



**MINUTES OF THE  
2022 ANNUAL GENERAL MEETING OF SKATE CANADA  
HELD IN QUEBEC CITY, QUEBEC AND VIRTUALLY VIA LIVESTREAMING ON MAY 28, 2022**

**ATTENDANCE**

1. The list of club delegates in attendance at the 2022 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, President Karen Butcher welcomed all delegates to the 109<sup>th</sup> Skate Canada Annual General Meeting being held in Quebec City, Quebec and accessible via livestreaming. She declared the 2022 Skate Canada Annual General Meeting open. She then went on to acknowledge that the land on which the assembly gathers is the traditional unceded territory of the Huron-Wendat people.
3. Further to relaying important information regarding the meeting, the President began her opening remarks. She stated: *"This past season has had its ups-and-downs, but I am proud to say that we have shown great resiliency and adaptability in dealing with consistently evolving COVID protocols, and while navigating back to a live competition environment.*
4. *As an organization, we have been creative, innovative, and resourceful, while turning lemons into lemonade. Many ideas that were implemented during the pandemic will continue to make our sport better in the future.*
5. *Our live streams have provided access to events in big and small communities across the country. Our Equity, Diversity, and Inclusion (EDI) Working Group continues to work towards a more inclusive and welcoming environment for all - from CanSkate to high performance.*
6. *Another big milestone that occurred last fall was the launch of our new Long-Term Development (LTD) Plan. LTD is a tool for coaches, athletes, sections, clubs, and skating schools to support the development of participants, and to enable optimal participation in sport and physical activity. The new LTD is an essential resource that will take us to 2026 and beyond.*

7. *This year our athletes captured 32 international medals. Skate Canada made history last month when for the first time Canada captured two world medals in the same discipline: Ice Dance at the ISU World Junior Figure Skating Championships. We also won two bronze medals in Pairs: one at Worlds and the other at Junior Worlds. Finally, a huge moment for the organization was Les Suprêmes winning the gold medal at the ISU World Synchronized Skating Championships in Hamilton, Ontario. I would like to offer my congratulations to all athletes on their accomplishments this year.*
8. *We know how hard everyone trains, and we know how difficult that has been in a pandemic environment. Thank you for your resilience and determination in bringing us so many memorable performances this season.*
9. *I would also like to offer my sincere gratitude to all the hard-working volunteers, coaches, club administrators, officials, staff and every other stakeholder for their continued passion and dedication in bringing the joy of skating to as many people as possible in Canada.*
10. *As usual, the skating community continues to inspire us with their passion for skating and drive for excellence. Your hard work is very much appreciated, and we cannot do this alone!*
11. *In closing, the 2022–2023 season has us looking forward to many more milestones and continued efforts to bring our best to the ice. Next February, we will be hosting the world in Calgary at the ISU World Junior Figure Skating Championships. We will also continue to do the necessary work that creates an environment of safety and inclusion while allowing athletes to strive towards their personal best.*
12. *Thank you again for joining us on this journey. I would now like to move on to the business of today.”*

### **CALL TO ORDER**

13. At this time, the President called upon Chief Executive Officer Debra Armstrong to formally convene the meeting.
14. D. Armstrong confirmed that 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 18, 2022. 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.
15. Debra Armstrong then confirmed that there are 279 persons entitled to vote and representing 3372 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**

16. The President welcomed Corporate Services Director Jeff Partrick to the meeting. Jeff Partrick provided a detailed overview of the voting process that is to be used during the meeting.
17. Following the delivery of the voting process overview, 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.
18. The President explained that there will be times during the meeting where comments or questions can be put forward to the assembly.
19. The President then 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
  - Skate Canada Coaches
  - Skate Canada Board of Directors
  - Skate Canada Officers
  - Section Chairs
  - Skate Canada Auditor
  - Chief Executive Officer of Skate Canada
  - Employees of Skate Canada and employees of each of the Sections
20. The President then provided the following instructions to those wishing to address the assembly:
  - Those in attendance should approach a microphone in the meeting room at the appropriate time of the meeting,
  - If a club delegate, to state your name and club
  - If a Skate Canada Coach, to identify yourself as such
  - To then state your question or comment
  - Those attending the meeting online should, at the appropriate time of the meeting, identify yourselves in the same manner through the chat window, and include a question or comment.

