



**MINUTES OF THE  
2019 ANNUAL GENERAL MEETING OF SKATE CANADA  
HELD AT THE OTTAWA MARRIOTT HOTEL  
IN OTTAWA, ONTARIO  
MAY 25, 2019**

**NOTE: The meeting was conducted in both English and French.**

**ATTENDANCE**

1. The list of club delegates in attendance at the 2019 Annual General Meeting and the clubs represented by proxy is attached to the minutes in full as **Appendix A**.

**PRESIDENT'S OPENING REMARKS**

2. On behalf of Skate Canada, Leanna Caron welcomed all delegates, both in person and online, to the 106<sup>th</sup> Skate Canada Annual General Meeting being held in Ottawa, Ontario. She declared the 2019 Skate Canada Annual General Meeting open.
3. In addressing the delegates, the President stated: *"To those of you joining us online, we wish you could be with us here in Ontario and hope to see you throughout the year ahead."*
4. *I trust you agree with me when I state that it has been an extremely productive couple of days of workshops here in the nation's capital as we 'Plan To Execute For Success'.*
5. *The Ice Summit truly represents a unique opportunity for all of us to come together, share ideas, and collaborate. The need to work together and to listen to ideas is as important as ever as we deliver on the 2018-2022 Strategic Plan. The strategic plan is a blueprint that will keep us as a leader in the skating world and help us to continue our legacy of delivering best-in-class skating programming, while developing World and Olympic champions.*
6. *Before we get to the business of the day, I would like to take a few moments to reflect on another incredible season.*
7. *One year ago, we came together in Calgary to celebrate the most successful quadrennial in the history of our organization. As some of our most decorated athletes have since retired, they now pass on the torch to a new generation of athletes, who will no doubt make us proud in the years ahead.*

8. *Each of you can take great pride in the success of our athletes, those past, present and future.*
9. *As I stand before you and acknowledge the representation from clubs, sections, officials, and the coaching community, each group being integral in developing these young people for success whether on or off the ice.*
10. *Many of you have stood with these athletes from the moment they took their first steps in their journeys. I would like to thank you for the various roles you play in helping our skaters chase their dreams...and I know that our skaters feel the same way. They would not be where they are without you. Your passion, commitment and dedication to our sport, our athletes and our organization has helped build champions.*
11. *We are clearly building for the future, and therefore need enhanced engagement and commitment from all stakeholders involved in the process. Thankfully, our organization is solid, our governance and programs sound, and our knowledge of skating top notch. This is supported by the success experienced by Stephen Gogolev who finished atop the junior men's podium at the ISU Junior Grand Prix Final, and by Marjorie Lajoie and Zachary Lagha who were crowned the ISU World Junior Champions in Ice Dance.*
12. *While these outcomes are impressive, where we need additional focus is on ensuring a shorter cycle of podium ready athletes.*
13. *The future of skating in Canada is extremely bright, and I want to congratulate our athletes, coaches, officials, clubs, sections and volunteers for their extraordinary contributions to our success.*
14. *We can make this next chapter in Canadian skating history another very positive one.*
15. *Speaking of the future, the eyes of the world will be on us next March as we host the ISU World Figure Skating Championships 2020. There is nothing quite like hosting a worlds event on home soil, and with an audience of 300 million watching on television, this is an ideal opportunity to inspire not only Canadians, but people from around the world, to embrace the joy of skating while we build a legacy for our organization's future. I hope you will be able to join us as we experience the Joie de Vivre in Montreal.*
16. *Speaking of the world championships, I would like to recognize members of our senior World teams, who, at last year's World Championships, had impressive outcomes: our three ice dance teams (Kaetlyn Weaver and Andrew Poje, Piper Gilles and Paul Poirier, and Laurence Fournier Beaudry and Nicolaj Sorensen) finished in the top ten. Kirsten Moore-Towers and Michael Marinaro were seventh in pairs, and last month at the ISU World Synchronized Skating Championships, Nexxice finished fourth while Nova placed seventh.*
17. *At this point, I would like to honour the clubs, skating schools, and sections that helped all world team athletes achieve this great milestone. I would ask that representatives of*

