

# **MUNICIPALITY OF THE COUNTY OF ANTIGONISH**

## **COMMITTEE OF THE WHOLE AGENDA**

Tuesday, January 9, 2024, 5:30pm  
Council Chambers  
Municipal Administration Building  
285 Beech Hill Road  
Beech Hill, NS B2G 0B4

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1. Call to Order – Chair, Warden Owen McCarron
2. In-Camera Items
  - a. Personnel Matters
  - b. Personnel Matters
  - c. Litigation
3. Approval of Agenda
4. Approval of December 12, 2023 Committee of the Whole Minutes
5. Business Arising from the Minutes
6. Delegations
  - a. There are no scheduled delegations.
7. Continuing Business
  - a. Review of Updated Boundary Review Scenarios
  - b. Tourism Strategy Implementation & Marketing Levy Bylaw
  - c. Endorsement of RK MacDonald Nursing Home Corporation By-law Amendments.
8. New Business
  - a. Consideration of Mount Cameron Streetlight Levy
  - b. Potential for Increased Usage for Kayaks and Canoes on the West River
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. Additions to the Agenda
11. Adjournment

**STRATEGIC PRIORITIES CHART** (amended October 2022)

<b>COUNCIL PRIORITIES</b>	
<b><u>NOW</u></b> <ol style="list-style-type: none"> <li><b>1. WATER UTILITY DEVELOPMENT</b> <ol style="list-style-type: none"> <li>Expansion &amp; Renew Aging Infrastructure</li> <li>Securing Long-Term Source Water</li> <li>Long-Term Financial Plan</li> </ol> </li> <li><b>2. DEVELOP &amp; IMPLEMENT AN EVENTS &amp; TOURISM PLAN</b></li> <li><b>3. CONNECTIVITY – CELLULAR AND BROADBAND</b></li> <li><b>4. RENEWABLE ENERGY</b></li> <li><b>5. NEXT GEN SOLID WASTE MANAGEMENT</b></li> </ol>	
<b><u>NEXT</u></b> <ul style="list-style-type: none"> <li>ASSET MANAGEMENT PLAN: Update &amp; Implementation</li> <li>ACTIVE TRANSPORTATION PLAN: Implementation</li> <li>COMMUNITY HUBS: Plan &amp; Implementation</li> </ul>	<b><u>ADVOCACY/PARTNERSHIPS</u></b> <i>Connectivity Funding (Prov &amp; Feds)</i> <i>TIR Service Provision (Prov)</i> <i>Long-Term Care Facility Funding (Prov)</i> <i>Aging In Place Program (Prov)</i> <i>Accessible/Affordable Housing</i>
<b>ADMINISTRATION</b>	<b>FINANCE</b>
<ol style="list-style-type: none"> <li><b>1. CELLULAR &amp; BROADBAND CONNECTIVITY</b></li> <li><b>2. EVENTS &amp; TOURISM</b></li> <li><b>3. ASSET MANAGEMENT</b></li> </ol>	<ol style="list-style-type: none"> <li><b>1. INFRASTRUCTURE FUNDING: Plan &amp; Implementation - Ongoing</b></li> </ol>
<b>PUBLIC WORKS</b>	<b>RECREATION</b>
<ol style="list-style-type: none"> <li><b>1. WATER UTILITY DEVELOPMENT</b></li> <li><b>2. NEXT GEN SOLID WASTE MANAGEMENT</b></li> </ol>	<ol style="list-style-type: none"> <li><b>1. ACTIVE TRANSPORTATION</b></li> <li><b>2. COMMUNITY HUBS</b></li> </ol>
<b>SUSTAINABILITY</b>	<b>PLANNING</b>
<ol style="list-style-type: none"> <li><b>1. RENEWABLE ENERGY</b> <ul style="list-style-type: none"> <li>LCC</li> <li>COMMUNITY SOLAR PROJECT</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li><b>1. MANDATORY MINIMUM PLANNING: Development &amp; Implementation</b></li> <li><b>2. EASTERN ANTIGONISH PLANNING STRATEGY &amp; BYLAW: Complete Review</b></li> </ol>

# **MUNICIPALITY OF THE COUNTY OF ANTIGONISH**

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

Tuesday December 12, 2023 6:00pm  
Council Chambers  
Municipal Administration Building  
285 Beech Hill Road  
Beech Hill, NS B2G 0B4

Present were: Warden Owen McCarron  
Deputy Warden Bill MacFarlane  
Councillor Mary MacLellan  
Councillor Donnie MacDonald  
Councillor Hugh Stewart  
Councillor Shawn Brophy  
Councillor Remi Deveau  
Councillor John Dunbar  
Councillor Gary Mattie  
Councillor Harris McNamara

Regrets: None

Staff Present: Glenn Horne, CAO  
Beth Schumacher, Deputy Clerk  
Marlene Melanson, Director of Recreation

Others Present: Gallery

### **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 6:02pm.

### **In-Camera Items**

Moved and Seconded

*That the Committee of the Whole adjourn to an in-camera session to discuss  
Advice Eligible for Solicitor Client Privilege at 6:02 pm.*

**Motion Carried**

Moved and Seconded

*That the in-camera session adjourns at 6:38 pm.*

**Motion Carried**

A short recess was taken. The open session was called back to order at 6:41pm.

### **Approval of Agenda**

Warden McCarron called for any additions or deletions to the agenda. One addition was requested: Recognition of Dennis Bonvie.

Moved and Seconded

*That the agenda be approved as amended.*

**Motion Carried**

### **Approval of November 28, 2023 Committee of the Whole Minutes**

Warden McCarron called for any errors or omissions in the Committee of the Whole minutes of November 28, 2023.

Moved and Seconded

*That the minutes of November 28, 2023 be approved as presented.*

**Motion Carried**

### **Business Arising from the Minutes**

Councillor Mattie spoke to the boundary review issue that was discussed at the last meeting. He was curious to know whether Stantec would be joining the Committee in person or joining by Zoom. Mr. Horne noted that the suggestions made by Council in previous discussions are being incorporated into a revised map, which is in the process of being prepared to be provided to Council for their review. Councillor McNamara reviewed correspondence sent previously to the UARB regarding timelines, and asked whether Stantec could come to speak to Council in advance of the holidays. Mr. Horne provided an explanation of the different events that have resulted in the revisions to the project timeline.

### **Delegations**

There were no delegations.

### **Continuing Business**

#### **Consideration of Proposed Recreation Facility Feasibility Study**

Mr. Horne spoke to the presentation provided by staff at the Joint Council meeting at the end of November and welcomed further discussion about the topic. A question was asked about whether any work had been done about finding a location for a



potential facility, and staff provided clarification that location would be one of the variables being analysed in the study. A question was also asked about whether the University would be involved, or if it would just be the Town and County; staff noted that only the Town and County would be involved. Questions about potential facility sizing were also asked, and Ms. Melanson explained how community engagement as part of the feasibility review would determine what size of facility would be required for what activities.

Statements were shared about concerns with the expense and the unanswered questions, the potential for costs in line with what the Pictou Wellness Centre incurs, and whether the facility would be for a unique use, like the mini-pitch project. Concern with the cost of the proposed feasibility study where there is so little definition of what uses would be considered. Concern of drawing business or events from community centres throughout the county were shared as well.

Other comments noted that the feasibility study would provide more clarification to the questions being asked, and a suggestion was made to have the County do its own inventory of infrastructure instead of committing to a study at the expense noted when there are two other major recreation developments underway. Some preliminary information space needs for certain recreational amenities, and general pricing for this kind of development, was also requested. A question was also asked about potential staffing for any future building, and a statement was made about the importance of having a pool in the community for swimming lessons.

Warden McCarron summarized to say that he was hearing that the Committee felt that some additional work needed to be done regarding a recreational facility in advance of putting out a Request for Proposals to narrow the scope of the analysis being requested. He reiterated the suggestion to do internal analysis and future discussions to review what is already in the community.

#### Consideration of a Community Transit Service Review

Mr. Horne spoke to the memo in the agenda package and the recommended scope of the Request for Proposals being suggested for the review. Discussion about the proposed review and the benefit of the service to the community followed.

Moved and Seconded

*The Committee recommends to Municipal Council that a RFP be issued for a Community Transit Service Review in collaboration with the Town of Antigonish and Antigonish Community Transit.*

**Motion Carried**

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## **New Business**

### **Annual County / Town / Legion New Year Levee**

Mrs. Schumacher provided the Committee with an update regarding the annual New Years Levee that is jointly hosted by the County, Town, and Legion. The event will be held from noon until 2pm at the Legion, and the Town and County's contribution of \$2,000 each is the same as it was in 2022. Advertisements for the event are lined up to be posted online and in the local paper. Consensus was provided to make that contribution.

### **Appointment of Sgt. Warren McBeath as Traffic Authority**

Mrs. Schumacher requested that the Committee appoint Sgt. Warren McBeath as the Municipality's Traffic Authority, as part of a records update with staff at the provincial Department of Public Works.

Moved and Seconded

*The Committee recommends that Municipal Council appoint Sgt. Warren McBeath as the Municipality's Traffic Authority.*

**Motion Carried**

## **Community Events**

- Councillor Brophy noted that he would be attending the New Years Levee.
- Councillor Deveau shared that on December 3<sup>rd</sup> there was a Senior's Dinner in District 5 that was delivered to members in the community by volunteers. December 3<sup>rd</sup> was also the Santa Tour through District 5 and was well received.
- Councillor MacLellan shared that the Santa Tour on was in her district on December 2<sup>nd</sup>. There was good attendance despite the weather, and good reception to have Santa stop at the school in Maryvale. Good attendance at Christmas dance.
- Councillor Mattie shared that the Rock-A-Thon was held in Tracadie on Dec 2<sup>nd</sup>. Santa and Mrs. Claus were in Tracadie on December 10<sup>th</sup>. New Years Event in Tracadie planned and already sold out.
- Councillor McNamara shared that the Light Tour in Havre Boucher happened over the weekend, with 32 floats, but it rained during the event. On December 9<sup>th</sup> a Food Drive was organized by the Fire Department, and Fire Department 50/50 draw getting bigger around the Christmas holiday. Information was also shared about the community centre toonie draw, and a variety of different activities happening at the community centre.
- Deputy Warden MacFarlane attended the fall convocation ceremony at St. FX.

- Warden McCarron shared some highlights from the Santa Tour through the County, the St. Andrews Tree Lighting, and the St. Andrews Fire Department Holiday get-together.

