

# **MUNICIPALITY OF THE COUNTY OF ANTIGONISH**

## **COMMITTEE OF THE WHOLE AGENDA**

**Tuesday, October 1, 2019, 5:30 pm  
Council Chambers  
Municipal Administration Building  
285 Beech Hill Road  
Beech Hill, NS B2G 0B4**

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1. Call to Order – Chairman, Warden Owen McCarron
2. Approval of Agenda
3. Approval of September 23, 2019 Committee of the Whole Minutes
4. Business Arising from the Minutes
5. Delegations  
There are no scheduled delegations.
6. Continuing Business  
There is no continuing business.
7. New Business
  - a. Audited Financial Statements
  - b. Financial Information Return
  - c. Introduction of Proposed Hospitality Policy
  - d. 5th Annual Business Ability Banquet
8. Reports from Inter-Municipal Boards, Committees and Commissions
  - a. Antigonish Heritage Museum Board
  - b. Antigonish Arena Commission
  - c. Antigonish Crime Prevention
  - d. Eastern District Planning Commission
  - e. Eastern Regional Solid Waste Management Committee
  - f. County – Paqtnkek Joint Steering Committee
  - g. Pictou Antigonish Regional Library
  - h. RK MacDonald Nursing Home
9. Community Events  
This item provides Councillors with an opportunity to briefly bring to the attention of Council events that are taking place in their communities.
10. Staff Reports
11. Additions to the Agenda
12. In Camera Items
13. Adjournment

## STRATEGIC PRIORITIES CHART (amended Feb. 2019)

| COUNCIL PRIORITIES   |  |
|--|--|
| <b>NOW</b> <ol style="list-style-type: none"> <li><b>CELLULAR &amp; BROADBAND CONNECTIVITY:</b> Business Case, Funding &amp; Advocacy</li> <li><b>WATER INFRASTRUCTURE:</b> Assessment, Plan &amp; Implementation</li> <li><b>RENEWABLE ENERGY:</b> Explore Partners &amp; Develop Options</li> <li><b>PAQTNKEK PARTNERSHIP:</b> Transition Plan &amp; Milestones</li> <li><b>TOURISM:</b> Plan Development</li> </ol>                     |  |
| <b>NEXT</b> <ul style="list-style-type: none"> <li>ACCESSIBILITY: Improvements &amp; Engagement</li> <li>INFRASTRUCTURE FUNDING: Plan &amp; Implementation</li> <li>WATER &amp; SEWER: Assessment &amp; Plan</li> <li>ACTIVE TRANSPORTATION PLAN: Implementation</li> <li>MUNICIPAL AWARENESS: Plan &amp; Implementation</li> <li>RECREATION PLAN: Implementation</li> <li>BUSINESS PARK: Determine need for new / LSR Options.</li> </ul> | <b>ADVOCACY/PARTNERSHIPS</b><br><i>Connectivity Funding (Prov &amp; Feds)</i><br><i>Physician Recruitment &amp; Retention (Prov)</i><br><i>Long-Term Care Facility Funding (Prov)</i><br><i>Aging In Place Program (Prov)</i>  |
| ADMINISTRATION   | FINANCE  |
| <ol style="list-style-type: none"> <li><b>CELLULAR &amp; BROADBAND CONNECTIVITY:</b> May 2019</li> <li><b>TOURISM:</b> Plan – December 2019</li> <li>INFRASTRUCTURE FUNDING: Plan &amp; Implementation - Ongoing <ul style="list-style-type: none"> <li>BUSINESS PARK: Determine need for new / LSR Options – June 2019</li> <li>Asset Management System: Complete Phase 1 &amp; 2 – June 2019</li> </ul> </li> </ol>                      | <ol style="list-style-type: none"> <li>INFRASTRUCTURE FUNDING: Plan &amp; Implementation - Ongoing</li> <li>Water Meter System: Integration – Mar 2019</li> <li>Water Utility Rates: Review – Oct <ul style="list-style-type: none"> <li>Information Technology Strategy: Oct 2019</li> <li>Receivables and Payables: Ongoing</li> </ul> </li> </ol>               |
| PUBLIC WORKS   | RECREATION   |
| <ol style="list-style-type: none"> <li><b>WATER INFRASTRUCTURE</b> Assessment, plan and Implementation.</li> <li>SEWER SYSTEMS: Assessment - October.</li> <li>WATER SYSTEM: Fringe Water Upgrades - 2020 <ul style="list-style-type: none"> <li>Day-to-day operations</li> </ul> </li> </ol>  | <ol style="list-style-type: none"> <li>ACTIVE TRANSPORTATION PLAN: Trunk 104 Concept Design – Mar 2020</li> <li>RECREATION PLAN: Community Hubs Concept Design – Nov 2019.</li> <li>RECREATION PLAN: <ul style="list-style-type: none"> <li>Summer, After School &amp; Learn to Swim Programing: Ongoing</li> </ul> </li> </ol>                                    |
| SUSTAINABILITY   | PLANNING   |
| <ol style="list-style-type: none"> <li><b>RENEWABLE ENERGY:</b> Options Development – Jan 2020</li> <li><b>PAQTNKEK PARTNERSHIP:</b> Transition Plan from CEDI &amp; Key Milestones for 2020 – Sept 2019.</li> <li>ACCESSIBILITY: Improvements and Engagement – Feb 2020 <ul style="list-style-type: none"> <li>MUNICIPAL AWARENESS: Plan &amp; Implementation – Nov 2019</li> </ul> </li> </ol>   | <ol style="list-style-type: none"> <li>Eastern Antigonish Plan Review – Sept.</li> <li>Bill 58 Amendments to the MGA assessment and response – Summer 2019</li> <li>Development Applications – Ongoing</li> <li>Building and Fire Inspection – Ongoing <ul style="list-style-type: none"> <li>Certification of Assistant Building Inspector</li> </ul> </li> </ol> |

