



**MINUTES OF THE  
2020 ANNUAL GENERAL MEETING OF SKATE CANADA  
HELD VIRTUALLY VIA LIVESTREAMING AND  
BROADCASTED FROM OTTAWA, ONTARIO ON MAY 30, 2020**

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

**ATTENDANCE**

1. The list of club delegates in attendance at the 2020 Skate Canada Annual General Meeting, including 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 to the 107<sup>th</sup> Skate Canada Annual General Meeting being held virtually via livestreaming and broadcasted from Ottawa, Ontario. She declared the 2020 Skate Canada Annual General Meeting open.
3. In addressing the delegates, the President stated: *"Mindful of the escalating negative COVID-19 developments, the resulting human tragedy, and the measures taken by public authorities, the decision was made to host the Annual General Meeting virtually. Since many of you will be new to this type of meeting, or perhaps this is the first annual general meeting you partake in, I have a few important reminders.*
4. *Links to the agenda, the 2019 AGM Minutes, the amendments, and the audited financial statements can be found in the red boxes near the bottom of the AGM page.*
5. *We will be using the same online voting system that was used in the past. Very shortly we will be walking you through the voting process and providing you with the link to access the online voting system.*
6. *To send in questions during the meeting, please use the chat window beside the video window you are watching. If you do not see the chat window, shrink your video window and the chat window will appear. Enter your name, the club or school you represent, and your question. An employee of Skate Canada is monitoring the chat window and will provide questions to the speaker.*

7. *Even though we are apart, today represents an opportunity for us to come together as the Skate Canada family. In these unprecedented times for our organization, our communities, and our world, we stand connected through our passion for skating and our commitment and belief that through sport, and ours in particular, we can provide a safe environment for growth, challenge, and the realization of dreams – something that our society desperately needs in unique times like this. Now that we are no longer at the beginning of this pandemic, but in the seemingly interminable middle, we must continue our efforts to be prepared for welcoming Canadians back onto the ice – inspiring everyone to embrace the joy of skating. That said, while we hope for the best, we must plan for the worst and must never confuse the faith that we will prevail in the end with the discipline to confront the facts of our daily reality.*
8. *I would like to thank each one of you for doing your part to stay at home, practice physical distancing, and for doing what you can to prevent the spread of COVID-19. By going the extra mile, we are making a difference as an organization, as friends and as neighbours.*
9. *At this time, I would like to let our friends from Nova Scotia know that we are with you in these trying times. Your community has experienced unimaginable grief – our hearts hurt for your suffering. The entire Skate Canada family, from coast-to-coast-to-coast, is there to support you.*
10. *The need to come together, unite, and discuss our strengths and weaknesses is key to continued organizational focus and ultimately success. When the so-called green light is given, we must continue to work together and share ideas as we continue to deliver the critical elements of our quadrennial strategic plan. Although the execution of core programming and events may require adjustments given our new environment; there is no better or robust organization to understand the environment, to adjust, and to move forward ensuring that we continue to develop our next generation of World and Olympic champions.*
11. *As many of you know, just over two months ago, we were preparing to welcome the world to the city of Montreal for the ISU World Figure Skating Championships 2020, an event we know would have been one of the best world championships ever. To everyone who worked so tirelessly to ensure the delivery of this illustrious event, thank you for your commitment, passion, and the countless hours of hard work that you put into preparing for Montreal 2020. Our learnings from the journey of preparation will be incorporated into future international events, and most certainly we look forward to another opportunity to bring the world championships back to Canada in the very near future.*
12. *While our skating year did not end as we had hoped in Montreal, Canada still enjoyed many successes this season. Debra and I will reflect on the past season in our joint address a little later this meeting. To all of you representing clubs, sections, officials, and coaching communities from across Canada, you are integral in the skater and personal*

*development of young Canadians, both on and off the ice. I know I speak on behalf of all athletes when I say, they would not be where they are today without you.*

13. *As we have said in the past, our core business is skating, but we are also in the business of developing leaders and role models off the ice. It truly is a privilege to welcome our youth into clubs and schools across Canada. Teaching them to skate is what we do, but we are also instilling life skills and values that they can carry with them for life. There is no medal more important than that.*

### **CALL TO ORDER**

14. At this time, 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 14, 2020. 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 373 persons entitled to vote and representing 4893 votes in attendance via the online meeting. With this, the Chief Executive Officer confirmed that that necessary quorum was present.

