



# Ignite the Future

## YMCA of Pictou County Annual Report to Community 2022







**YMCA of Pictou County**

2756 Westville Road,  
New Glasgow, Nova Scotia B2H 5C6  
(902) 752-0202  
[www.pcymca.ca](http://www.pcymca.ca)

# **YMCA of Pictou County Annual General Meeting for the Year 2022**

**Thursday May 25, 2023**

**Time:** 6:00 PM (reception & registration)

**Location:** 2756 Westville Road, New Glasgow

## **AGENDA**

1. Call to order (6:30 pm)
2. Approval of the Agenda
3. Approval of the Minutes of the 2022 Annual General Meeting
4. Y Story
5. Report of the Chair & Executive Director of the Association
6. Financial Statements & Auditor's Report for the year ended December 31, 2022
7. Appointment of the Auditor for 2024
8. Special Resolution to Amend Bylaws
9. Nomination and election of Directors
10. Jeanne McDonald Volunteer of the Year Awards
11. Termination of Meeting



**YMCA of Pictou County  
Annual General Meeting of the Year 2021  
Meeting Minutes**

The Annual General meeting (AGM) was **held on May 26, 2022** at 6:00pm on Zoom meeting.

In Attendance:

Directors: Jodi Matlock, Julie MacPhee, Andrew Francis, Peter Murray, Jason Dean, Tim El-Tahan, Ruth Martin, Nicole LeBlanc, Marc Essiambre, Jeff Downs, Emily MacDougall, Tammy Goodwin, Jim Proudfoot

Absent: Cathy MacRitchie

Guests: Marla Sim, Tara Galant, Samantha MacDonald, Emma Dwyer, Heather Murphy (Auditor), Ken MacDonald, Lori Morison, Mary Jenkins, Alex MacDonald, Ashley Smith, Prem Sequeria, Paige Clarke, Jamie MacGillivray, Albert Clements, Don MacGillivray, Margie Grant-Walsh, Jaclyn Wheeler, Maxine MacLean, Sarah Jordan, Noella Martin, Anna Barns (RDC), Colin Glencoe

**Call To Order:** 6:02PM

Hosts Alex MacDonald, Ashley Smith

**Motion to Approve Agenda:**

1st Marc Essiambre 2<sup>nd</sup> Jim Proudfoot

Passed unanimously

**Y Story** – Sarah Jordan – Childcare Story Her son is in our childcare at Westville Road location, Noah Lowe

**Chair Reports:**

1. Report of the Chair of the Association: Reflections of 2021 (was posted in the Annual Report)
2. Report from the Executive Director:
  - A) Child and Family Services 2021 – growth of 13%, 11 families supported with Y financial assistance. 9 staff completed additional ECE certifications. Afterschool care had a growth of 125% increase from 1 to 3 Schools, 505 subsidized afterschool care.
  - B) Health Fitness and Aquatics 2021 – new fitness staff and volunteers and due to certifications, more registered programs started with 1959 registered members to 2703 in December of 2021
  - C) Community and philanthropy – Megathon and Christmas hampers and 73649 allocated in Y Financial aid in all areas
  - D) Board, Staff and stakeholders helped to g=create a new strategic plan

**Approval of the minutes of the 2021 AGM** –1<sup>st</sup> Jodi Matlock 2<sup>nd</sup> Nicole Leblanc

Approved unanimously



### **Financial Statements and Auditors report:**

Approval of the 2021 Financial Statements and Auditor's Report: Presented by Heather Murphy (MacDonald & Murphy Inc.)

1<sup>st</sup> Jeff Downs 2<sup>nd</sup> Peter Murray

Passed unanimously

**Appointment of Auditors for 2022:** Motion to appoint MacDonald & Murphy Inc. as the Auditors for 2022

1<sup>st</sup> Jeff Downs 2<sup>nd</sup> marc Essiambre

Passed unanimously

### **Nomination of Directors:**

Peter Murray introduces the nominations for new directors

Motion 1: Nomination of the new members of the Board Ken MacDonald, Prem Sequeria, Paige Clarke

1<sup>st</sup> Peter Murry 2<sup>nd</sup> Jeff Downs

Passed unanimously

Any nominations from the floor asked 3 times, hearing none, nominations closed.

Passed unanimously

Two Board Members retiring form the Board, Nicole LeBlanc and Tim El-Tehan

2<sup>nd</sup> 3 year term for Andrew Francis and Jason Dean

1<sup>st</sup> Peter Murray 2<sup>nd</sup> Jim Proudfoot

Passed Unanimously

Continuing Board members, Ruth Martin, Julie MacPhee, Marc Essiambre, Peter Murray, Cathy MacRitchie, Emily MacDougall, Jim Proudfoot, Jodi Matlock, Jeff Downs

1<sup>st</sup> Peter Murray, 2<sup>nd</sup> Jim Proudfoot

Passed unanimously

**New Business:** no new business in accordance with the Bylaws

Termination of Meeting

### **Motion to adjourn**

1<sup>s</sup> Jodi Matlock, 2<sup>nd</sup> Peter Murray

Meeting Adjourned at 7:11 pm



**Since 1968,** YMCA Pictou County has

been committed to serving our community. From building social connections, increasing physical activity, and improving health outcomes, we have been an organization our community can count on.

As we look to our future, we will retain our position as a trusted charity that our community can call upon. We will continue to offer exceptional experiences to all. We will align with partners that share our vision, and we will explore our assets and initiatives based on where and how people choose to live, work, and play. And lastly, we will ensure we remain a place for everyone, where no one is turned away.

We believe that through these efforts, we can better serve the needs of the community and continue our legacy for years to come.



## Stories that inspire

Futures are brighter when our passionate team nurtures, teaches, challenges and connects with our community.

Here are **two Y stories to inspire the spark.**



Connection and caring; helping children and families belong and grow.

**Katie Stewart**  
*Childcare Parent*



"After getting back into things after the COVID19 Pandemic, Myself and my youngest – Logan were extremely nervous. The patience, understanding and communication that I have had with these Child Care ladies has been wonderful throughout our entire experience. Its such a good feeling to walk into the Centre each morning and having all staff wondering how we have been and welcoming us with a hello. Each day that I walk into the Centre, there is always something fun and exciting set up for the children. Its wonderful to see that the teachers are just as eager as the children when it comes to daily activities. "

– Katie Stewart

Group Fitness ignites new connections and confidence, contributing to community wellness

**Nancy Cheung**  
*Aquafitness Volunteer*



**"As an amputee, I don't need easy, I just need possible."**

I have learned a valuable lesson in the last two and a half years. Without support from people who want you to succeed, life is not worth much. The YMCA has been my mental, emotion and physical champion.

-Nancy Cheung

***Thank you Nancy for inspiring others.***





## **We believe in people.**

We see their potential. We see strengths in our differences and inspiration in our diversity. We are the neighbour you can count on, a place for everyone; a space to play, to challenge yourself, to build resilience and to grow. The journey may start with a splash, a bounce, or a crunch under your boots; and if we do our part, it will lead to a healthier, more vibrant community. Your YMCA exists so that everyone has an opportunity to belong.



## 2022: Year at a Glance - Report from the Chair & Executive Director

### Ignite Belonging

27,924

Childcare service days in total

5370

Drop in visits

53

Megathon Community events

2906

Hours of lane swim

1210

Day camp attendees

3952

YMCA Group Fitness Classes

1536

Y on the Move Participants

### Ignite Growth

783

Children participated in

Swimming Lessons

27

Participations in Pictou Landing First Nations Elders Fitness Partnership program and fitness certification

83

Graduates from YMCA Fitness & Aquatic Certification Courses

1779

Johnny Miles participants in Running Events

### Ignite Wellness

142,604

Member visits

755

Individuals and families that received financial support towards their programs and services

\$194,409

Total value given for support

707

Free Community & Emergency Power workers showers during Hurricane Fiona recovery

168

Hours of Community Comfort Centre during Fiona recovery

### Ignite Leadership

9,569

Number of experiences supported through the generosity of our donors

\$126,879

Total donations

168

Number of donors

38%

Donor retention from 2021 (11% increase)

64

Number of volunteers  
• Over 3328 hours of service

## 2022

### Ignite the Future

We chose the theme of this report, *Ignite the Future*, because we believe the YMCA of Pictou County is lighting the path forward. For 5 decades, we have played an important role within the fabric of our County, offering programs that lead to a healthier, more vibrant community. We create spaces to play, grow, learn and connect.