## **APPROVAL OF THE MEETING AGENDA**

21. 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 to approve of the agenda which is attached to the minutes in full as **Appendix B**.

**MOTION:** Moved by Patrick Roch, Seconded by Ravi Walia,  
THAT the agenda of the May 28, 2022 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 2021-2022 SKATE CANADA BOARD OF DIRECTORS**

22. The President introduced the 2021-2022 Board of Directors. She indicated that the Board's commitment to the work undertaken, and to the sheer volume of time dedicated to the organization's stability and strength is greatly appreciated:
- Leanna Caron
  - Glenn Fortin
  - Guillaume Gfeller
  - Janice Hunter
  - Patty Klein
  - Paul MacIntosh
  - Dr. Gregor MacLean
  - Joni McPhail
  - Pier-Luc Paquet
  - Patrick Roch
  - Martin Smith
  - Ravi Walia
23. The President introduced the following special guests in attendance:
- Benoit Lavoie – Skate Canada Past President, Skate Canada Honorary Associate, and current ISU Council Member
  - Debbie MacMurdo – Skate Canada Honorary Associate
24. The President invited the CEO to return to the stage to introduce the National Service Centre team in attendance.
25. D. Armstrong began by acknowledging those staff members who were not in attendance but who support the Ice Summit and AGM in various ways. She then went on to recognize those staff members in attendance:
- Mary Ellen McDonald - Senior Director, Operations
  - Terry Sheahan - Senior Director, Marketing and Events
  - Dr. Shae Zukiwsky – Senior Director, Performance Excellence
  - Jeff Partrick - Corporate Services Director
  - Norm Proft - Competition Services Director
  - Mike Slipchuk - High Performance Director
  - Josee Bourdon, Senior Manager, High Performance & Coaching

- Laura Baker, Senior Manager, Performance Excellence & Officials
- Alex Killby, Technology Projects Manager
- Shay Ackerman, Events Coordinator
- Carolyn Allwright, Events Coordinator
- Tania Dubeau-Beattie, Member Services Advisor
- Denise Edwards, Executive Coordinator
- Veronique Labrosse, Senior Coordinator Events
- Mark Lauzon, Skating Development Coordinator
- Heather McMahon, Senior Manager Skating Programs
- Breanna Schmeer, Digital Content Coordinator
- Shannon Youmelle, Partnerships, and In-Venue Producer

26. D. Armstrong then spoke with great admiration and respect regarding Colleen Carson (Member Services Representative) who has been with Skate Canada for over 31 years and who would be retiring from the organization effective February 2023. The assembly then rose to applaud and recognize the long serving employee of Skate Canada.
27. Prior to moving forward with the agenda, K. Butcher acknowledged the commitment and dedication of all Skate Canada staff members as they work with those in the skating family, and while conducting the day-to-day operations of the organization.

#### ***Acknowledgment of Ice Summit Host Section***

28. At this time, the President recognized the efforts of the 2022 Ice Summit host section: Patinage Quebec. She explained that many months of planning have taken place to ensure a successful event and the section's warm and welcoming hospitality was well noted throughout the week.
29. Karen Butcher then introduced and invited to the stage the following two members of this year's host section:
- Jacqueline Gauthier, Patinage Québec President
  - Any-Claude Dion, Patinage Québec Director General
30. Karen Butcher presented both individuals with a gift as a token of her appreciation and for the exceptional work done by both to help make the 2022 Ice Summit a success.

#### ***AGM Workshop Participants Draw***

31. The President explained that the names of all those who attended Ice Summit workshops were entered into a draw for two all-event tickets to the 2023 Canadian Tire National Skating Championships being held in Oshawa, Ontario, compliments of Skate Canada. The winner was announced as: Vanessa Sauriol (Patinage Quebec).

