

## ***ANNUAL GENERAL MEETING***

**Monday June 24th, 2019 at 6:30pm  
West Nipissing Community Health Centre  
68 Michaud Street, Sturgeon Falls**

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1. Welcome
2. Appointment of a chairperson and a secretary of assembly
3. Introduction of the Board of Directors
4. Adoption of the agenda
5. Approval of the minutes of the June 25<sup>th</sup>, 2018 AGM
6. Report of the Chairman of the Board
7. Amendment to Articles and By-laws : French Language Services
8. Report : Executive Director
9. Presentation: Celeste Auger-Proulx: Program “Stay on your feet / Avancez de pieds ferme”.
10. Financial Report : Auditor’s report for 2018-2019
11. Appointment of a firm of Auditors for 2019-2020
12. Elections
13. Question Period
14. Adjournment
15. Refreshments

Amendment to the Articles and Bylaws: Item # 1.7 Designation, 1.7 Language of work, 5.2 Mandate.

## The Board of Directors proposes to add the following item:

### 1.7 French Language Service provider

In January 2013, the West Nipissing Community Health Centre obtained its official French Service designation as a French Language Service provider for its clients and their families. This will ensure the permanency of these services in accordance with the French Language Services Act.

## The Board proposes the following changes:

### Current article

#### 1.8 Working Language

The Centre's internal working languages shall be French and English. The Centre shall serve both the Francophone and the Anglophone population throughout its service area, and services shall be provided in both languages.

### Proposed:

#### 1.8 Language of work

The WNCHC is a Francophone organization offering various programs and services in French. The WNCHC is committed to actively offer French language services needed by its residents, clients and their families, under the French Language Services Act.

Recognizing the bilingual character (French and English) of West Nipissing, the Centre's internal languages of work will be French and English. The Centre will serve both the Francophone and Anglophone population throughout its territory, with services offered in both languages.

## Le Conseil propose d'ajouter l'item :

### 5.2 French Service Mandate

5.2.1 The Board of Directors undertakes to play an active role in meeting the requirements of the French Language Services Committee and is responsible for the delivery and quality of services in French. The Board of Directors and the Executive Director take responsibility for the delivery of services in French.

5.2.2 The Board of Directors has approved the "ADM-SEF Services Français" policy which sets guidelines for managing French Services.

5.2.3 All questions related to French language services will be dealt with by the Executive Director in accordance to the French Services Policy.

5.2.4 A report on the status of French Language Services is submitted annually to the Board of Directors for approval.



CENTRE DE SANTÉ COMMUNAUTAIRE DE NIPISSING OUEST  
WEST NIPISSING COMMUNITY HEALTH CENTRE

Annual General Meeting of  
June 24, 2019  
Sturgeon Falls – 6:30pm

**Minutes** of the Annual General Meeting (AGM) of the West Nipissing Community Health Centre, held on Monday, June 24, 2019 at 6:30pm at the WNCHC, 68 Michaud Street in Sturgeon Falls.

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**PRESENT:** 21 members, employees, and members of the Board of Directors

**1. Welcome** – President Dan Roveda welcomes the participants. He thanks attendees and board members for participating in this annual meeting. Mr. Roveda stated that a public notice of the Annual General Meeting has been announced in accordance with the regulations and that the Assembly may proceed. The AGM starts at 6:30 pm. *Given the absence of English-speaking participants, the meeting will be held in French only.*

**2. Appointment of a chairperson and a secretary of assembly.**

It is proposed that: Dan Roveda acts as chair of the meeting.

**Moved by:** Denis Allard

**Seconded by:** Luc Gaudreau

**CARRIED**

It is proposed that: Marie-Anne St-Amant acts as Secretary of the Assembly

**Moved by:** Gayle Primeau

**Seconded by:** Lynne Gervais

**CARRIED**

**3. Introduction of the members of the Board of Directors 2018-2019**

Chairman of the Board Dan Roveda introduces the members of the Board of Directors who are present:

Dan Roveda, Jean Anawati, Lynne Gervais, Denis Allard, Carolle Dionne, Gayle Primeau, Cécile Piquette, Luc Gaudreau, Susie Michaud.

**4. Approval of the Agenda**

**Moved by:** Susie Michaud

**Supported by:** Luc Gaudreau

**THAT** The agenda for the Annual General Meeting of the West Nipissing Community Health Center be adopted as amended.

That the item 10. Financial report 2018-2019 be moved after the President's report.

**CARRIED**

**5. Approval of the minutes of last AGM meeting (June 25<sup>th</sup>, 2018)**

**Moved by:** Lynne Gervais

**Seconded by:** Cécile Piquette

**THAT** the minutes of the last AGM be approved as presented

**CARRIED**

## 6. Report of the Chairman of the Board

Mr. Roveda gives an overview of the accomplishments of 2018-2019. He mentions that the past year has been extraordinary in terms of changes in the health sector. Some of those changes are the upcoming dissolution of the LHIN for a rather centralized management of the health sector and the planning of Ontario Health Team that will aim to create seamless transitions of individuals between service providers.