### **Staff Reports**

Mr. Horne highlighted updates from the staff report, including an update on the renovations at the courthouse, the audit, and information about the low-income tax relief programs and their deadlines. Mr. Horne also noted that the Recreation Department has made arrangements for transit service support, providing free transportation on the fixed route service for the month of December. Mr. Horne also noted that services are connected to the 337 Waterline.

### **Additions to the Agenda**

#### **Recognition of Dennis Bonvie**

Deputy Warden MacFarlane asked that County Council put something in place to recognize local resident Dennis Bonvie for his accomplishments in sport and the recognition that it has brought to the community.

Moved and Seconded

*The Committee recommends to Municipal Council that a sign recognizing Dennis Bonvie be erected in Frankville.*

**Motion Carried**

### **Adjournment**

Moved

That the Committee of the Whole meeting be adjourned at 7:33pm.

**Motion Carried**

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Warden Owen McCarron

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Glenn Horne, CAO

To:	Antigonish County Council Municipality of the County of Antigonish 285 Beech Hill Road Antigonish, NS B2G 0B4	From:	John Heseltine Dartmouth, NS
Project/File:	160401891	Date:	January 2, 2024

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**Reference: Antigonish County Boundary Review – District Boundary Adjustments**

## 1 Background

Antigonish County notified Stantec of our selection to conduct an electoral boundary review via email on August 9, 2023. Stantec formally began work on the project with a Start-up Meeting on August 12, 2023. At that time, we assembled and began to assess information, including past electoral boundary decisions concerning Antigonish County and related map files, as well as information comparing the size of Nova Scotia municipal councils that we have assembled through other projects. At the Start-up Meeting we decided to hold a group meeting with Council members before proceeding with individual interviews with Councillors. The group meeting with Council took place on September 12. We separately interviewed all ten Council members and the Municipality's CAO between September 20 and October 5. In the meantime, we conducted our first phase consultation process, which consisted of a public meeting on September 25, 2023, and an online public survey that was open from September 18 to October 13.

The foregoing work activities constituted the first of two phases of the study process as set out in our proposal dated July 14, 2023. The two-phase approach follows the guidelines of the Nova Scotia Utility and Review Board (NUARB), to which the Municipality will submit its application to set its Council size and electoral district boundaries for the next eight years.

## 2 Findings and Recommendations

We summarized the results of our investigations in a Council Size Report completed on October 20, 2023. Stantec representatives met with Antigonish Council to present the report and respond to questions and concerns from Council members on November 28, 2023.

As explained in the report, responses to the online Council Size Survey strongly favoured continuing with ten Council members. The survey obtained 200 total responses, although not all respondents completed every question. Of 190 respondents who answered our question concerning council size preference, 113 or 59.5% stated they favoured the current ten. The proportion is the highest favouring a single council size that we have ever received among as many as 15 similar surveys that we have conducted. The second and third most preferred options were eight and twelve members, but they trailed considerably at 6.8% each.

Given that these preferences were not contradicted by input through our public consultation session or our consultation with Council through collective and individual interviews, Stantec created district boundary scenarios for eight, ten, and nine members. In view of the strong preference for ten members, we developed three scenarios for a ten-member Council:

- One generated by computer to satisfy the NSUARB's "voter parity" criterion that the number of electors (i.e., eligible voters) in all districts should be within  $\pm 10\%$  of the average number of electors in all districts.
- A second with adjustments to contain as much of the municipality's Acadian population in a single district as reasonable.
- A third that sought to satisfy the voter parity criterion with as little change as possible from the current district arrangement (i.e., by moving as few communities as possible between districts).

Proposed districts in all five proposed scenarios (i.e., one each for eight and nine Council members, and three for ten members) satisfied the parity criterion and none required the division of any community within the county defined for the Nova Scotia Civic Address File (NSCAF).

### 3 Council Decision

Following Stantec's November 28 presentation, Council discussed the boundary options presented. Several Councillors argued strongly that further assessment of scenarios should focus on choices involving ten members. In response to questioning, Stantec agreed that such an approach would be justified considering the strong support for ten members relative to other options. Councillors then discussed a variety of issues related to specific boundaries and the adjustments made to create each option. At the close of discussion, it was moved that Council consider the first electoral district scenario presented for ten council members, which was generated by the GIS utility called Build Balanced Zones without input from Stantec beyond incorporation of the voter parity criterion, and the third, which reflected the minimum number of changes to bring the current district arrangement within the parity standard.

The motion was put as follows and passed:

The Committee recommends that Municipal Council approves taking Scenario 1, 10 Districts with Minimum Variance and Scenario 3, 10 Districts with Minimum Change, forward to the second phase of public consultation for the Boundary Review, subject to further refinement to incorporate the suggestions of the Committee.

### 4 District Boundary Adjustments

Councillors' comments on boundary adjustments focused on Heatherton and Pomquet. Several Councillors argued that specific surrounding communities were connected to each of the two larger centres. In the case of Heatherton, Meadow Green, Black Avon, Frasers Grant, Summerside, Bayfield, and Paqtnkek were identified as related communities. Councillors did not specifically list communities considered to be

connected with Pomquet but did note, as Stantec was aware, that Pomquet is the primary Acadian community within the county. The communities that appear to be most closely related to Pomquet are Monk's Head, Upper Pomquet, Dagger Woods, and Taylor Road. Both Scenario 1 and Scenario 3 put Heatherton and Pomquet together in proposed District 7 with several of the communities considered to be linked to Heatherton in District 10 to the south.

Antigonish County staff worked with Stantec to address these issues through rearrangement of Scenario 3 to put Pomquet and Heatherton into separate districts. In the revised arrangement suggested by County staff, Pomquet is in proposed District 5, which roughly corresponds to proposed District 7 in the previous version of Scenario 3 and Heatherton is now in proposed District 7, which covers most of the area of previous District 10.

While the change resolves the concerns with representing the communities of interest associated with Pomquet and Heatherton, moving the two relatively large communities interfered with voter parity. Further adjustments to other districts, several of which involved dividing NSCAF communities re-established balance among the proposed districts. Most notably, the addition of Heatherton and the related community of Pomquet Forks, which have 257 electors between them, to proposed District 7 required the removal of most of the community of St. Andrews (316 electors) to proposed District 6. The addition of St. Andrews to District 6 was then balanced by shifting roughly half of the Lower South River community (410) to proposed District 5, which is centred on Pomquet, and Greenwold (319) to proposed District 10, which borders the eastern limits of the Town of Antigonish.

The addition of Greenwold to District 10, furthermore, allowed us to move Lanark (150) and Harbour Centre (90) to proposed District 2. We then shifted Lakevale (131) and Big Marsh (35) from proposed District 2 to proposed District 1 and moved Clydesdale (200) from proposed District 1 to proposed District 4. Brierly Brook (223) was also added to proposed District 4 from proposed District 2. The additions to proposed District 4 were balanced by the removal of much of West River and all of Salt Springs (131). Although 431 of 712 electors in West River were retained in proposed District 4, 106 were shifted to proposed District 6 and 201 to proposed District 3.

To the east of Pomquet and Heatherton, a small portion of Heatherton north to the Trans-Canada Highway (44 electors) was moved to proposed District 8 along with the Paqtnkek Reserve (246) and the community of Summerside (78). This allowed us to move the communities of Mattie Settlement (45) and Grosvenor (17) from proposed District 8 to proposed District 9, where they are combined with communities to which County staff suggested they are better connected.

The initial separation of Pomquet and Heatherton clearly led to a domino effect on other proposed districts, which we normally find when larger adjustments are made to boundary scenarios. The rearrangement, which was largely devised by County staff rather than Stantec, nevertheless, has several positive features. Most notably, proposed Districts 4, 6, and 10 abutting the Town of Antigonish are more clearly suburban in character. Concentrating the suburban population in those districts has the further effect of reinforcing the rural character of Districts 1, 2, and 3, which form the balance of the western part of the municipality.

Although variances are larger than with the previous Scenario 3 arrangement, with both proposed Districts 6 and 7 are 9.1% short of the average, all ten proposed districts are within  $\pm 10\%$  of the average number of electors for all districts. The revised scenario adheres to the voter parity criterion and should raise no issues for the NSUARB. The communities of St. Andrews, Lower South River, and West River were all divided to

create the revised scenario. Careful consideration was given to making divisions within the communities to ensure comprehensible boundaries.

## 5 Recommendation

We are submitting Scenario 1 as previously presented and a revised Scenario 3 labelled, respectively, as Options A and B in **Appendix 1**. Both scenarios provide for ten electoral districts meeting the  $\pm 10\%$  parity criterion emphasized by the NSUARB. Proposed electoral districts are generally constructed of NSCAF communities although several communities were divided to create the boundaries now proposed for Option B. The latter scenario can no longer be described as involving minimum changes to the Municipality's current boundary framework. It reflects, instead, adjustments to current districts aligned with Council and staff perceptions of related communities within the county.

It is our recommendation that:

Municipal Council approve taking Options A and B as presented in **Appendix 1** forward to the second phase of public consultation for the Electoral Boundary Review process.

The scenarios are not final. They will be presented to the public as a choice but with the opportunity to comment on their features and suggest changes. With the approval of Council, Stantec will post a second online survey that will present the options and ask respondents to indicate their preference. Additional questions will provide the opportunity for survey respondents to raise issues that they perceive with boundaries, first dealing with the district in which they reside and then with other districts. Respondents will also be encouraged to offer alternatives.

We will also be conducting three public meetings across the county area at which we will present the scenarios and solicit similar input. Stantec will take this consultation into account in considering potential revisions to the boundaries before returning to Council for a decision. Satisfaction of the voter parity criterion will be a leading consideration at all points; however, absolute adherence is not essential so long as any substantial variation from the standard can be explained and justified to the NSUARB.

