



Sandy Hill Community Health Centre

ANNUAL GENERAL MEETING 2024-2025

Wednesday, June 25, 2025

**Meeting held in person at the Sandy Hill Community Health Centre – Board Room
6:00 p.m. – 7:00 p.m.**

Glen Barber – Board Chair and Chair of the AGM

Robin McAndrew – Executive Director

Cristina Coiciu – Executive Coordinator and recorder of minutes

Voting members in attendance:

1. Glen Barber
2. Doug Bullock (by proxy)
3. Karen Capen
4. David Clements (by proxy)
5. Didier Delahousse
6. Michel Duquet
7. Nives Ilic
8. Gayatri Jayaraman
9. Susan Khazaeli (by proxy)
10. Hélène Laperriere
11. George Lobay (by proxy)
12. Peggy Lobay (by proxy)
13. Aynsley Morris
14. Hubert Paulmer
15. Stéphanie Pelletier
16. Harmon Pope
17. Chantal Rioux
18. Elizabeth Sanderson
19. Bob Walsh (by proxy)

Other guests:

1. Ralph 'Walking Wolf' Thistle – Traditional Senator and Elder with the Great Lakes Métis Council (virtual)
2. Lucille Collard – MPP for Ottawa-Vanier
3. Amanda Jackson – Office of MPP Collard
4. Rebecca McKay – Welch LLP
5. Mikaela Kennedy – Action Sandy Hill Board Member
6. David Gibson
7. Tammy Gibson
8. Michelle Spencer – SHCHC Management
9. Wendy Stewart – SHCHC Management
10. Julie Tessier – SHCHC Management
11. Cyrille Bouyom – SHCHC Staff
12. Deborah Dew – SHCHC Staff
13. Gerald Dragon – SHCHC Staff
14. Christiane Farah – SHCHC Staff
15. Jessica Ménard – SHCHC Staff
16. Sandra Nivyabandi – SHCHC Staff
17. Kimberly Sheldrick – SHCHC Staff
18. Banks Zero – SHCHC Staff

DRAFT MINUTES

OPENING REMARKS

Mr. Glen Barber, Chair of the Board for 2024-2025, welcomes staff and members of the Sandy Hill Community Health Centre, Inc./Centre de santé communautaire Côte-de-Sable, Inc. (SHCHC/CSCCS), as well as other interested residents of the community and guests to the Annual General Meeting (AGM).

LAND ACKNOWLEDGEMENT

The Chair completes the land acknowledgement.

INVITED GUEST: Ralph 'Walking Wolf' Thistle

Mr. Barber welcomes Ralph 'Walking Wolf' Thistle, Traditional Senator and Elder with the Great Lakes Métis Council, and invites him to share his knowledge. Senator Ralph 'Walking Wolf' Thistle offers a traditional prayer. He joined the audience virtually.

INVITED GUEST: MPP Lucille Collard

The Board Chair welcomes Mme Lucille Collard, MPP for Ottawa-Vanier, and invites her to address the audience. Mme Collard offers praising remarks for the continuous work and dedication of the Centre's staff and Board of Directors, and presents an official congratulatory certificate for the 50th anniversary of the Centre.

BUSINESS MEETING

The Chair calls the business meeting to order at 6:30 p.m.

1) DECLARATION OF CONFLICT:

Mr. Glen Barber asks the members in good standing to declare any conflict.

No conflict was declared.

2) RULES OF ORDER AND ELIGIBILITY OF VOTING MEMBERS:

Mr. Barber indicates that the meeting will follow Robert's Rules of Order. He notes that the meeting will be conducted in both official languages, and that, in accordance with the current Corporation's By-law, all members eligible to vote will be asked for opposition and abstention only. If no members oppose or abstain, the vote will be recorded as in favour.

In compliance with our By-law requirements for notice (Section 12; Art. 12.03), all members who are in good standing received by email an AGM package that included the agenda, minutes from last year's AGM, the audited financial statements and all the resolutions that would be debated or voted upon.

