



49th Annual General Meeting
 Tuesday, June 18, 2024, at 5:00pm
 Rideau Community Health Services – Smiths Falls Site
 2 Gould St, Unit 118, Smiths Falls, ON
 Community Room

In attendance	<p>RCHS Board Members: Christopher Cummings (Chair), Sandra Shaw (Vice Chair), Irv Mazurkiewicz (Treasurer), Dorothy Thomson, Jackie Lord, Sandy Mark, Sharon O’Hara, Tim Woods, Michele Bellows (CEO), Kristian Gundersen (Executive Assistant/Recorder)</p> <p>Present via Proxy: Stefany Kawka, Bridget Bygrave, Juli Heney (Secretary)</p> <p>Regrets: Christine Joli-Coeur</p> <p>In attendance: Cherie Crawford (Manager – Primary Care), Tracey Fuller (Manager – Community Programs), Anne Caron (Director – Corporate Services & CFO), Corey Turnbull (Director – Integrated Care Services), Nicole Smith (Nurse Practitioner), Wendy Andison (RPN), Angela Moore (RPN), Katie Mahon (Auditor – KPMG)</p>
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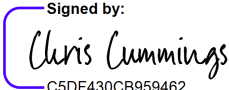
1.	Call to Order & Land Acknowledgment	Chris Cummings, Chair, called the 49 th Annual General Meeting of the Rideau Community Health Services Corporation to order at 5:00pm and provided a land acknowledgement.
2.	Adoption of Agenda & Additions	<p>Motion: That the agenda for the 2024 Annual General Meeting be approved as circulated.</p> <p>Moved by: Sandy Mark Seconded by: Sandra Shaw Carried.</p>
3.	Adoption of Minutes	<p>Motion: That the minutes of the 48th Annual General Meeting held on June 27, 2023 be approved as circulated.</p> <p>Moved by: Irv Mazurkiewicz Seconded by: Sharon O’Hara Carried.</p>
4.	Declaration of Conflict of Interest	None declared.
5.	Report from the Chair of the Board	Chris Cummings, Chair, acknowledged the Board and staff for the many accomplishments and contributions over the last year. He noted that it was a productive year for both the Governance & Nominating Committee, which undertook a massive review of the Corporation’s bylaws, and for the Finance & Audit Committee who led the organization through another successful audit with guidance from management. He also noted a successful Board retreat was held in April, with positive outcomes and learnings for all who participated.

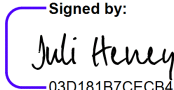
6.	Report from the Chief Executive Officer	<p>Michele Bellows, CEO, welcomed staff, Members, and guests. She noted there were many achievements for the organization in 2023-2024, and the strength and compassion demonstrated by the teams on a daily basis is nothing short of inspiring.</p> <p>She provided the following highlights:</p> <ul style="list-style-type: none"> • The organization continues to expand its capabilities to serve and provide quality care and services. This includes the partnership with Centretown Community Health Centre to begin offering trans health care in our region. • The organization is developing plans for expanding services in the Brockville area, with minimal funding availability. Focus on services in Brockville will include supports for the vulnerable population, including those living with mental health concerns, those experiencing homelessness, and those with substance use issues. • A priority for RCHS continues to be collaborating with partners and other service providers to enhance programs and service availability across Lanark, Leeds & Grenville. • The Community Programs team are revamping eligibility requirements for RCHS' Foot Care and High-Risk Chiropody programs with a goal to increase access for those who require the services most. • In terms of the Oral Health and Senior's Dental programs, the team continues to identify and implement best practices in the dental suites. • The Primary Care team has expanded its use of technology including the integration of online appointment booking for clients. Work is underway to implement artificial intelligence solutions (such as AI Scribe), following extensive privacy and risk impact analyses processes. • Quality remains a top priority for the organization, and RCHS continues to be thoughtful and deliberate in its understanding of its role in the healthcare system. Ensuring programs and services center around principles of inclusivity, diversity, and equity are a major area of focus, however it is understood that change takes time and it is a continual journey of learning and implementing improvements. • The organization remains committed to reviewing internal and governance policies through an equity lens and removing any unintentional biases. RCHS is committed to standing together with the community against racism and health system inequities. <p>The Members thanked Michele for her contributions and leadership over the past year.</p>
7.	Staff Popup: Nicole Smith, Nurse Practitioner	<p>Nicole Smith, Nurse Practitioner, was introduced and provided an overview of Cognitive Behavioural Therapy to treat insomnia (CBTi). She outlined the benefits and the various components of CBTi vs traditional sleeping medications or other substance use and outlined tips for better sleep.</p>
8.	Auditor's Report for 2023-2024	<p>Irv Mazurkiewicz, Treasurer and Chair of the Finance & Audit Committee introduced the organization's auditor, Katie Mahon of KPMG. He thanked management for the thorough and fulsome financial reports which were provided throughout the year and thanked the committee members and board for their support. He reported that the audit</p>