Respectfully,

**STANTEC CONSULTING LTD.**



**John Heseltine** LPP MCIP

Senior Planner

Phone: (902) 481-1477

john.heseltine@stantec.com

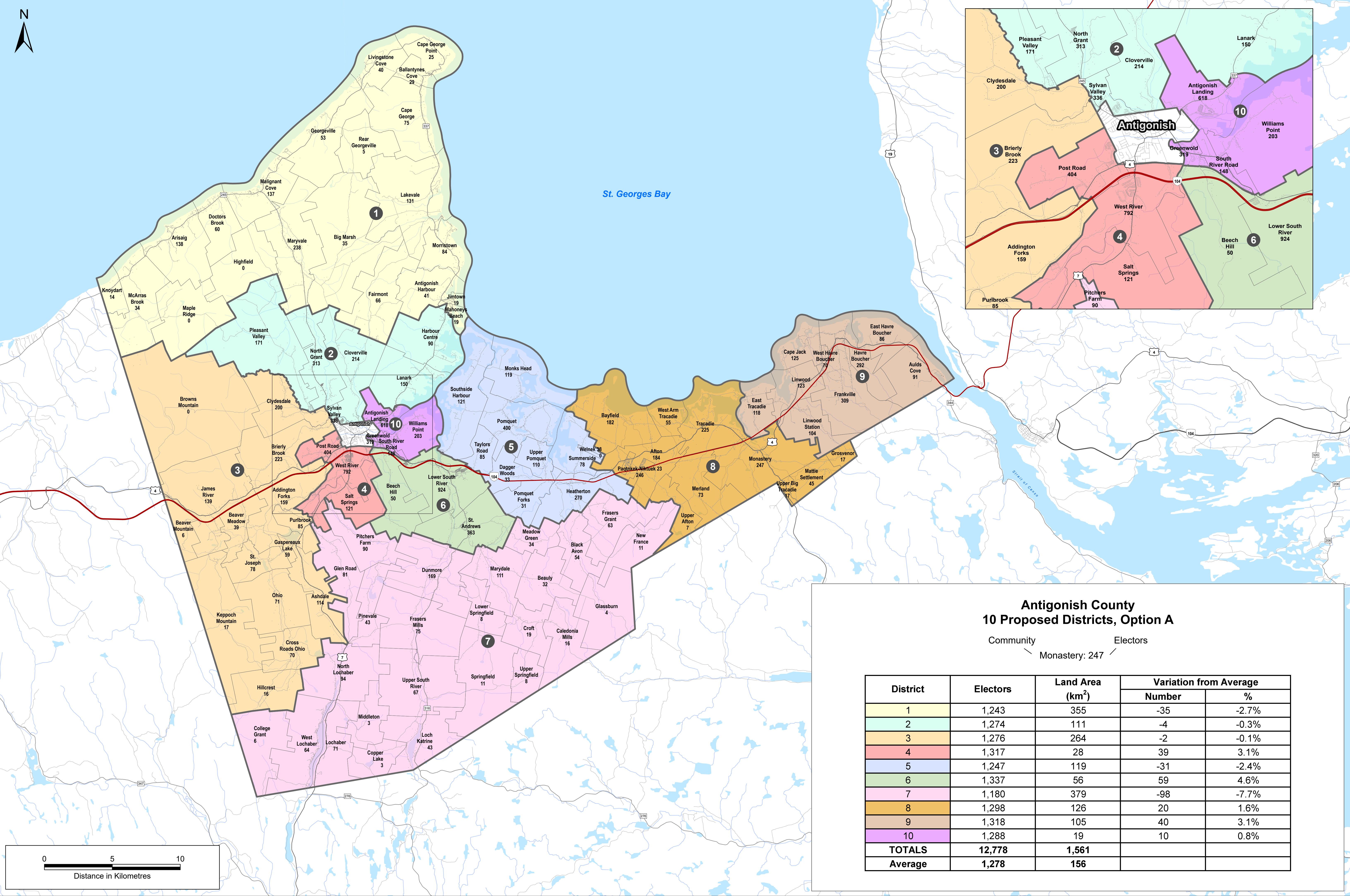
Attachment: **Appendix 1 Proposed Boundary Options for Phase 2 Public Consultation**

## **APPENDIX 1 - PROPOSED BOUNDARY OPTIONS FOR PHASE 2 PUBLIC CONSULTATION**







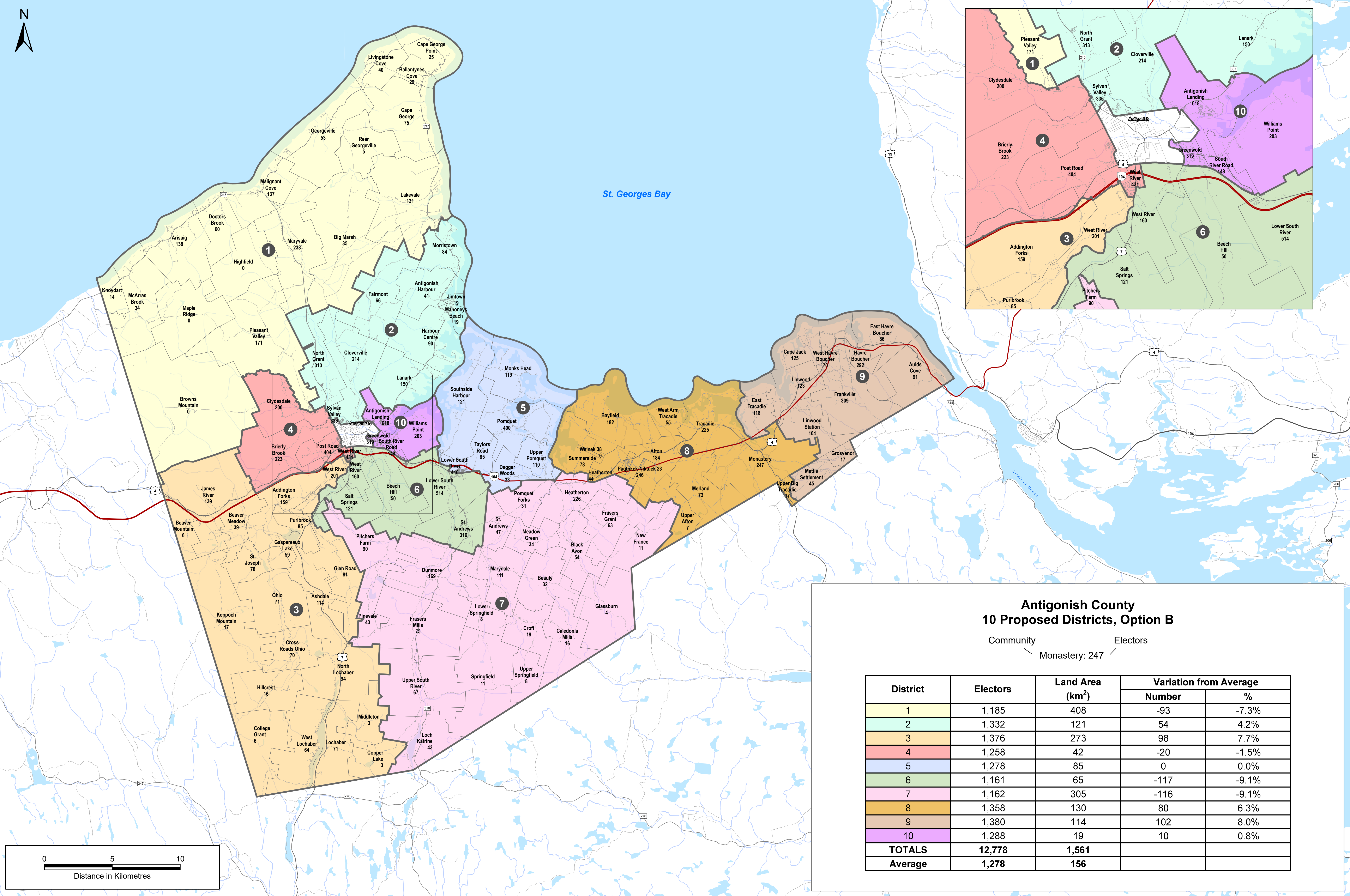


Antigonish County  
10 Proposed Districts, Option A

Community      Electors  
    \      Monastery: 247      /

District	Electors	Land Area (km <sup>2</sup> )	Variation from Average	
			Number	%
1	1,243	355	-35	-2.7%
2	1,274	111	-4	-0.3%
3	1,276	264	-2	-0.1%
4	1,317	28	39	3.1%
5	1,247	119	-31	-2.4%
6	1,337	56	59	4.6%
7	1,180	379	-98	-7.7%
8	1,298	126	20	1.6%
9	1,318	105	40	3.1%
10	1,288	19	10	0.8%
TOTALS	12,778	1,561		
Average	1,278	156		









THE TOWN OF  
**ANTIGONISH**

MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

# Marketing Levy By-Law



# Background and Purpose

- The concept of a marketing levy in this area is not new.
- Provincial legislation was introduced in October of 2022 to allow municipalities to charge a tourism marketing levy of up to 3% on room rates of licensed fixed roof accommodations.
- This legislation aligns NS with other provinces in supporting tourism and offering new and vital source of revenue to be reinvested into the region.
- Some municipalities across the province have been charging a marketing levy for many years through their own special legislation (HRM, CBRM, Yarmouth).
- This is a powerful new tool to invest in our community.



**Antigonish**  
NOVA SCOTIA'S FREE SPIRIT

# Background and Purpose



Section 75A(9) of the Nova Scotia *Municipal Government Act*, S.N.S. 1998, c. 18, gives Council the specific authority to establish a by-law to impose a marketing levy upon persons who, for a daily charge, fee or remuneration purchase Accommodation within the County. The purpose of this By-law is to provide for such a levy.

# Background and Purpose

- As part of our recently completed Tourism Strategy, some of the recommendations were:
  - Develop a financial sustainability plan – including revenue sources and income generators.
  - Establish a 3% marketing levy through Town and County municipal by-laws.
  - Create a governance structure reflecting leadership from the municipalities, tourism operators and partners.
  - Develop a 3-5 business plan leveraging the marketing levy as a foundational revenue generator.



**Antigonish**  
NOVA SCOTIA'S FREE SPIRIT

# Application of the Levy

- 3% of the purchase price of the accommodation
  - This is only applied to the price for the stay, not other services
- Anticipated revenue:
  - 31.3% Occupancy at \$140 rate – estimated annual levy collection of \$235,242
- Levies around the province:
  - Colchester – 3%
  - Yarmouth - \$2/night
  - Port Hawkesbury – 2%
  - Inverness – 2%
  - Pictou County – 3%
  - Stellarton – 3%





# Exemption from the Levy

- A person who pays for accommodation that is less than \$20
- Students living in a building owned by a post-secondary educational institution
- A person who is in a room for more than thirty consecutive days
- A person, and that person's family, staying while that person is receiving medical treatment at a hospital or provincial health-care centre or seeking specialist medical advice



## Registration of the Operator & Remittance

- Every operator must apply for and obtain a registration certificate under this By-law.
- All operators shall remit the levy as prescribed by the Municipality.



## Refunds and Offences

- On a first conviction: a fine of not less than \$500 and not more than \$1,000
- For a subsequent conviction: a fine of not less than \$1,500 and not more than \$5,000.