To continue delivering for decades to come, we're working hard to serve the community needs of today, changing and innovating as needed to meet Community Members where they're at.

Our programs enrich and improve the lives of thousands of Y participants each year, from young children first learning about the world through to older individuals who are honing new skills. We are proud to provide programs and services for almost everyone!

On behalf of our Board of Directors and Senior Leadership Team, I'd like to offer sincere thanks to the staff, volunteers, members and donors who help us deliver on our promise each day, and who keep us looking forward to the future. Here's to another 55 years!

**Julie MacPhee,**  
Board Chair,

**Tammy Goodwin,**  
Executive Director &  
CEO

### 2022 Board of Directors

*Chair:*  
Julie MacPhee

*Vice-Chair:*  
Peter Murray  
*Treasurer:*  
Jeff Downs  
*Secretary:*  
Emily MacDougall  
*Members:*

Jason Dean  
Paige Draper  
Marc Essiambre  
Andrew Francis  
Ken MacDonald  
Cathy MacRitchie  
Ruth Martin  
Jodi Matlock  
Jim Proudfoot  
Prem Sequeria

### 2022 Senior Leadership Team

*Finance Manager:*  
Mary Jenkins

*Childcare Manager:*  
Tara Gallant  
*Centre Manager:*  
Lori Morison

*CEO:*  
Tammy Goodwin

*new in 2023*  
*Philanthropy Manager:* Maxine MacLean



# Donor support makes an impact!

Through the generosity of donors, the YMCA continues to be a place people turn to when they experience hardship. Every donation matters and supports children, youth, seniors and adults to belong, grow, thrive and lead.

"the YMCA really showed our donation being put to use and the impact it was making in our community."

Megathon Donor

Inspire your company to be a **Corporate Donor**

Corporate partners are critical to our delivery of life-changing programs. Through charitable support, sponsorship and volunteering, the corporate community can expand the impact of YMCA programs in our county.

1 in 6 of our members access membership assistance





If the YMCA has made a significant impact in your life, or if you'd like to change someone else's life, please consider donating. Each gift helps us continue to achieve our purpose.

Become a YMCA donor:



A little goes a long way!  
**\$25/month**

can send a child to swim classes, provide after school care, ensure an adult remains active, or broaden the reach of community-based leadership programs.

## Thank you to all our supporters and donors!

donors \$100+ in 2022

Abudullah Almethyb  
Active Life Physio  
Active Net  
Advocate  
Advocate Printing & Publishing LTD.  
Alan Fraser  
Alex MacDonald  
Alexka Mason  
Alisha Raniowski  
Allan McNeill  
Alma Homes and Campers  
Andrea Haughan & Lloyd McLean  
Andrew Francis  
Anne F MacDonald  
Anne Kwasnik- Krawlzyk  
Anthony Conway  
Anthony Skoke  
B.G. Maxx  
Barbara Kathryn MacLean  
Betty Pound  
Big 8  
Blinkhorn Real Estate  
Brenda MacLean  
Brenda Murphy  
Brenda Park-MacLean  
Briana Garrett  
Broady Landry  
Bruce & Sue MacIntosh  
Carolann Connors  
Catherine (Dorothy) Skoke  
Cathy MacRitchie  
Cathy Boers  
Central Nova Motors  
Child's Smiles (Dr. Munro)  
Chris Francis  
CIBC Howie Anderson Wood Gundy  
Cindy Downs

Clinton Keaj  
Coastal Culture INC.  
Colette Condon  
Colin Williams  
Connor Transfer LTD.  
Craig Jardine  
Crombie  
Dannielle Atkinson  
Darlene Maldre  
Darrell Maldre  
Dawn Forsythe  
Dawn Fraser  
Dawn MacDonald  
David Clarke  
Debbie MacLean  
Debi Anne MacIntosh  
Diane Arsenault  
Donald Mingo  
Dorothy Hoare  
Dorothy Skoke  
Doug Lloy  
Dr. Bradley MacDougall INC.  
Dr. Paul MacDonald  
Dr. Prem Sequeira Orthopedics LTD.  
Dr. Tim El-Tahan  
Earle Carson  
Elaine MacDonald  
Elizabeth MacLean  
Ellen Margeson  
Emily McLean  
Frank Demont  
Gallagher/Anthony Conway  
GBJ Foods (Wendys)  
Gregor & Debbie MacLean  
Greg MacDonald

Harry Munro  
Harold Williams  
Heather Doubleday  
Hector Building Supplies LTD.  
Herron Chevrolet-Buick  
Herron GM  
Highland Ford  
Highland Nissan  
Highland Optical LTD.  
Hon. Karla MacFarlane  
Hon. Pat Dunn  
Hon. Tim Houston  
Honda  
Investors Group  
J&W Murphy Foundation  
J.H. Fraser & Associates  
Jackie Hamilton  
Jackie MacCallum  
James G. Proudfoot  
Jamie MacGillivray (MPL)  
Janet Lucas  
Janet Wallace  
Janice Fraser  
Jeanne MacDonald  
Jeanne Martin  
Jeff Downs  
JH Fraser and Associates  
Jim Proudfoot  
Jodi Matlock  
Joe Pound  
Joel MacLean  
John Gouthro  
John McLean  
John Pound  
Johnson Insurance  
Jonathan MacLean  
JR K MacDonald  
Judy Livingstone  
Julie MacPhee  
Kate Anderson  
Ken Francis

Kent  
Kevin MacDonald & Associates  
Kevin Schnare  
Kia Motors  
Kinsmen Club of New Glasgow  
Krista Bonvie  
Liam Campbell  
LifeMark Physio  
Linda Fromm  
Lisa MacEachern  
Lori Kilburn  
Lori McIntyre  
Lori Morison  
MacDonald & Murphy INC.  
MacGillivray Law Office INC.  
MacGregor's Custom Machining LTD.  
Marc Essiambre  
Marla Sim  
Marnie MacLean  
Martha MacDonald  
Mary Cantrell  
Mary Jenkins  
Mary MacLellan  
Mattatal Signs  
Maxine MacLean  
McLeod Family Reunion  
Melanie Doiron  
Michael Skoke  
Michelin  
Nancy Robinson  
Nathan White  
Nicole LeBlanc  
North Eastern Orthotics  
NS Spirt Company  
Orthopedics Team  
Paige Clarke  
Patterson Law  
Patty Skoke  
Peter & Colleen Murray  
Pictou County Cycle  
Pictou County Transit

Pictou County Y Service Club Men  
Pictou County Y Service Club Women  
Proudfoots Home Hardware RCS Construction INC.  
Riley Francis  
Robbie Francis  
Ruth Martin  
Ryson Construction  
S.R ProActive Health & Physiotherapy  
Sandra Roberts  
Sandy MacIntosh  
Sarah Gunn  
Sarah McLean  
Sarah Shewchuk  
Scott Leyte  
Shawn Cromwell  
Shelley Ballantyne  
Shiretown Dental  
Shoppers Drug Mart  
Samantha MacDonald  
Sobey's  
Stone's Prestige Homes  
Stuart Fraser  
Subway  
Tammy Goodwin  
Tara Gallant  
The John and Judy Bragg Family Foundation  
Terry Curley  
Tim Hortons  
Tom Curry  
Town of New Glasgow  
Town of Stellarton  
Toyota  
Tracy White Leblanc  
Turning Point Real Estate LTD.  
Twin Rivers Properties  
Wade Sullivan  
Wear Well Garment Co.  
Weeks Construction  
Yvonne Behrens









“ The YMCA is a charity with a purpose!  
The financial aid available for **those in need** continues to remain one of the greatest and highly appreciated initiatives offered. It showcases the care and support the Y extends towards **it's** communities.”