# MUNICIPALITY OF THE COUNTY OF **ANTIGONISH**

## **Committee of the Whole Meeting Minutes**

Monday, September 23, 2019, 6:30 pm  
Council Chambers  
Municipal Administration Building  
285 Beech Hill Road  
Beech Hill, NS B2G 0B4

Present were: Warden Owen McCarron  
Councillor Mary MacLellan  
Councillor Donnie MacDonald  
Councillor Vaughan Chisholm  
Councillor Remi Deveau  
Councillor Gary Mattie  
Councillor Neil Corbett  
Councillor Bill MacFarlane

Regrets: Deputy Warden Hugh Stewart  
Councillor John Dunbar

Staff Present: Glenn Horne, Clerk-Treasurer  
Beth Schumacher, Deputy Clerk

### **1. Call to Order – Chairman, Warden Owen McCarron**

The meeting of the Committee of the Whole was called to order by the Chair, Warden McCarron, at 6:36 pm.

### **2. Approval of Agenda**

Warden McCarron called for any additions or deletions to the agenda. The following additions were requested:

- Crosswalks at Old South River Road
- Creation of a Water Utility with the Town
- Regular Meeting Night Discussion

**Moved By** Councillor MacLellan

**Seconded By** Councillor Corbett

*That the agenda be approved as amended.*

**Motion Carried**

3. **Approval of Committee of the Whole Minutes**

a. **Approval of September 3, 2019 Committee of the Whole Minutes**

Warden McCarron called for any errors or omissions in the minutes of the September 3, 2019 meeting.

**Moved By** Councillor MacDonald

**Seconded By** Councillor Deveau

*That the Committee of the Whole minutes of September 3, 2019 be approved as presented*

**Motion Carried**

b. **Approval of September 17, 2019 Committee of the Whole Minutes**

Mr. Horne noted that there were no minutes from the September 17th meeting to be approved, as there was not quorum at that meeting. Notes from the meeting were received for information.