# Effective Date and Transition

- This by-law will take effect April 1, 2024
- March will be our registration phase
- Tourism Advisory Committee will be established in early 2024



**Antigonish**  
NOVA SCOTIA'S FREE SPIRIT

January 10, 2024

**RE: Tourism Marketing Levy By-Law**

Dear tourism operators:

The Municipality of the County of Antigonish, along with the Town of Antigonish, StFX University, DEANS, Antigonish Chamber of Commerce and Paqtnkek Mi'kmaw Nation have recently completed a Tourism Strategy for our community. This strategy, available on the County's website, was developed to increase tourism activity and visitor yields while supporting tourism operators in growing their capacity.

Through in person and virtual consultation along with a community survey the Tourism Strategy was developed with five strategic directions. The strategy aims to lead and grow with purpose, foster collaboration and partnership, positively impact all communities, market the Antigonish brand, and purposely grow the festival and event sector.

The first strategic direction recommended was to lead and grow with purpose by developing revenue sources and income generators by establishing a 3% marketing levy through Town and County Municipal By-Laws.

Provincial legislation was introduced in October of 2022 to allow municipalities to charge a tourism marketing levy of up to 3% on room rates of licensed fixed roof accommodations. This legislation aligns NS with other provinces in supporting tourism and offering new and vital source of revenue to be reinvested into the community.

You are receiving this letter because you are registered as a licensed fixed roof accommodation provider with Tourism Nova Scotia. We would like to inform you that Antigonish County Council will be considering a Tourism Marketing Levy By-Law this winter with an effective date of April 1, 2024 if approved. The proposed By-Law is enclosed with this letter. The proposed By-Law would see a 3% marketing levy placed on overnight fixed roof accommodations.

Fixed roof accommodation providers (including Air BnB, VRBO, Cottages in Canada) would submit the enclosed registration form and be provided with a certificate from the Municipality. Providers would collect the 3% levy on the cost of overnight accommodations and remit the levy to the Municipality quarterly using the remittance form enclosed.

The funds collected through the levy will support tourism related activities and events attraction.

If you have any questions or feedback related to the strategy or By-Law, please contact Shirlyn Donovan at 902.863.1117 or [shirlyn.donovan@antigonishcounty.ca](mailto:shirlyn.donovan@antigonishcounty.ca).

Regards,

Glenn Horne  
Chief Administrative Officer

## Marketing Levy By-Law

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### 1.0 Title

This By-law shall be titled and referred to as the “Marketing Levy By-Law”.

### 2.0 Definitions

Accommodation – means supplying lodging in hotels and motels in any other facilities required to be licensed under the Tourist Accommodations Act and in a building owned or operated by a post-secondary educational institution where the hotel, motel, facility or building consists of one or more rental units that are offered as lodging;

Council – means the Council of the Municipality of the County of Antigonish

Operation – means a person whose business sells, offers to sell, provides, and offers to provide accommodation in the County of Antigonish

County – means the Municipality of the County of Antigonish

Purchase price – means the price for which the accommodation is purchased, including the value of the services rendered and other consideration accepted by the operator in return for the accommodation provided, but does not include the goods and services tax.

### 3.0 Application of Levy

- 3.1 A marketing and promotions levy is hereby imposed on the County, the rate of which shall be three percent (3%) of the purchase price of the accommodation.
- 3.2 The levy imposed under this By-law, must be collected at the time of the sale on the total amount of the purchase price and must be remitted to the County at the prescribed times and in the prescribed manner.
- 3.3 If a person collects an amount as if it were a levy imposed under this By-law, the person must remit the amount collected to the County at the same time and in the same manner as the levy collected under this By-law.

### 4.0 Exemption from Levy

- 4.1 The Marketing Levy shall not apply to:
  - a) A student who is housed in a building owned or operated by a post-secondary educational institution while the student is registered at and attending a post-secondary institution.
  - b) A person who is staying in a room for more than twenty-eight (28) consecutive days; or

- c) A person, and the person's family, while receiving medical treatment at a hospital or provincial health-care centre or seeking specialist medical advice, provided the person provides a statement from said hospital or provincial health-care centre.

## **5.0 Registration of Operator**

- 5.1 Every operator of a facility providing accommodations to which this By-law applies shall apply for and be issued a registration certificate by the County
  - a) Where an operator carries on business at more than one place, the operator shall obtain a registration certificate in each individual place of business.
- 5.2 The registration certificate shall be displayed in a prominent place on the premises.
- 5.3 Where an operator changes their address, they will return their registration certificate to the municipality for the amendment.
- 5.4 Where an operator changes the name or nature of their business, the operator will return their registration certificate to the municipality for a new one.
- 5.5 Where an operator ceases to carry on business that a registration certificate has been issued, the certificate shall be void, and the operator shall return the certificate to the County within 15 days of the date of closure.
- 5.6 Where a registration certificate is lost or destroyed, a request shall be made to the County for a copy of the original.
- 5.7 A registration certificate granted under subsection (1) is not transferable.

## **6.0 Return and Remittance of Levy**

- 6.1 The County may at any time require a return of sales and levy collected by any person selling accommodation; such return to cover any period or periods.
- 6.2 Subject to the provisions of subsection (6.1), unless otherwise provided, all operators shall make separate quarterly returns to the municipality.
- 6.3 A separate return shall be made for each place of business unless a consolidated return has been approved by the County.
- 6.4 The returns by operators shall be made and the levy shall be remitted to the County the 15<sup>th</sup> day of January, April, July and October.
- 6.5 If an operator during the preceding period has collected no levy, the operator shall make a report to that effect on the prescribed return form.

6.6 Where an operator ceases to carry on or disposes of his business, the operator shall make the return to that effect on the prescribed return form.

## **7.0 Records**

7.1 Every operator shall keep books of accounts, records, and documents sufficient to furnish the municipality with the necessary particulars of

- a) sales of accommodation,
- b) amount of levy collected, and
- c) disposal of levy.

7.2 All entries concerning the levy in such books of account, records and documents shall be separate and distinguishable from other entries made therein.

7.3 Where a receipt, bill, invoice, or other document is issued by a person selling accommodation, the levy shall be shown as a separate item thereon.

## **8.0 Calculation of Levy**

8.1 Where an operator sells an accommodation in combination with meals and other specialized services for an all-inclusive package price, the purchase price of the accommodation shall be deemed to be the price that will be collected for the levy.

## **9.0 Refund of Levy Collected in Error**

9.1 If the County is satisfied that a levy or a portion of a levy has been paid in error, the County shall refund the amount of the overpayment to the person entitled.

9.2 If the County is satisfied that an operator has remitted to the County an amount as collected levy that the operator neither collected nor was required to collect under this By-law, the County must refund the amount to the operator.

## **10.0 Claim for Refund**

10.1 To claim a refund under this By-law, a person must

- a) submit to the County an application in writing signed by the person who paid the amount claimed, and
- b) provide sufficient evidence to satisfy the County that the person who paid the amount is entitled to the refund.

10.2 For the purposes of subsection (1) (a), if the person who paid the amount claimed is a corporation, the application must be signed by a director or authorized employee of the corporation.



## 11.0 Offence

- 11.1 A person who contravenes a provision of the By-law is guilty of an offence punishable by summary conviction and on conviction is liable.
- a) on a first conviction, to a fine of not less than \$500 and not more than \$1,000 and
  - b) for a subsequent conviction for the same or another provision of this regulation, to a fine of not less than \$1,500 and not more than \$5,000.

## 12.0 Administration of By-Law

- 12.1 This By-law shall be administered on behalf of the County by the Chief Administrator Officer and any persons designated by the Chief Administrator Officer.

## 13.0 Effective Date

- 13.1 This By-law shall take effect from first day of April, 2024.

Date of First Reading:

Date of Advertisement for Intent to Consider:

Date of Second Reading:

Date of Advertisement & Approval:

Date of Mailing Certified Copy to SNS & MR:

I certify that this Nuisance Party By-Law was adopted by Council  
and published as indicated above:

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Date

# Tourism Marketing Levy Property Registrant Form

Required fields are marked with an asterisk (\*)

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

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

\*Contact Name & Title: \_\_\_\_\_

\*Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

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

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

\*Location of Operation (Civic Address): \_\_\_\_\_

\*Number of Rental Units: \_\_\_\_\_

Authorized Signing Officer \*

I attest, on behalf of the organization, that the information provided above is accurate and complete.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Privacy Statement

In accordance with Section 485 of the Municipal Government Act (MGA), any personal information collected in this form will only be used by municipal staff and, if necessary, individuals under service contract with the Municipality of the County of Antigonish, for purposes relating to the administration of the County's Tourism Marketing Levy By-Law.

# Quarterly Tourism Marketing Levy Remittance Return Form

Reporting Period From: \_\_\_\_\_ Reporting Period To: \_\_\_\_\_

## Registrant Information

Account Number: \_\_\_\_\_  
Corporate Name: \_\_\_\_\_ Operating Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Remittance Information

Total Number of Available Room Nights This Quarter: \_\_\_\_\_  
Total Number of Room Nights Sold this Quarter: \_\_\_\_\_  
(Do Not Include Stays of 30+ Days)  
Marketing Levy Collected: (Total # of Rooms Sold X 3%): \_\_\_\_\_  
Marketing Levy Remitted: \_\_\_\_\_  
The amount collected should equal amount remitted. Please explain any variances below:

## Authorized Signing Officer

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This return shall be made, and the levy shall be remitted to the County by the 15th day of January, April, July and October for the three (3) months prior of collection of the levy by the operator.

If an operator during the preceding period has collected no levy, the operator shall nevertheless make a report to that effect on the return.

Remittances are payable to the Municipality of the County of Antigonish

## Privacy Statement

In accordance with Section 485 of the Municipal Government Act (MGA), any personal information collected in this form will only be used by municipal staff and, if necessary, individuals under service contract with the Municipality of the County of Antigonish for purposes relating to the administration of the County's Tourism Marketing By-Law.



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

Warden Owen McCarron & Municipal Council  
Municipal Office  
285 Beech Hill Road  
Antigonish, NS  
B2G 0B4

December 12, 2023

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

Dear Warden McCarron & Municipal 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 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 as 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

Page 2


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 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 / Municipality121223

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***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 10, 2023, confirming your approval of the RK MacDonald Nursing Home Corporation By Laws

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

May 10, 2023

Terry MacIntyre, CEO  
RK MacDonald Nursing Home  
64 Pleasant St  
Antigonish, NS B2G 1W7

Dear Mr. MacIntyre

**RE: R.K. Nursing Home Corporation - Amendment of By-Laws**

At their meeting on May 9, 2023, Municipal Council provided their approval to the proposed amendments to the RK Nursing Home Corporation By-laws by making the following motion:

**Min # 2023-063**

Moved and Seconded

That Municipal Council approve the March 30, 2023, amendments to the RK MacDonald Nursing Home Corporation Bylaws as amended with the proposed changes to Articles III and IV related to Conflict of Interest.

