



*Saskatoon
Community
Clinic*

Community Health Services (Saskatoon) Association Ltd.
Semi - Annual General Meeting Agenda
Wednesday January 18, 2023
6:30 p.m. – 9:30 p.m.
Virtual

1. Welcome, Call to Order and Elder's Blessing
2. Adoption of Rules of Order
3. Adoption of Agenda
4. Summary of Minutes of 2022 Annual Meeting
5. Interim Reports of the Chairperson of the Board and Executive Director
6. Approval of Annual Service Fees Proposed by the Board
7. Resolutions Recommending Action to the Board
8. Presentation of Outstanding Volunteer Award
9. Presentation: Primary Care in 2023: Challenges & Solutions: Dr. Brady Bouchard, College of Family Physicians of Canada
10. Announcements
11. Adjournment

Semi-Annual Meeting 2023

Rules of Order

1. The Chairperson shall call the meeting to order.
- 2.a When a member wishes to speak, they will request to do so via the Zoom Chat and provide their first and last names and whether or not they are a member.
- 2.b The Board secretary will monitor the Zoom Chat and announce to all those present, the first and last names of the person who wishes to speak.
- 2.c The Chairperson will then recognize the speaker. IT will unmute the person who has been recognized to speak by the Chairperson. The speaker, when recognized by the Chairperson, shall give her/his first and last names and confine all remarks to the question at issue.
- 2.d Only requests to speak will be announced by the Board secretary; comments provided in the Zoom Chat will not be announced.
- 3.a A speaker will be permitted to speak for two minutes.
- 3.b This shall not apply to the person presenting a report or resolution when the report or resolution is being presented.
- 3.c The Chairperson may at any time during debate call upon the spokesperson for the Board of Directors or committee to provide an explanation of the report under debate.
- 3.d The Chairperson will inform all present that the speaker's time has reached two minutes either verbally or by a visual or audible signal.
4. A speaker shall not speak more than once per motion, except that the mover or designate, or the person who introduced a report or resolution, may also close the debate.
5. A member shall not interrupt another except to call for a point of order.
6. If a speaker is called to order, the speaker shall yield the floor until the question of order has been decided.
7. Any two members may appeal the decision of the Chairperson by requesting to do so through the Zoom Chat; one of whom shall state the reasons for the appeal, their name and the name of the second member making the appeal. The Chairperson shall make an explanation of the decision and shall put the question: Shall the decision of the Chairperson be sustained? The question shall not otherwise be debatable.

- 8.a Votes on motions will be conducted through the Zoom Chat. The Chairperson will present the motion and ask if there are those who oppose or abstain and, if so, ask that the opposition or abstention be indicated in the Zoom Chat. Any member who neither opposes nor abstains in the chat box shall be taken as having voted in favour of the motion. The secretary will inform the meeting as to the number of those who oppose and abstain.
- 8.b The Chairperson will announce the results of all motions.
- 8.c Resolutions must be provided in writing 10 days in advance of the meeting and will be included in the meeting package of materials for review by member in advance of the meeting.
- 8.d Voting on resolutions will be conducted through the Zoom chat box. The Chairperson will present the resolution, which will be displayed on-screen. The chair will ask if there are those who oppose or abstain and, if so, ask that the opposition or abstention be indicated in the Zoom Chat along with the member's first and last name. If members are sharing a device, the first and last names of all members using the device who oppose/abstain will need to be listed in the chat box. Any member who neither opposes nor abstains in the chat box shall be taken as having voted in favour of the resolution. The secretary will inform the meeting as to the number of those who oppose and abstain.
- 8.e The Chairperson shall not vote on any question, except in the case of a tie where the Chairperson shall cast the deciding vote.
9. Debate can be closed by the Chairperson if no one seeks the floor for further debate, or by a member calling for the question. When a member calls for the question, no further discussion or amendment of the motion is permitted until there has been a procedural vote on the call for the question. If the majority vote that the question now be put, it shall be put without debate. If the motion to put the question is defeated, debate will continue.
10. A motion may be reconsidered provided the mover of the motion to reconsider voted with the majority, and the motion to reconsider is supported by two-thirds of the members present and voting.
11. The hours of the meeting, including any advance registration deadlines, will be established by the Board of Directors.
12. Any of the above rules may be suspended by unanimous consent or may be changed for the members meeting in which such change is made, by a vote of two-thirds of the members present and voting, on a motion moved and seconded by two members.
13. The Agenda may be changed by a specific motion to do so, provided such motion is supported by two-thirds of the members present and voting, on a motion moved and seconded by two members.
14. Election of Directors shall follow the procedures described in Board Policy G-P 22,

Nomination and Election of Directors

15. Motions to amend the bylaws must follow the procedures outlined in *The Co-operatives Act, 1996*(SK).
16. In all matters not otherwise regulated herein, Robert's Rules of Order shall apply.