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

32. 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 2021-2022 season.

### **APPROVAL OF THE 2021 AGM MINUTES**

33. The President referred to the minutes of the 2021 Annual General Meeting which were posted to the Skate Canada AGM webpage.
34. Following the acknowledgment of the minutes and given there were no questions or comments, the President then call for a motion to approve the minutes of the 2021 AGM.

**MOTION:** Moved by Patty Klein, Seconded by Pier-Luc Paquet,  
THAT the minutes of the 2021 Annual General Meeting be approved as presented.

CARRIED

### **BYLAW AMENDMENTS**

35. The President reported that as per Article 12 of the Skate Canada Bylaws, specific groups had until 90 days prior to the AGM (i.e. February 27, 2022) to file with the CEO notice of any proposals, amendments, and repeals to the Bylaws of Skate Canada. She then reported that no such information was received by the stated deadline.

### **PRESIDENT AND CEO REPORT**

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

### **STANDING COMMITTEE REPORTS**

37. The President indicated that during the 2021-2022 season, several positive strides forward have been undertaken by the Board of Directors through its standing committees. From a governance, policy, and strategy perspective, the organization continues to position itself for sustainability, growth, and success. Additionally, Skate Canada is one of the safest places for young people to enjoy amateur sport and to flourish in Canada.

38. Karen Butcher explained that Skate Canada is all about people. Whether representatives of sections, clubs, or skating schools; whether employees or Board members, the relevant roles and perspectives are distinct, yet they overlap. The overlap is by design and reflects not only the collaboration and partnerships which is characteristic of the organization's governance model, but also the necessary checks and balances.
39. The President further explained that the Board operates from a strategic and risk perspective, and from both an international and domestic lens. The committees of the Board each play a critical role in ensuring Skate Canada's position is protected and that it remains a viable and stable organization.
40. K. Butcher indicated that the standing committees of the Board are formed of both board members and appointed members and cover the following areas:
- Recruitment and Development
  - Membership Policy
  - CEO Operational Review
  - Governance
  - External Relations
  - Finance and Enterprise Risk Management
41. To understand the actions undertaken by each of the standing committees over the past season, the President invited members of the assembly to review the standing committee report which are posted to the AGM webpage. All reports are also attached to the minutes in full as **Appendix D**.

## **FINANCE REPORT**

42. The President called upon Senior Director, Operations Mary Ellen McDonald to speak to the Skate Canada Audited Financial Statements for the year ended March 31, 2022 which is attached to the minutes in full as **Appendix E**.
43. As there were no questions from the assembly with respect to the Skate Canada Audited Financial Statement for the year ended March 31, 2022, nor the related report (**Appendix F**), the President called for a motion to approve the statements:

**MOTION:** Moved by Guillaume Gfeller, Seconded by Gregor MacLean, THAT the Skate Canada Audited Financial Statements ended March 31, 2022, and prepared by the Auditors of PricewaterhouseCoopers LLP, be approved as presented.

CARRIED

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

44. At the President's request, the following motion related to the appointment of the Skate Canada auditors for the 2022-2023 fiscal year was put forward to the voting membership:

**MOTION:** Moved by Guillaume Gfeller, Seconded by Joni McPhail,  
THAT PricewaterhouseCoopers LLP be approved as Skate Canada's auditors for the 2022-2023 fiscal year.

CARRIED

### **ELECTIONS – 2022-2023 BOARD OF DIRECTORS**

45. In the absence of Recruitment and Development Committee (RDC) Chair Paul MacIntosh, the President invited Corporate Services Director Jeff Partrick to conduct the elections segment of the meeting.
46. Jeff Partrick confirmed that on January 14, 2022 the RDC released a Call for Applications to the Skate Canada Board of Directors Memo, along with a public facing expression of interest memo.
47. Jeff Partrick conveyed that nine (9) candidates, having expressed their interest in serving on Skate Canada's Board, were assessed by the RDC as having met the requirements to do so.
48. Jeff Partrick then confirmed the following election categories in this year's elections:
- Category 1 – Director West (2-year term)
  - Category 2 - Director Quebec (2-year term)
  - Category 3 - Director Coach (2-year term)
  - Category 4 - Director at Large (2-year term), (3 available positions).