**Motion Carried**

I trust this is the information you require.

Sincerely,



Glenn Horne  
CAO

Cc: Ross MacDonald, Municipal Advisor



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

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

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

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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 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).
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.../2

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 <i>fifty percent of the members</i> of the Committee.
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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>
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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.
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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 creditable 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

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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 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

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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 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*”

<b>Existing By Law:</b> Article V: Section 3: Annual Reports: 3. 6.1 Chair
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File: CEO/ Board / Executive Comm. / 2023 By Law Amendment / Comm Reports

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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 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.

<p><b>Existing By Law:</b> 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, <i>unless all members of the Board</i> are present and by unanimous consent agree to deal with matters concerning which no notice was given.</p>
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File: CEO/ Board / Executive Comm. / 2023 By Law Amendment / Meeting Notice

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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 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*”

<b>Existing By Law:</b> Article V: Section 3: Annual Reports: 3. 6.1 Chair
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File: CEO/ Board / Executive Comm. / 2023 By Law Amendment / Comm Reports

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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 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.

<p><b>Existing By Law:</b> 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, <i>unless all members of the Board</i> are present and by unanimous consent agree to deal with matters concerning which no notice was given.</p>
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File: CEO/ Board / Executive Comm. / 2023 By Law Amendment / Meeting Notice

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**MUNICIPALITY OF THE COUNTY OF**  
**ANTIGONISH**

**REQUEST FOR DIRECTION**

**TO:** GLENN HORNE, CAO

**FROM:** ALLISON DUGGAN, DIRECTOR OF FINANCE

**SUBJECT:** **F23/24 STREETLIGHT LEVY MACPHERSON ST., DUYKERS DRIVE AND HARGREAVES WAY & REIMBURSEMENT OF NSPI INVOICES**

**DATE:** DECEMBER 12, 2023

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The Municipality of the County of Antigonish took possession of the streetlights on MacPherson St., Duykers Drive and Hargreaves Way in 2021 from Nova Capital Incorporated. In the transition of physical ownership of the streetlights, the name change on the NSPI account was missed and as a result Nova Capital Incorporated has requested a reimbursement for all NSPI invoices paid since the County took over the streetlights. As of November 23, 2023, the NSPI account is under the Municipality of the County of Antigonish name so any invoices after that date will be sent directly to the Municipality of the County of Antigonish.

The total invoices paid by Nova Capital Incorporated is **\$3,063.50** which they are requesting to be reimbursed to S.F. Smith Retirement Living.

Our streetlighting procedure is that the properties that receive benefit of the streetlights pay an annual levy on their annual property tax invoice. The streetlight levy is calculated based on the operating costs of the streetlights whether the streetlights are maintained by NSPI or Town Electric Utility. The streetlight levy is revenue neutral budget line item for the County.

There are 38 properties that benefit from these streetlights (all of the 38 properties are owned by S.F. Smith Retirement Living). Inline with our streetlight levy, these 38 properties would receive an adjustment on their billing in the amount of **\$93.95** for the Fiscal 2023/24 taxation year. This amount would be annualized for the Fiscal 2024/25 taxation billing and would be substantially reduced on a go forward basis as the proposed levy for this fiscal year includes invoices dated back to 2021.

**Staff Recommendation:**

- Reimburse S.F. Smith Retirement Living Incorporated **\$3,063.50** for NSPI invoices on streetlights that they paid dated back to 2021.
- Include a **\$93.95** streetlight levy for Fiscal Year 2023/24 on 38 properties where these streetlights are installed. This would be inline with our streetlight levy procedures.

Account #	Service Address	Service From:	Total	HST	Provincial Rebate	Total
1123723-7	Duykers Drive	Sept 15, 2021 installation	\$ 28.00	\$ 4.20	\$ -	\$ 32.20
1123723-7	Duykers Drive	Sept 15- Oct 29, 2021	\$ 166.52	\$ 24.98	-\$ 16.65	\$ 174.85
1123723-7	Duykers Drive	Oct 29 - January 4, 2022	\$ 276.22	\$ 41.43	-\$ 27.62	\$ 290.03
1123723-8	Duykers Drive	January 4 - March 2, 2022	\$ 252.24	\$ 37.84	-\$ 25.22	\$ 264.86
1123723-8	Duykers Drive	March 2 - May 3, 2022	\$ 212.51	\$ 31.88	-\$ 21.25	\$ 223.14
1123723-7	Duykers Drive	May 3 - July 5, 2022	\$ 167.76	\$ 25.16	-\$ 16.78	\$ 176.14
1123723-7	Duykers Drive	July 5 - Sep 2, 2022	\$ 150.89	\$ 22.63	-\$ 15.09	\$ 158.43
1123723-7	Duykers Drive	Sept 2 - Nov 2, 2022	\$ 208.94	\$ 31.34	-\$ 20.89	\$ 219.39
1123723-7	Duykers Drive	Nov 2 - January 4, 2023	\$ 276.07	\$ 41.41	-\$ 27.61	\$ 289.87
1123723-7	Duykers Drive	January 4 - March 2, 2023	\$ 241.54	\$ 36.23	-\$ 24.15	\$ 253.62
1123723-7	Duykers Drive	March 2 - May 2, 2023	\$ 233.89	\$ 35.08	-\$ 22.44	\$ 246.53
1123723-7	Duykers Drive	May 3 - July 5, 2023	\$ 188.31	\$ 28.25	-\$ 19.77	\$ 196.79
1123723-7	Duykers Drive	July 5 - Sept 5, 2023	\$ 193.38	\$ 29.01	-\$ 19.34	\$ 203.05
1123723-7	Duykers Drive	Sept 5 - Nov 2, 2023	\$ 228.86	\$ 34.33	-\$ 22.89	\$ 240.30

\$ 1,441.79

\$ 37.94

\$ 2,825.13 \$ 423.77 -\$ 279.70 \$ 2,969.20

**Year end Prorated for Purposes of Supplemental Levy:**

1123723-7	Duykers Drive	Nov 2 - January 4, 2024	\$ 228.86	\$ 34.33	-\$ 22.89	\$ 240.30
1123723-7	Duykers Drive	January 4 - March 2, 2024	\$ 228.86	\$ 34.33	-\$ 22.89	\$ 240.30
1123723-7	Duykers Drive	March 3- 31st, 2024	\$ 114.43	\$ 17.16	-\$ 11.45	\$ 120.15

\$ 3,397.28 \$ 509.59 -\$ 336.93 \$ 3,569.95

# of Properties 38

F23/24 Levy for streetlights \$ 93.95

# of properties	ROLL #	DISTRICT (LINC#)	ROLL STATUS	Contact Person	PRIMARY/SECON DARY	LEGAL ADDRESS	TAXATION YEAR	ASSESSMENT CODE	ASSESSMENT VALUE
1	10930863	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	2 DUYKERS DR	2023	01	513,600
2	10930871	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	6 DUYKERS DR	2023	01	513,600
3	10930881	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	10 DUYKERS DR	2023	01	503,700
4	10930898	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	14 DUYKERS DR	2023	01	503,700
5	10930901	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	18 DUYKERS DR	2023	01	503,700
6	10930911	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	22 DUYKERS DR	2023	01	503,700
7	10944384	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	26 DUYKERS DR	2023	01	503,700
8	10944392	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	30 DUYKERS DR	2023	01	503,700
9	10944406	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	34 DUYKERS DR	2023	01	503,700
10	10944414	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	25 DUYKERS DR	2023	01	479,100
11	10944422	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	21 DUYKERS DR	2023	01	503,700
12	10944430	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	17 DUYKERS DR	2023	01	503,700
13	10944449	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	13 DUYKERS DR	2023	01	503,700
14	10944457	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	9 DUYKERS DR	2023	01	503,700
15	10944465	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	5 DUYKERS DR	2023	01	503,700
16	10985420	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	42 DUYKERS DR	2023	01	59,000
17	10985439	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	38 DUYKERS DR	2023	01	59,000
18	10944473	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	22 HARGREAVES WAY	2023	01	59,000
19	10966884	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	18 HARGREAVES WAY	2023	01	59,000
20	10966892	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	14 HARGREAVES WAY	2023	01	283,900
21	10966906	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	10 HARGREAVES WAY	2023	01	283,900
22	10966914	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	6 HARGREAVES WAY	2023	01	283,900
23	10966922	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	2 HARGREAVES WAY	2023	01	283,900
24	10985366	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	1 HARGREAVES WAY	2023	01	283,900
25	10985374	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	5 HARGREAVES WAY	2023	01	283,900
26	10985382	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	9 HARGREAVES WAY	2023	01	283,900
27	10985390	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	13 HARGREAVES WAY	2023	01	283,900
28	10985404	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	17 HARGREAVES WAY	2023	01	59,000
29	10985412	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	21 HARGREAVES WAY	2023	01	59,000
30	10884659	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	1 MACPHERSON ST	2023	01	513,600
31	10884667	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	5 MACPHERSON ST	2023	01	513,600

# of properties	ROLL #	DISTRICT (LINC#)	ROLL STATUS	Contact Person	PRIMARY/SECON DARY	LEGAL ADDRESS	TAXATION YEAR	ASSESSMENT CODE	ASSESSMENT VALUE
32	10884675	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	9 MACPHERSON ST	2023	01	513,600
33	10884683	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	13 MACPHERSON ST	2023	01	513,600
34	10906008	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	33 MACPHERSON ST	2023	01	513,600
35	10906016	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	29 MACPHERSON ST	2023	01	513,600
36	10906024	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	25 MACPHERSON ST	2023	01	513,600
37	10906032	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	21 MACPHERSON ST	2023	01	513,600
38	10906040	2.00000	Taxable	SF SMITH RETIREMENT LIVING INC	Primary Owner	17 MACPHERSON ST	2023	01	513,600