4. **Business Arising from the Minutes**

Councillor MacLellan asked about the ridership details from ACTS that were noted in the September 3, 2019 minutes. Mr. Horne provided a summary of that discussion and noted that the information requested is still pending. Councillor MacLellan also noted that she had further information about the Livingstone's Cove Road and would bring that to a future meeting.

5. **Continuing Business**

a. **Proposed Amendments to the Joint Police Advisory Board Terms of Reference**

Mr. Horne reviewed the reasons for the amendments to the Terms of Reference for the Joint Police Advisory Board, which were first brought to the Joint Council at their meeting on September 18th. As there wasn't a quorum at that meeting, the item was being brought to the Committee of the Whole this evening for a motion.

**Moved By** Councillor MacDonald

**Seconded By** Councillor Corbett

*The Committee recommends that Municipal Council adopt the proposed amendments to the Terms of Reference for the Joint Policy Advisory Board.*

**Motion Carried**

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6. **New Business**

a. **Water Utility Budget**

Mr. Horne provided a brief review of the budget that Mrs. Duggan provided last week. Members of the Committee were invited to ask any questions that they might have. The Public Works and Finance Teams were thanked for all of the work that they put into preparing the water budget.

**Moved By** Councillor MacFarlane

**Seconded By** Councillor Chisholm

*The Committee recommends that Municipal Council approves the 2019/2020 Water Utility Budget.*

**Motion Carried**

b. **Statement of Estimates**

Mr. Horne noted that the Statement of Estimates is the water budget and the general operating budget. This document is a required report submitted to the Province.

**Moved By** Councillor Corbett

**Seconded By** Councillor MacLellan

*The Committee recommends that Municipal Council approves the 2019/2020 Statement of Estimates.*

**Motion Carried**

c. **Consideration of Minerals Play Fairway Proposal**

Mr. Horne reviewed the request that was received for a letter of support for a geophysical survey in the Province. Examples of support letters from neighbouring municipalities was included in the agenda. Questions were asked regarding the purpose of such mapping, and what its implications could be for the municipality.

**Moved By** Councillor Corbett

**Seconded By** Councillor MacDonald

*The Committee recommends that Municipal Council send a letter in support of the Minerals Play Fairway Proposal to the Minister of Finance and the Minister of Energy and Mines.*

**Motion Carried**

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7. **Reports from Inter-Municipal Boards, Committees and Commissions**

a. **Antigonish Heritage Museum Board**

Next meeting is scheduled for September 30th.

b. **Antigonish Arena Commission**

The next meeting is scheduled for October. An update was provided regarding the request for expressions of interest for the arena canteen, which will remain open until the middle of October. Ice time, and summer ice, will be discussed at the October meeting.

c. **Antigonish Crime Prevention**

The AGM will take place September 26th at St. FX.

d. **Eastern District Planning Commission**

The next Board meeting is scheduled for September 26th.

e. **Eastern Regional Solid Waste Management Committee**

Councillor MacDonald provided an overview of the business discussed in the meeting held on September 19th. A summary was given of the Efficiency and Effectiveness of the Solid Waste Resource Management System Study status, the Mobius Environmental Awards of Excellence, Waste Reduction Week, and a Used Oil Management Association Program that is starting January 1, 2020.

f. **Pictou Antigonish Regional Library**

A meeting has yet to be scheduled following the summer break.

g. **RK MacDonald Nursing Home**

The next meeting will take place Thursday September 26th.

h. **County Paqtnkek Joint Steering Committee**

Staff is in the process of trying to schedule a Joint Council meeting. Given the timing of the upcoming Band Council elections, if a meeting date is not set in the next few weeks, staff will wait until after the Band Council elections are complete.

8. **Community Events**

Councillor MacFarlane provided an update about attending the hospital appreciation event that was held at St. Martha's earlier in the month. Warden McCarron provided an update about this event as well.

Councillor Corbett attending Powwow at Paqtnkek and provided an update on that event. A summary was also provided of the playground fundraising events that have been organized by a local group in the Havre Boucher area.

