

**Annual General Meeting**  
Thursday, November 28<sup>th</sup>, 2024  
**1:15 p.m. – 3:15 p.m.**  
Atlantic Ballroom, Westin Hotel  
**Minutes**

**1. Call to Order**

President Carolyn Bolivar-Getson (Chair) called the meeting to order at 1:16pm.

**2. Approval of the Agenda**

Chair called for a motion to approve the agenda or for attendees to make any additions to the agenda.

Andy Thompson called for a Borrowing Resolution to be added to the Agenda. The Chair acknowledged this addition as being added as the new Agenda Item #6 as there were no objections to this addition. Chair called for a motion to approve the agenda as amended.

Moved: Lennie White

Seconded: Eldon MacDonald

**Motion carried.**

**3. Review and Approval of the 2023 Audited Financial Statements**

Chair called Lawrence Lake to the stage to provide a report on the Audited Financial Statements.

Following the presentation, the Chair called for a motion to accept the 2023 Audited Financial Statements.

Moved by: Wendy Oickle

Seconded by: Ty Walsh

**Motion carried.**

**4. Change of NSFM Fiscal Year and Appointment of Auditors**

Chair announces the change of the NSFM fiscal year. Starting April 1, 2025, the NSFM fiscal year will change from the calendar year to running from April 1 to March 31. This will lead to a short fiscal period from January to March 2025, before the new full fiscal year will begin on April 1, 2025. Members will receive two invoices in 2025, one for the short period and one for the new fiscal year.

The Chair called for a motion to re-appoint Morse Brewster Lake as our auditors for the 2024 fiscal year and the fiscal period January 1, 2025, to March 31st, 2025.

Moved: David Mitchell

Seconded: Pam Mood

**Motion carried.**



**5. Review and Approval of the 2025 Dues Formula**

Chair presented a motion that NSFM use the same formula in 2025 as in 2024 and called for a mover.

Moved: Amanda Mombourquette

Seconded: Maddie Charlton

**Motion carried.**

**6. Borrowing Resolution**

The Chair announced that as per NSFM By-law 6.2 (c)(5), borrowing resolutions proposed by the Board of Directors must be approved by the members as part of the regular business of the Annual General Meeting. Chair called Andy Thompson, Regional Representative for the Colchester, Cumberland, Pictou, East Hants Electoral Region to speak to his motion.

Andy Thompson obtained the floor to read his motion stating:

Be It Resolved that the NSFM membership authorizes the Board of Directors to establish a \$500,000 line of credit and approve borrowing on this line of credit as necessary.

Be It Further Resolved that any borrowing on this line of credit will be reported at all future Annual General Meetings pursuant to section 5 f) of the NSFM CEO Policy.

Chair called for a seconder. The motion was seconded by Lennie White.

Chair called for discussion on the motion. AGM attendees obtained the floor to clarify the current amount of cash that NSFM has in reserves and question the need to invest that money, and in turn, to possibly borrow funding to address liquidity issues. CEO clarified that this arrangement is part of NSFM's investment strategy to maximize the value of money being held in reserve while also creating a new emergency plan. An attendee obtained the floor to ask if there are any standby fees. The Director of Finance confirmed that there are no standby fees on the line of credit.

Seeing no further debate, the Chair called for a vote on the question.

**Motion carried.**

**7. Approval of the 2023 Annual General Meeting Minutes**

Chair called for Approval of the 2023 AGM Minutes.

Moved: Chassidy Veinotte

Seconded: Emily Lutz

**Motion carried.**



**8. Presentation of the Nominations Committee Report and Election Results**

Chair called Past-President, Brenda Chisholm-Beaton, to the stage to present the results of the recent Board of Directors election. Brenda Chisholm-Beaton announced the 2024/2025 NSFAM Board of Directors and called the incoming President, Pam Mood, to the stage to give an acceptance speech.

**9. CEO Report**

Chair called CEO Juanita Spencer to the stage to provide a CEO's report. Juanita Spencer provided the CEO's Report.

**10. Approval of NSFAM By-Law Changes**

Chair presented a motion to change a section of the by-laws in accordance with section 6.2 c) of the NSFAM by-laws.

The motion read:

Be it resolved that NSFAM amend subsection 6.4 d) of its by-laws on Board Quorum as follows:

ARTICLE 6 – MEETINGS 6.4 Quorum

d) Board of Directors: A quorum of the Board of Directors is [a majority of the Board positions that are currently filled](#) ~~nine (9) Directors.~~

The Chair called for a mover and seconder.

Moved: Amanda Mombourquette

Seconded: Alison Graham

Chair called for discussion on the motion. No discussion was sought.

Chair called for a vote on the motion.

**Motion carried.**

Chair presented another motion to change the by-laws that read:

Be it resolved that NSFAM amend subsection 5.9 of its by-laws on Board Expenses as follows:

ARTICLE 5 – BOARD OF DIRECTORS 5.9 Board Expenses

- a) [With the exception of the President's stipend, Board members](#) ~~Directors and Officers~~ serve without remuneration and may not receive any profit from their positions, including the receipt of loans, loan guarantees or advance funds to any Director.
- b) The Federation reimburses [all](#) Board members for reasonable expenses incurred while undertaking Federation business and provides a per diem allowance to each Board member. Such expense reimbursement and per diem allowances are governed by the Federation's "Travel and Expense Reimbursement Policy".



- c) The President, ~~in lieu of a per diem allowance~~, receives an annual stipend as determined by the Board in recognition of their time commitment.

Chair called for a mover and seconder for the motion.

Moved: Lennie White

Seconded: Andy Thompson

Chair called for discussion on the motion. One AGM attendee sought clarification of what the president's stipend is currently. The Director of Finance responded that the stipend is currently \$1,000 a month.

Seeing no further debate, the Chair called for a vote on the question.

**Motion carried.**

#### **11. NSFM Advisory Committee Reports**

The Chair called representatives of each Advisory Committee on Areas of Municipal Interest to report on committee activity in turn.

Trevor Cunningham reported on behalf of Infrastructure, Alison Graham reported on behalf of Equity and Community Wellbeing, Wayne Talbot reported on behalf of Municipal Autonomy, Andy Thompson reported on behalf of Public Safety, and Kacy DeLong reported on behalf of Climate Change.

#### **12. NSFM Program Reports**

The Chair called for NSFM program provider representatives to report on their respective programs in turn.

Cheryl Kane reported on behalf of HUB International, Sherry Spencer and Ty Walsh reported on behalf of Brokerlink, and Tony De Sciscio reported on behalf of Canoe Procurement Group.

#### **13. PVSC Update**

Chair called on CEO of Property Valuation Services Corporation (PVSC), Scott Farmer, to provide a report from PVSC.

#### **14. Adjournment**

Prior to adjournment, Brenda Chisholm-Beaton obtained the floor to present outgoing President Carolyn Bolivar-Getson with a token of appreciation for her service.

Chair adjourned the meeting at 3:25pm.