball Field. This area has been particularly challenging due to the slope and narrow working area. Staff will work with Strum to develop an RFP for construction services once the most cost effective path forward is determined. Construction would begin in the spring/early summer.
Tourism
Status Update: Marketing Levy Passed First Reading
Next Step: By-Law passed first reading. Staff have been in communication with the Tourism Association, where feedback has been positive. Staff will be pursuing second and final reading for official adoption in time for January 1, 2024.
Regional Ball Field #2
Status Update: Phase 1 of drainage work has been completed.
Next Step: Preparing budget request for phase 2 which will repair grading of the field to address the collection of water in areas following heavy rain.
Arbor Drive Playground
Status Update: Equipment has been ordered
Next Step: Install will happen in the Spring. Staff are exploring grant opportunities to add additional features to the park.
Parking Meter Renewal
Status Update: All meters needed repair or replacement have been identified for a phased replacement plan.
Next Step: Welding will be done based on weather.
Litter Cans
Status Update: Staff developing standards and updates to locations for downtown core litter cans.

Next Step: Staff will come to Council with update on litter can service which will include locations and set up to reflect placemaking standards. Staff will prepare to have an update for Council in February and the new litter cans will be installed in the spring (once snow removal season is complete).

Accessibility

Status Update: Staff working on report card

Next Step: Staff working on the collection and remediation of complaints as they come in. Staff will also work with the committee on prioritizing the next phase of recommendations outlined in the accessibility plan.

Operational Projects:

Project

Beautification

The draft RFQ has been prepared by staff for posting in the early new year. Staff will be looking to secure a contract for 2024-2027 for spring/summer/fall landscaping services.

Pedestrian Safety

Staff working with WSP to develop recommendations to enhance overall pedestrian safety. The immediate focus will be reviewing midblock crosswalks. Staff met with RCMP, County, StFX and NS Public Works to review concerns and form a subcommittee. The subcommittee will be developing an outreach plan for both pedestrians and motorists about crosswalk safety.

Wayfinding & Signage

Town and Bayside staff met with Vibe Creative Group on a new welcome signage for Antigonish to reflect Mi'kmaw history. The signs will be at Chisholm Park, West Street, St. Andrews Street, and James Street. The next phase of this work will involve recreation and look at new signage at The Landing, which will include a reflection on the cultural history and the Mi'kmaw people, as well as trail markers, mapping, and information on wildlife found in the area.

Town Hall Lighting

Staff have arranged for a structural and electrical assessment of the clock tower due to concerns about the weight of the lights. The assessment will review the current conditions and provide recommendations for a installation plan. This work is required before going to tender.

Town & StFX Partnership

Following a review of the minutes and feedback from all partners, the Good Neighbours Working Group are reviewing options for Homecoming 2024. The Town has provided the Special Events Planning Guide and Application form to the Student Life for their review should it be helpful in determining a direction moving forward. The Town will look to ways to support StFX and the progress made, as well as the continued advancement of the Good Neighbours Program.

Security Camera Project

Staff from all departments are working on the development of a revised security camera system to protect the safety and security of Town assets and facilities. Staff have been working with StraitIT on the plan. Staff will come to Council in the coming months with an overview as well as a budget ask, which will included a phased implementation plan. This project is board in scope and involves many different aspects from the different types of equipment needed to the policy development of how to properly manage a security camera system.

Feasibility Study for Rec Centre – Investigation Phase

Following a presentation to joint Council from a community group (PARC) staff have been working with the County on addressing the ask for a feasibility study that would look at a community sport and recreation centre for Antigonish. Following discussion at both Council tables, staff are in the process of collecting information around current recreation assets as well as financial comparison of other facilities that have been built across the province. Staff will provide Councils with this information prior to next steps being taken.

Programming

Open Gym sessions have returned for the winter. Multi-Sport is also ongoing. Recreation staff have partnered with Fireloch on a 'learn to snowshoe' program. Some of the Town's snowshoes will be loaned to FireLoch for

this program. Staff are already reviewing options for summer programming and summer camps to determine how best to meet the needs of the community as the demand for programming for both children and seniors.

