





# Centre Wakefield La Pêche

Assemblée générale annuelle 2023  
21 septembre 2023 19h00 - 21h00.

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2023 Annual General Meeting  
September 21, 2023 7:00 - 9:00 pm.




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## Agenda

Approval of Agenda	Approbation de l'ordre du jour
Approval of 2022 AGM Minutes	Approbation du procès-verbal de l'AGA 2022
Approval of Revisions to By-laws	Approbation des révisions du règlement
Annual Report + Financial Report	Rapport annuel + rapport financier
Update on the Future of the Centre	Mise à jour sur l'avenir du Centre
Appointment of the Auditor	Nomination de l'auditeur
Election of 2024 Board of Directors	Élection du conseil d'administration de 2024
Questions & Answers	Questions et réponses




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**Reconnaissance des terres**  
**Land Acknowledgement**







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**Let's begin,...**

Approval of  
Agenda

Approval of  
2022 AGM  
Minutes

Approval of  
Revisions to  
By-laws

**...Commençons**

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# Updating Our By-laws

## Clarity

- Terms addition, modification & removal
- Procedural "rules"

## Commitment

- Introduction of a Membership Agreement
- Greater transparency

## Compliance

- Align with the Cooperatives Act (2015)
- Recognize electronic voting

## Continuity

- Past Board resolutions upheld
- Filling vacant Board positions within limits

Vote Postponed

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Proposed changes to the by-laws can be found on the CWLP's website under "Minutes" in the "Accountability and Transparency" section of the website.

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# Annual Report 2022-23

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## *Pathways to Renewal*



## Centre Wakefield La Pêche *Cooperative Members*

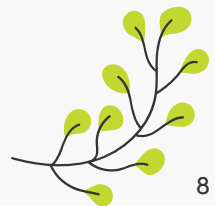
### **Coop Membership**

March 31, 2023 – 1948  
Sept. 21, 2023 - 2087

### **Common Shares**

**\$41,740\***

*\* Not yet set aside*





## Step 2 = Our People & Partners

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# Our People

### Board of Directors

**Vicki Carlan** - President, Co-Treasurer  
**Chris Harris** - Co-Treasurer  
**Carly Woods** – Interim Secretary & Founding Partner Representative  
**Judi Webb** - MiNG Co- Liaison  
**Eillie Wilkinson** - MiNG Co-Liaison  
**Pam Ross** - Municipal Representative

Resigned:  
 Kathleen Lauder  
 Peter Gillies  
 Hélène Giroux  
 Andrea Rowe  
 David Park

### Staff

Laura Birks - **Client Services Manager** – Laura Birks  
 Jess Harris & Rosalee - **Events & Rental Administrators**  
 Lindsay Farley - **Programs & Volunteer Manager**  
 Claude Laroche **Technical Resource**  
 Amber Duncan – **Bookkeeper**  
 Linda Lalonde - **Centre Care**

### Summer Staff

Robby Passmore Waugh: **Data Analytics**  
 Mady Bott - **Web Designer**  
 Lilly Anne Breton & team - **Summer Camp Staff**

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## Members Involvement Group (MiNG)


<p>Heather Barbour                  Karen Bays  <u>Rosanda Bellaar Spruyt</u>                  Laura Birks                  Ken Bouchard                  Amy Carver                  Shelley Crabtree                  Vicki Carlan                  Glennis Cohen                  Phil Cohen                  Ned Ellis                  Carol Faulkner                  Lindsay Farley                  Bob Gibson                  Peter Gilles</p>	<p>Elizabeth Hale                  Peter Hale                  Chris Harris                  Jess Harris                  Douglas Henderson                  Gillian Kirkland                  Monique Lalonde                  Claude Laroche  <u>Virginie Mongeon</u>                  David Park                  John Parker                  Louise Profeit-LeBlanc                  Arleen Prost                  Lenny Prost                  Michel Renaud</p>	<p>Blair Richardson                  Irene Richardson                  Ruth Salmon                  Pam Scobie                  Archie Smith                  Sally Swan                  Owen Tuf  <u>Ilse Turnsen</u>                  Linda Vanderlee                  Kelsey Walsh                  Judi Webb                  Ellie Wilkinson                  Carly Woods</p>
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## Our Partners and Funders




















## Setting Priorities: Post-2022 AGM Analysis

**Community Engagement**

Proactive communications  
Listen

Many members want to be more involved  
Make room for community involvement on committees and as advocates of initiatives


**Improved Governance**

Be transparent and accountable to members/community

Give members a meaningful voice  
Improve AGM – more members participating,  
Member conflict resolution policy and process

**Improved Core Management Practices**

Improve HR full cycle of practices & decision-making (policies, processes, supports)  
Ensure financial sustainability to provide stability (other fundraising efforts)



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## Post-2022 AGM: Good Things Happened

**Community Engagement**

Community Caf , Info session

**Member Engagement Events and Greater Transparency**

Worked with and benefited from MiNG efforts

**Improved Governance**

**Revised By-laws (thanks to MiNG)**

Improve AGM – more members participating  
Integrate members only page into website  
Reserve Fund Established