### ***Acclaimed Board Positions***

49. Jeff Partrick confirmed the names of individuals who are acclaimed in the following election categories:
- Category 2 – Director Quebec (2-year term): Pier-Luc Paquet
  - Category 3 - Director Coach (2-year term): Shawn Winter

### ***Election Category 1 - Director West - Candidates***

50. Jeff Partrick reported that there is one available position for Director West (2-year term). He explained that with two candidates standing for election in the related



category, an election is to take place. The names of the candidates standing for election were outlined as follows (i.e. in alphabetical order):

- Laura Carr
- Brenda Hart

51. At this time, Jeff Partrick spoke to relevant information outlined in the Skate Canada Election Process Procedure and to the requirement of Skate Canada Bylaw 5.16.

#### ***Election Category 1 - Director West – Results***

52. Further to the conclusion of the election in Election Category 1, Jeff Partrick confirmed the name of the candidate, having achieved majority, who is elected to the position of Director West:

- Brenda Hart

#### ***Election Category 4 - Director at Large - Candidates***

53. Jeff Partrick reported that there are 3 available positions for Director at Large, each for a 2-year term. He explained that with six candidates standing for election in Category 4 – Director at Large, an election is to take place. The names of the candidates standing for election were outlined as follows (i.e. in alphabetical order):

- Kristy Balkwill
- Laura Carr
- Glenn Fortin
- Mary Moran
- Stephen Rotstein
- Shannon Valliant

54. At this time, Jeff Partrick spoke to relevant information outlined in the Skate Canada Election Process Procedure and to the requirement of Skate Canada Bylaw 5.16.

#### ***Election Category 4 - Director at Large – Results***

55. Further to the conclusion of the election in Election Category 4, Jeff Partrick confirmed the names of the candidates, having achieved majority, who are elected to the position of Director at Large (i.e. in alphabetical order):

- Kristy Balkwill
- Laura Carr
- Glenn Fortin

56. With the conclusion of the elections segment of the AGM, Jeff Partrick asked that meeting delegates join him in congratulating all newly acclaimed and elected members of the Skate Canada Board of Directors.

57. On behalf of Recruitment and Development Committee chair Paul MacIntosh, Jeff Partrick extended his thanks to the members of the Recruitment and Development Committee:
- Debbie Islam
  - Patty Klein
  - Nicole LeBlanc-Richard
  - Joni McPhail
  - Patrick Roch

### **ACKNOWLEDGEMENT OF UPCOMING EVENTS**

58. At this time, the President announced the location and dates of the following events:

- **2022 Skate Canada International**  
October 28-30, 2022 – Mississauga, Ontario
- **2023 Skate Canada Junior/Senior Challenge**  
November 30 – December 3, 2022 – Winnipeg, Manitoba
- **2022 Skate Canada Synchro Classic**  
December 9-11, 2022 – Brampton, Ontario
- **2023 Canadian Tire National Skating Championships**  
January 9-15, 2023 – Oshawa, Ontario
- **2023 Skate Canada Pre-Novice/Novice Challenge**  
January 25-28, 2023 – Regina, Saskatchewan
- **2023 Novice Canadian Championships**  
February 18-20, 2023 – Calgary, Alberta
- **2023 Skate Canada Cup**  
February 21-22, 2023 – Calgary, Alberta
- **ISU World Junior Figure Skating Championships 2023**  
February 27 – March 5, 2023 – Calgary, Alberta

### ***2023 Ice Summit***

59. The President confirmed that the 2023 Ice Summit would be conducted virtually with the exact date being communicated at a point following the meeting.