Budget 2024-2025 Planning

Staff are preparing plans for budget. This includes review the recreation asset management plan for the replacement schedule and sourcing quotes and seeking professional services to determine a scope of work for proposed projects. Staff will also meet with committees to review budget and special requests for the coming year. The final plan and project list will be presented to Council in the coming months.

By-law, Policy & Procedures:

- Traffic Control/Sidewalk Encroachment Policy – (research phase for potential proposal)
- Sponsorship/Naming Rights Policy (Marking and Communications Officer Drafting)
- Facility Allocation Policy (in progress and in partnership with the County)
- Community Events Policy (proposed)
- Nuisance Wildlife/Animal Feeding By-Law (proposed)
- Oversized Move Permit (proposed)
- Video Surveillance Policy (proposed)

By-Law Enforcement Statistics:

Reporting Period: December 11, 2023 to January 9, 2024

**Please note the holiday break fell within this reporting period.*

Still Under Investigation:

Dog By-law: 2 (still under investigation)

Unsanitary: 2 (still under investigation)

Solid Waste: 2 (still under investigation)

Signage Policy - Ongoing file to address collection of signage being put on Town owned utility pole

Closed:

Solid Waste: 2 files

Parking Violations:

106 parking violations (includes Town, Hospital & StFX)

EXTERNAL: OHS Assessment - 2 Day Start Plan

Darren Cameron <DarrenCameron@ccsafety.ca>

Tue 1/9/2024 9:37 AM

To: Ken Proctor <ken.proctor@townofantigonish.ca>

Cc: Kyle Meisner <Kyle.Meisner@townofantigonish.ca>; Paul Cormier <paulcormier@ccsafety.ca>

 1 attachments (31 KB)

OHS Assessment - 2 Day Start Plan.docx;

Some people who received this message don't often get email from darrencameron@ccsafety.ca. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Ken,

As discussed, please see a copy of the OHS Assessment - 2 Day Start Plan attached. It has some information with respect to the work plan for the two days and with a schedule that will most likely need to be massaged to meet your teams needs. Please not that I have a start time of 9:00AM on the first days schedule but this can be adjusted to suit your needs.

Darren

"Keep safe, if not for you, for the ones you love."

Darren R Cameron, CRSP
Senior Safety Advisor
CC Safety & Compliance Services Inc.
1 (902) 237-2120
darrencameron@ccsafety.ca
www.ccsafetycompliance.ca

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: January 8, 2024
Prepared by: Meaghan Barkhouse, Director of Corporate Services

Corporate Services

Highlights

The Water Utility General Rate Application process is ongoing with the Director of Corporate Services, Director of Public Works and Supervisor of Facilities working with the Water Utility consultants on the Information Requests (IR) posed by the UARB, which are due January 11, 2024. The Water Utility GRA hearing will be held February 20, 2024.

The Director of Corporate Service has been diligently collaborating with the AREA auditor, addressing inquiries related to the 2022-23 year-end financial statements and have the draft statements. They are currently under review by AREA’s General Manager. A meeting later in January will be held for the AREA board to review and approve the financial statements. The Manager of Accounting is working with the auditors to complete a new auditing requirement for organizations that follow Public Sector Accounting Board (PSAB) standards – Asset Retirement Obligation (ARO). The project included scoping larger Town assets and preparing the justification if it falls under the new ARO standards. This information has been sent to the auditors, which have returned with additional questions. A follow-up meeting will be held on January 10th to discuss if any additional information will be needed, and if so, will an asset consultant need to be hired to finalize the report. An Audit Committee meeting will be scheduled as soon as this information is finalized with the auditors.

The Water Utility and Electric Utility operating budget for 2023-24 was included for approval in their respective cost of service rate studies by the consultants. and have been uploaded into the financial software.