Councillor MacDonald provided an update on attending Open Farm Day events.

Warden McCarron provided a summary of the Mulroney Centre Opening, the L'Arche Fun Walk on Sunday September 22nd. Warden McCarron also attended the 50th anniversary of the Pomquet Fire Department.

**9. Staff Reports**

**a. EDPC - Building Permit Monthly Report**

The report included in the agenda package was received for information.

**10. Additions to the Agenda**

**a. Crosswalk on Old South River Road**

Councillor MacFarlane brought forward a request regarding crosswalks on South River Road at intersection with Old South River Road. Staff was requested to forward a request to DTIR for an analysis of the appropriateness of crosswalks to be located at either end of the roadway where it intersects with South River Road.

**b. Creation of a Water Utility with the Town**

Councillor MacFarlane has had enquiries over the years about whether it would be appropriate to create a water utility with the Town and suggested that some exploratory work be done to look at benefits and/or challenges with such an arrangement. Mr. Horne noted that staff could prepare an assessment of the relationship between the water utilities and evaluate what is purchased from the Town utility on an annual basis.

**c. Discussion Regarding Regular Meeting Night**

Warden McCarron suggested consideration of moving the regular Municipal Council meetings to the second Tuesday of the month. Discussion followed, and members of the Committee were asked to identify any concerns with the proposal. Staff will come up with some possibilities and report back to the Committee.

**11. In Camera Items**

There was no in-camera business.

**12. Adjournment**

Warden McCarron provided a reminder of the upcoming Chamber of Commerce breakfast on Wednesday; those who are interested in attending were asked to contact Joyce as soon as possible.

**Moved By** Councillor Deveau

*That the Committee of the Whole meeting be adjourned at 7:19 pm.*

**Motion Carried**

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Warden Owen McCarron

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Glenn Horne, Municipal Clerk/Treasurer

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## REQUEST FOR DIRECTION

**TO:** COMMITTEE OF THE WHOLE  
**FROM:** BETH SCHUMACHER, DEPUTY CLERK  
**SUBJECT:** ***PROPOSED HOSPITALITY POLICY***  
**DATE:** October 1, 2019

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### RECOMMENDATION

**THAT the Committee receive the proposed Hospitality Policy for review and consideration for approval at a future meeting.**

### BACKGROUND

In 2017, the Province made changes to the reporting requirements for the expenses of Municipal elected officials and head administrators, as well as hospitality-related expenses. Earlier this year, Council approved amendments to the Council Expense Policy. This proposed Hospitality Policy addresses expenses incurred when hosting events, dignitaries, or providing gifts on behalf of the Municipality.

#### Major Highlights of the Hospitality Policy

- Outlining the kinds of events and circumstances that would qualify to be expensed as “hospitality” events, as well as the kinds of expenses that are permitted
- Outlining required authorizations and signing authorities
- Stating the process, expectations, and restrictions of hospitality expense claims to formalize practices that are already observed
- Outlining reporting requirements

### WORK PLAN CONSIDERATIONS

Over the past year, staff from the Finance Team made modifications to the ways in which they report and file expenses from Municipal Council, allowing them to individually track and publically post these expenses as required by the Province. Hospitality expenses are expected to be tracked and reported in a similar fashion.

### BUDGET IMPLICATIONS

Staff has already made updates to the budget structure (expense coding) to accommodate these policy changes. No additional expenses are anticipated.

### NEXT STEPS

Once approved, the amended and new policies will be posted on the Municipal website and circulated to staff and Council. Staff are already posting Council and Clerk Treasurer expense requirements and will begin posting expenses covered under the hospitality policy in a similar fashion.