*the clubs, skating schools, and sections to stand as you have been part of the incredible journeys of these outstanding athletes:*

- *Nam Nguyen: Connaught Skating Club; Burnaby Skating Club; North Shore Winter Club (British Columbia/Yukon Section); Toronto Cricket, Skating and Curling Club; York Region Skating Academy; Richmond Hill Training Centre (Skate Ontario)*
- *Keegan Messing: Sherwood Park Figure Skating Club (Alberta/Northwest Territories/Nunavut Section)*
- *Kaitlyn Weaver and Andrew Poje: Kitchener-Waterloo Skating Club; Granite Club; Sault Skating Club (Skate Ontario)*
- *Piper Gilles and Paul Poirier: Unionville Skating Club; York Region Skating Academy; Scarboro Figure Skating Club (Skate Ontario)*
- *Laurence Fournier Beaudry / Nikolaj Sorensen: CPA Gadbois; Mount Royal FSC; CPA Brossard (Patinage Québec)*
- *Alaine Chartrand: Skate Brockville; York Region Skating Academy; Prescott Figure Skating Club (Skate Ontario)*
- *Aurora Cotop: Thornhill Skating Club (Skate Ontario); Ice Palace FSC (Alberta/Nunavut/NWT)*
- *Gabrielle Daleman: Hilltop Figure Skating Club; Richmond Hill Figure Skating Club; Toronto Cricket, Skating and Curling Club (Skate Ontario)*
- *Kirsten Moore-Towers / Michael Marinaro: St. Catharines Skating Club; Burlington Skating Centre; Kitchener-Waterloo Skating Club; Point Edward Skating Club (Skate Ontario); CPA Saint-Léonard (Patinage Québec)*
- *Evelyn Walsh / Trennt Michaud: London Skating Club; Trenton Skating Club; Prince Edward Skating Club (Skate Ontario)*
- *NEXXICE: Burlington Skating Club (Skate Ontario)*
- *NOVA: Club de Patinage Synchronise Nova (Patinage Québec)*

18. *Volunteers, coaches, and administrators in 34 clubs and skating schools have been directly involved in getting these athletes to where they are today; not to mention the thousands of others who have been inspired by their journey.*
19. *Right across this country, volunteers are giving their time to assist in the development of our athletes and programs, at all levels.*
20. *Whether a skater aspires to climb on an Olympic podium or just experience the pure joy of skating with family and friends, you facilitate and provide encouragement along their journeys; journeys that shape them for years to come.*
21. *Our core business is skating; however, the environment our clubs and skating schools provide also allows for the development of role models and leaders off the ice. I'm sure you agree that it is a privilege to welcome our youth into clubs and schools across the country. Teaching them to skate is important; teaching life skills and values in a safe environment that they can carry with them for life is imperative."*

## **CALL TO ORDER**

22. The President called upon Chief Executive Officer Debra Armstrong to formally convene the meeting. Debra Armstrong confirmed that as in compliance with Article 4, Bylaw 4.2, the AGM Notice of Meeting was issued to the membership via a national e-campaign on February 16, 2019. She explained that as per Bylaw 4.15, quorum is identified as 125 persons entitled to vote in person or present through the telephonic, electronic, or other communication facility provided by Skate Canada and representing at least 2000 votes. Debra Armstrong then confirmed that there are 190 persons entitled to vote and representing 3599 votes in attendance, either in person or via the online meeting. With this, the Chief Executive Officer confirmed that that necessary quorum was present.

## **EXPLANATION OF VOTING PROCESS**

23. The President welcomed Jeff Partrick, Director Corporate Services, to the meeting. Jeff Partrick provided a detailed overview of the voting process that is to be used during the meeting.
24. Following the delivery of the voting process overview, the President recognized the groups identified by Skate Canada Bylaws as being entitled to speak and/or to add an item to the agenda:
- Club and Skating School Delegates
  - Certified Professional Coaches
  - Skate Canada Board of Directors, Officers
  - Section Chairs
  - Skate Canada Auditor
  - Chief Executive Officer of Skate Canada
  - Employees of Skate Canada, including Section Staff Members
25. The President reminded delegates that this is their meeting. She encouraged their participation by inviting them to come forward to speak to subject matters on the agenda when the opportunity to do so is provided. Leanna Caron noted that items of interest, not currently on the agenda, could be added under “New Business” during the approval of the agenda.
26. The President provided the following instructions to delegates wishing to speak to a subject matter:
- Club delegates participating in the meeting in person – approach a microphone in the meeting room and state their name and Club so that the information could be accurately recorded, and if a Certified Professional Coach, to identify themselves as such.
  - Delegates participating in the meeting online – identify themselves in the same manner through the online chat tool and include a question or comment. All online