Department Update:

Projects
Title: Equity, Diversity, and Inclusion in the Workplace
Status Update: Developing and implanting an Equity, Diversity, and Inclusion (EDI) policy in the workplace is one of the accords Council signed with when the Town began applying for funding related to the grid modernization funding. The Directors of Corporate Services and Community Development, and the Strategic Projects Coordinator have received a working draft of the consultant’s report on EDI for Town of Antigonish, which has come with recommendations and steps to make improvements within the workplace. This is being reviewed for comment and will be presented to Council over the coming month.
Next Step: Consultants Report in review
Title: Strait IT Update
Status Update: The Director of Strait IT has been working with the Strait IT board to present current objectives and strategies since the organization has been in operation for over a year. A focus will be providing reliable and stronger internet connections to all five municipalities (including updating LAN, WAN, switches, and firewall updates). The goal will be to have the same types of equipment to ensure IT has knowledge to install and maintenance similar infrastructures across all the

municipalities. A capital budget proposal will be developed and presented to Councils at a future date.

Next Steps: Ongoing

Title: Hurricane Fiona Disaster Finance Application

Status Update: Corporate Services is complying the Town's expenses and working with insurance as part of the application process.

Next Step: Ongoing

Title: Work from Home Policy

Status Update: Corporate Services has finalized a draft Work from Home (WFH) policy that is ready for internal review.

Next Step: Finalize and present to Council regarding a Work from Home Policy.

Title: In Development: Charitable Donation Policy

Status Update: Corporate Services has prepared a charitable donation policy for the Town of Antigonish. This would formalize the charitable donation receipt program and outline the standards for evaluating donations in accordance with Canadian Revenue Agency (CRA) guidelines. This is in the review stage.

Next Step: Finalize and prepare a memo to Council regarding a Charitable Donation Policy.

Water Utility - Statement of Operations
For the Nine Months Ending Sunday, December 31, 2023

	2023		2022	
	Budget	Actual	YTD	March 31st
Operating Revenue				
Water Revenue	\$1,409,374	\$1,029,145	\$1,022,579	\$1,440,057
Fire Protection	286,172	286,172	286,172	286,172
Fire Protection - County	188,679	188,679	188,679	188,679
Other Water revenue	2,750	12,536	3,250	6,029
	<u>1,886,975</u>	<u>1,516,532</u>	<u>1,500,680</u>	<u>1,920,937</u>
Operating Expenditure				
Property Taxes	39,623	39,085	38,846	38,846
Depreciation	421,500			390,060
Source of Supply	37,047	20,883	30,488	35,112
Purification	335,246	201,847	235,293	322,306
Power and Pumping	46,382	31,099	30,389	41,199
Transmission and distribution	131,415	95,418	68,233	83,908
Administration	99,742	84,676	80,985	87,358
Supervision	552,580	449,953	402,365	536,487
Wages	176,161	132,505	132,103	172,401
	<u>1,839,696</u>	<u>1,055,466</u>	<u>1,018,702</u>	<u>1,707,677</u>
Operating Profit	47,279	461,065	481,979	213,261
Non-operating revenue				
Interest on investments				
Interest on Accounts		2,652	3,454	4,515
Misc Non-operating Revenue				
		<u>2,652</u>	<u>3,454</u>	<u>4,515</u>
Non operating expenditure				
Debt Payments	166,128	164,138	164,588	167,817
Transfers to other funds				
	<u>166,128</u>	<u>164,138</u>	<u>164,588</u>	<u>167,817</u>
Excess(deficiency) of rev over exp	(118,849)	299,579	320,845	49,959

Electric Utility - Statement of Operations
For the Nine Months Ending Sunday, December 31, 2023