*Jodi Matlock  
Philanthropy Committee Chair*



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## **AGENDA**

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6. Financial Statements & Auditor's Report for the year ended December 31, 2022
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**YMCA OF PICTOU COUNTY**  
**Financial Statements**  
**December 31, 2022**



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## INDEPENDENT AUDITOR'S REPORT

To the Members of YMCA of Pictou County

### *Opinion*

We have audited the financial statements of YMCA of Pictou County (the organization), which comprise the statement of financial position as at December 31, 2022, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the organization as at December 31, 2022, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO)

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the organization in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.



Independent Auditor's Report to the Members of YMCA of Pictou County (*continued*)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

New Glasgow, Nova Scotia  
May 25, 2023

MacDonald &  
Murphy Inc.

Chartered Professional Accountants



MacDonald &  
Murphy Inc.



**YMCA OF PICTOU COUNTY**  
**Statement of Revenues and Expenditures**  
**Year Ended December 31, 2022**

	Total 2022	Total 2021
<b>Revenues</b>		
Memberships and health, fitness, recreation and aquatic programs	\$ 1,512,932	\$ 989,519
Child care centre and afterschool programs	1,287,055	919,626
Forgivable loan and HST credit	103,689	82,805
Unrestricted investment income	102,130	57,930
Donations	42,765	41,812
Contribution from Endowment Fund	30,000	
	<u>3,078,571</u>	<u>2,091,692</u>
<b>Expenses</b>		
Administration costs	88,821	57,543
Amortization	22,053	27,567
Bad debts	7,676	8,280
Dues - YMCA	70,171	37,094
Insurance	40,428	32,625
Interest on long term debt	16,197	16,336
Interest on obligations under capital lease	1,430	2,221
Occupancy costs	532,655	481,021
Professional fees	19,355	26,566
Program costs and supplies	240,031	180,426
Repairs and maintenance	62,923	53,299
Salaries, wages and other benefits	1,942,777	1,673,141
	<u>3,044,517</u>	<u>2,596,119</u>
<b>Excess revenue (expenses) from operations</b>	<u>34,054</u>	<u>(504,427)</u>
<b>Other income</b>		
Canada Recovery Hiring Program	16,385	
Canada Emergency Wage Subsidy		316,453
Pandemic grants		170,398
Canada Emergency Rent Subsidy		126,947
	<u>16,385</u>	<u>613,798</u>
<b>Excess revenue (expenses) before unrealized gain (loss) on investments</b>	50,439	109,371
<b>Unrealized gain (loss) on investments</b>	<u>(248,024)</u>	<u>205,089</u>
<b>Excess revenues (expenses)</b>	<u>\$ (197,585)</u>	<u>\$ 314,460</u>

**YMCA OF PICTOU COUNTY**  
**Statement of Changes in Net Assets**  
**Year Ended December 31, 2022**

	Operating Fund	Capital Fund	Endowment Fund (note 5)	2022	2021
<b>Net assets - beginning of year</b>	<b>\$ 1,239,108</b>	<b>\$ 31,770</b>	<b>\$ 583,648</b>	<b>\$ 1,854,526</b>	<b>\$ 1,473,299</b>
<b>Excess revenues (expenses)</b>	<b>(197,585)</b>			<b>(197,585)</b>	<b>314,460</b>
<b>Amortization of capital assets</b>	<b>22,053</b>	<b>(22,053)</b>			
<b>Repayment of lease obligations</b>	<b>(19,863)</b>	<b>19,863</b>			
<b>Repayment of long term debt</b>	<b>(17,786)</b>	<b>17,786</b>			
<b>Contributions received</b>		<b>18,083</b>	<b>91,399</b>	<b>109,482</b>	
<b>Funding disbursed - transfer to operations</b>			<b>(30,000)</b>	<b>(30,000)</b>	
<b>Restricted investment income</b>			<b>19,001</b>	<b>19,001</b>	<b>18,995</b>
<b>Unrealized gain (loss) on restricted investments</b>			<b>(78,442)</b>	<b>(78,442)</b>	<b>47,772</b>
<b>Change in net assets</b>	<b>(213,181)</b>	<b>33,679</b>	<b>1,958</b>	<b>(177,544)</b>	<b>(381,227)</b>
<b>Net assets - end of year</b>	<b>\$ 1,025,927</b>	<b>\$ 65,449</b>	<b>\$ 585,606</b>	<b>\$ 1,676,982</b>	<b>\$ 1,854,526</b>



**YMCA OF PICTOU COUNTY**  
**Statement of Financial Position**  
**December 31, 2022**

	2022	2021
<b>ASSETS</b>		
<b>Current</b>		
Cash	\$ 428,811	\$ 235,111
Accounts receivable (Note 4)	150,718	66,849
Prepaid expenses	69,911	10,275
	<u>649,440</u>	312,235
<b>Capital assets (Note 6)</b>	106,293	110,266
<b>Investments - Unrestricted (Note 7)</b>	1,765,285	2,462,269
<b>Investments - Restricted (Note 8)</b>	585,606	583,648
	<u>\$ 3,106,624</u>	<u>\$ 3,468,418</u>
<b>LIABILITIES</b>		
<b>Current</b>		
Accounts payable and accruals (Note 9)	\$ 425,833	\$ 526,082
Deferred revenue (Note 10)	322,698	309,896
Current portion of obligations under capital lease (Note 11)	19,682	18,863
Current portion of long term debt (Note 13)	17,883	17,797
	<u>786,096</u>	872,638
<b>Deferred revenue (Note 10)</b>	273,357	302,818
<b>Obligations under capital lease (Note 11)</b>	3,372	23,054
<b>Long term payable (Note 12)</b>	135,153	165,846
<b>Long term debt (Note 13)</b>	231,664	249,536
	<u>1,429,642</u>	1,613,892
<b>NET ASSETS</b>		
<b>Operating fund</b>	1,025,927	1,239,108
<b>Capital fund</b>	65,449	31,770
<b>Endowment fund (Note 5)</b>	585,606	583,648
	<u>1,676,982</u>	1,854,526
	<u>\$ 3,106,624</u>	<u>\$ 3,468,418</u>

**ON BEHALF OF THE BOARD**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

**YMCA OF PICTOU COUNTY**  
**Statement of Cash Flows**  
**Year Ended December 31, 2022**

	2022	2021
<b>Operating activities</b>		
Cash receipts	\$ 3,002,107	\$ 2,863,550
Cash paid to suppliers and employees	(3,238,344)	(2,446,541)
Interest paid	17,626	18,560
	<u>(218,611)</u>	<u>435,569</u>
<b>Investing activities</b>		
Unrestricted investments		
Investment income reinvested	(102,040)	(57,902)
Cash withdrawn (contributed)	551,000	(360,000)
	<u>448,960</u>	<u>(417,902)</u>
<b>Financing activities</b>		
Repayment of Child Care expansion loan	(5,333)	(5,247)
Repayment of Municipality of Pictou County loan	(12,453)	(12,453)
Repayment of obligations under capital lease	(18,863)	(18,072)
	<u>(36,649)</u>	<u>(35,772)</u>
<b>Increase (decrease) in cash flow</b>	<b>193,700</b>	<b>(18,105)</b>
<b>Cash - beginning of year</b>	<u>235,111</u>	<u>253,216</u>
<b>Cash - end of year</b>	<u><b>\$ 428,811</b></u>	<u><b>\$ 235,111</b></u>



**1. Purpose of the organization**

YMCA of Pictou County (the "organization") is a not-for-profit organization incorporated provincially under the Societies Act of Nova Scotia. As a registered charity the organization is exempt from the payment of income tax under Subsection 149(1) of the Income Tax Act.

The YMCA of Pictou County is part of a worldwide fellowship dedicated to the growth of persons in spirit, mind and body through programs such as physical activity for youth and adults, adult education, leadership training, co-programming with other associations, child care, and other social programs.

**2. Summary of significant accounting policies**

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO) and, in management's opinion, with consideration of materiality and within the framework of the following accounting policies:

**Cash and cash equivalents**

Cash is defined as cash on hand and cash on deposit, net of cheques issued and outstanding at the reporting date.