# MUNICIPALITY OF THE COUNTY OF **ANTIGONISH**

**TOPIC:** Municipal Hospitality Policy  
**POLICY NUMBER:**  
**DATE APPROVED:**  
**DATE REVISED:**

## **1. TITLE**

- 1.1 This Policy may be cited as the “Hospitality Policy”

## **2. PURPOSE AND OBJECTIVES**

- 2.1. The Municipality recognizes that hospitality-related activities are, at times, necessary and legitimate expenses supporting the effective conduct of government business and for reasons of diplomacy, protocol, business development, or promotion, or advocacy.
- 2.2. This policy establishes uniform standards and procedures respecting Municipal Council members, the Municipal Clerk Treasurer, and municipal employee hospitality claims.
- 2.3. The object of this policy is to:
- 2.3.1. Provide direction and guidance with respect to the appropriate reporting of necessary hospitality expenses;
  - 2.3.2. Ensure hospitality is offered in an accountable, economical, and consistent; and,
  - 2.3.3. Ensure public funds are used prudently and transparently.

## **3. INTERPRETATION**

- 3.1. In this Policy:
- 3.1.1. “Municipal Council” means the Council of the Municipality of the County of Antigonish;
  - 3.1.2. “Municipality” means the Municipality of the County of Antigonish;
  - 3.1.3. “Municipal” means the business or property of the Municipality of the County of Antigonish;
  - 3.1.4. “Signing Authority” means an individual authorized to sign on behalf of the Municipality.
  - 3.1.5. “Claimant” means the individual submitting the expense claim for the items listed in this policy.

## **4. HOSPITALITY AND HOSPITALITY EVENTS**

- 4.1. A hospitality event is a reception, ceremony, conference, meal or other event that involves hosting individuals from outside the Municipality. Hospitality may be offered under the following circumstances in accordance with this policy:
- 4.1.1. Hosting foreign dignitaries;
  - 4.1.2. Engaging in official municipal business matters with representatives from other governments, business, industry or labour leaders, or other municipal or community leaders;

4.1.3. Sponsoring or hosting conferences;

4.1.4. Hosting ceremonies and/or recognition events; and,

4.1.5. Other official functions, as approved by the Municipal Clerk Treasurer, their designate, or Municipal Council.

## **5. SIGNING AUTHORITIES**

5.1. A Signing Authority is prohibited from authorizing expenses incurred on their own behalf.

## **6. PRIOR AUTHORIZATION**

6.1. Subject to this policy, all hospitality events in require prior authorization.

6.2. A request for prior authorization for hospitality events requires the following information:

6.2.1. Rationale / purpose of the event;

6.2.2. Estimated numbers of attendees and their respective affiliations;

6.2.3. If alcohol is to be provided at the event, the reasons that the provision of alcohol is appropriate and warranted in the circumstances; and,

6.2.4. Estimated itemized costs including gratuities and supplementary expenses.

6.3. Requests for hospitality events shall be reviewed by Municipal Council, which shall consider the value and benefit of the proposed event in relation to its cost in deciding whether to approve the hospitality event.

6.4. In instances where a hospitality event has been held without prior approval, claims for reimbursement must provide details outlined above and include a document outlining the reasons prior approval was not possible.

## **7. SERVING OF ALCOHOL**

7.1. While the standard for hospitality is the provision of non-alcoholic beverages, the provision of alcohol in the context of hospitality for reasons of diplomacy, protocol, business development, promotion or advocacy is deemed an acceptable expense in limited circumstances. Any request for approval to serve alcohol at a hospitality event must have prior approval by either the Municipal Clerk Treasurer or Designate, or Municipal Council.

7.2. The Municipality, its employees, and Members of Council are expected to act responsibly in the use of public funds and in the care of well-being of themselves, other employees, and their respective guests with respect to the serving of alcohol.

7.3. The Municipality will demonstrate good judgement in the reasonableness of the quantity and expense of alcoholic beverages offered to guests.

7.4. If alcohol is provided at a hospitality event, food must be served.

## **8. GIFTS**

8.1. For reasons of diplomacy, protocol, business development or promotional advocacy, the giving of token gifts to individuals outside of government is sometimes appropriate. Any giving of gifts requires prior approval by the Municipal Clerk Treasurer if the monetary value does not exceed \$250, or Municipal Council if it does.