Community Health Services (Saskatoon) Association Ltd.

60th Annual General Meeting Summary

Wednesday June 15, 2022 at 6:30 pm, Virtual

The 60th Annual General Meeting took place virtually on Wednesday June 15, 2022. 73 members and five guests registered in advance.

1. Call to Order

President Patrick Lapointe called the meeting to order at 6:30 pm. He acknowledged that we are situated on Treaty 6 territory and the homeland of the Métis. He reaffirmed our relationship with one another and our commitment to addressing the inequities built in to our institutions that result in poorer health outcomes for Indigenous peoples.

2. Blessing

Elder Florence Highway joined by recorded video. She offered tobacco to the Creator and asked to bless us this evening. We thanked the Creator for the gift of today and the life that is lent to us. We asked the Creator that we meet with a good, open heart, guided by a strong spirit.

3. Adoption of Rules of Order

Mr. Lapointe announced that the meeting is governed by the Roberts Rules of Order. As tonight's meeting is held virtually, supplementary rules were adopted. The rules were included in the meeting package. Mr. Lapointe further explained that due to the virtual meeting format, proposed resolutions would not be accepted from the floor. Resolutions were to be submitted ten days in advance so members could have an opportunity to review and consider prior to attending tonight's meeting. Leah Pennock served as the parliamentarian.

The written Rules of Orders that were circulated in the meeting package will be used specially for tonight's meeting. Parliamentarian Elizabeth Williamson will be available should any procedural questions arise.

4. Adoption of the Minutes

That the CHSA Annual General Meeting Minutes dated September 29, 2020 be accepted as presented. Moved by Dominique Rislund, Seconded by Frank Quennell/Carried

5. Business Arising out of Minutes

Updates in reports.

6. Reports

Updates from the Board of Directors from Patrick Lapointe, Executive Director, Lisa Clatney, Medical Director, Dr. Larissa Kiesman and Communication Committee member, Cheryl Hewitt.

7. Report of Auditor and Consideration of the Financial Statement

Andrea Harris, chair of Finance and Audit Committee, and Jesse Radu with PricewaterhouseCoopers provided the audit and financial report.

That the Financial Statements for the year-end ending March 31, 2022 be approved as presented.

Moved by Frank Quennell, seconded by Dominique Rislund/Carried

8. Discussion, Consideration and Disposing of Reports set out in Items 4 & 5

That the reports of the President, Executive Director, Medical Director and Communications report be approved as presented. Moved by: Frank Quennell Seconded by: Dominique Rislund

9. Resolution, Recommendation and Bylaws

Provincial Coverage for Shingles Vaccine for Seniors

Whereas nearly one in three older adults will suffer from Shingles, which according to the National Institute on Aging (NIA), infects 90,000 Canadians over 50 years of age every year, costing the national health care system an estimated \$67-82 million;

And whereas despite the prevalence of Shingles in the older population, and the risk of serious health complications it carries for them, only 27% of Canadians 50 years of age and over have received a Shingles vaccine;

And whereas cost is a major deterrent or barrier for seniors to receive the protection vaccination would provide, as the vaccine is not covered by the Saskatchewan Seniors' Prescription Drug Program (the effective Shingrix vaccine costs more than \$300 in Saskatchewan);

And whereas the vaccine would prevent the harm and suffering caused by shingles, and in would in most cases be less costly than the treatment costs incurred by a patient who contracts shingles;

Be it resolved that the Community Clinic Board request that the government of Saskatchewan include coverage for seniors to receive the Shingrix vaccine through the Saskatchewan Seniors' Prescription Drug Program.

Moved by: Michael Finley, Seniors Advisory Council Co-Chair

Seconded by: Cheryl Loadman, Seniors Advisory Council Member

97% of the votes in favour/Carried.