**Basis of accounting**

Revenue and expenses are recorded on the accrual basis. Revenue related to services to be provided in the future is deferred until that accounting period.

**Investments**

All gains and losses from the sale, collection, or other disposition of investments and other non-cash assets are accounted for in the fund that owned the assets.

Income from investments is accounted for in the fund owning the assets.

**Fund accounting**

The operating fund consists of revenue and expenses related to programs and administrative activities.

The capital fund reports on assets and liabilities related to the organizations' capital assets.

The endowment fund consists of a donation from Citizens for a Healthy Pictou County. The principal amount is restricted in perpetuity. Investment income earned in the fund is available to finance specific operations programming (note 5)

**Revenue recognition**

Member fees are recognized as revenue proportionately over the fiscal year to which they relate. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when they are received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. External funding approved for expenses is recognized when the expense is incurred.

*(continues)*

**2. Summary of significant accounting policies (*continued*)**

**Measurement uncertainty**

Certain amounts in the financial statements are subject to measurement uncertainty and are based on the organization's best information and judgment. Actual results could differ from these estimates.

Examples of significant estimates include:

- providing for amortization of capital assets;
- the estimated useful lives of assets;
- the allowance for doubtful accounts;
- the recoverability of tangible assets;
- the recoverability of long term investments;

**Capital assets**

Capital assets are stated at cost or deemed cost less accumulated amortization and are amortized over their estimated useful lives on a declining balance basis at the following rates and methods:

Furniture and equipment	20% declining balance method
-------------------------	------------------------------

The organization regularly reviews its capital assets to eliminate obsolete items. Government grants and other funds are treated as an increase to the equity of the Capital Fund.

Capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

**Financial instrument measurement**

Financial instruments consist of cash, term deposits, investments, accounts receivable, trade accounts payable, accrued liabilities and long term debt. They are classified and measured in accordance with CPA Handbook Part II Section 3856.

Long term debt is initially measured at fair value. All other financial instruments are considered to be carried at amounts which approximate fair value.

**3. Financial instruments**

The organization is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the organization's risk exposure and concentration as of December 31, 2022.

**Credit risk**

Credit risk arises from the potential that a counter party will fail to perform its obligations. The organization is exposed to credit risk from customers. In order to reduce its credit risk, the organization reviews a new customer's credit history before extending credit and conducts regular reviews of its existing customers' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The organization has a significant number of customers which minimizes concentration of credit risk.

*(continues)*



**3. Financial instruments (continued)**

**Liquidity risk**

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The organization is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, long term debt, obligations under capital leases, and accounts payable.

**Market risk**

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The organization is exposed to this risk in respect of its marketable securities.

**Currency risk**

Currency risk is the risk to the organization that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The organization is exposed to foreign currency exchange risk through its foreign marketable securities. The organization does not use derivative instruments to reduce its exposure to foreign currency risk.

**Interest rate risk**

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the organization manages exposure through its normal operating and financing activities. The organization is exposed to interest rate risk primarily through its marketable securities and credit facilities.

Unless otherwise noted, it is management's opinion that the organization is not exposed to significant other price risks arising from these financial instruments.

**4. Accounts receivable**

	<u>2022</u>	<u>2021</u>
Child Care funding	\$ 136,072	\$ 22,518
Trade accounts receivable	6,209	11,991
Investment income accrual	9,939	9,939
Canada Emergency Rent Subsidy		2,801
Canada Emergency Wage Subsidy		23,754
Allowance for doubtful accounts	(1,502)	(4,154)
	<u>\$ 150,718</u>	<u>\$ 66,849</u>

**YMCA OF PICTOU COUNTY**  
**Notes to Financial Statements**  
**Year Ended December 31, 2022**

**5. Endowment fund**

As part of the agreement with Citizens for a Healthy Pictou County, the organization will accumulate 5% of investment income earned during each year as endowment capital. The remaining 95% of investment income can be used at the discretion of the organization to finance specific operations programming. Unrealized gains or losses on investments are recorded as an adjustment to the Endowment capital.

	Endowment capital	Investment income	2022	2021
Beginning of year, original	\$ 501,093	\$ 82,555	\$ 583,648	\$ 516,881
Reallocation of prior period unrealized gains (losses)	61,788	(61,788)		
	<u>562,881</u>	<u>20,767</u>	<u>583,648</u>	<u>516,881</u>
Investment income for the year		19,001	19,001	18,995
5% of investment income	950	(950)		
Unrealized gain (loss) on investments	(78,442)		(78,442)	47,772
Capital received during the year	91,399		91,399	
Funds disbursed during the year		(30,000)	(30,000)	
End of year	<u>\$ 576,788</u>	<u>\$ 8,818</u>	<u>\$ 585,606</u>	<u>\$ 583,648</u>

**6. Capital assets**

	Cost	Accumulated amortization	2022 Net book value	2021 Net book value
Furniture and equipment	<u>\$ 408,366</u>	<u>\$ 302,073</u>	<u>\$ 106,293</u>	<u>\$ 110,266</u>

**7. Investments - Unrestricted**

	2022	2021
Long term investments, at cost	\$ 1,653,031	\$ 2,101,991
Unrealized change in market value	<u>112,254</u>	<u>360,278</u>
Market value	<u>\$ 1,765,285</u>	<u>\$ 2,462,269</u>

An unrestricted portfolio of investments, comprised of a mix of high interest savings, longer term fixed income and equity securities.



**YMCA OF PICTOU COUNTY**  
**Notes to Financial Statements**  
**Year Ended December 31, 2022**

**8. Investments - Restricted**

	<u>2022</u>	<u>2021</u>
Long term investments, at cost	\$ 602,260	\$ 521,861
Unrealized change in market value	<u>(16,654)</u>	<u>61,787</u>
Market value	<u>\$ 585,606</u>	<u>\$ 583,648</u>

A restricted portfolio of investments, comprised of a mix of high interest savings and equity securities.

**9. Accounts payable**

	<u>2022</u>	<u>2021</u>
Accounts payable and accruals	\$ 324,605	\$ 310,886
HST payable (receivable)	<u>(14,175)</u>	<u>(21,373)</u>
Employee source deductions payable	105,362	32,251
Current portion of Wellness Centre payable (a)	<u>10,041</u>	<u>204,318</u>
	<u>\$ 425,833</u>	<u>\$ 526,082</u>

(a) Due to the pandemic, the organization and Pictou County Wellness Centre have agreed to defer a portion of some expenses. See note 12.

**10. Deferred revenue**

	<u>2022</u>	<u>2021</u>
Deferred Revenue - child care expansion	\$ 268,289	\$ 294,463
Deferred revenue - Membership, Child Care and other	100,417	89,764
Membership assistance funding	120,679	51,929
Child Care Centre loan - discount on initial recognition	34,529	37,817
Strategic Growth Child Care funding	28,615	28,615
Child Care Centre and Afterschool program grants	<u>43,526</u>	<u>110,126</u>
Total deferred revenue	<u>596,055</u>	<u>612,714</u>
Long term portion		
Child Care Centre - long term portion (a)	242,117	268,289
Child Care Centre loan - discount on initial recognition - long term portion	<u>31,240</u>	<u>34,529</u>
Total long term portion of deferred revenue	<u>273,357</u>	<u>302,818</u>
Current portion of deferred revenue	<u>\$ 322,698</u>	<u>\$ 309,896</u>

(a) During 2013, the YMCA of Pictou County received a loan from the Nova Scotia Housing Development Corporation which is to be used for the child care centre. Of the total proceeds received of \$697,987, 25% is considered repayable (note 13), and the remaining 75% is forgivable over a term of 20 years, recognizing \$2,181 as government grant revenue each month. The forgivable portion will be fully recognized as income in March 2033.