Account #	Service Address	Service From:	Total	HST	Provincial Rebate	Total
1123723-7	Duykers Drive	Sept 15, 2021 installation	\$ 28.00	\$ 4.20	\$ -	\$ 32.20
1123723-7	Duykers Drive	Sept 15- Oct 29, 2021	\$ 166.52	\$ 24.98	-\$ 16.65	\$ 174.85
1123723-7	Duykers Drive	Oct 29 - January 4, 2022	\$ 276.22	\$ 41.43	-\$ 27.62	\$ 290.03
1123723-8	Duykers Drive	January 4 - March 2, 2022	\$ 252.24	\$ 37.84	-\$ 25.22	\$ 264.86
1123723-8	Duykers Drive	March 2 - May 3, 2022	\$ 212.51	\$ 31.88	-\$ 21.25	\$ 223.14
1123723-7	Duykers Drive	May 3 - July 5, 2022	\$ 167.76	\$ 25.16	-\$ 16.78	\$ 176.14
1123723-7	Duykers Drive	July 5 - Sep 2, 2022	\$ 150.89	\$ 22.63	-\$ 15.09	\$ 158.43
1123723-7	Duykers Drive	Sept 2 - Nov 2, 2022	\$ 208.94	\$ 31.34	-\$ 20.89	\$ 219.39
1123723-7	Duykers Drive	Nov 2 - January 4, 2023	\$ 276.07	\$ 41.41	-\$ 27.61	\$ 289.87
1123723-7	Duykers Drive	January 4 - March 2, 2023	\$ 241.54	\$ 36.23	-\$ 24.15	\$ 253.62
1123723-7	Duykers Drive	March 2 - May 2, 2023	\$ 233.89	\$ 35.08	-\$ 22.44	\$ 246.53
1123723-7	Duykers Drive	May 3 - July 5, 2023	\$ 188.31	\$ 28.25	-\$ 19.77	\$ 196.79
1123723-7	Duykers Drive	July 5 - Sept 5, 2023	\$ 193.38	\$ 29.01	-\$ 19.34	\$ 203.05
1123723-7	Duykers Drive	Sept 5 - Nov 2, 2023	\$ 228.86	\$ 34.33	-\$ 22.89	\$ 240.30
1123723-7	Duykers Drive	Nov 2 - Nov 22, 2023 last bill	\$ 89.81	\$ 13.47	-\$ 8.98	\$ 94.30

<b>\$ 2,914.94</b>	<b>\$ 437.24</b>	<b>-\$ 288.68</b>	<b>\$ 3,063.50</b>
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Nova Scotia Power Inc.  
PO Box 848, Halifax Nova Scotia B3J 2V7  
Any questions? Please call us at 1-800-428-6230  
Weekdays 8am-6pm  
www.nspower.ca

1

Web Access #  
0301540-1

Account Number 1123723-7 Amount due Dec 27 \$334.60

NOVA CAPITAL INCORPORATED  
Service address  
DUYKERS DRIVE #LIGHTS  
ANTIGONISH, NS

Domestic  
Service from Nov 02 to Nov 22, 2023  
Closing Bill

Meter number	Rate code	No. of days	New meter read	Last meter read	Multiplier	kWh used
2106478	02B	20	19848.65	19377.37	1	471

Your meter was read on Nov 22, 2023

Billing date Nov 23 Includes payments received by Nov 23

Amount owing from last bill 240.30  
Balance owing after last payment \$240.30

Energy charges:

Base Charge \$19.17/month 12.78  
Energy 471 kWh x \$0.16354 77.03  
Total energy charges 89.81

Other charges

Tax: HST (11931 4938 RT) 13.47  
Provincial Rebate -8.98  
Total other charges 4.49

Total amount due \$334.60

Amount due Dec 27, 2023 \$334.60

Interest on overdue amounts is calculated at 1.5 % per month  
or part thereof (19.56%) per annum).

Sign up for  
paperless billing at  
nspower.ca/  
paperless

Your average cost of  
electricity during this  
period was \$4.49  
per day before taxes.

Past electric use:

Bill date	Energy used	No. of days	kWh per day
Nov 23	471	20	23.6
Nov 23	1165	58	20.1
Sep 23	948	62	15.3
Jul 23	917	64	14.3
May 23	1138	61	18.7
Mar 23	1356	57	23.8
Jan 23	1569	63	24.9



Nova Scotia Power Inc.  
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www.nspower.ca

Account Number 1123723-7 Amount due Dec 27 \$334.60

Enter payment amount

NOVA CAPITAL INCORPORATED  
DUYKERS DRIVE LIGHTS  
ANTIGONISH NS B2G 2H1

11237237 000000033460 000000033460



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Weekdays 8am-6pm  
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1

Web Access #  
0301540-1

Account Number 1123723-7 Amount due Dec 06 \$240.30

NOVA CAPITAL INCORPORATED  
Service address  
DUYKERS DRIVE #LIGHTS  
ANTIGONISH, NS

Domestic  
Service from Sep 05 to Nov 02, 2023

Meter number	Rate code	No. of days	New meter read	Last meter read	Multiplier	kWh used
2106478	02B	58	19377.37	18212.57	1	1165

Your meter was read on Nov 02, 2023

Billing date Nov 06 Includes payments received by Nov 06

Amount owing from last bill	203.05	
Payment received Oct 11 - Thank you	-203.05	
Balance owing after last payment		\$ .00

Energy charges:		
Base Charge \$19.17/month	38.34	
Energy 1165 kWh x \$0.16354	190.52	
Total energy charges		228.86

Other charges		
Tax: HST (11931 4938 RT)	34.33	
Provincial Rebate	-22.89	
Total other charges		11.44

Total amount due	\$240.30
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Amount due Dec 06, 2023	\$240.30
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Interest on overdue amounts is calculated at 1.5 % per month  
or part thereof (19.56%) per annum).

Sign up for  
paperless billing at  
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paperless

Your average cost of  
electricity during this  
period was \$3.95  
per day before taxes.

#### Past electric use:

Bill date	Energy used	No. of days	kWh per day
Nov 23	1165	58	20.1
Sep 23	948	62	15.3
Jul 23	917	64	14.3
May 23	1138	61	18.7
Mar 23	1356	57	23.8
Jan 23	1569	63	24.9
Nov 22	1155	61	18.9



Nova Scotia Power Inc.  
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Account Number 1123723-7 Amount due Dec 06 \$240.30


Enter payment amount

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20 ST ANDREWS ST  
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Account Number 1123723-7

Amount due Oct 10

\$203.05

NOVA CAPITAL INCORPORATED

Service address

DUYKERS DRIVE #LIGHTS

ANTIGONISH, NS

Domestic

Service from Jul 05 to Sep 05, 2023

Meter number	Rate code	No. of days	New meter read	Last meter read	Multiplier	kWh used
2106478	02B	62	18212.57	17264.94	1	948

Your meter was read on Sep 05, 2023

Billing date Sep 07

Includes payments received by Sep 07

Amount owing from last bill

196.79

Payment received Aug 09 - Thank you

-196.79

Balance owing after last payment

\$ .00

Energy charges:

Base Charge \$19.17/month

38.34

Energy 948 kWh x \$0.16354

155.04

Total energy charges

193.38

Other charges

Tax: HST (11931 4938 RT)

29.01

Provincial Rebate

-19.34

Total other charges

9.67

Total amount due

\$203.05

Amount due Oct 10, 2023

\$203.05

Interest on overdue amounts is calculated at 1.5 % per month

or part thereof (19.56%) per annum).

1

Web Access #

0301540-1

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paperless

Your average cost of


electricity during this

period was \$3.12

per day before taxes.

Past electric use:

Bill date	Energy used	No. of days	kWh per day
Sep 23	948	62	15.3
Jul 23	917	64	14.3
May 23	1138	61	18.7
Mar 23	1356	57	23.8
Jan 23	1569	63	24.9
Nov 22	1155	61	18.9
Sep 22	797	59	13.5



Nova Scotia Power Inc.

PO Box 848, Halifax Nova Scotia B3J 2V7

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Account Number 1123723-7

Amount due Oct 10

\$203.05

Enter payment amount

NOVA CAPITAL INCORPORATED

20 ST ANDREWS ST

ANTIGONISH NS B2G 2H1

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000000020305



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1

Web Access #  
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Account Number 1123723-7 Amount due Aug 08 **\$196.79**

NOVA CAPITAL INCORPORATED  
Service address  
DUYKERS DRIVE #LIGHTS  
ANTIGONISH, NS

Domestic  
Service from May 02 to Jul 05, 2023

Meter number	Rate code	No. of days	New meter read	Last meter read	Multiplier	kWh used
2106478	02B	64	17264.94	16348.28	1	917

Your meter was read on Jul 05, 2023

Billing date Jul 07 Includes payments received by Jul 07

Amount owing from last bill 246.53  
Payment received Jun 06 - Thank you -246.53  
Balance owing after last payment **\$ .00**

**Energy charges:**

Base Charge \$19.17/month 38.34  
Energy 917 kWh x \$0.16354 149.97  
Total energy charges **188.31**

**Other charges**

Adj. - 2023 Prov. Rebate -.94  
Tax: HST (11931 4938 RT) 28.25  
Provincial Rebate -18.83  
Total other charges **8.48**

Total amount due **\$196.79**

Amount due Aug 08, 2023 **\$196.79**

Interest on overdue amounts is calculated at 1.5 % per month  
or part thereof (19.56%) per annum).

*Rates changed  
Feb 2, 2023  
visit nspower.ca/  
rates*

Your average cost of  
electricity during this  
period was **\$2.94**  
per day before taxes.

**Past electric use:**

Bill date	Energy used	No. of days	kWh per day
Jul 23	917	64	14.3
May 23	1138	61	18.7
Mar 23	1356	57	23.8
Jan 23	1569	63	24.9
Nov 22	1155	61	18.9
Sep 22	797	59	13.5
Jul 22	901	63	14.3



Nova Scotia Power Inc.  
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www.nspower.ca

Account Number 1123723-7 Amount due Aug 08 **\$196.79**

Enter payment amount

NOVA CAPITAL INCORPORATED  
20 ST ANDREWS ST  
ANTIGONISH NS B2G 2H1

For Electronic  
Payments Only

11237237 000000019679 000000019679



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www.nspower.ca

1

Web Access #  
0301540-1

Account Number 1123723-7 Amount due Jun 05 **\$246.53**

NOVA CAPITAL INCORPORATED  
Service address  
DUYKERS DRIVE #LIGHTS  
ANTIGONISH, NS

Domestic  
Service from Mar 02 to May 02, 2023

Meter number	Rate code	No. of days	New meter read	Last meter read	Multiplier	kWh used
2106478	02B	61	16348.28	15210.12	1	1138

Your meter was read on May 02, 2023

Billing date May 04 Includes payments received by May 04

Amount owing from last bill	253.62	
Payment received Apr 06 - Thank you	-253.62	
Balance owing after last payment		<b>\$ .00</b>

Energy charges:	
Base Charge \$19.17/month	38.34
Energy 1138 kWh x \$0.16354	186.11
Total energy charges	<b>224.45</b>

Other charges	
Adjustment - 2023 Rates**	9.44
Tax: HST (11931 4938 RT)	35.09
Provincial Rebate	-22.45
Total other charges	<b>22.08</b>

Total amount due	<b>\$246.53</b>
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Amount due Jun 05, 2023	<b>\$246.53</b>
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Interest on overdue amounts is calculated at 1.5 % per month  
or part thereof (19.56%) per annum).

