



**R.K. MACDONALD NURSING HOME CORPORATION
REGULAR BOARD MEETING MINUTES
September 25, 2025
4:00 pm**

Present were : Camilla Benoit, Chair, Appointee of CSM
Fran Haley, Secretary, Appointee of Antigonish County
Gerald MacDonald, Appointee of CSM
Councillor Patrick McKenna, Appointee of Antigonish Town
Councillor Juanita Pelly, Appointee of Antigonish Town
Councillor Andrew Murray, Appointee of Antigonish Town
Duncan Chisholm, Appointee of Antigonish Town
Councillor Shawn Brophy, Appointee of Antigonish County
Rozalyn Boddy Tobin , Representative of Antigonish County
Terry MacIntyre, CEO
Lee Kelly, Director of Clinical Services
Danielle MacDougall, Director of Finance

Regrets : Monica MacDonald, Appointee of CSM
Sr. Catherine MacGillivray, Appointee of CSM
Councillor Harris McNamara, Appointee of Antigonish County

Land acknowledgement

Call to order-Chair, Camilla Benoit

Chair Camilla Benoit called the meeting to order at 4:07 pm

Pledge of Confidentiality

Mission statement and prayer was read.

Additions to the agenda

No additions

Conflict of interest

No conflict of interest declared.

Correspondence

1-A letter to the Executive Director of OHS regarding a safety coordinator , adherence to OHS requirements and Service agreement was discussed.

2-A letter was sent to MLA regarding trigger lights for the Church St roundabout.

Items for Consent Agenda:

- 1. Previous Minutes June26,2025**
- 2. Finance Committee Minutes**
- 3. Quality, Safety and Governance Minutes**
- 4. Executive Minutes**
- 5. Infrastructure Committee**

6. Foundation

Items to be removed from Consent Agenda

- a) Clinical Director Report
- b) Building & Grounds
- c) Quality, Safety & Governance
- d) Steering Committee Meetings July,23,2025 and August 20,2025

Motion: To approve the consent agenda .

Moved by Councillor Pat McKenna, Appointee of Antigonish Town

Seconded by Councillor Shawn Brophy, Appointee of Antigonish County

Motion Carried

Approval of the Items not under Consent agenda

- a) Clinical Director Report
- b) Building & Grounds
- c) Quality, Safety & Governance
- d) Steering Committee Meetings July,23,2025 and August 20,2025

Finance Report

Auditors Report was presented to the Board by Elyse Reid, MNP. The Auditor Elyse Reid presented the Special Purpose Financial Statement. Elyse explained some changes in accounts receivable , differences between budgeted amounts and actual expenses and revenues. She also noted that there was an increase in assets due to the new facility being built, and financing related to the build. She also explained the statement of cash flow with regards to operations, financing and investing activities .

Motion: To Motion to transfer \$500K from the Operating Budget to the Operating Reserve

Moved by Councillor Patrick McKenna, Appointee of Antigonish Town

Seconded by Councillor Andrew Murray, Appointee of Antigonish Town

Motion Carried

Motion: To accept the Special Purpose Financial Statement as presented..

Moved by Councillor Patrick McKenna, Appointee of Antigonish

Seconded by Councillor Andrew Murray , Appointee of Antigonish Town

Motion Carried

Director of Clinical Services Report-Lee Kelly

Director of Clinical Services Lee Kelly provided clarification on the following items :

- 1) Vacancy's- Percentage vs number
- 2) LPN -Pay scale
- 3) CBI- Canadian Back Institute

4) Target date for Dental Opening

Building & Grounds Committee Report

Short discussion on generator replacement.

Quality, Safety & Governance Report

9-C ByLaw Amendment should read Forwarded to Town, County, and Congregation- awaiting approval. Question from Duncan re should this be sent out to the board prior to next meeting as it may be voted on at the Annual meeting.

Steering Committee Meetings July,23,2025 and August 20,2025

July 23,2025 meeting: question on changes on street regarding sewer system .

August 20,2025 item 9.4 question around hold back amount and investing of the amount.

Motion: To approve the items not under consent agenda .

Moved by Gerald MacDonald, Appointee of CSM

Seconded by Patrick McKenna, Appointee of Antigonish Town

Motion Carried

Business arising from minutes

No Business Arising

New business

1.1SBAR-Proposed schedule meeting changes

SBAR on proposed meeting schedule changes to :

- 1) B& G Committee -meets quarterly
 - 2) Finance to remain monthly at this time
 - 3) Steering Committee- remains monthly
 - 4) QS&G and Executive Committees meetings- bimonthly
- Emergency meetings will be called at the discretion of the committee chair.

Motion: To accept the proposed meeting changes be amended in ByLaws and Terms of Reference and notify stakeholders of these changes

Moved by Councillor Patrick McKenna, Appointee of Antigonish Town

Seconded by Councillor Andrew Murray , Representative of Antigonish Town

Motion Carried

1.2Strategic Planning

Strategic Planning session with Board members and Senior Leadership team will be held on Monday September 29,2025

Motion: To move in camera.

Moved by Councillor Patrick McKenna, Appointee of Antigonish Town
Seconded by Rozalyn Boddy Tobin , Representative of Antigonish County

Motion Carried

Motion: To move out of camera..

Moved by Gerald MacDonald, Appointee of CSM
Seconded by Rozalyn Boddy Tobin , Representative of Antigonish County

Motion Carried

DATE OF NEXT MEETING

The next meeting will be October 30,2025 at 5:30 pm. (education??)

ADJOURNMENT:

Motion for adjournment of the regular meeting at 5:30 pm.

Moved by Rozalyn Boddy Tobin , Representative of Antigonish County

Board Chair,
Camilla Benoit
Minutes Approved: _____

Recording Secretary,
Cathy Brouwer

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