	2023		2022	
	Budget	Actual	YTD	March 31st
Revenue				
Operating				
Electric Revenue	\$13,877,728	\$8,933,806	\$7,684,210	\$11,986,808
Expenditure				
Operating				
Power Purchases	7,409,788	6,513,005	1,706,167	4,274,290
Power Generation and Delivery	5,097,464	1,340,559	4,481,779	5,259,390
Electrical Buildings/Subs	17,453	5,465	8,586	16,944
Electric Distribution Exps	234,740	832,088	428,900	227,903
Property Taxes	2,588	2,588	2,438	2,438
Depreciation	278,416			246,607
Admin - Common Services	1,216,963	718,734	624,327	837,569
Interest and Bank Charges	5,838	9,167	1,910	5,668
Wages	595,672	450,382	446,268	572,762
	<u>14,858,922</u>	<u>9,871,988</u>	<u>7,700,375</u>	<u>11,443,571</u>
Non-operating revenue				
Interest on investments				
Interest on Accounts	11,135	12,732	15,399	19,794
	<u>11,135</u>	<u>12,732</u>	<u>15,399</u>	<u>19,794</u>
Non-operating expenditures				
Debt Payments				
Transfers to other funds	575,000			575,000
	<u>575,000</u>			<u>575,000</u>
Excess(deficiency) of revenue over expenditure	<u>(1,545,059)</u>		<u>(768)</u>	<u>(11,971)</u>

	<u>2023</u> <u>Budget</u>	<u>2023</u> <u>Actual</u>	<u>2022</u> <u>Budget</u>	<u>2022</u> <u>Actual</u>	<u>Remaining</u> <u>Budget</u>
Revenue					
Taxes	\$7,501,015.37	\$7,232,876.12	\$6,965,288.62	\$6,998,888.40	\$268,139.25
Grants in Lieu of Taxes	1,109,614.80	62,265.04	1,050,533.12	54,985.94	1,047,349.76
Sale of Services	949,423.24	637,723.82	879,691.10	703,472.04	311,699.42
Services provided to other governments	302,534.66	109,550.66	311,428.76	233,571.57	192,984.00
Other revenue from own sources	143,000.00	338,854.67	147,450.00	273,601.07	(195,854.67)
Unconditional Transfers from other governments	478,844.00	90,481.31	235,612.16	88,666.00	388,362.69
Other Transfers	2,142,198.00		2,198,427.50	3,000.00	2,142,198.00
	<u>12,626,630.07</u>	<u>8,471,751.62</u>	<u>11,788,431.26</u>	<u>8,356,185.02</u>	<u>4,154,878.45</u>
Expenditure					
Mayor and Council	435,049.94	347,820.61	401,180.53	330,122.25	87,229.33
Corporate Services and Office of the CAO	2,756,301.97	612,059.66	2,547,505.53	793,742.43	2,144,242.31
Engineering and Public Works	1,493,387.33	966,108.20	1,448,570.89	1,002,875.63	527,279.13
Environmental Health Services	1,391,965.57	848,185.98	1,389,991.12	861,496.67	543,779.59
Community Development Administration	399,058.99	307,795.34	416,795.08	321,272.99	91,263.65
Partnerships & Initiatives	564,329.81	482,947.59	497,621.73	581,901.72	81,382.22
Protective Services	2,997,244.13	1,532,842.83	2,811,877.32	1,811,039.26	1,464,401.30
Recreation and Cultural Services	728,691.84	519,984.54	566,357.06	430,865.07	208,707.30
Provincial Responsibilities	1,760,577.56	1,244,293.81	1,708,532.00	1,167,547.02	516,283.75
	<u>12,526,607.14</u>	<u>6,862,038.56</u>	<u>11,788,431.26</u>	<u>7,300,863.04</u>	<u>5,664,568.58</u>
Excess(deficiency) of revenue over expenditure	<u>100,022.93</u>	<u>1,609,713.06</u>		<u>1,055,321.98</u>	<u>(1,509,690.13)</u>

Subject: CAO Report
To: Antigonish Town Council
Date Prepared: 08/January/2024
Prepared by: Ken Proctor, P. Eng., Director of Public Works

Engineering & Municipal Services

Capital Projects/Tender Update:

Projects
Title: 23/24 Budgets
Status Update: : Year end projections in progress
Next Step
Title: AT Trail Project (ToA)
Status Update: Ongoing assistance with infrastructure
Next Step: Ongoing followup meetings with consultants (WSP). Bell Aliant work for West St pole adjustments in progress. Project A – Review of West St section continues for revised scope and retender Project D – Dwgs at 95% design stage. Bell /CBNSR followups required Contacts with Stakeholder groups continues for right of way impacts
Title:
Status Update:
Next Step:
Title: ICIP Applications – Bay St
Status Update: : Application Review
Next Step Request For Proposal released for Design Services (closed Dec 15). Services awarded to WSP Contacts in process with CBNSR for railway crossings and EDPC for the J Paradis DA.
Title: Hwy4 AT/Roundabout Project
Status Update: Ongoing followups with NSTIR on concepts/proposed schedule for the phased 4 yr project
Next Step: NSTIR contact on Municipal Infrastructure continues. Phase 1 (#7/Hwy 4) project now operational Municipal work – water and sewer mains completed. Phase 2 (Church St/Hwy 4) design work in progress. Meetings with NSTIR/County
Title: Municipal Capital Grant Program
Status Update: : Application Review for project(s). Resolution of Council for approved project Submission made Dec13
Next Step Awaiting results of application review

Electric Utility (EU):

Projects
Title: 23/24 Budgets
Status Update: Submission to NSURB for General Rate Adjustment (approved by NSURB) Submission to NSURB to amend its Schedule of Rates and its Rule/Regulations (in progress)
Next Step: NSURB Hearing date – mid March/2024
Title: Electric Utility Capital Modifications

Status Update: : NSURB approved capital expenditures Dec 15 EU working group assessing scheduling
Next Steps: Awaiting NSURB Decision
Title: Solar Garden and BRBB Pole line for Solar Garden
Status Update: Site work construction resumed mid June Site erosion control measures ongoing Frame system and solar panels now progressing on lower level New pole line to Hawthorne – Access road constructed for NSPI work . EU pole line section near completion. NSPI work for cross-over points under review with AREA
Next Step: Project followups in progress
Title: NSPI/ToA EU Meeting
Status Update: Assessment of the recloser issue at Cloverville Substation
Next Step: Information exchanged with NSPi. Awaiting a maintenance agreement and next steps for servicing
Title: EU Equipment
Status Update: All equipment is in service Tender issued for new ¾ T service truck. Tender awarded to MacDonald Chrysler Rigging course training completed Development of Rubber Glove Code of Practice continues
Title: Power Outages
Status Update: STFX substation outage Dec 20 affecting Stfx, Mall and Church St area. (Blown NSPI fuse) Short service outages required till Code of Practice in place.
Next Step:
Title: Operations Items
Status Update: Items as noted below
Next Step: Work Items - ongoing "Yellow" lites - replacement work continues Pole Line Work – for BRBB, EU awaiting NSPI work to completed New Service Pole and Transformer bank for Main St Irving (completed) West St/Highland Dr intersection-awaiting update on Traffic controller servicing/ped buttons Tree trimming work continues. Electrical Inspections Ongoing Meter reading
Title: Pole Mount transformers
Status Update: Additional deliveries received
Next Step: Installs being assessed with EU Grid project scheduling
Title: Updated COVID 19 Restrictions
Status Update: Assessing provincial updates
Next Step: Adjust as necessary and/or required
Title: Exploration of Municipal Consolidation
Status Update: Information provided and staff attending update sessions
Next Step: To be determined as process continues

Water Utility:

Projects
Title: 23/24 Budgets
Status Update: Water Rate Application approved by Council and submitted to NSURB for rate adjustments
Next Step: Responses to NSURB Information Requests being prepared for Jan 11 submission Hearing dates set for Feb 20, 2024
Title: Source Water Review