questions or comments will be included in the course of the commentary going forward.

### **APPROVAL OF THE MEETING AGENDA**

27. The President referenced the meeting agenda and asked if there were any new items of business to be added to the agenda. It was noted that none were brought forward. The President then called for a motion for the approval of the agenda which is attached to the minutes in full as **Appendix B**.

**MOTION:** Moved by Janice Hunter, Seconded by Nicole LeBlanc-Richard, THAT the agenda of the May 25, 2019 Skate Canada Annual General Meeting be approved as presented, with the order of the agenda remaining flexible as per the President's discretion.

CARRIED

### **INTRODUCTION OF THE 2018-2019 SKATE CANADA BOARD OF DIRECTORS**

28. The President introduced the 2018-2019 Board of Directors whose commitment to the work undertaken and the sheer volume of time dedicated to making the organization stronger is greatly appreciated:

- Kristy Balkwill
- Rod Garossino
- Jacqueline Gauthier
- Janice Hunter
- Darlene Joseph
- Nicole LeBlanc-Richard
- Rock Lemay
- Paul MacIntosh
- Sally Rehorick
- Patrick Roch
- "And to our dear friend who we all miss deeply; I know he is looking over us today - Sylvain Guibord"

29. The President introduced the following special guests in attendance and thanked them for their presence:

- Benoit Lavoie - Skate Canada Past President, Skate Canada Honorary Member, and ISU Council Member
- Debbie MacMurdo – Skate Canada Honorary Member
- Ann Shaw – Skate Canada Honorary Member, Skate Canada Hall of Fame Member, and ISU Honorary Member

30. The President acknowledged both the Skate Canada staff members in attendance, as well as those who remained at the National Service Centre. She stated that the staff's commitment, dedication, and willingness to work together with all those in the skating family, while conducting the day-to-day operations of Skate Canada, is sincerely appreciated. Leanna Caron then introduced the senior staff members:
- Debra Armstrong - Chief Executive Officer
  - Mary Ellen McDonald - Senior Director, Operations
  - Terry Sheahan - Senior Director, Events and Marketing
  - Dr. Shae Zukiwsky – Senior Director, Performance Excellence
  - André Bourgeois - NextGen Director
  - Monica Lockie - Skating Development Director
  - Jeff Partrick - Corporate Services Director
  - Norm Proft - Competition Services Director
  - Mike Slipchuk - High Performance Director
  - Isaac Trumbley - Information Technology Director

#### ***AGM Draw***

31. The President explained that all those who attended Ice Summit workshops were entered into a draw for two all-event tickets to the 2020 Canadian Tire National Skating Championships being held in Mississauga, Ontario, compliments of Skate Canada. The winner was announced as: Céline Corneau (Gatineau, Quebec).

#### ***Moment of Silence***

32. At this point in the meeting, the President asked that delegates in attendance stand for a moment of silence to honour and remember all Skate Canada members and friends who passed away during the 2018-2019 registration year.

#### **APPROVAL OF THE 2018 AGM MINUTES**

33. The President referred to the minutes of the 2018 Annual General Meeting which were posted on the Skate Canada Ice Summit web-page.
34. Following the acknowledgment of the minutes, delegates were asked to vote on the following motion:

**MOTION:** Moved by Darlene Joseph, Seconded by Rod Garossino,  
THAT the minutes of the 2018 Annual General Meeting be approved as presented.