### **EXPLANATION OF VOTING PROCESS**

15. 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.
16. 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
17. The President reminded delegates that this is their meeting. She encouraged their participation by inviting them 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.

18. The President provided the following instructions to delegates wishing to address the assembly:
- If you are a club delegate, please outline your name and club in the chat window.
  - If you are a Certified Professional Coach, please outline such in the chat window.
  - Please also include your question or comment in the chat window.

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

19. 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 through the chat window. 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 Pier-Luc Paquet,  
THAT the agenda of the May 30, 2020 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 2019-2020 SKATE CANADA BOARD OF DIRECTORS**

20. The President introduced the 2019-2020 Board of Directors. She indicated that their 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
  - Patty Klein
  - Nicole LeBlanc-Richard
  - Rock Lemay
  - Paul MacIntosh
  - Pier-Luc Paquet
  - Patrick Roch
21. The President introduced the following special guests in attendance via livestreaming:
- Benoit Lavoie - Skate Canada Past President, Skate Canada Honorary Associate, and current ISU Council Member
  - Ann Shaw – Skate Canada Honorary Associate, Skate Canada Hall of Fame Member, and ISU Honorary Member

- Sally Rehorick – ISU Gold Award of Merit Recipient
  - Debbie MacMurdo – Skate Canada Honorary Associate
22. The President acknowledged the National Service Centre staff members. She stated that their 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 management team:
- Debra Armstrong - Chief Executive Officer
  - Mary Ellen McDonald - Senior Director, Operations
  - Terry Sheahan - Senior Director, Marketing and Events
  - Dr. Shae Zukiwsky – Senior Director, Performance Excellence
  - André Bourgeois - NextGen Director
  - Emma Bowie – Safe Sport & Strategic Communications 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

#### **ACKNOWLEDGEMENT OF ICE SUMMIT VOLUNTEER TEAM**

23. The President explained that it is without doubt that should the Ice Summit and AGM have taken place as planned in the New Brunswick Section, the time together would have been special, thanks to the dedicated team who had been working on the end of season meeting and celebration.
24. Leanna Caron indicated that the section's efforts, support, and dedication to the skating community in New Brunswick Section and across the country are very much appreciated. It is hoped that there will be another opportunity, in the near future, to host the Ice Summit in the beautiful province of New Brunswick.
25. Once again, the President thanked the New Brunswick Section for all the work that sadly could not be fully executed. She expressed a very heartfelt thank you to Ice Summit LOC Chair Carole Thiffault and to her team.

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

26. At this point in the meeting, the President asked that meeting participants observe a moment of silence to honour and remember all members of the Skate Canada family who passed away during the 2019-2020 registration season.

### **APPROVAL OF THE 2019 AGM MINUTES**

27. The President referred to the minutes of the 2019 Annual General Meeting which were posted on the Skate Canada AGM webpage.
28. 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 2019 Annual General Meeting be approved as presented.

CARRIED

### **BYLAW AMENDMENTS**

29. The President turned the meeting over to Governance Committee Chair Darlene Joseph to speak to the amendments portion of the meeting.
30. Darlene Joseph confirmed that as per Article 12 of the Skate Canada Bylaws, the following groups had until 90 days prior to the Annual General Meeting (March 1, 2020) to file 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
31. Darlene Joseph reported that the Skate Canada Board of Directors, as well as Skate Ontario, submitted proposals for consideration. On review of the Skate Ontario proposals, it was evident that they were substantially similar to certain proposals made by the Skate Canada Board of Directors. Following consultation, Skate Ontario requested that their submitted proposals be withdrawn.
32. Darlene Joseph explained that the proposed amendments were circulated publicly by notice and were posted to the Skate Canada website on the 2020 Annual General Meeting page on April 17, 2020. Each of the groups noted above were advised that they had until May 1, 2020 to provide written submissions on the proposed amendments for consideration in advance of the annual general meeting, at which time the proposed amendments would be put to the membership for formal consideration.
33. Darlene Joseph reported that Skate Canada did not receive any amendments to the proposed amendments by the May 1, 2020 deadline and members were notified as such on May 8, 2020. Additionally, a webinar where Skate Canada President Leanna Caron and Skate Canada CEO Debra Armstrong presented all the amendments in detail,