On Feb. 2, 2023, rates changed. Your last bill did not reflect

*Rates changed  
Feb 2, 2023  
visit nspower.ca/  
rates*

Your average cost of  
electricity during this  
period was \$3.68  
per day before taxes.

Past electric use:

Bill date	Energy used	No. of days	kWh per day
May 23	1138	61	18.7
Mar 23	1356	57	23.8
Jan 23	1569	63	24.9
Nov 22	1155	61	18.9
Sep 22	797	59	13.5
Jul 22	901	63	14.3
May 22	1177	62	19.0



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PO Box 848, Halifax Nova Scotia B3J 2V7  
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Account Number 1123723-7 Amount due Jun 05 **\$246.53**

Enter payment amount

NOVA CAPITAL INCORPORATED  
20 ST ANDREWS ST  
ANTIGONISH NS B2G 2H1

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11237237 000000024653 000000024653



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1

Web Access #  
0301540-1

Account Number 1123723-7 Amount due Apr 05 \$253.62

NOVA CAPITAL INCORPORATED  
Service address  
DUYKERS DRIVE #LIGHTS  
ANTIGONISH, NS

Domestic  
Service from Jan 04 to Mar 02, 2023

Meter number	Rate code	No. of days	New meter read	Last meter read	Multiplier	kWh used
2106478	02B	57	15210.12	13854.59	1	1356

Your meter was read on Mar 02, 2023

Billing date Mar 06 Includes payments received by Mar 06

Amount owing from last bill 289.87  
Payment received Feb 07 - Thank you -289.87  
Balance owing after last payment \$ .00

**Energy charges:**

Base Charge \$10.83/month 21.66  
Energy 1356 kWh x \$0.16215 219.88  
Total energy charges 241.54

**Other charges**

Tax: HST (11931 4938 RT) 36.23  
Provincial Rebate -24.15  
Total other charges 12.08

Total amount due \$253.62

Amount due Apr 05, 2023 \$253.62

Interest on overdue amounts is calculated at 1.5 % per month  
or part thereof (19.56%) per annum).

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paperless

Your average cost of  
electricity during this  
period was \$4.24  
per day before taxes.

**Past electric use:**

Bill date	Energy used	No. of days	kWh per day
Mar 23	1356	57	23.8
Jan 23	1569	63	24.9
Nov 22	1155	61	18.9
Sep 22	797	59	13.5
Jul 22	901	63	14.3
May 22	1177	62	19.0
Mar 22	1422	57	24.9



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www.nspower.ca

Account Number 1123723-7 Amount due Apr 05 \$253.62

Enter payment amount

NOVA CAPITAL INCORPORATED  
20 ST ANDREWS ST  
ANTIGONISH NS B2G 2H1

For Electronic  
Payments Only

11237237 000000025362 000000025362





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Any questions? Please call us at 1-800-428-6230  
Weekdays 8am-6pm  
www.nspower.ca

1

Web Access #  
0301540-1

Account Number 1123723-7 Amount due Feb 06 **\$289.87**

NOVA CAPITAL INCORPORATED  
Service address  
DUYKERS DRIVE #LIGHTS  
ANTIGONISH, NS

Domestic  
Service from Nov 02 to Jan 04, 2023

Meter number	Rate code	No. of days	New meter read	Last meter read	Multiplier	kWh used
2106478	02B	63	13854.59	12285.36	1	1569

Your meter was read on Jan 04, 2023

Billing date Jan 06 Includes payments received by Jan 06

Amount owing from last bill	219.39	
Payment received Dec 06 - Thank you	-219.39	
Balance owing after last payment		\$ .00

**Energy charges:**

Base Charge \$10.83/month	21.66	
Energy 1569 kWh x \$0.16215	254.41	
<b>Total energy charges</b>		<b>276.07</b>

**Other charges**

Tax: HST (11931 4938 RT)	41.41	
Provincial Rebate	-27.61	
<b>Total other charges</b>		<b>13.80</b>

**Total amount due \$289.87**

**Amount due Feb 06, 2023 \$289.87**

Interest on overdue amounts is calculated at 1.5 % per month  
or part thereof (19.56%) per annum).

Sign up for  
paperless billing at  
nspower.ca/  
paperless

Your average cost of  
electricity during this  
period was \$4.38  
per day before taxes.

**Past electric use:**

Bill date	Energy used	No. of days	kWh per day
Jan 23	1569	63	24.9
Nov 22	1155	61	18.9
Sep 22	797	59	13.5
Jul 22	901	63	14.3
May 22	1177	62	19.0
Mar 22	1422	57	24.9
Jan 22	1589	67	23.7



Nova Scotia Power Inc.  
PO Box 848, Halifax Nova Scotia B3J 2V7  
www.nspower.ca

Account Number 1123723-7 Amount due Feb 06 **\$289.87**

Enter payment amount

NOVA CAPITAL INCORPORATED  
20 ST ANDREWS ST  
ANTIGONISH NS B2G 2H1

For Electronic  
Payments Only

11237237 000000028987 000000028987



Nova Scotia Power Inc.  
PO Box 848, Halifax Nova Scotia B3J 2V7  
Any questions? Please call us at 1-800-428-6230  
Weekdays 8am-8pm  
www.nspower.ca

1

Web Access #  
0301540-1

Account Number 1123723-7 Amount due Dec 05 \$219.39

NOVA CAPITAL INCORPORATED  
Service address  
DUYKERS DRIVE #LIGHTS  
ANTIGONISH, NS

Domestic  
Service from Sep 02 to Nov 02, 2022

Meter number	Rate code	No. of days	New meter read	Last meter read	Multiplier	kWh used
2106478	02B	61	12285.36	11130.21	1	1155

Your meter was read on Nov 02, 2022

Billing date Nov 04 Includes payments received by Nov 04

Amount owing from last bill	158.43	
Payment received Oct 11 - Thank you	-158.43	
Balance owing after last payment		\$ .00

Energy charges:		
Base Charge \$10.83/month	21.66	
Energy 1155 kWh x \$0.16215	187.28	
Total energy charges		208.94

Other charges		
Tax: HST (11931 4938 RT)	31.34	
Provincial Rebate	-20.89	
Total other charges		10.45

Total amount due	\$219.39
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Amount due Dec 05, 2022	\$219.39
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Interest on overdue amounts is calculated at 1.5 % per month  
or part thereof (19.56%) per annum).

Sign up for  
paperless billing at  
nspower.ca/  
paperless

Your average cost of  
electricity during this  
period was \$3.43  
per day before taxes.

#### Past electric use:

Bill date	Energy used	No. of days	kWh per day
Nov 22	1155	61	18.9
Sep 22	797	59	13.5
Jul 22	901	63	14.3
May 22	1177	62	19.0
Mar 22	1422	57	24.9
Jan 22	1589	67	23.7
Nov 21	941	44	21.4



Nova Scotia Power Inc.  
PO Box 848, Halifax Nova Scotia B3J 2V7  
www.nspower.ca

Account Number 1123723-7 Amount due Dec 05 \$219.39

Enter payment amount

NOVA CAPITAL INCORPORATED  
20 ST ANDREWS ST  
ANTIGONISH NS B2G 2H1

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11237237 000000021939 000000021939



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Any questions? Please call us at 1-800-428-6230  
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www.nspower.ca

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Web Access #  
0301540-1

Account Number 1123723-7 Amount due Oct 07 **\$158.43**

NOVA CAPITAL INCORPORATED  
Service address  
DUYKERS DRIVE #LIGHTS  
ANTIGONISH, NS

Domestic  
Service from Jul 05 to Sep 02, 2022

Meter number	Rate code	No. of days	New meter read	Last meter read	Multiplier	kWh used
2106478	02B	59	11130 21	10332.87	1	797

Your meter was read on Sep 02, 2022

Billing date Sep 07 Includes payments received by Sep 07

Amount owing from last bill 176.14  
Payment received Aug 09 - Thank you -176.14  
Balance owing after last payment **\$ .00**

**Energy charges:**

Base Charge \$10.83/month 21.66  
Energy 797 kWh x \$0.16215 129.23  
Total energy charges **150.89**

**Other charges**

Tax: HST (11931 4938 RT) 22.63  
Provincial Rebate -15.09  
Total other charges **7.54**

Total amount due **\$158.43**

**Amount due Oct 07, 2022 \$158.43**

Interest on overdue amounts is calculated at 1.5 % per month  
or part thereof (19.56%) per annum).

Sign up for  
paperless billing at  
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paperless

Your average cost of  
electricity during this  
period was \$2.56  
per day before taxes.

**Past electric use:**

Bill date	Energy used	No. of days	kWh per day
Sep 22	797	59	13.5
Jul 22	901	63	14.3
May 22	1177	62	19.0
Mar 22	1422	57	24.9
Jan 22	1589	67	23.7
Nov 21	941	44	21.4

Keep this portion for your  
records. Please see reverse  
for important information

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with your payment



Nova Scotia Power Inc.  
PO Box 848, Halifax Nova Scotia B3J 2V7  
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Account Number 1123723-7 Amount due Oct 07 **\$158.43**

Enter payment amount

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ANTIGONISH NS B2G 2H1

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Web Access #  
0301540-1

Account Number 1123723-7 Amount due Aug 08 \$176.14

NOVA CAPITAL INCORPORATED  
Service address  
DUYKERS DRIVE #LIGHTS  
ANTIGONISH, NS

Domestic  
Service from May 03 to Jul 05, 2022

Meter number	Rate code	No. of days	New meter read	Last meter read	Multiplier	kWh used
2106478	02B	63	10332.87	9432.22	1	901

Your meter was read on Jul 05, 2022

Billing date Jul 07 Includes payments received by Jul 07

Amount owing from last bill	230.63	
Payment received Jun 07 - Thank you	-230.63	
Balance owing after last payment		\$ .00

Energy charges:

Base Charge \$10.83/month	21.66	
Energy 901 kWh x \$0.16215	146.10	
Total energy charges		167.76

Other charges

Tax: HST (11931 4938 RT)	25.16	
Provincial Rebate	-16.78	
Total other charges		8.38

Total amount due	\$176.14
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Amount due Aug 08, 2022	\$176.14
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Interest on overdue amounts is calculated at 1.5 % per month  
or part thereof (19.56%) per annum).

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paperless billing at  
nspower.ca/  
paperless

Your average cost of  
electricity during this  
period was \$2.66  
per day before taxes.