CARRIED

## **BYLAW AMENDMENTS**

35. The President confirmed that as per Article 12 of the Skate Canada Bylaws, the following groups had until 90 days prior to the Annual General Meeting (February 24, 2019) to file with the Chief Executive Officer notice of any proposals, amendments and repeals to the Skate Canada Bylaws:
- Skate Canada Board of Directors
  - Skate Canada Sections
  - Skate Canada Clubs or Skating Schools in good standing
  - Skate Canada Certified Professional Coaches in good standing
36. The President reported that no amendments were received by the stated deadline.

## **PRESIDENT AND CEO REPORT**

37. The combined report presented by President Leanna Caron and Chief Executive Officer Debra Armstrong is attached to the minutes in full as **Appendix C**.

## **STANDING COMMITTEE REPORTS**

38. As a preface to the delivery of standing committee reports, the President provided the following acknowledgment, *"In the last season, several positive and forward strides have been undertaken by the Board of Directors through its standing committees.*
39. *Our governance model is working, and our policies and procedures are securing the continued growth and success of the organization. Additionally, Skate Canada is one of the safest places for young people to enjoy amateur sport and to flourish in Canada.*
40. *I feel fortunate that the organization that stands before me today, and the changes we have affected this last season, have positioned us for continued excellence in sport and positive contributions to society.*
41. *Sections, club and skating school employees, and the board have distinct and overlapping roles, the latter reflecting the checks and balances as we operate from different perspectives.*
42. *Specifically, the board operates from a strategic and risk perspective with an international and domestic lens. Standing committees of the board each play a critical role to ensure Skate Canada's position is protected and that we remain a viable and stable organization, which is positioned for success and growth.*
43. *In a few moments, I'd like to call upon the chair of each board standing committee to provide an overview of the work done this past season. While simply a brief glimpse into*

*their accomplishments, I encourage you to ask questions to the committee chairpersons or to follow-up with them personally.”*

44. The President went on to explained that the standing committees of the board are formed of both board members and appointed members and cover the following areas:
- Membership Policy
  - Governance
  - External Relations
  - CEO Operational Review
  - Finance and Enterprise Risk Management
45. Following her introduction, the President invited each of the standing committee chairpersons to the stage to speak to provide reports related to their respective committees. All reports are attached to the minutes in full as **Appendix D**.

### **FINANCE REPORT**

46. The President called upon Mary Ellen McDonald, Senior Director, Operations, to present the Finance Report (i.e. 2018-2019 Financial Statements and 2019-2020 Budget) which is attached to the minutes in full as **Appendix E**.
47. Further to the delivery of the Finance Report, the following motion related to the approval of Skate Canada Audited Financial Statements (**Appendix F**) was put forward to the voting membership:

**MOTION:** Moved by Kristy Balkwill, Seconded by Jacqueline Gauthier, THAT the Skate Canada Audited Financial Statements ended March 31, 2019, and prepared by the Auditors of PricewaterhouseCoopers LLP, be approved as presented.

CARRIED

### ***Appointment of Auditors***

48. The following motion related to the appointment of the Skate Canada auditors for the 2019-2020 fiscal year was put forward to the voting membership:

**MOTION:** Moved by Paul MacIntosh, Seconded by Rock Lemay, THAT PricewaterhouseCoopers LLP be approved as Skate Canada’s auditors for the 2019-2020 fiscal year.

CARRIED

## **ACTIONS OF THE BOARD OF DIRECTORS**

49. The President reported that the 2018-2019 actions of the Board of Directors were captured in a separate document titled "Actions of the Board of Directors". The President encouraged delegates to take the time to review the document which is posted on the Skate Canada Ice Summit web-page.