**11. Obligations under capital lease**

	<u>2022</u>	<u>2021</u>
Lease bearing interest at 4.35% per annum, repayable in monthly blended payments of \$1,691. The lease matures on February 1, 2024 and is secured by specific equipment with a net book value of \$35,728.	\$ 23,054	\$ 41,917
Amounts payable within one year	<u>(19,682)</u>	<u>(18,863)</u>
	<u>\$ 3,372</u>	<u>\$ 23,054</u>
Future minimum capital lease payments are approximately:		
2023	\$ 19,682	
2024	<u>3,372</u>	
Total minimum payments	<u>\$ 23,054</u>	

**12. Commitments**

Commencing in November of the 2012 fiscal year, the YMCA of Pictou County entered into an operating agreement with the Pictou County Wellness Centre Building Authority Incorporated. The agreement is for a period of 25 years, requiring monthly payments that include rental of office, fitness, pool, and child care spaces, loan repayments (note 13), and the YMCA's proportionate share of utilities and other common costs. Proportionate share is based on the YMCA's ratio of floor area to that of the entire facility, or 29.31%. At the end of the 25 year period, the cost of the furniture, fixtures and equipment will be repaid, and at that time the operating agreement will be renegotiated.

Commencing in July of the 2018 fiscal year, the YMCA of Pictou County entered into an agreement with the Pictou County Wellness Centre Building Authority Incorporated. The Shortfall Repayment Agreement addresses the operating shortfall regarding terms that existed for the first five year term of the operating agreement which concluded March 31, 2018. The YMCA of Pictou County began repayment of the shortfall amount with quarterly instalments of \$68,106 in April 1, 2022, the final payment was made in December 2022.

During the 2021 fiscal year, an agreement was reached with the Pictou County Wellness Centre Building Authority Incorporated to defer a portion of the monthly rent payments between the periods of February 2021 and May 2022. The YMCA of Pictou County will repay this balance over the remaining life of the agreement with the Pictou County Wellness Centre Building Authority in monthly payments of \$837 from June 2022 until December 2038.

The YMCA of Pictou County has entered into a 5 year agreement to lease premises to house a new child care centre. Under terms of the agreement the organization is committed to annual payments of \$66,000 which commenced March 1, 2020. The agreement does not provide for any options for renewal at the end of the five year term.



**13. Long term debt**

	<u>2022</u>	<u>2021</u>
Nova Scotia Housing Development Corporation loan with a stated interest rate of 1%, repayable in monthly blended payments of \$802, due July, 2033, net of unamortized fair value discount of \$34,529 (2021 - \$37,817) calculated using an effective interest rate of prime + 3%. The loan is secured by a general security agreement including a first priority and sole security interest in all of the personal property.	\$ 61,712	\$ 67,045
Equipment loan with a stated interest rate of 0%, payable \$2,030 monthly, due January, 2038, net of unamortized fair value discount of \$179,505 (2021 - \$191,406) calculated using an effective interest rate of prime + 3%. The loan is secured by equipment with net book value of \$52,485.	<u>187,835</u>	<u>200,288</u>
	<u>249,547</u>	<u>267,333</u>
Amounts payable within one year	<u>(17,883)</u>	<u>(17,797)</u>
	<u>\$ 231,664</u>	<u>\$ 249,536</u>
Principal repayment terms are approximately:		
2023	\$ 17,883	
2024	17,971	
2025	18,058	
2026	18,147	
2027	18,236	
Thereafter	<u>141,369</u>	
	<u>\$ 231,664</u>	

On initial recognition of the loans, the organization adjusts non-market rates of interest to fair value using the commercial borrowing rate of prime + 3%. The organization recognizes the difference (discount) between the stated value and the fair value of the loan over the term of the loan, using the effective interest method. During the year, the organization incurred \$16,196 (2021 - \$16,339) of interest on long term debt, including amortization of the discounts of \$15,189 (2021 - \$15,189).

**14. Membership assistance**

The organization provides financial assistance to a number of its afterschool program members as well as for families, adults, youth and seniors. The organization provides these members assistance, without expectation of payment, based on their assessed need.

The value of the financial assistance provided has been determined to be \$28,124 (2021 - \$6,235) for the child care, day camps & afterschool programs while the value for general members has been determined as \$162,873 (2021 - \$67,510).

**15. Government assistance**

In response to the COVID-19 pandemic, the Government of Canada created the Canada Recovery Hiring Program ("CRHP"). The organization has assessed there is reasonable assurance that they are in compliance with the eligibility conditions related to the subsidies and that the grants received for the eligible periods during the year ended December 31, 2022 is appropriate.

**16. Comparative figures**

Some of the comparative figures have been reclassified to conform to the current year's presentation.





**YMCA of Pictou County**

2756 Westville Road,  
New Glasgow, Nova Scotia B2H 5C6  
(902) 752-0202  
[www.pcyymca.ca](http://www.pcyymca.ca)

# YMCA of Pictou County

## Notice of Special Resolution

**The Board of Directors of the YMCA of Pictou County gives Notice that the following Special Resolution to amend the By-laws will be moved and voted on at the Annual General Meeting (AGM) of the Association to be held on Thursday the 25<sup>th</sup> day of May, 2023, as follows:**

**Time:** 6:30 PM

**Location:** YMCA of Pictou County

**Address:** Pictou County Wellness Centre,  
2756 Westville Road, R.R. #3 New Glasgow, Nova Scotia

### Board of Directors Resolution

At a meeting of the Board of Directors of YMCA of Pictou County (PCYMCA) held at the Y Boardroom on Thursday March 30, 2023, the following Resolution was proposed and approved by the Board:

Resolved:

That the By-laws of YMCA of Pictou County be amended as follows within this Resolution, replacing in full the By-laws now in effect. This Resolution shall be effective upon adoption as a Special Resolution at the next Annual General Meeting of PCYMCA.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date



## BY-LAWS OF YMCA of PICTOU COUNTY

### DEFINITIONS

1. In these by-laws unless there is something in the subject or context inconsistent therewith
  - a) *"Association"* means the YMCA of Pictou County.
  - b) *"Registrar"* means the Registrar of Joint Stock Companies appointed under the Nova Scotia Companies Act.
  - c) *"Special Resolution"* means a resolution passed by not less than three fourths of such members entitled to vote as are present in person at a general meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given.
  - d) *"Board"* means the Board of Directors of the Association.
  - e) *"Director"* means a member of the Board.
  - f) *"Notice"* means posting of a public notice in accordance with Paragraph 17 of these by-laws, unless otherwise specified herein.
  - g) *"Membership Fees"* means that amount prescribed from time to time by the Board to be paid for membership in the Association.
  - h) *"Child Care Fees"* means that amount prescribed from time to time by the Board to be paid for child care provided by the Association.
  - i) *"Annual Meeting"* means the annual general meeting of the Association.





j) “Special Meeting” means any meeting of the Association other than the Annual Meeting.

k) “Member” means a member of the Association as defined by these By-laws.

## **MEMBERSHIP**

2. Any person shall be admitted to membership in the Association in accordance with these By-laws.
3. Members of the Association shall be divided into Voting Members and Non-voting Members.
4. Voting Members are Members who are at least 18 years of age at the time of the Annual Meeting, whose membership has not been suspended or terminated, and
  - (a) have paid the Membership Fees for at least the six months immediately preceding the Annual Meeting; or
  - (b) have a child or children enrolled full time in the child care program of the Association and have paid their Child Care Fees in full for at least the six months immediately preceding the Annual Meeting, whereby one parent or guardian shall be entitled to one vote for each child so enrolled; or
  - (c) are a Director or a member of a standing committee of the Board.
5. Non-voting Members are:
  - (a) all Members under 18 years of age; or
  - (b) Members who have paid the Membership Fees for less than six months immediately preceding the Annual Meeting; or
  - (c) Members who have a child or children enrolled full time in the child care program of the Association and but have not paid their Child Care Fees in full for at least the six months immediately preceding the Annual Meeting; or
  - (d) employees of the Association and volunteers, unless they are otherwise Voting Members in accordance with the provisions of these By-laws;
6. Every Member of the Association shall be entitled to:
  - (a) participate in the programs and services of the Association, provided that the Voting Member has paid the Membership Fees



and/or the Child Care Fees as the case may be and other fees for programs and services as prescribed from time to time by the Board;  
and

(b) a Voting Member may attend and vote at the Annual Meetings and any Special Meeting of the Association and hold any office.