occurred on May 20, 2020. The webinar was subsequently posted to the AGM website for viewing.

34. Darlene Joseph then provided a detailed explanation of the amendment procedure and the related voting process. She then presented each proposed amendment, stating that those approved by the membership would become effective as of July 1, 2020.
35. A complete list of amendments, including detailed rationale for each, is attached to the minutes in full as **Appendix C**. The motions for each amendment are outlined below:

*Amendment 1*

**MOTION:** Moved by Janice Hunter, Seconded by Pier-Luc Paquet,  
THAT the definition of Section in the Skate Canada Bylaws is amended as presented.

CARRIED

*Amendment 2*

**MOTION:** Moved by Paul MacIntosh, Seconded by Rock Lemay,  
THAT the class of membership formally known as "Registered Professional Coach in Good Standing Class" in the Skate Canada Bylaws is deleted and replaced with "Skate Canada Coach Class" as presented,

CARRIED

*Amendment 3*

36. President Leanna Caron, on behalf of the Board of Directors who put forward the third amendment, asked that the amendment be withdrawn. She explained that this past week the Board of Directors passed policies and procedures that specifically address the items that are being proposed through the amendment. Furthermore, the Board felt that the procedures referred to in the content of the amendment are more appropriately situated in policy and procedure documents and not in the bylaws of the organization.
37. With this information and request, Darlene Joseph confirmed that amendment 3 is withdrawn.

*Amendment 4*

**MOTION:** Moved by Patrick Roch, Seconded by Kristy Balkwill,  
THAT Article 4 of the Skate Canada Bylaws is amended as presented.

CARRIED

*Amendment 5*

**MOTION:** Moved by Jacqueline Gauthier, Seconded by Nicole LeBlanc-Richard,  
THAT Article 5 of the Skate Canada Bylaws is amended as presented.

CARRIED

*Amendment 6*

**MOTION:** Moved by Pier-Luc Paquet, Seconded by Janice Hunter,  
THAT Article 9 of the Skate Canada Bylaws is amended as presented.

CARRIED

*Amendment 7*

**MOTION:** Moved by Kristy Balkwill, Seconded by Paul MacIntosh,  
THAT Article 16 of the Skate Canada Bylaws is amended as presented.

CARRIED

*Amendment 8*

**MOTION:** Moved by Patty Klein, Seconded by Patrick Roch,  
THAT the Skate Canada General Bylaws be amended as presented.

CARRIED

**PRESIDENT AND CEO REPORT**

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

**STANDING COMMITTEE REPORTS**

39. As a preface to the delivery of standing committee reports, the President provided the following acknowledgment, *"In the last season, several positive strides forward have been undertaken by the Board of Directors through its standing committees.*
40. *From a governance, policy, and procedure perspective, we continue to position the organization for growth and success. Additionally, Skate Canada is one of the safest places for young people to enjoy amateur sport and to flourish in Canada.*

41. *Our organization is all about people. Whether you represent a section, club, skating school; whether you are an employee or a Board member; our roles and perspectives are distinct, yet they overlap. The overlap is by design and reflects the necessary checks and balances of our governance model.*
42. *Specifically, the Board operates from a strategic and risk perspective, with an international and domestic lens; and the 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 that is positioned for success and growth.*
43. *The standing committees of the Board are formed of board members and appointed members and cover the following areas:*
  - *Membership Policy*
  - *External Relations*
  - *Governance*
  - *CEO Operational Review, and*
  - *Finance and Enterprise Risk Management*
44. *For a brief overview on the actions undertaken by each of these committees over this past season, I invite the chair of each committee to provide a report. For further understanding of the functions of each committee and the Board itself, I refer you to the Skate Canada Governance Charter, and the terms of reference of each committee."*
45. Following her introduction, the President invited each of the standing committee chairpersons to speak to the reports of their respective committees. All reports are attached to the minutes in full as **Appendix D**.