3) VERIFICATION OF QUORUM:

The Executive Coordinator informs the Chair that there are 19 (nineteen) corporate members considered present at the meeting (including proxies) and therefore there was quorum to hold the AGM (more than 10% of the membership, as per section 12.06 from the By-law).

4) APPROVAL OF THE AGENDA:

Mr. Barber asks for a motion to approve the agenda.

It is moved by S.P. and seconded by H.P. to approve the agenda as presented.

ALL IN FAVOUR – CARRIED

5) APPROVAL OF MINUTES OF THE 2023-2024 AGM (JUNE 26, 2024):

Mr. Glen Barber asks for a motion to approve the Minutes of the AGM 2023-2024.

It is moved by H.L. and seconded by E.S. to approve the minutes of the AGM 2023-2024, as presented.

ALL IN FAVOUR – CARRIED

6) APPROVAL OF MINUTES OF THE SPECIAL MEETING OF MEMBERS ON JANUARY 15, 2025

Mr. Barber asks for a motion to approve the Minutes of the special meeting of members held on January 15, 2025, to approve the articles of amendment.

It is moved by C.R. and seconded by A.M. to approve the minutes of the special meeting on January 15, 2025, as presented.

ALL IN FAVOUR – CARRIED

7) SANCTIONING ACTIONS OF THE BOARD OF DIRECTORS FOR 2024-2025

The Board Chair asks for a motion to sanction the actions and decisions of the Board of Directors for the year 2024-2025.

It is moved by N.I. and seconded by C.R. to endorse the motion, as presented.

ALL IN FAVOUR – CARRIED

8) BOARD CHAIR'S REPORT:

Mr. Barber presents highlights of the Board's work over the past year, and acknowledges the contribution of the Staff, Management Team and Executive Director to the achievements of the Centre. He thanks the Board of Directors for their consistent hard work and commitment to the Centre and recognizes all their efforts in the success of the events that took place over the past year.

It is moved by E.S. and seconded by G.J. to accept the Board Chair's Report for 2024-2025, as presented.

ALL IN FAVOUR – CARRIED

The Board Chair mentions that the Annual Report was produced this year only in electronic format. The Annual Report will be posted on the Centre's website, and the link will be provided to all members after the meeting.

9) EXECUTIVE DIRECTOR'S REPORT:

Mr. Glen Barber invites Robin McAndrew, the Executive Director of SHCHC, who presents highlights of the Centre's work over the past year and acknowledges the contribution of Staff and Management Team to the achievements of our Centre. The Executive Director thanks the Board Chair and the Board of Directors for their contribution over the past year marked by so many challenges.

It is moved by S.P. and seconded by G.J. to accept the Executive Director's Report for 2024-2025, as presented.

ALL IN FAVOUR – CARRIED

10) TREASURER'S REPORT:

The Board Chair invites Mr. Hubert Paulmer, the Board Treasurer and Chair of the Audit and Finance Committee, to present the report. Mr. Paulmer informs the audience about the activity of the Audit and Finance Committee for the past year, and provides an overview of the financial highlights for the year ended March 31, 2025. The complete audited financial statements for the fiscal year 2024-2025, in both official languages, were circulated to the members prior to the meeting.

The Board Chair asks for a motion to approve the audited financial statements for 2024-2025.

It is moved by H.P. and seconded by A.M. that the members of the corporation approve the audited financial statements of the Sandy Hill Community Health Centre, Inc./Centre de santé communautaire Côte-de-Sable, Inc. for the year 2024-2025, as presented.

ALL IN FAVOUR – CARRIED

11) AUDITOR'S REPORT:

The Board Treasurer invites Ms. Rebecca McKay, representing Welch LLP – Chartered Professional

Accountants, the firm which audited and prepared the statements of financial position of the Centre for 2024-2025. Ms. McKay reports that, during auditors' examination, no significant deficiencies in the accounting systems were found, which resulted in a clean audit.