10. Elections

Dominique Rislund reviewed election process. Call for nominations from the floor were made three times. Cathy Cole, Jason Majid and Janice Paslawski were elected by acclamation to the CHSA Board of Directors. Departing board members Patti Warwick and Sherri Swidrovich were thanked for their leadership and dedication to CHSA.

One position was available for election to the Communications Committee. Call for nomination from the floor were made three times. Anne Doucette has been elected by acclamation.

To accept Dominique Rislund, Karen McClarty and Danielle Chartier as the Balloting Committee.

Moved: Frank Quennell, Seconded: Chasity Head-Stonestand

That the ballots for election be destroyed. Moved: Frank Quennell Seconded: Chasity Head-Stonestand

11. Report of Special Committee.

No reports as no special committees.

12. Unfinished Business

None

13. Appointment of Auditors

That PricewaterhouseCoopers be appointed as auditor for CHSA for 2022-2023. Moved by, Frank Quennell, Seconded by Dominique Rislund /Carried

14. New Business

Michael Finley, Vice-President of the Saskatoon Community Clinic Foundation was called upon to give a Foundation update. Mr. Finley noted a successful year raising fund, specifically related to bequests. Mr. Finley reminded members that the Foundation helps that clinic with special projects that isn't funded by the government so urged members to donate regularly if they can. Mr. Finley, also thank departing foundation board member Myrna Hewitt for her service and contribution over the years.

REACH - Melanie Baerg Global Gathering Place discussed the Refugee Engagement and Community Health Clinic program (REACH)/. Ms. Baerg provided an overview, noting that it is a collaborative effort with SCC, U of S College of Medicine, Global Gathering Place, Saskatoon Open Door and SHA. Ms. Baerg shared patient stories.

15. Adjournment

The meeting adjourned at 9:30 pm. Moved by: Frank Quennell Seconded by: Dominique Rislund

CHSA 2022-23 Semi-Annual Meeting President's Report

Your board met in November 2022 to review our strategic plan and update it as required due to changing circumstances. Overall, we continue to have the same priorities we established last year:

1. Increasing timely access to our services for clinic clients/patients.
2. Providing healthcare to vulnerable groups – those experiencing poverty and precarious housing, refugees, persons wanting to exercise their reproductive choice and persons needing gender-affirming care – who have difficulty accessing the primary health care services they need in our community.
3. Relocating our Downtown and Westside Clinics to larger facilities to support the expanded programming we would like to provide and to provide space to partner with other community organizations to address unmet primary healthcare needs in our community.
4. Strengthening our government relations initiatives to gain better support from all levels of government for the work we do now and aspire to do.

Ensuring timely access is our largest concern. To this end, we have established an 'access working group' including managers and physicians, that is focused on:

- increasing available appointments;
- making the most efficient and effective use of the appointments and staff we have; and
- exploring best practices and successful strategies used elsewhere to improve access to primary healthcare to inform our own work.

One of the early initiatives of the working group has been to trial urgent care clinics alongside our regularly booked appointments during the day. We have some physicians who work part-time who have offered to increase their hours temporarily in order to provide urgent care to our patients, thus increasing access for patients with more pressing concerns. Urgent care clinic days have been incredibly successful and the appointments are booked quickly. We will be assessing these clinics in the new year and will determine next step then.

Following up on a resolution at the 2021 AGM, we have built and recently launched a co-operative education program for our staff using a locally-developed micro-learning platform to deliver it. Staff do the training online in brief modules. Although the long-term goal is also to provide co-operative education to members and the board, we chose to pilot this project first with our staff who really are the face of our co-operative. They are in a position to be some of our greatest champions. In 2023, we will evaluate the pilot and look next to how best to provide co-op education to our members and the board.

One of our goals is to remain financially secure and we are. We have not been immune to the challenges posed by a shortage of family physicians across Canada and are not always able to fill vacant physician positions as quickly as we would like. Although less than ideal, a positive from this situation is some increased financial flexibility. The clinic continues to look to the future in terms of enhancing service delivery both in programming and our physical spaces and this flexibility will be needed in any of these endeavours.

We have stepped up our lobbying efforts to the provincial government and the Saskatchewan Health Authority to obtain sustainable and appropriate funding to support our REACH program for refugees. We had some success in securing physician and nursing funding for REACH for the fiscal year ending in March, but we need ongoing funding to continue to deliver this program.