## **ELECTION OF OFFICERS**

50. The President invited Brenda Hart, Chair of the Nominating Sub-committee, to conduct the election of officers.
51. Brenda Hart confirmed that on January 19, 2019 the Nominating Sub-committee released a Call for Applications to the Skate Canada Board of Directors memo along with a new public facing expression of interest document. A national e-communication campaign reaching across various corporate and sport-based organizations was utilized to attract and invite prospective candidates, within the Skate Canada organization and beyond, to submit their interest in becoming a member of the 2019-2020 Skate Canada Board of Directors. Interested candidates were directed to the Skate Canada Ice Summit web-page where detailed information regarding the application process was outlined.
52. Brenda Hart explained that the mandate of the Nominating Sub-committee is to ensure there is a full slate of qualified candidates for election to the Skate Canada Board of Directors. She added that the sub-committee also strives to provide a respectful, transparent and fair nomination and election process as a means of attracting candidates who meet the requirements set forth in the Skate Canada Board of Directors Skill and Competency document which was posted on the Skate Canada Ice Summit web-page. Subsequently, the Nominating Sub-committee reviewed each of the candidate's qualifications with respect to the needs identified in the gap analysis conducted by the board of Skate Canada. Brenda Hart reported that the sub-committee is delighted to report that 10 candidates expressing interest in serving Skate Canada have met the requirements.
53. Brenda Hart outlined the available board positions for election, including the order of elections:
- Election Category 1 – President (1 position)
  - Election Category 2 - Director Ontario, two-year term (1 position)
  - Election Category 3 – Director Quebec, one-year term (1 position)
  - Election Category 4 – Director Atlantic, two-year term (1 position)
  - Election Category 5 - Director at Large, two-year term (3 positions)
  - Election Category 6 – Director at Large, one-year term (1 position)

54. Brenda Hart explained that with respect to available Director positions, the foregoing does not reflect any sort of hierarchy on the Board of Directors. She then thanked all candidates for agreeing to put their names forward for election to the Skate Canada Board of Directors.
55. Brenda Hart provided the following outcome of the nominating process:
- Election Category 1 – President (two-year term, 1 position). With 1 candidate nominated for this election, candidate Leanna Caron is acclaimed.
  - Election Category 2 - Director Ontario (two-year term, 1 position). With 2 candidates nominated for this category, an election will be held for this position.
  - Election Category 3 – Director Quebec (one-year term, 1 position). With 1 candidate nominated for this election, candidate Pier-Luc Paquet is acclaimed.
  - Election Category 4 – Director Atlantic (two-year term, 1 position). With 1 candidate nominated for this election, Nicole LeBlanc-Richard is acclaimed.
  - Election Category 5 - Director at Large (two-year term, 3 positions). With 6 candidates now standing for election in this category, an election will be held for these positions.
  - Election Category 6 – Director at Large (one-year term, 1 position). With 3 candidates now standing for election in this category, an election will be held for this position.
56. Brenda Hart provided a detailed review of the election process. She also announced that a scrutineer had been appointed to oversee the voting process. The scrutineer was named as Norm Proft.

***Election Results – Director Ontario (two-year term)***

57. Brenda Hart reconfirmed that there is 1 available position for Director Ontario (two-year term), and 2 candidates standing for election for the position. The names of the candidates in alphabetical order are as follows:
- Darlene Joseph
  - Signe Ronka
58. Following the voting process, Brenda Hart reported that 1 candidate achieved majority and as such is elected to the position of Director Ontario (2019-2021):
- Darlene Joseph

***Election Results – Director at Large (two-year term)***

59. Brenda Hart reconfirmed that there are 3 available positions for Director at Large each for a two-year term, and 6 candidates standing for election for the positions. The names of the candidates in alphabetical order are as follows:
- Jacqueline Gauthier
  - Patty Klein

- Rock Lemay
- Patrick Roch
- Signe Ronka
- Erica Topolski

60. Following the voting process, Brenda Hart reported that 3 candidates achieved majority and as such are elected to the position of Director at Large (2019-2021):
- Jacqueline Gauthier
  - Patty Klein
  - Patrick Roch

### ***Election Results – Director at Large (one-year term)***

61. Brenda Hart reported that there is 1 available position for Director-at-large for a one-year term, and 3 candidates standing for election for the position. The names of the candidates in alphabetical order are as follows:
- Rock Lemay
  - Signe Ronka
  - Erica Topolski
62. Following the voting process, Brenda Hart reported that the following candidate achieved majority and as such is elected to the position of Director-at-large (2019-2020): Rock Lemay.
63. At this time, the President extended her sincere thanks to the members of the Nominating Sub-Committee:
- Brenda Hart – Chair
  - Dr. Jodi Abbott
  - Cynthia Benson
  - Gloria Brighten
  - David Islam