## **FINANCE REPORT**

46. The President called upon Senior Director, Operations Mary Ellen McDonald to present the Finance Report (i.e. 2019-2020 Financial Statements, including commentary on the financials related to the cancellation of the ISU World Figure Skating Championships and the 2020-2021 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 Jacqueline Gauthier, Seconded by Patty Klein, THAT the Skate Canada Audited Financial Statements ended March 31, 2020, 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 2020-2021 fiscal year was put forward to the voting membership:

**MOTION:** Moved by Paul MacIntosh, Seconded by Patrick Roch,  
THAT PricewaterhouseCoopers LLP be approved as Skate Canada's  
auditors for the 2020-2021 fiscal year.

CARRIED

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

49. The President reported that the 2019-2020 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 time to review the document which is posted on the Skate Canada AGM webpage.

### **ELECTIONS – 2020-2021 BOARD OF DIRECTORS**

50. The President explained that typically the chair of the Nominating Sub-committee would conduct the elections to the Board of Directors. However, given Brenda Hart is unable to participate in the meeting today, she would conduct the elections to the Board of Directors.
51. Leanna Caron confirmed that on January 17, 2020 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 to invite prospective candidates, within the Skate Canada organization and beyond, to submit their interest in becoming a member of the 2020-2021 Skate Canada Board of Directors. Interested candidates were directed to the Skate Canada AGM webpage where detailed information regarding the application process was outlined.
52. The President explained that she, on behalf of the Nominating Sub-committee, is delighted to report that six candidates expressing interest in serving Skate Canada have met the requirements to do so.
53. Leanna Caron reported that given there was only one candidate for each of the available Board positions, the following individuals are acclaimed:
- Election Category 1 - Director West, 2-year term: Janice Hunter
  - Election Category 2 - Director Quebec, 2-year term: Pier-Luc Paquet

- Election Category 3 - Director Coach, 2-year term: Paul MacIntosh
  - Election Category 4 – Director at Large (3 positions), 2-year term:
    - Glenn Fortin
    - Guillaume Gfeller
    - Martin Smith
54. 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
  - Pascal Denis
  - David Islam

### **SKATE CANADA APPOINTMENTS AND ACKNOWLEDGMENTS**

#### ***Events***

55. The President indicated that assuming the following events will be able to proceed from an execution perspective, the dates and locations are as follows:
- **2020 Autumn Classic International**  
September 17-19, 2020 – Oakville, Ontario
  - **2020 Skate Canada International**  
October 29 to November 1, 2020 – Ottawa, Ontario
  - **2021 Skate Canada Challenge**  
November 23-29, 2020 – Edmonton, Alberta
  - **2021 Canadian Tire National Skating Championships**  
January 11-17, 2021 – Vancouver, British Columbia
  - **2021 Skate Canada Synchronized Skating Championships**  
February 19-21, 2021 – Sherbrooke, Quebec
56. The President reconfirmed that the first Junior Grand Prix event of the 2020-2021 season which was to be held in Richmond, British Columbia was recently cancelled. Given the world is still in flux, the ability for athletes to appropriately train and to participate would have been a challenge. Therefore, Skate Canada believed it appropriate to focus efforts on its core events.

57. Leanna Caron explained that the intent is to make additional decisions related to the Autumn Classic International event in the coming month.
58. The President also explained that given the Skate Canada International event is a Grand Prix of Figure Skating event, it is governed by the International Skating Union (ISU). As such the ISU has publicly announced that a decision would be made no later than August 8, 2020 on the status of the event.
59. Leanna Caron indicated that throughout the coming months scenario planning will take place for all Skate Canada domestic events, including the consideration of postponements, feasibility assessments for holding certain events without spectators, etc. With this context, she added that additional information with respect to domestic events would be forthcoming.

