

**DIGBY TOWN AND MUNICIPAL HOUSING CORPORATION**  
**BOARD OF DIRECTORS**  
**Wednesday March 28, 2018**  
**@ 3:30 pm – Conference Room at Tideview Terrace**  
**74 Pleasant Street**

A regular meeting of the Board of Directors of the Digby Town and Municipal Housing Corporation was held on Wednesday March 28, 2018 – 3:30 pm at Tideview Terrace (74 Pleasant Street) Conference room.

**MEMBERS PRESENT:** Danny Harvieux, Chair  
Donald Robertson  
Arnold Trask  
George Manzer, Vice Chair

**ALSO PRESENT:** Debra Boudreau, Administrator  
Kara Gilliatt, Finance Manager  
Jessica Pulley, Neighbourhood Manager  
Ariel Rice, Neighbourhood Manager

**REGRETS:** Alnoor Kassam  
Mariah Brown, Neighbourhood Manager  
Meredith Alexander, Neighbourhood Manager, ADOC  
Darlene Cook, Neighbourhood Manager, DOC

**1.0 CALL TO ORDER**

Danny Harvieux, called the meeting to order at 3:30 pm.

**1.1 Conflict of Interest Disclosure – no conflicts**

**1.2 Board Member Vacancy**

**1.2.1 Posting by Municipality of Digby**

Municipality advertised the position. No application. Position to be posted again.

**1.2.2 Terms of Town Appointments**

Correspondence with the Town of Digby has indicated that the Town representatives can remain on board for a 4 year term, as stipulated in the TVT By-laws. Debra gave out a summary of board member history and terms.

**Moved that Arnold Trask remain as board member for a 3 year term.**

**Motion Carried**

**Moved that Donald Robertson remain as board member for a 4 year term.**

**Motion Carried**

**2.0 AGENDA**

**Moved that the agenda be accepted.  
Motion Carried**

**3.0 MINUTES**

**3.1 Moved that the minutes of February 28, 2018 be accepted.  
Motion Carried**

**4.0 BUSINESS ARISING FROM MINUTES**

**4.1 Advocacy – Placement process – Letter to MOH**

Item remains tabled until the new placement policy is released in the fall. Vacant bed Feb 8, 2018 remains unfilled. Received papers Feb 12. The person was refused as there was no local doctor to cover the care.

The Manager of the placement process for our area is doing facilities tours. It will be an opportunity to have a face to face conversation.

**4.2 PPCA Findings – speaking notes from CGONS**

The report and directives were reviewed at the last meeting. The plan was accepted. It is a learning opportunity and policies are put in place to prevent a similar incident. Debra shared speaking notes stating what to do if approached by someone asking about the incident. Refer the individual to Debra or the board chair. Personal information and specifics cannot be revealed.

**5.0 FINANCIAL REPORT**

**5.1 Monthly Remittances**

Monthly remittances were made available. Board reviewed and initialed.

**5.2 Report from Finance Committee**

Nothing unusual. Over budget by \$94,000 due to the removal of solar panels, which was expected.

**Moved that the financial report be accepted.  
Motion Carried**

**6.0 Administrator's Report**

**Application with the Atlantic Immigration Pilot**

Challenging to recruit RN's and CCA's within the province is also the experience of TVT. NS Department of Immigration, has a program to introduce immigrants to NS (Atlantic Immigration Pilot). The first step in the process is to become a designated employer, who is then potentially able to hire someone outside of Canada. If TVT becomes a designated

employer and is unable to fill a position, we can look internationally. To be eligible TVT needs to demonstrate the position was posted nationally for 30 days with no suitable candidates. Becoming a designated employer is a simple relatively process. What follows is much more complex and time consuming. The application has been completed and submitted. Awaiting a reply.

## **7.0 NEW BUSINESS**

### **7.1 Business Planning – Objectives and Capital Plan 2018-19**

Capital plan and objectives were provided. Discussion on the various projects. Funding comes from operations, savings and reserves.

**Motion to approve the \$86,000 capital plan for 2018.  
Motion Carried**

## **8.0 CORRESPONDENCE**

### **8.1 Richard Ellis Memorial Golf Tournament invitation**

Last year the tournament raised \$15,000 to purchase a portable ultra sound machine. 100% of the money raised stays in Digby. Team of 4 is \$600.

**Motion to put a team in the Richard Ellis Memorial Golf  
Tournament.**

**Motion Carried**

## **9.0 IN CAMERA SESSION – none**

### **Odor in Stehelin House**

George Manzer asked for an update on the odor. The smell has not returned. The foyer is still not fully repaired as the odor may return in the spring. Same odor occurred in the main entrance area.

## **10.0 NEXT MEETING – April 25, 2018**

## **11.0 ADJOURNMENT**

Moved that the meeting be adjourned at 4:40 pm.

**Motion Carried**

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**CHAIR**

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**SECRETARY**