		<p>report was received and reviewed by the Finance & Audit Committee on May 23rd, 2024 and was subsequently reviewed and approved by the Board.</p> <p>Katie Mahon, KMPG, provided a brief overview of the audit for 2023-2024 and the associated process. She thanked the RCHS financial services team for their diligence throughout the year and their support throughout the audit process. It was reported that the final audit report shows a clean audit with no significant issues.</p> <p>Motion: That the Auditor's Report for 2023-2024 and RCHS' 2023-2024 Audited Financial Statements be accepted as circulated.</p> <p>Moved by: Irv Mazurkiewicz Seconded by: Sharon O'Hara Carried.</p>
9.	Appointment of Auditors for 2024-2025	<p>I. Mazurkiewicz, Chair, Finance & Audit Committee (FAC) outlined details of the RFP (request for proposal) and associated evaluation process undertaken by the FAC in January 2024, to select the Corporation's next audit firm. As a result of the evaluation, the FAC and Board are recommending that KPMG (the organization's current audit firm) be appointed as auditors for 2025-26, 2026-27, and 2027-28.</p> <p>Motion: That KMPG, LLP be appointed as auditor's for RCHS for the 2024-2025 period at a cost of \$17,000.00 plus HST.</p> <p>Moved by: Dorothy Thomson Seconded by: Irv Mazurkiewicz Carried.</p>
10.	Staff Popup: Wendy Andison	<p>Wendy Andison, RPN, was introduced to the Members, and was provided with an opportunity to share her experiences working in Primary Care, and some of the day-to-day challenges she and her colleagues experience.</p>
11.	Governance & Nominating Committee Report & Election of Directors for 2023-2024	<p>Sandra Shaw, Chair, Governance & Nominating Committee (GNC), provided the Members with highlights of the committee's work and areas of focus over the past year. This included a major review and overhaul of the Corporation's bylaws, establishing an education plan, and evaluating the board and committee performance. She pointed out that advocacy is an area the whole board is exploring and will be led by the GNC in the coming year.</p> <p>S. Shaw reported that one of the foundational responsibilities of the GNC is to ensure appropriate succession planning and recruitment of new board members. As part of the review of the Corporation's bylaws, the Board has approved a reduction in the number of directors from 12 to 10. As a result, no recruitment efforts were undertaken this year, and it is anticipated that recruitment will not be required in 2024-25 either.</p> <p>D. Thomson, Director, was invited to introduce the director term renewals for 2024-25 and the following motion was made.</p> <p>Motion: That the Governance & Nominating Committee Report be accepted and that the following returning directors be elected for 2024-2025 for the following terms:</p>

		Three Year Term: Jackie Lord Sandra Shaw Christopher Cummings Moved by: Dorothy Thomson	Two Year Term: Irv Mazurkiewicz Bridget Bygrave Sharon O'Hara Tim Woods Seconded by: Sandy Mark Carried.
12.	RGHS Bylaw Amendments	S. Shaw, Chair, Governance & Nominating Committee (GNC) referred Members to the draft version of the Corporation's bylaws which were circulated in the meeting package. As previously noted, the GNC undertook a major review of the bylaws in 2023-24, with the goal to modernize and ensure alignment with the Ontario Not-for-profit Corporations Act (ONCA). The review occurred over 9 months, with many engagement sessions with committee members, staff, management, and the Corporation's legal counsel. As a result, the draft bylaws have been updated to reflect current practices and have been approved by the Board. Motion: That the amendments to RGHS Bylaw 1 -2019 revision 7 be accepted as presented. Moved by: Sandra Shaw Seconded by: Sharon O'Hara Carried. The Members congratulated the Board and staff for their excellent work in updating and modernizing the bylaws.	
13.	Staff Pop-up: Angela Moore	Angela Moore, RPN, was introduced to the Members and was provided an opportunity to discuss the RGHS Memory Clinic and outlined the partnership with the regional Geriatrics Psychiatry Outreach team, and supports for older adult mental health care.	
14.	Adjournment	Chris Cummings, Chair, thanked all in attendance for their participation in Rideau Community Health Service's 49 th Annual General Meeting. He expressed gratitude to all directors and staff for support throughout his first year as Chair. Motion: That the 2024 Annual General Meeting be adjourned at 6:12pm Moved by: Irv Mazurkiewicz Carried.	

Approved by:

Signed by:

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Chair
 6/20/2025 | 12:08 PM EDT
Date

Signed by:

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Secretary
 6/20/2025 | 10:48 AM EDT
Date