Past electric use:

Bill date	Energy used	No. of days	kWh per day
Jul 22	901	63	14.3
May 22	1177	62	19.0
Mar 22	1422	57	24.9
Jan 22	1589	67	23.7
Nov 21	941	44	21.4

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records. Please see reverse  
for important information

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with your payment



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Account Number 1123723-7 Amount due Aug 08 \$176.14

Enter payment amount

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ANTIGONISH NS B2G 2H1

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11237237 000000017614 000000017614



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Web Access #  
0301540-1

Account Number 1123723-7 Amount due Jun 06 \$230.63

NOVA CAPITAL INCORPORATED  
Service address  
DUYKERS DRIVE #LIGHTS  
ANTIGONISH, NS

Domestic  
Service from Mar 02 to May 03, 2022

Meter number	Rate code	No. of days	New meter read	Last meter read	Multiplier	kWh used
2106478	02B	62	9432.22	8255.04	1	1177

Your meter was read on May 03, 2022

Billing date May 06 Includes payments received by May 06

Amount owing from last bill	771.83	
Payment received Apr 19 - Thank you	-771.83	
Interest on overdue amounts	7.49	
Balance owing after last payment		\$7.49

Energy charges:		
Base Charge \$10.83/month	21.66	
Energy 1177 kWh x \$0.16215	190.85	
Total energy charges		212.51

Other charges		
Tax: HST (11931 4938 RT)	31.88	
Provincial Rebate	-21.25	
Total other charges		10.63

Total amount due \$230.63

Amount due Jun 06, 2022 \$230.63

Interest on overdue amounts is calculated at 1.5 % per month  
or part thereof (19.56%) per annum).

\*\*\* FRIENDLY REMINDER \*\*\*

Sign up for  
paperless billing at  
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paperless

Your average cost of  
electricity during this  
period was \$3.43  
per day before taxes.

#### Past electric use:

Bill date	Energy used	No. of days	kWh per day
May 22	1177	62	19.0
Mar 22	1422	57	24.9
Jan 22	1589	67	23.7
Nov 21	941	44	21.4

Keep this portion for your  
records. Please see reverse  
for important information

Please return this portion  
with your payment



Nova Scotia Power Inc.  
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Account Number 1123723-7 Amount due Jun 06 \$230.63

Enter payment amount

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ANTIGONISH NS B2G 2H1

For Electronic  
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PO Box 848, Halifax Nova Scotia B3J 2V7  
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Web Access #  
0301540-1

Account Number 1123723-7 Amount due Apr 04 \$771.83

NOVA CAPITAL INCORPORATED  
Service address  
DUYKERS DRIVE #LIGHTS  
ANTIGONISH, NS

Domestic  
Service from Jan 04 to Mar 02, 2022

Meter number	Rate code	No. of days	New meter read	Last meter read	Multiplier	kWh used
2106478	02B	57	8255.04	6833.00	1	1422

Your meter was read on Mar 02, 2022

Billing date Mar 04 Includes payments received by Mar 04

Amount owing from last bill	499.00	
Interest on overdue amounts	7.97	
<b>Balance owing after last payment</b>		<b>\$506.97</b>

<b>Energy charges:</b>		
Base Charge \$10.83/month	21.66	
Energy 1422 kWh x \$0.16215	230.58	
<b>Total energy charges</b>		<b>252.24</b>

<b>Other charges</b>		
Tax: HST (11931 4938 RT)	37.84	
Provincial Rebate	-25.22	
<b>Total other charges</b>		<b>12.62</b>

<b>Total amount due</b>	<b>\$771.83</b>
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<b>Amount due Apr 04, 2022</b>	<b>\$771.83</b>
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Interest on overdue amounts is calculated at 1.5 % per month  
or part thereof (19.56%) per annum).

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paperless*

Your average cost of  
electricity during this  
period was \$4.43  
per day before taxes.

Past electric use:

Bill date	Energy used	No. of days	kWh per day
Mar 22	1422	57	24.9
Jan 22	1589	67	23.7
Nov 21	941	44	21.4

Keep this portion for your  
records. Please see reverse  
for important information

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with your payment



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Account Number 1123723-7 Amount due Apr 04 \$771.83

Enter payment amount

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Web Access #  
0301540-1

Account Number 1123723-7 Amount due Feb 07 \$499.00

NOVA CAPITAL INCORPORATED  
Service address  
DUYKERS DRIVE #LIGHTS  
ANTIGONISH, NS

Domestic  
Service from Oct 29 to Jan 04, 2022

Meter number	Rate code	No. of days	New meter read	Last meter read	Multiplier	kWh used
2106478	02B	67	6833.00	5244.00	1	1589

Your meter was read on Jan 04, 2022

Billing date Jan 07 Includes payments received by Jan 07

Amount owing from last bill	207.53	
Interest on overdue amounts	1.44	
<b>Balance owing after last payment</b>		<b>\$208.97</b>

**Energy charges:**

Base Charge \$10.83/month	20.37	
Base Charge \$10.83/month	1.29	
Energy @ \$0.16008/kWh	239.16	
Energy @ \$0.16215/kWh	15.40	
<b>Total energy charges</b>		<b>276.22</b>

**Other charges**

Tax: HST (11931 4938 RT)	41.43	
Provincial Rebate	-27.62	
<b>Total other charges</b>		<b>13.81</b>

**Total amount due \$499.00**

**Amount due Feb 07, 2022 \$499.00**

Interest on overdue amounts is calculated at 1.5 % per month  
or part thereof (19.56% per annum).

Visit [nspower.ca/](http://nspower.ca/)  
COVID19 for info  
on financial help  
to pay your  
energy bill.

Your average cost of  
electricity during this  
period was \$4.12  
per day before taxes.

**Past electric use:**

Bill date	Energy used	No. of days	kWh per day
Jan 22	1589	67	23.7
Nov 21	941	44	21.4

Keep this portion for your  
records. Please see reverse  
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with your payment



Nova Scotia Power Inc.  
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Account Number 1123723-7 Amount due Feb 07 \$499.00

Enter payment amount

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Web Access #  
0301540-1

Account Number 1123723-7 Amount due Dec 06 \$207.53

NOVA CAPITAL INCORPORATED  
Service address  
DUYKERS DRIVE #LIGHTS  
ANTIGONISH, NS

Domestic  
Service from Sep 15 to Oct 29, 2021

Initial Bill

Meter number	Rate code	No. of days	New meter read	Last meter read	Multiplier	kWh used
2106478	02B	44	5244.00	4303.00	1	941

Your meter was read on Oct 29, 2021

Billing date Nov 04 Includes payments received by Nov 04

Amount owing from last bill	.00	
Interest on overdue amounts	.48	
Adjustments	32.20	
Balance owing after last payment		\$32.68

Energy charges:		
Base Charge \$10.83/month	15.88	
Energy 941 kWh x \$0.16008	150.64	
Total energy charges		166.52

Other charges		
Tax: HST (11931 4938 RT)	24.98	
Provincial Rebate	-16.65	
Total other charges		8.33

Total amount due	\$207.53
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Amount due Dec 06, 2021	\$207.53
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Interest on overdue amounts is calculated at 1.5 % per month  
or part thereof (19.56%) per annum).

Visit [nspower.ca/COVID19](http://nspower.ca/COVID19) for info  
on financial help  
to pay your  
energy bill.

Your average cost of  
electricity during this  
period was \$3.78  
per day before taxes.

Past electric use:

Bill date	Energy used	No. of days	kWh per day
Nov 21	941	44	21.4

Keep this portion for your  
records. Please see reverse  
for important information

Please return this portion  
with your payment



Nova Scotia Power Inc.  
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Account Number 1123723-7 Amount due Dec 06 \$207.53

Enter payment amount

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Web Access #  
0301540-1

Account Number 1123723-7 Amount due Oct 05 \$32.20

NOVA CAPITAL INCORPORATED  
Service address  
DUYKERS DRIVE #LIGHTS  
ANTIGONISH, NS

Commercial

Billing date Sep 15 Includes payments received by Sep 15

Amount owing from last bill .00  
Balance owing after last payment \$ .00  
Total energy charges .00

## Other charges

Connect/Install Charge 28.00  
Tax: HST (11931 4938 RT) 4.20  
Total other charges 32.20

Total amount due \$32.20

Amount due Oct 05, 2021 \$32.20

Interest on overdue amounts is calculated at 1.5 % per month  
or part thereof (19.56%) per annum).

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## Past electric use:

Bill date	Days	Daily avg	Dmd	Load Ftr
Current period				
	0	0	.0	.0
Same period one year ago				
	0	0	.0	.0

## Current period

0	0	.0	.0
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## Same period one year ago

0	0	.0	.0
---	---	----	----

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Nova Scotia Power Inc.  
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Account Number 1123723-7 Amount due Oct 05 \$32.20

Enter payment amount

NOVA CAPITAL INCORPORATED  
20 ST ANDREWS ST  
ANTIGONISH NS B2G 2H1

For Electronic  
Payments Only

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## Allison Duggan

---

**From:** Lesley Sears <lsears@novacapitalinc.ca>  
**Sent:** November 22, 2023 4:47 PM  
**To:** Allison Duggan  
**Cc:** Linda MacPherson; Stewart Hargreaves  
**Subject:** EXTERNAL: SF Smith Retirement Living MacPherson, Duykers, Hargreaves streetlights billings  
**Attachments:** Duykers 11237237 Sep 15 2021 connection.pdf; Duykers 11237237 Sep 15 to Oct 29 2021.pdf; Duykers 11237237 Oct 29 to Jan 4 2022.pdf; Duykers 11237237 Jan 4 to Mar 2 2022.pdf; Duykers 11237237 Mar 2 to May 3 2022.pdf; Duykers 11237237 May 3 to Jul 5 2022.pdf; Duykers 11237237 Jul 5 to Sep 2 2022.pdf; Duykers 11237237 Sep 2 to Nov 2 2022.pdf; Duykers 11237237 Nov 2 to Jan 4 2023.pdf; Duykers 11237237 Jan 4 to Mar 2 2023.pdf; Duykers 11237237 Mar 2 to May 2 2023.pdf; Duykers 11237237 May 2 to Jul 5 2023.pdf; Duykers 11237237 Jul 5 to Sep 5 2023.pdf; Duykers 11237237 Sep 5 to Nov 2 2023.pdf

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Hi Allison,

Attached are all of the billings from NS Power for the streetlights on MacPherson St., Duykers Dr., and Hargreaves Way. The total paid out was \$3,226.31 that should be reimbursed to SF Smith Retirement Living.

Thank you,

Lesley