## **NEW BUSINESS**

60. Karen Butcher reconfirmed that no new items of business were brought forward to the meeting.

## **ACKNOWLEDGMENT OF RETIRING BOARD MEMBERS**

61. The President took the opportunity to thank and honour the invaluable dedication and contributions made to the organization by the following individuals who would not be returning to the Board in the coming season:
- Janice Hunter – Retiring from the Board after having served as Director West since 2016
  - Paul MacIntosh – Retiring from the Board after having served as Director Coach since 2015
  - Guillaume Gfeller – Stepping down from the Board after having served as Director at Large since 2020
  - Martin Smith – Stepping down from the Board after having served as Director at Large since 2020

## **INTRODUCTION OF THE 2022-2023 BOARD OF DIRECTORS**

62. At this time Debra Armstrong was call to the stage to introduce the members of the 2022-2023 Skate Canada Board of Directors:
- Karen Butcher, President
  - Kristy Balkwill, Director at Large
  - Laura Carr, Director at Large
  - Glenn Fortin, Director at Large
  - Brenda Hart, Director West
  - Patty Klein, Director at Large
  - Dr. Gregor MacLean, Director Atlantic
  - Joni McPhail, Director Ontario
  - Pier-Luc Paquet, Director Quebec
  - Patrick Roch, Director at Large
  - Ravi Walia, Director at Large
  - Shawn Winter, Director Coach
63. ***Post-meeting Note:*** As per relevant Skate Canada Bylaws, the following two individuals were appointed to the Board as Additional Directors, each for a one-year term:
- *Leanna Caron*
  - *Andrew Poje*

## **INTRODUCTION OF THE 2022-2023 SECTION CHAIRS**

64. The President introduced the 2022-2023 Section Chairs. She explained that Section Chairs are valued members of the national team with their endless time and commitment to the organization being sincerely appreciated:
- Hilary Quick – British Columbia/Yukon
  - Bobbi-Jo Martin – Alberta-NWT/Nunavut
  - Allyson Senecal – Saskatchewan
  - Diane Brine – Manitoba
  - Andrea Derby – Ontario
  - Jacqueline Gauthier – Quebec
  - Carole Thiffault – New Brunswick
  - Amy MacMillan – Prince Edward Island
  - Sheila Beard – Nova Scotia
  - Bev Power – Newfoundland & Labrador

## **CLOSING REMARKS**

65. In closing, Karen Butcher relayed the following, *“As we wrap up this season’s AGM, I would like to express my sincere gratitude to everyone, delegates, coaches, officials, observers, and honored guests, for taking the time to join us today. Your contributions directly impact the future of skating in Canada, and I look forward with your help to building towards 2026.*
66. *Thank you to Skate Canada staff and volunteers for your efforts in bringing us together, in-person, for the first time in two years. As always, you have put together a great event.*
67. *A special thank you to our keynote speakers, presenters, moderators, and to our partners at SW Event Technology for helping us once again provide the best program possible.*
68. *Later in the season, we will be launching a new Skate Canada logo and brand position. We will also be defending a world title in synchronized skating, will be hosting the world’s best skaters at the ISU World Junior Figure Skating Championships in Calgary, and most importantly will be continuing to welcome back skaters at all levels to live in-person events with audiences.*
69. *Without a doubt, it is your contribution, passion, and dedication to our sport, both on and off the ice, which makes the difference. It supports the initiatives of all our athletes in their pursuit of greatness, regardless of age and level.*
70. *As we move forward, please remember what you have learned together over the past four days and to take that home to your sections, to your clubs, and to your communities. Even though we may be separated by distance, we can remain united and*

*connected in our mission to provide the best possible experience for all of those who love our sport. Please keep collaborating and sharing ideas. Having a strong partnership across our large country is key to growing and to improving skating for everyone.*

71. *Once again, thank you. I look forward to celebrating with you at the awards banquet this evening. Let's all be sure to continue to build the future of skating in Canada."*

#### **ADJOURNMENT OF THE MEETING**

72. There being no further business, the meeting was adjourned.

**MOTION:** Moved by Janice Hunter,  
THAT the meeting be adjourned.

*Karen Butcher*  
Karen Butcher  
President

Minutes recorded and written by Denise Edwards, Executive Coordinator