## **9. CLAIMS FOR REIMBURSEMENT OF HOSPITALITY EXPENSES**

- 9.1. Claims for reimbursement of hospitality expenses must be submitted on the form provided from time to time by the Municipality and shall be signed by the Claimant.
- 9.2. Hospitality expense claims must include the following:
  - 9.2.1. A copy of the signed prior authorization for the hospitality event for which the expense was incurred;
  - 9.2.2. The names, titles and organizations of the guests at the hospitality event;
  - 9.2.3. The business objective for the expense; and,
  - 9.2.4. A detailed itemized receipt for the expense.
- 9.3. In instances where prior approval of the hospitality event was not possible, the hospitality expense must also include the information required in section 6.4.
- 9.4. If no receipt is available for a hospitality expense, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expense must be provided. Debit or credit card transaction records are not acceptable as receipts.
- 9.5. Hospitality expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.
- 9.6. No hospitality expense claim shall be paid unless the claim is approved for payment by two Signing Authorities. Before approving an expense claim, a Signing Authority must ensure that the claim is consistent with this policy.
- 9.7. In considering a hospitality expense claim for payment, a Signing Authority may be request additional explanations, documentation, or justification from the claimant, and may refuse to approve any claim or expense that did not have prior authorization and that the Signing Authority decides is unreasonable or not in compliance with this policy. In such an instance the claim may be withdrawn or shall be referred to Municipal Council.
- 9.8. The use of petty cash to pay a hospitality expense claim is prohibited.

## **10. REPORTING REQUIREMENTS**

- 10.1. Pursuant to Section 65A of the *Municipal Government Act*, the Clerk Treasurer shall ensure that the Municipality does the following:
  - 10.1.1. Within 90 days of the end of each fiscal quarter, prepares and posts a hospitality report of the Municipal website that describes all the hospitality expenses incurred by the Municipality, including purchases of alcohol, during the quarter.
  - 10.1.2. By September 30<sup>th</sup> of each year, prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the hospitality expense reports for the preceding fiscal year, which is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and Accounting Manual.

## **11. REVIEW REQUIREMENTS**

- 11.1. The Municipal Audit Committee shall review the hospitality annual summary report by October 31<sup>st</sup> of each year.
- 11.2. By the January 31<sup>st</sup> immediately following a regular election held under the Municipal Elections Act, Council shall review this policy and, following a motion from Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

DRAFT



## 5<sup>TH</sup> ANNUAL BUSINESS ABILITY BANQUET

Thursday, November 7, 2019 at 6:00 PM

At the Keating Millenium Centre, St. Francis Xavier University

Dear Friends of the CACL Antigonish,

CACL Antigonish invites you to the 5th Annual Business Ability Banquet on Thursday, November 7th, 2019 at The Keating Millennium Centre at St. Francis Xavier University. We are excited to announce Garth Johnson as our keynote speaker this year. Garth co-founded Meticulon in 2013, Canada's first enterprise to deploy the unique abilities of individuals with autism as Information Technology consultants. Garth's entrepreneurial career in IT has encompassed roles such as VP of Business and Community Development for iStockphoto and President of Fotolia North America, currently identified as Adobe Stock photo. Garth brings his personal life experience with having an individual with autism in his family, together with his professional passion for building sustainable, disruptive businesses across the country and expand services into new sectors. Garth serves on the Board of the Canadian Association for Supported Employment in support of its mission to create sustainable, equitable employment for all Canadians with diverse abilities.

*Garth's passion and dream is to help foster a world where people with diverse abilities are fully integrated into all levels of society, experiencing life to the fullest -- a vision he shares with CACL Antigonish.*

CACL Antigonish looks forward to your presence at this special event. Our participants, Board of Directors and staff request your support by one of two ways. You can choose to sponsor the Banquet at one of the levels listed in the enclosed sponsorship package. Once you determine your level of sponsorship, please identify who is attending on behalf of your organization and the number of individuals. (Please also fill in their names on the enclosed registration form). Or, if you cannot sponsor the banquet but still wish to purchase tickets, please complete the enclosed registration form. A special table price is also listed.