(c) a Non-Voting Member may attend the Annual Meetings and any Special Meeting of the Association, but shall not have a vote.

7. Every Voting Member of the Association has the right and responsibility to vote at the Annual Meetings and Special Meetings of the Association, including electing the Board of Directors in accordance with these By-laws.
8. All Members of the Association must adhere to and support the objectives of the Association.
9. Membership in the Association shall not be transferable.
10. Membership in the Association shall cease upon the death of a Member, or upon notice of resignation to the Association, or becoming unqualified for membership in accordance with these By-laws. The Board shall be entitled, by resolution, to terminate any membership, if the Board determines that a Member's conduct interferes with the objectives or operations of the Association.
11. There shall be no proxy voting.
12. Any Member may have their membership suspended by the Executive Director where the Executive Director believes that:
  - (a) continuing that membership would be inconsistent with the objects, mission and vision of the Association, or
  - (b) continuing that membership would put the Association, members or any other person at risk, or
  - (c) the conduct of the Member is inconsistent with the reasonable conduct expected of Members of the Association.
13. Any suspension of a Member by the Executive Director may, upon request of the Member, be reviewed by the Board and the Board shall:
  - (a) end the suspension of the Member, or
  - (b) continue with the suspension for a fixed or indefinite period of time, or
  - (c) allow for reinstatement of the Member subject to conditions, as determined by the Board in its unfettered discretion, or





(d) terminate the membership and make a final determination with respect to any fees or charges that are outstanding.

## **MEETINGS OF THE ASSOCIATION**

14. The Annual Meeting shall be held within five months after the end of each fiscal year, or otherwise, on a day to be fixed by the Board. The Chair and the Executive Director shall submit to the Annual Meeting a report on the work carried on during the previous year by the Association.

15. The business of all Annual Meetings shall be determined by the Board and shall include at a minimum:

- a) minutes of the preceding meetings
- b) presentation of the audited year-end financial statements of the Association
- c) report of the Board Chair
- d) report of the Executive Director
- e) election of Directors, excepting those Directors whose three year terms have not ended and remain in office
- f) appointment of Auditors.

16. Special Meetings may be called as the Board deems necessary or shall be called by the Board at the request in writing of at least five per cent (5%) of the Voting Members. The only business to be transacted at a Special Meeting shall be that specified in the notice calling the meeting.

17. Notice of all meetings of the Association shall be given to Voting Members:

- a) by notice posted in a conspicuous place in the premises of the Association for a period of fourteen days immediately preceding the date of the meeting; and
- b) by notice in a newspaper, including an online newspaper, published in the Pictou County area and/or the Association's website and social



media, in both cases not less than seven days before the date of the meeting.

18. At the Annual Meeting and any Special Meeting of the Association quorum shall be 15 Voting Members.

19. A quorum as defined in Paragraph 18 foregoing is required for the transaction of business at meetings of the Association, but any lesser number may adjourn a meeting to any other date and notice of an adjourned meeting shall be given as provided in paragraph 17 above.

20. Each Voting Member shall be entitled to one vote only at a meeting of the Association except as otherwise provided for in these By-laws, and voting by proxy shall not be permitted.

21. At every meeting of the Association:

a) The Board Chair of the Association shall preside as Chair and if there is no Board Chair or, if at any meeting the Chair is not present at the time the meeting is to begin, the Vice Chair shall preside as Chair.

b) If there is no Chair or Vice Chair or if neither the Chair nor the Vice Chair is present at time the meeting is to begin, the Directors of the Board present shall choose someone of theirs to be Chair of the meeting.

c) The Chair of any meeting of the Association shall have no vote except in the case of an equality of votes and in such case the Chair shall have a vote.

d) At any meeting, unless a poll is demanded by at least three members, a declaration by the Chair that a resolution has been carried and an entry to that effect in the minutes of the Association shall be sufficient evidence of that fact, without proof of the number or proportion the members recorded for or against the resolution.





e) If a poll is demanded, it shall be taken in such manner as the Chair may prescribe and the result of such poll shall be deemed to be the resolution of the Association in its meeting.

## **FISCAL YEAR**

22. The fiscal year of the Association shall be the period from January 1st in any year to December 31st in the same year.

## **BOARD OF DIRECTORS**

23. The stewardship, general control and management of policy and affairs of the Association is vested in the Board which shall consist of not less than ten (10) and not more than fifteen (15) persons elected at an Annual Meeting of the Association.

24. Directors shall be at least 19 years of age at the time of election and shall provide a satisfactory criminal record check, child abuse registry check and vulnerable sector record check. Employees of the Association shall not be Directors.

25. Directors shall be elected at an Annual Meeting for a term of three years and shall hold office until their successors are elected or appointed.

26. In the event a Director's position becomes vacant for any reason before the completion of the 3 year term, the Board may appoint a replacement Director to hold office until the next Annual Meeting, whereupon an election will be held for the completion of the term.

27. If any Member has reasonable cause to believe that a Director no longer qualifies as a Director pursuant to these By-laws or a Director's conduct interferes with the objectives and operations of the Association, the concerned



Member may bring the matter to the attention of the Chair and seek direction from the Chair. If the matter involves the Chair, the concerned Member shall bring the matter to the attention of the Vice-Chair. Failing a satisfactory outcome, the matter shall come to the attention of the Board.

28. To include a motion to remove a Director on the agenda of a meeting of the Board, a Member shall submit the motion at least seven (7) days before the date of the meeting. The Director who is the subject of the motion may participate in the debate in private session in the normal manner, and shall be offered the opportunity to speak. A Director who is the subject of the motion may vote on the motion. A Director may be removed by a three fourths vote of all the Directors.

29. Absence by a Director from two regular Board meetings in succession without reasonable cause may be considered sufficient reason to remove the Director in accordance with the process provided for in paragraph 28.

30. No more than 5 of total number of Directors shall be elected with the same three-year term, except in the event where a Director's position has become vacant before the completion of the 3 year term.

31. Directors shall be eligible to be re-elected unless they have served for a continuous period of six years, in which case they shall not be eligible to be re-elected as a Director until one year has elapsed.

32. Notwithstanding paragraph 31, a Director who has served as an Officer of the Association within the previous two years may be re-elected a Director for a further term of three years, but the maximum continuous service of such a Director shall not exceed nine years.

33. Where a Director has served as an officer or a member to the YMCA Canada Board, this time as officer or YMCA Canada Board member shall not count in calculating Board eligibility.





34. If the immediate Past Chair is retired without being re-elected to the Board, the immediate Past Chair may choose to continue as a member of the Board for one year as Past Chair and shall have no vote.

35. Notification of any meeting of the Board shall be given at least seven days before the meeting but in extraordinary circumstances, a meeting may be held on shorter notice if notice is given at least 24 hours in advance of the meeting and at least 50% of Directors are able to attend. Such notification may be made in person, by e-mail, mail, fax or telephone.

36. At any meeting of the Board quorum shall consist of fifty percent (50%) of all of the Directors.

37. Meetings of the Board shall be attended by Directors and by such other persons as the Chair shall invite.

38. The Board shall hold at least six bi-monthly meetings each year on dates set by the Chair and approved by the Board.

39. No contract, debt or obligation, other than those approved as a result of the approval of the annual budget, shall be binding, except under the authority of the Board.

40. The Board shall provide for an annual audit of the books of the Association and preparations of audited financial statements by a Chartered Professional Accountant.

41. Notice of any meeting of the Board shall be given by mail, fax, telephone or email, seven days before the meeting is to take place, but non-receipt of this notice by any Director shall not invalidate the proceedings at any meeting of the Board.



42. A meeting of the Board may be held at the close of the Annual Meeting without notice.

43. The Board Chair may call a meeting of the Board on notice given aforesaid, at any time and for any reason the Chair may determine. If the Chair is for any reason unable to act, this may be done by the Vice-Chair.

44. The Chair, or in the event of the Chair's refusal or inability to act, the Vice-Chair, shall upon the written request of at least five Directors, call a Special Meeting of the Board on the terms and in the manner set out in the preceding paragraphs.