Next Step: Study Followups continuing with Consultant.
Next Steps: Phase 4 continues with site assessment reviews Refinement of short listed sites established of refined drilling exploration. Updates in progress for site testing and MOUs Property contacts for site access pending
Title: Water Utility Items
Status Update: Meeting of James River Stewardship Board – Dec 14, 2023 Annual Dam inspection completed (Nov 17) Residuals Management review continues with consultants (CBCL)
Next Step:
Title: Fire Hydrants
Status Update: Annual maintenance ongoing. (Various service work in progress) Policy-Bylaw for Private Hydrants being reposted for approvals/ enforcement Winter Hydrant Maintenance in progress
Next Step:
Title: Main Line Water Valves
Status Update: Assessment of operational status continues
Next Step: Assessment for Work in 2nd quadrant continues for 2023/2024. Capping of old 4" main work on West St continues. 5 services completed. Disconnect pending Church/Mall and Hawthorne - being deferred . Upper section of Hillcrest St experiencing water discoloration. Interim flushing in progress. (Install of New auto flushing valve - pending)
Title: Water Breaks
Status Update: No new breaks reported
Next Step:
Title: Updated COVID 19 Restrictions
Status Update: Assessing provincial updates
Next Step: Adjust as necessary and/or required
Title: Exploration of Municipal Consolidation
Status Update: Information provided and staff attending update sessions
Next Step: To be determined as process continues

Sewer/Storm:

Projects
Title: 23/24 Budgets
Status Update: Year end projections in progress
Next Step:
Title: NSE Permit to Operate
Status Update: Requirement for System Assessment Report (SAR)
Next Step: Followup on CBCL SAR Report continues. Review of Consultant's memo (CBCL) on options for STP Front End upgrades continues Adjustments to lagoons levels and floatables ongoing as weather events occur
Title: System Conveyance
Status Update: Checks of Murphy's Brook areas ongoing Eastern Trenchless work 95% complete Overview of Whidden- Centennial storm drainage continues Sewer Cleaning tender (GFL) completed Followup review to Safety Program and Training – pending
Next Step:
Title: Hurricane Fiona / Other Storms
Status Update: Provincial /DNR assessment of trees near river areas still pending


Next Step:	Fiona costs compiled and forwarded to Corporate Services for recovery of costs Dec storm events experienced – Dec 18 (rain/wind), Dec 22 (snow)
Title:	Updated COVID 19 Restrictions
Status Update:	Assessing provincial updates
Next Step:	Adjust as necessary and/or required
Title:	Exploration of Municipal Consolidation
Status Update:	Information provided and staff attending update sessions
Next Step:	To be determined as process continues

Public Properties & Streets

Projects	
Title:	23/24 Budgets
Status Update:	Year end projections in progress
Next Step:	
Title:	Seasonal / Street Operations
Status Update:	Street Sweeping has ended with winter season Salt Haul tender in place with D Cameron Trucking Winter coldmix onsite Winter Operations - Oncall moves to 6:00am, Dec01 Salt usage -245 tonnes Followup review to Safety Program and Training – Jan 17 & 18
Next Step:	Work is ongoing pending weather conditions
Title:	PWD Equipment & Bldg
Status Update:	1 Sidewalk plows down for servicing. Return to service expected week of Jan 08 Backhoe tamper being serviced New ½ T service truck being serviced All other equipment in service
Next Steps:	
Title:	Staffing
Status Update:	PWD Staff obtaining additional NSE system certifications 6 month temp hire for Machine Operator- Laborer in place Dec11.
Next Step:	
Title:	Community Development
Status Update:	Discussions continue for review of various requests/inquires and or project overlaps Mid block crosswalk signage have been adjusted to reflect provincial regulations Review of winter parking ban enforcement Assessing Litter Can service Assessing ToA AT project details
Next Step:	Awaiting followups
Title:	Updated COVID 19 Restrictions
Status Update:	Assessing provincial updates
Next Step:	Adjust as necessary and/or required
Title:	: Exploration of Municipal Consolidation
Status Update:	Information provided and staff attending update sessions
Next Step:	To be determined as process continues

Waste Management:

Projects
Title: 23/24 Budgets
Status Update: Year end projections in progress
Next Step:
Title: Solid Waste Items
Status Update: Waste Management Bylaw - Reposting of Bylaw in progress Litter can service being assessed with Community Development Christmas Tree mulching Program – details being posted Town Council Resolution provided for End Producers Program Followups required with Colchester MRF on status of future service contract
Next steps:
Title: Waste disposal weights – Dec 31, 2023
Status Update: RWC -820 T, ICI - 2680 T
Next Step:


Ken Proctor, P.Eng.
Director of Public Works