On his and the other board member's behalf, Dan thanks the Executive Director Guy Robichaud and the entire staff for their incredible work and accomplishments, the excellent services rendered and improvements in the health sector.

Dan thanks the board members for their continued involvement in providing a strategic focus, support and direction to the organization.

Dan is confident that the Centre, with its community-centered approach, its accessibility and its professional team, will continue to address the needs in West Nipissing and continue to be an important player within the health sector.

## 7. Executive director's report

Guy gives an overview of new things that happened in 2018-2019, mainly partnerships, and encourages people to review the annual report for more details.

The overview includes, the changes within the staff. The transformation of the health system and changes with the information collected from the clients to better meet the health needs of clients.

Guy introduces the staff members present at the meeting and acknowledges their outstanding work. Guy mentions that the quality of services is a result of the wonderful staff, board members and volunteers, and their devotion in improving the lives of the people they serve.

## 8. Financial Report

### **Report of the Auditors for 2018-19:**

Dan Longlade of Baker Tilly, the accounting firm, explains the 2018-2019 financial report. A copy of the condensed financial statements has been printed for interested members.

**Moved by:** Gail Primeau

**Seconded by:** Luc Gaudreau

**THAT** the Auditor's report for the fiscal year 2018-2019 be adopted as presented and accepted at the regular Board meeting of May 27, 2019.

**CARRIED**

## 9. Appointment of a firm of Auditors for 2019-2020

Lynne Gervais describes the procedure and steps that were followed to go to tender to choose an accounting firm. Lynne explains that Collins Barrow met each of the required criteria and that they were approved for a 5-year term at the 2017 AGM.

The firm Collins Barrow is now called Baker Tilly.

The board of directors recommends Baker Tilly's firm for the year 2019-2020.

**Moved by:** Gayle Primeau

**Seconded by:** Luc Gaudreau

**THAT** Baker Tilly be selected as auditors for the next fiscal year and under the terms of the contract as accepted.

**CARRIED**

10. Amendment to Articles and By-Laws: French Language Services.

The Board of Directors proposes to add the following item:

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5.2.4 A report on the status of French Language Services is submitted annually to the Board of Directors for approval.

**Moved by:** Denis Allard

**Seconded by:** Susie Michaud

**THAT** the proposed changes and additions to the Articles and By-Laws be accepted as presented.

**CARRIED**

### 11.1 Presentation: Celeste Auger-Proulx:

Celeste-Auger-Proulx, Community Health Promotion Coordinator gives an update on the programs presently offered to the community such as the exercise programs, Pickle Ball, OASIS, Food rescue etc...

Celeste also talks about the Health prevention sessions planned for September such as: Living healthy with chronic pain, chronic conditions, MAST mindful Awareness Stabilization Training, etc...

Celeste talks in detail about the Program "Stand Up / Pied" and how to identify seniors that could benefit from the program to reduce the number of falls and injuries.

### 11.2 Presentation: Lise Savard.

Guy introduces Lise Savard who is replacing Carole Paquette, as the new Primary Care Coordinator. Carole Paquette retired in June 2019 and will be missed. Guy is confident that Lise will continue to offer excellent services to our clients.

Lise presents the members of the staff who are present. Lise talks about changes in the primary care services of the Centre, which includes; staff changes, Ontario Health Team, the performance indicators, various community partnerships, and the new electronic medical records (EMR) which will start to be implemented in November 2019.

### 12.1 Elections

Lynne Gervais was elected as chair for the elections:

Nominations for board positions have been formally submitted in line with the policies and procedures.

### 12.2. Election of the members of the Board of Directors

Lynne explains that three (3) board member have complete 1 term of three (3) years. These members are:

Denis Allard

Lynne Gervais

Carolle Dionne

These members are eligible to renew another term of three (3) year.

There are three candidates in good standing for 3 vacancies. The 3 positions are for a three-year term;

**ALL CANDIDATES ACCEPT**

The results are as follows:

Denis Allard	elected by acclamation
Lynne Gervais	elected by acclamation
Carolle Dionne	elected by acclamation

**Moved by:** Luc Gaudreau

**Seconded by:** Dr. Jean Anawati

**THAT** the results of the elections to be accepted as presented.

**CARRIED**

### 13. Questions

Dr. Jean Anawati is conducting the question period. There were no questions.

16. Adjournment

Guy Robichaud thanks the members for attending and invites them to a snack.

**Moved by:** Gayle Primeau

**Supported by:** Carolle Dionne

The meeting be adjourned at 7:41 pm

**CARRIED**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date