45. In the event that all of the Directors are present or consent orally or in writing, a meeting of the Board may be held at any time or place without any previous notice, or other pre-conditions.

46. A Director may participate in a meeting by telephone or other communication facilities that permits all persons participating in the meeting to hear one another and such Director shall be deemed for all purposes to be present at such meeting and shall be included for purposes of a quorum.

47. The Chair of the Association or in the absence of the Chair, the Vice-Chair, or in the absence of both of them, any Director appointed from among those Directors present at the meeting, shall preside as Chair of the meeting of the Board.

48. The Chair shall be entitled to vote as a Director. It is not necessary for the Chair to declare an intention to vote on any motion presented to the Board.

49. The business at all meetings of the Board shall include at a minimum:

- a) minutes of the preceding meeting,
- b) report of the Chair





- c) report of the Executive Director
- d) financial report
- e) reports of standing and other committees
- f) unfinished business, and
- g) new business.

50. Neither the office of Director, nor any executive position on the Board of Directors, shall entitle the holder thereof to remuneration for any services, with the exception of reasonable direct expenses incurred in the performance of the duties of the office and approved by the Board.

#### **EXECUTIVE DIRECTOR**

51. The Board shall have the authority to engage the Executive Director of the Association, who is accountable to and directed by the Board. The title of Executive Director may also include the title of Chief Executive Officer as defined by the Board.

52. The Executive Director shall:

- a) have general charge and control of the work of the Association, in accordance with the Terms of Reference of the Executive Director as adopted by the Board and amended from time to time;
- b) prepare and present to the Board, for recommendation and subsequent approval by the Board, the annual operating and capital budget and the annual business plan for the Association;
- c) conduct the general correspondence of the Association;
- d) under the auspices of the Secretary, give notice of all meetings of the Association and the Board, attend all meetings and take and keep the minutes;
- e) under the auspices of the Secretary, keep the permanent register of the members of the Association up to date, including status whether Voting Members or Non-voting Members;
- f) administer the property, operations, finance and programs of the



Association;

- g) subject to the Board, establish and administer personnel policies applicable to the employees of the Association;
- h) hire and supervise all other staff within the policies and financial limits approved by the Board;
- i) under the auspices of the Treasurer, be responsible for the collection of moneys due to the Association, the receipt, custody, banking and disbursement of the funds of the Association and the general financial management and financial wellbeing of the Association;
- j) under the auspices of the Treasurer, be responsible for the preparation of regular reports to the Board on the financial position and financial performance of the Association and the preparation of the annual audited financial statements for presentation at the Annual Meeting of the Association;
- k) be an ex-officio non-voting member of the Board of Directors and of all committees of the Association;
- l) have custody of the permanent records of the Association and the seal of the Association, if any;
- m) prepare and present annually to the Board a stand alone report on child protection;
- n) ensure that the Association is in compliance with all legal requirements regarding taxes, remittances, health and safety and child protection.

## **OFFICERS**

53. The Officers of the Association are: Chair, Vice-Chair, Secretary, and Treasurer and shall be elected by the Directors at the first meeting of the Directors following the Annual Meeting. Only Voting Members who are currently sitting Directors may be elected as an Officer.

54. The Chair shall preside at all meetings of the Board, the Annual Meeting and Special Meetings and shall cast a deciding vote in the case of an equality of votes.



The Chair shall possess and may exercise such powers and fulfill such duties as the Board may by resolution determine.

55. The Vice-Chair shall, in the absence of the Chair, preside at all meetings of the Board, the Annual Meeting and Special Meetings and shall cast a deciding vote in the case of an equality of votes. The Vice-Chair shall possess and may exercise such powers and fulfill such duties as the Board may by resolution determine.

56. The Secretary shall ensure that proper notice of all meetings of the Board and Members is issued as provided for by these By-laws. The Secretary shall ensure an accurate record of all minutes is maintained and that the permanent records and files of the Association are maintained and archived in accordance with good business practices. The Secretary shall be responsible for the permanent register of members.

57. The Treasurer shall be the Chair of the Finance and Audit Committee and together with that Committee and the Executive Director, shall provide oversight and supervision of the financial affairs, financial security, accounting, banking and related processes of the Association. The Treasurer shall report on the finances of the Association at each regular meeting of the Board and shall ensure that the annual audited financial statements of the Association are completed and reported at the Annual Meeting. The Treasurer shall hold the designation of Chartered Professional Accountant or have similar qualification and shall also have such other responsibilities as the Board may designate by resolution.

58. The immediately preceding Chair may be the Past Chair and an Officer of the Association during the time that the Past Chair continues to serve on the Board and shall have such duties as the Board may determine from time to time.

59. Officers shall hold office at the pleasure of the Board and until new Officers are elected.





60. If a vacancy shall occur in any office by reason of death, resignation, disqualification or otherwise, the Board shall within a reasonable time by resolution elect or appoint a sitting Director to fill such vacancy.

## COMMITTEES

61. The Chair, at the first meeting of the Board following the Annual Meeting, and as may be required from time to time thereafter, shall recommend to the Board for approval such committees, committee members and committee chairs as the Chair may determine, including the standing committees.

62. The Board shall appoint the following standing committees:

- (a) Finance and Audit Committee – To be comprised of the Board Chair, Treasurer, at least one other Director and one other Voting Member who is not a Director, said committee to have such powers and duties as are assigned by the Board from time to time. At least one committee member shall hold the professional designation of Chartered Professional Accountant.
- b) Governance and Human Resources Committee – To be comprised of at least four Voting Members of the Association appointed by the Board, including at least three Directors, one of whom shall be the Past Chair. The committee shall have responsibility for providing the nominees for Directors to the Annual Meeting, as well as such other powers and duties as are assigned by the Board from time to time.
- c) Philanthropy Committee – To be comprised of at least four Voting Members of the Association appointed by the Board, including at least two Directors. Said committee to have such powers and duties as are assigned by the Board from time to time.
- d) The Board may appoint or wind up such other standing and *ad hoc* committees as may be required from time to time.

63. A committee shall meet at the call of its Chair and as deemed necessary by motion from the Board, may appoint subcommittees for the carrying out of its



work, shall not contract any obligations or indebtedness without previous authorization by the Board and shall submit to the Board and its Chair, a report on its work when required by the Board or its Chair.

#### **AUDIT OF ACCOUNTS**

64. The auditor of the Association shall be appointed annually by the Voting Members of the Association at the annual meeting and in the event of the failure of the members to appoint an auditor, the Board shall do so.

65. No less than once a year, the Association shall make a written report to the members as to the financial position of the Association and the report shall contain a balance sheet and operating accounts.

66. No less than once a year, the auditor shall make a written report to the members upon the balance sheet and operating account and, in every such report, the auditor shall state whether, in the auditor's opinion, the balance sheet is a full and fair balance containing the particulars required by the Association and properly drawn up so as to exhibit a true and correct view of the Association affairs, and such report shall be read at the Annual Meeting.

#### **AMENDMENT OF BY-LAWS**

67. These by-laws may be amended by a Special Resolution of the Voting Members present at any regularly constituted meeting of the Association, provided that notice, including the wording of the amendment, shall have been given at a regularly constituted meeting 30 days or more previous, or, shall have been approved by the Board and notice, including the wording of the amendment, has been posted conspicuously in the premises of the Association for at least 30 days prior to the meeting of the Voting Members.

#### **PROTECTION OF DIRECTORS**



68. The Directors, Chair, Vice-Chair, Past Chair, Secretary, Treasurer and other officers for the time being of the Association and every one of them, and every one of their heirs, executors and administrators, shall be indemnified and secured harmless out of either of or both of (1) the proceeds of any Directors & Officers insurance (or similar insurance) received by the Association, and (2) the assets of the Association, from and against all actions, costs, charges, losses, damages and expenses which they or any of them, or any of their heirs, executors, or administrators shall or may incur or sustain by or by reason of any act, concurred in or omitted in or about the execution of their duty or supposed duty in their respective office or trusts, except such (if any) as they shall incur or sustain by or through their own willful neglect or default respectively.