Covid-19 is still amongst us and respiratory and influenza diseases are on the rise. We are encouraging everyone to get their Covid boosters and flu shots and to practice prevention protocols to help keep everyone in our community as healthy as possible.

Members passed a resolution at our annual general meeting asking the board to advocate to the provincial government to provide coverage for the Shingrix shingles vaccine for seniors. The board sent letters to the Health Minister, Paul Merriman; and to the Minister Responsible for Seniors, Minister Everett Hindley, advocating this.

I would be remiss if I did not thank our staff for their commitment and devotion to excellence in providing high quality primary healthcare for our clients and community in these difficult times of health service delivery. We are so proud of the work you do!

In closing, I want to acknowledge the passing of one of our former board member, Cheryl (Sherri) Swidrovich. Sherri, a proud member of the Yellow Quill First Nation and a passionate volunteer and leader in the community, provided tremendous guidance to our board in responding to the Calls to Action of the Truth and Reconciliation Commission. She served as chair of our Values Committee and effectively led our advocacy efforts to aid the most vulnerable of our community. She was a compassionate and gracious person with great intelligence and wisdom. We miss her.

Resolution Proposing Amendment to By-law Regarding Order of Business for the AGM

Whereas, The current Community Health Services (Saskatoon) Association Inc. bylaw that pertains to the Order of Business at the Annual General Meeting is prescriptive, detailed and limiting;

And whereas, The use of the phrase “shall be” in the introductory sentence of the Order of Business in the current bylaws legally does not allow for any variation;

And whereas, Prescribing the Order of Business in bylaws makes it more difficult to reorder the agenda in order to accommodate, for example, the schedule of a presenter/speaker;

And whereas: Prescribing the order of business in the bylaws means, every time the board wants to accommodate an evolving practice (like including a blessing or a land acknowledgement), this must go before the members to approve a bylaw change;

And whereas, Bylaws should be at a high level and should not include procedural detail;

And whereas, Neither the Saskatchewan Cooperatives Act nor the Saskatchewan Not for Profit Corporations Act says or suggests that the format of the agenda for an AGM needs to be prescribed in the bylaws;

Be it Resolved, That members amend the bylaw as it pertains to the Order of Business at the Annual General Meeting using the following language which addresses the board’s obligations under the Cooperatives Act and the Not for Profit Corporations Act, and gives the Board the flexibility to craft an agenda that is appropriate for each Annual General Meeting.

Order of Business for Annual General Meeting

The order of business for the Annual General Meeting shall be set by the Board, and shall be included with the Notice of Meeting.

The agenda must include:

- Adoption of the minutes of the preceding Annual General Meeting and/or any intervening Special Meeting;
- Reports from the President, Executive Director and Medical Director;
- Presentation of audited financial statements including the Auditor’s report and a motion to appoint or reappoint the Auditor(s) for the following year;
- The report of the Nominating Committee including, where required, a call for nominations and the election of new Directors; and
- Any resolutions that have come forward from members or committees and that are in order under the Act.

The agenda may also include any of the following, as appropriate:

- Introductory and concluding remarks, which may include a blessing and/or land acknowledgement;
- Motions of recognition and appreciation, for example, of departing Board members;
- Consideration of proposed amendments to the Bylaws;
- Reports of special committees;
- New business raised by members;
- One or more guest speakers;
- Any other matter that, in the opinion of the Board, it is appropriate to place before the members.

Moved by Dominique Rislund

Seconded by Frank Quennell

Excerpt of current Bylaw

BYLAWS
of the
COMMUNITY HEALTH SERVICES (SASKATOON) ASSOCIATION LTD.
(the "Co-operative")

7. **Order of Business at Annual Meeting**

The order of business at the annual meeting of the Co-operative shall be as follows:

1. The meeting to be called to order by the President or Chairperson.
2. The reading and disposal of the minutes of the preceding annual general meeting.
3. Business arising out of the minutes.
4. Reports of President, Directors, Manager, Treasurer and other officers.
5. Reports of auditors and consideration of the financial statement.
6. Discussion, consideration and disposing of reports set out in 4 and 5.
7. Resolutions, recommendations and bylaws.
8. Election of directors.
9. Reports of special committees.
10. Unfinished business.
11. Appointment of auditors.
12. New business.
13. Adjournment.