12) APPOINTMENT OF AUDITORS FOR THE FISCAL YEAR 2025-2026

The Board Chair asks for a motion to approve the appointment of the firm Welch LLP – Chartered Professional Accountants as the auditors for the fiscal year 2025-2026 and approve the audit fee of \$24,975 (plus taxes).

It is moved by H.P. and seconded by M.D. to approve the appointment of Welch LLP – Chartered Professional Accountants as the auditors for the fiscal year 2025-2026, with the audit fee of \$24,975 plus taxes.

ALL IN FAVOUR – CARRIED

13) ANNUAL REVIEW OF THE SHCHC BY-LAW NO. 1

The Board Chair invites Ms. Karen Capen, the Board Secretary, who presents the Board of Directors' recommendation that SHCHC By-law No. 1 remains unchanged.

It is moved by K.C. and seconded by E.S. to approve the recommendation, as presented.

ALL IN FAVOUR – CARRIED

14) ELECTION OF THE BOARD OF DIRECTORS:

The Board Chair reports that there were two (2) individuals nominated to fill two (2) positions on the Board of Directors, and he invites the audience to refer to their short biographies included in the AGM package. The Board of Directors, at their meeting on June 18, 2025, approved the following slate for the AGM:

1. Karen Capen – re-election
2. Noor Hameed – re-election

In addition to the above, eight (8) Board Directors were elected last year and are continuing their term: Sonia Granzer, Nives Ilic, Gayatri Jayaraman, Hélène Laperriere, Aynsley Morris, Stéphanie Pelletier, Chantal Rioux and Elizabeth Sanderson.

Mr. Glen Barber asks for a motion to approve the Board slate, as presented.

It is moved by H.P. and seconded by H.L. to approve the Board slate, as presented.

ALL IN FAVOUR – CARRIED

The Board Chair welcomes the new and returning Directors and invites all Board Directors to attend a very brief meeting at the end of this AGM for the election of the Executive Officers.

15) OTHER BUSINESS:

1. Recognition of Outgoing Board Members

The Board Secretary thanks the Board Directors who ended their terms: Mr. Glen Barber, who completed three consecutive terms; Mr. David Clements, who completed one term; and Hubert Paulmer, who completed two consecutive terms.

In addition to the above, Kyle Robinson, Rodney Stehr and Swapna Stephen resigned in the middle of their first term for personal reasons.

2. Recognition of Staff Representatives on the Board

The Executive Director acknowledges and thanks Jessica Ménard, who served as Staff Representative on the Board for the past two years.

3. Recognition of Staff for Years of Service

The Executive Director conducts the formal acknowledgment of the staff members who, this year, turned 5, 10, 15, 20, and 25 years of dedicated service at the Centre:

<u>For 5 years of service:</u> <ul style="list-style-type: none">- Happiness Floyd- Patrick Marchand Smith	<u>For 10 years of service:</u> <ul style="list-style-type: none">- Jessica Ménard <u>For 15 years of service:</u> <ul style="list-style-type: none">- Sun-Ah Park- Julie Benson- Lena Peslar-MacMillan	<u>For 20 years of service:</u> <ul style="list-style-type: none">- Jill Cotter- Cynthia Phelan- Joanna Binch <u>For 25 years of service:</u> <ul style="list-style-type: none">- Lisa Bromley- Jean-François Martinbault
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MPP Lucille Collard and the Board of Directors officially acknowledge Cristina Coiciu for 21 years of dedicated service at the Centre and for her well-deserved retirement.

16) ADJOURNMENT OF BUSINESS MEETING:

The Board Chair called for any other business items.

There being no further business, it was moved by A.M. that the meeting be adjourned.

ALL IN FAVOUR – CARRIED

Meeting adjourned at 7:30 p.m.