#### **DISSOLUTION OR AMALGAMATION OF THE ASSOCIATION**

69. The Association may be dissolved or amalgamated under the following conditions:

- a) By a resolution of the Board adopted by at least three fourths of all the Directors at a regular meeting of which notice of motion by first class mail, to this effect, has been given to all Directors and to the National Council of YMCAs at least 30 days in advance of the meeting at which the resolution will be voted on.
- b) The decision of the Board must be confirmed by a Special Resolution of the Voting Members who are present at a meeting open to all Voting Members of which 30 days notice must be given as provided in Paragraph 17.
- c) In the event of dissolution of the Association, all of its remaining assets after payment of liabilities shall be held in trust for such organization as the Board may designate, for the purposes of a group in the Pictou County area which has similar objectives and mission as the Association.

#### **MISCELLANEOUS**





70. Contracts, deeds, bills of exchange and other instruments and documents may be executed on behalf of the Association by any two of the Board Chair, the Vice Chair, the Secretary or Treasurer, the Executive Director or otherwise as prescribed by resolution of the Board.

71. All cheques, drafts, notes and orders for the payment of money (including electronic funds transfers) shall be signed by any two of the Chair, Vice Chair, Secretary, Treasurer or Executive Director or otherwise as authorized by the Board.

72. Any borrowing powers of the Association which require security against the assets of the Association may only be exercised by Special Resolution of the Voting Members.

73. The Association shall file with the Registrar with its Annual Statement a list of its Directors with their addresses, occupations and dates of appointment or election, and within fourteen days of a change of directors, notify the Registrar of the change.

74. The Association shall file with the Registrar a copy in duplicate of every Special Resolution within fourteen days after the Special Resolution is passed, provided that, failure to file any such Special Resolution shall not impact upon the validity thereof.

75. Where circumstances so warrant, the Chair and the Board shall refer to Robert's Rules of Order as a source of guidance in the application of these By-laws.



## Election of Directors for the Board of the YMCA of Pictou County

### Slate of New Directors for Election at the AGM:

**Ashley Richardson:** A resident of Greenhill, I joined the YMCA upon moving home to Pictou County in 2021, and enjoy fitness classes, swimming with my niece and the many programs and activities offered by the Y. I currently work for Canada Mortgage and Housing Corporation (CMHC) as a Senior Specialist, Audit and Quality Assurance, after spending over a decade with the Office of the Auditor General Nova Scotia. I hope to contribute my skills to the Board as a Chartered Professional Accountant (CPA) and Certified Internal Auditor (CIA), with a specialization in governance.

**Bahati Ernestine:** A labor mobility consultant with Refuge Point and an Undergraduate Student Nurse with the Nova Scotia Health Authority. She is a former Continuing Care Assistant at Glen Haven Manor (GHM)- Canada. Previously, Bahati has served as a UNV with the UNHCR Nairobi Branch Office as the Youth Activities Coordinator. She was also a Research Associate at the University of Oxford's Refugee-led Research Hub (RLRH). Bahati worked as a nurse at Kenyatta National Hospital in Nairobi during the COVID 19 pandemic. She is former Rwandan refugee currently residing in Nova Scotia, Canada. On her creative side, Bahati likes to sing, sew and do volunteer work for the community.

**Hana Nelson:**

Hana Nelson is a seafood entrepreneur. In 2014, she founded Afishionado Fishmongers - one of the few seafood start-ups to be exclusively focused on seafood from sustainable aquaculture farms and fisheries in our in our region. Hana and her husband own and operate an oyster farm on Big Island, called ShanDaph Oysters. ShanDaph is the only off grid solar powered shellfish operation in eastern Canada. Hana is an active member of the Y, their youngest daughter attends the High Street Y daycare, and Hana is an avid swimmer. When not working with seafood and food businesses Hana can be found outdoors enjoying nature, playing frisbee, or in the garden with her 2 young girls on Big Island.

**Nick MacGregor:** A life-long resident of Pictou County and is the third generation of family leadership with his family's business, MacGregors Industrial Group, an industrial manufacturing, supply and services business based in MacLellan's Brook. Nick's current role as General Manager for the business has allowed him to gain significant experience in the areas of financial oversight and budgeting, business development, project management and culture building with their staff of 150. Nick is an active member of the YMCA along with his wife Erin and son Owen. Owen is a vibrant face in the YMCA Child Care facility. In his last year with the Y, he will be attending Thorburn Consolidated in the fall. They can be seen regularly at the family swims and open gym sessions on the weekends. Both Nick and Erin have been long standing community volunteers in the area of sport, business, and community. Nick is proud to have the opportunity to serve on the Board of Directors of the YMCA as he is a firm



believer in investing time into the community where he lives and works to make Pictou County a more thriving and attractive area for all.

**Ryan Leil**

Serves as a police officer with the New Glasgow Regional Police for the past 19 years in various capacities. Ryan is passionate about Community service both professionally and as a volunteer. He has dedicated several years with the YMCA of Pictou County, Pictou County Minor Hockey Association, and the Riverfront Music Jubilee Board of Directors. Ryan is an active member of the YMCA along with his wife Kaylin and children Davey and Kit. A graduate of Cape Breton University, holding a bachelor's degree in Community Studies and has also obtained a Diploma in Police Sciences from Holland College and a Correctional Services diploma from the Nova Scotia Community College. Also, a graduate of the RCMP Depot in Regina and holds many certificates in police leadership, crisis intervention, communications, and human resource management.

**Directors standing for re-Election for an additional Term:**

Marc Essiambre
Emily MacDougall
Julie MacPhee

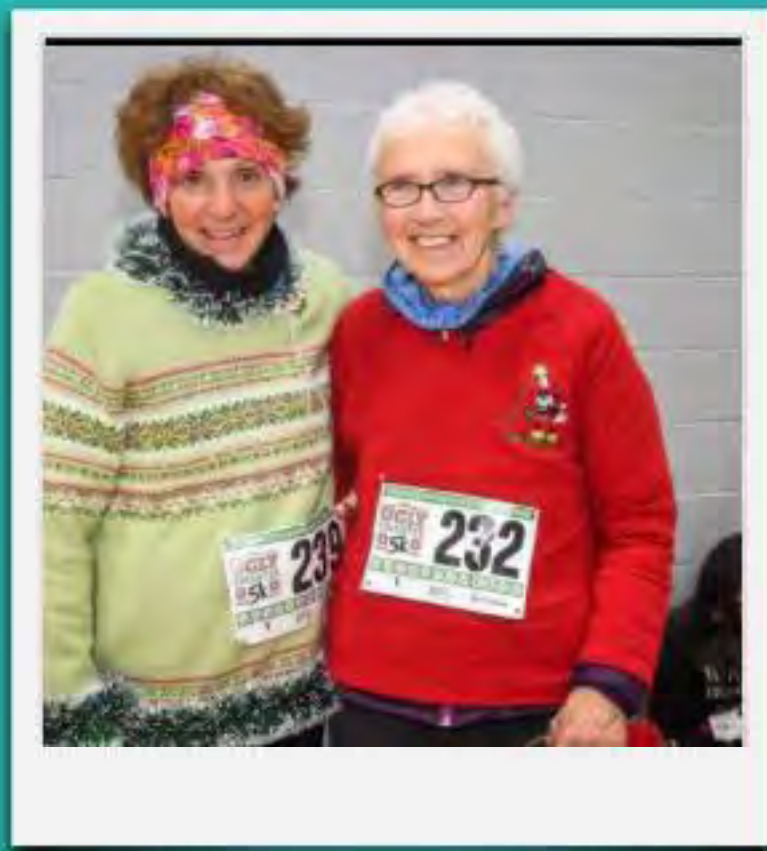
Thank you to Directors continuing to stand in existing term:

Jodi Matlock
Peter Murray
Andrew Francis
Paige Draper
Prem Sequeria
Ken MacDonald
Jason Dean

Thank you to Directors who have completed their term and are departing from our Board

Jim Proudfoot
Ruth Martin
Jeff Downs
Cathy MacRitchie





*video*

# Remembering Jeanne

## Volunteer of the Year Awards

