

**RICHMOND VILLA BOARD MEETING**

**NOVEMBER 14, 2013**

Location: Richmond Villa, St. Peter's

Present: Warden S. Sampson, Councillor B. Marchand,  
Councillor G. Boucher, Mr. Blair Campbell,  
Mrs. Eva Landry and Mr. Carson Samson, Administrator.

Mr. Campbell called the meeting to order at 7:00 p.m.

Items Added to the Agenda

Warden Sampson indicated he wished to add the frequency of meetings.

Review of Minutes: October 29, 2013

Moved by Councillor Boucher, seconded by Warden Sampson that the minutes of October 29, 2013 be adopted as presented. Motion carried.

Business Arising from the Minutes

There was no business arising from the minutes.

Administrator's Report

Mr. Samson presented the statement of operations for the month ending September 30, 2013, and the following points were highlighted:

- the Villa is in a deficit position totaling \$86,490; the budgeted amount was \$27,262 which resulted in a variance of \$59,228;
- sick time report for the month ending September 30, 2013 shows the use of sick time as 3.63% of total wages compared to 3.78% last year;
- overtime as percentage of total wages is 1.32% compared to 1.29% last year;
- all nursing home beds are full, one apartment remains empty, with a new resident moving in on November 15<sup>th</sup>;

- the snow removal tenders closed at 3:00 p.m., Monday, November 4<sup>th</sup> and two bids were received (Raymond Stone and Atlantic Automation). The Tender Committee has recommended that the contract be awarded to the lowest bidder, Atlantic Automation.

Moved by Councillor Boucher, seconded by Warden Sampson that the snow removal tender be awarded to Atlantic Automation at their low tender bid of \$636.55. Motion carried.

Councillor Marchand declared a conflict of interest indicating he is employed by Atlantic Automation, and he refrained from discussion and voting on this item.

The Administrator reported on the following:

- the Remembrance Day ceremony was held on November 10<sup>th</sup>;
- the video camera system has been installed;
- there was nothing new to report on CUPE bargaining;
- are currently waiting for NSNU to ratify the newly bargained collective agreement so it can be circulated for signatures and approved by the Labour Board;
- the vendor payments for the month ending September 30, 2013 were reviewed.

Moved by Councillor Boucher, seconded by Mrs. Eva Landry that the Board approve the vendor payments for the month ending September 30, 2013 totalling \$361,809.73. Motion carried.

The Administrator reviewed the air handling unit financing breakdown and noted that he will continue to monitor and obtain more current data and report to the next Board Meeting.

Moved by Mrs. Eva Landry, seconded by Councillor Boucher that the Administrator's report for the month of September, 2013 be accepted as presented. Motion carried.

#### Items Added to the Agenda

Warden Sampson noted that he felt that Board meetings could be held every second month, unless a meeting is required to deal with urgent matters.

It was the consensus that this matter be placed on the agenda for the December meeting to be discussed when all members are present.

Moved by Councillor Boucher, seconded by Warden Sampson that the meeting be adjourned. Motion carried.

There being no further business, the Vice-Chairperson adjourned the meeting at 7:30 p.m.

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VICE-CHAIRPERSON

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CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
RECORDER