#### ***Awarding of 2021 Ice Summit***

60. The President confirmed the date and location of the 2021 Ice Summit:
  - May 27-29, 2021 – Ottawa, Ontario

***Post-meeting Note:*** Through a November 20, 2020 national e-communication, the 2021 Ice Summit and AGM was announced as taking place from May 28 to 30, 2021 by virtual means.

#### **NEW BUSINESS**

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

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

62. The President took this opportunity to thank and honour the invaluable dedication and contributions made to the organization by the following former board members:
  - Kristy Balkwill – Retiring after reaching her term limit and serving 3 two-year terms as Director at Large.
  - Rod Garossino – Retiring after reaching his term limit and serving 3 two-year terms as Director at Large.
  - Rock Lemay – Retiring due to professional commitments after serving in the positions of Appointed Director and Director at Large since 2017

### **INTRODUCTION OF THE 2020-2021 BOARD OF DIRECTORS**

63. Chief Executive Officer Debra Armstrong introduced the members of the 2020-2021 Skate Canada Board of Directors. The list of board members is attached to the minutes in full as **Appendix G**.

### **ACKNOWLEDGMENT OF RETIRING SECTION CHAIRS**

64. The President took this opportunity to recognize and thank the following Section Chairs who after having served their Section for many years are now stepping down from their roles as Section Chairs. She added that each are outstanding volunteers who have given much of themselves to their Sections. The President expressed her gratitude for their valued leadership and dedication to the sport of figure skating. The recognize Section Chairs are listed below:
- Marc Robichaud (stepping down effective September 2020) – serving as New Brunswick Section Chair from 2014-2020.
  - Donna Yee – served as Manitoba Section Chair from 2014-2020.

### **INTRODUCTION OF THE 2020-2021 SECTION CHAIRS**

65. The President introduced the 2020-2021 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 sincerely appreciated. The list of Section Chairs is attached to the minutes in full as **Appendix H**.

### **CLOSING REMARKS**

66. In closing, Leanna Caron thanked both Ted Barton and Steve Muff for sharing the innovative platform that was used for the meeting. She also thanked Chief Executive Officer Debra Armstrong and the employees of Skate Canada for the extensive preparations rendered leading up to both the virtual annual general meeting and awards show. She explained that both events took hours of planning and that she, on behalf of the Board, is grateful for all that was done to enable delegates to come together.
67. The President also thanked delegates and coaches for taking the time to join the virtual meeting. In addressing these groups, the President stated: *While we continue planning and adjusting as required, communication remains key. Like many of you, I look forward with hope that it will not be long before we are back on the ice, teaching best-in-class programming, and developing our next generations of champions.*

68. *Your contributions, both on and off the ice, are paramount as we continue to be a leader in the skating world. We are strong, resilient, and we are there for one another. That has never been more important than it is today.*
69. *We would not enjoy the success we achieve without the contributions of our strong and engaged membership, and we thank you for your dedication and enthusiasm.*
70. *For those who did not have the opportunity to view the virtual awards show, I encourage you to watch the replay of the show on [www.skatecanada.ca](http://www.skatecanada.ca). We were able to celebrate the individuals who exemplify Skate Canada excellence. Individuals like many of you, our skaters, volunteers, officials, coaches, choreographers, and office staff who truly make a difference.*

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

71. *To our Board of Directors, I look forward to working with you this coming season.*
72. *As we continue to move forward and deliver on our organizational goals, lets keep the spirit of today alive. Even when apart, we can still collaborate as we lay the foundation for our future.*
73. *Until then, please stay safe and healthy. Thank you, and we will see your soon.*
74. *There being no further business, the meeting was adjourned at 12:18 EDT.*

**MOTION:** Moved by Kristy Balkwill,  
THAT the meeting be adjourned.



Leanna Caron  
President

Minutes recorded and written by Denise Edwards, Executive Coordinator