We look forward to seeing you at the Banquet on November 7th, 2019.

Yours truly,

Jeff Teasdale  
Executive Director  
CACL Antigonish

## 5<sup>TH</sup> ANNUAL BUSINESS ABILITY BANQUET SPONSORSHIP

Become a prominent supporter of the event with the following benefits:

- ✓ Gain access to a valuable network of organizations and attendees, exposing your services & products to this community.
- ✓ Establish personal contacts with the keynote speakers and event partners.
- ✓ Recognition for your initiative to support this conference amongst your colleagues.
- ✓ Organization's name and logo displayed in all promotional materials, social media and ticket/registration receipt.
- ✓ Organization's name and logo prominently displayed during the event.
- ✓ Sponsor recognition on your personal name badge.
- ✓ Sponsor recognition in the event thank you letter post this event.
- ✓ Acknowledgement of sponsorship from the podium during the event.

| Sponsorship Benefits          | Gold Sponsor                  | Silver Sponsor               | Bronze Sponsor                  |
|-------------------------------|-------------------------------|------------------------------|---------------------------------|
|                               | \$2,500.00                    | \$1,000.00                   | \$500.00                        |
| <b>VIP Dinner Seating</b>     | Complementary Table (8)       | Complementary Half Table (4) | 2 Banquet Tickets Complementary |
| <b>Organizational Display</b> | Tabletop, Event Signage, Logo | Event Signage, Logo          | Logo                            |
| <b>Organizational Profile</b> | 250 word bio                  | 100 word bio                 | Name only                       |

### Interested in booking a table for your organization?

You can choose to book a table for your business at the cost of \$350.00 which provides a discount of \$50.00 as a table of 8 would be \$ 400.00 if tickets were purchased individually. Tax receipt available.

Please provide sponsorship payment with cheque by October 13th, 2017 made payable to CACL Antigonish with a memo line, "Business Ability Banquet" and mail or drop off to CACL Antigonish, 75 St. Ninian Street, Antigonish, NS B2G 2R8.



## 5<sup>TH</sup> ANNUAL BUSINESS ABILITY BANQUET REGISTRATION FORM

**Keynote Speaker: Garth Johnson**  
**Thursday, November 7, 2019 at 6:00 PM – 9:00 PM**

CACL Antigonish invites you to the **5th Annual Business Ability Banquet** on **Thursday, November 7<sup>th</sup> at 6:00 p.m.** at **The Keating Millennium Centre, St. Francis Xavier University, Antigonish.** We are excited to announce **Garth Johnson** as this year's keynote speaker. Below is the banquet registration. We look forward to seeing you at the **Business Ability Banquet on November 7<sup>th</sup>.**

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**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Business / Organization:** \_\_\_\_\_

**Number of Tickets:** \_\_\_\_\_ **or** **Number of Tables:** \_\_\_\_\_

**Food sensitivities (please specify):** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Banquet Cost: \$50.00 per person. Tables of 8 are available at a reduced rate - \$350 per table.**

**Sponsorship: If you are a sponsor, please make a note in the "comments" section.**

Please return the registration form via e-mail to: [debbie@cacclworkshop.ca](mailto:debbie@cacclworkshop.ca)  
or via mail to: CACL Antigonish, 75 St. Ninian Street, Antigonish, NS B2G 2R8.

**For more information about the Business Ability Banquet, please contact:**  
**Chris Cook, CACL Board Member; [chriscooklinwood@gmail.com](mailto:chriscooklinwood@gmail.com) / 902-631-2858 or**  
**Jeff Teasdale, Executive Director, CACL Antigonish; [jeff@cacclworkshop.ca](mailto:jeff@cacclworkshop.ca) / 902-863-5024.**

***Discover Ability in Disability!***