### **SKATE CANADA APPOINTMENTS**

#### ***Events***

64. The President confirmed the following event locations and dates:
- **2019 Autumn Classic International**  
September 12-14, 2019 – Oakville, Ontario
  - **2019 Skate Canada International**  
October 25-27, 2019 – Kelowna, British Columbia

- **2020 Skate Canada Challenge**  
November 27-December 1, 2019 – Edmonton, Alberta
- **2020 Canadian Tire National Skating Championships**  
January 13-19, 2020 – Mississauga, Ontario
- **2020 Skate Canada Synchronized Skating Championships**  
February 21-23, 2020 – Calgary, Alberta
- **ISU World Figure Skating Championships® 2020**  
March 16-22, 2020 – Montreal, Quebec

### ***Awarding of 2020 Ice Summit***

65. The President confirmed the date and location of the 2020 Ice Summit:
- May 28-31, 2020 – Moncton, New Brunswick

### **NEW BUSINESS**

66. Leanna Caron reconfirmed that no new items of business were brought forward to the meeting.

### **ACKNOWLEDGMENT OF RETIRING BOARD MEMBERS**

67. The President took this opportunity to thank and honour the invaluable dedication and contributions to the organization of former board members:
- Dr. Shae Zukiwsky who stepped down from the Board of Directors on February 25, 2019 to assume his new role as Senior Director, Performance Excellence; and
  - Sally Rehorick who was retiring from the Board of Directors after serving 3 two-year terms as Director at Large.

### **INTRODUCTION OF THE 2019-2020 BOARD OF DIRECTORS**

68. Chief Executive Officer Debra Armstrong introduced the 2019-2020 Board of Directors while the President personally thanked and welcomed each to their position. The list of board members is attached to the minutes in full as **Appendix G**.

### **INTRODUCTION OF THE 2019-2020 SECTION CHAIRS**

69. The President introduced the 2019-2020 Section Chairs. She indicated that Section Chairs continue to be valued members of the national team and their endless time and

commitment to the organization is greatly appreciated. The list of Section Chairs is attached to the minutes in full as **Appendix H**.

### **CLOSING REMARKS**

70. In closing, Leanna Caron thanked Chief Executive Officer Debra Armstrong and the employees of Skate Canada for hosting the 2019 Ice Summit and for making various activities accessible to members throughout the country. She acknowledged the countless hours of planning that went into the Ice Summit, which served to provide a wonderful opportunity for members to come together in the nation's capital.
71. The President also thanked delegates and coaches who travelled to the city of Ottawa to attend the Ice Summit in person and those from across the country who participated in the annual general meeting on-line, *"I must reiterate how essential you are to Skate Canada's growth as we remain a leader in the skating world, both on and off the ice.*
72. *The progress we continue to make would not be possible without the contributions of our diverse and engaged membership. Thanks to your dedication and passion for our sport, we are building champions in every sense of the word.*
73. *Later this evening, we will wrap up the 2019 Ice Summit with the Skate Canada Awards Banquet. Tonight's festivities will be live streamed across the country as we celebrate the tremendous accomplishments and contributions of our skaters, volunteers, officials, coaches and choreographers who truly made a difference over the past year. It will be an evening you don't want to miss!*

**Post-meeting Note:** *The list of award winners is attached to the minutes in full as Appendix I.*

74. *I would also like to welcome the current board members. I look forward to working with you as we enter another exciting season for the organization.*
75. *Let's not forget, we are just ten months away from welcoming the world to Montreal for the ISU World Figure Skating Championships 2020. We are privileged to host this prestigious event, and we hope everyone will join us in Montreal, March 16-22.*
76. *As we deliver on our new strategic plan, let's keep the spirit of this week alive, keep the lines of communication open and continue to collaborate as we begin a new journey for our next generation of champions.*
77. *Thank you, and we'll see you tonight!"*
78. There being no further business, the meeting was adjourned.

**MOTION:** Moved by Sally Rehorick,  
THAT the meeting be adjourned.



Leanna Caron  
President

Minutes recorded and written by Denise Edwards, Executive Coordinator