**Improved Core Management Practices**

Introduced **Family Leave Policy**, budgeted for benefits  
New Gym Policy


**Stabilized staffing structure and experimenting with new employment models**

Ensure financial sustainability to provide stability – big grant, 3=years renewal plan, introducing new management controls, advancing Future of the Centre discussion with membership and founding partners


Red Text = Noteworthy Achievements



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# 5 Big Things to be Excited About



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## Completed Pathways to Renewal 2023-2026

— Les éléments clés du renouveau 

<p>METTRE DE L'ORDRE DANS NO AFFAIRES</p> <p>GET OUR HOUSE IN ORDER</p>	<p>INSPIRER LA COMMUNAUTÉ</p> <p>INSPIRE THE COMMUNITY</p>	<p>DONNE VIE AU CENTRE</p> <p>BRING THE CENTRE TO LIFE</p>
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Key Components of Renewal



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## A Creative, Committed and Resilient Team



Laura Birks, Jess and Rosalee Harris, and Lindsay Farley – working hard to bring new events and programs to the CWLP.

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## Moving Forward Together - Aller de l'avant ensemble

**\$98,500** from Government of Canada for a 12 month project to create a sustainable employment model and support intergenerational volunteer initiatives

Établir un nouveau modèle d'emploi durable pour le CWLP

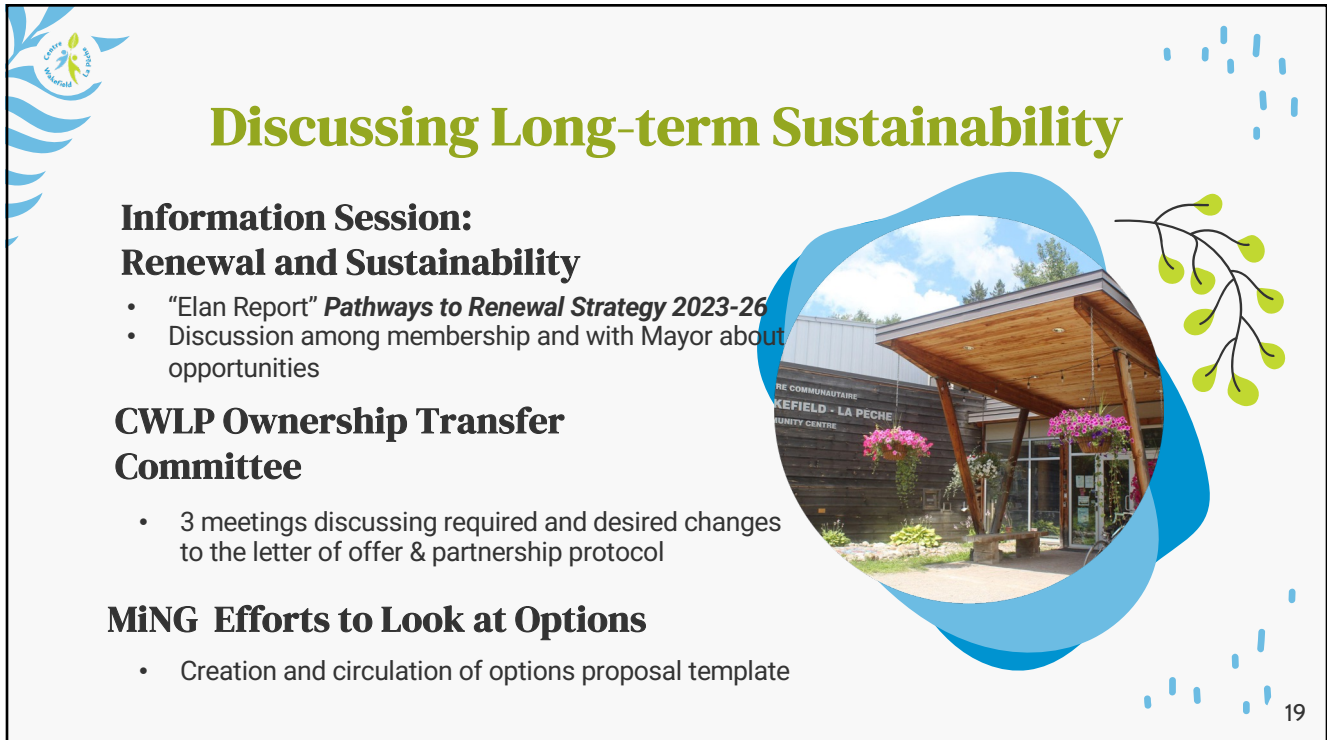
**LEARN – EXPERIMENT – ENGAGE - RENEW**

Funded by the  
Government of Canada's  
Community Services Recovery Fund

**Canada**

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## Discussing Long-term Sustainability

**Information Session:  
Renewal and Sustainability**

- “Elan Report” *Pathways to Renewal Strategy 2023-26*
- Discussion among membership and with Mayor about opportunities

**CWLP Ownership Transfer  
Committee**

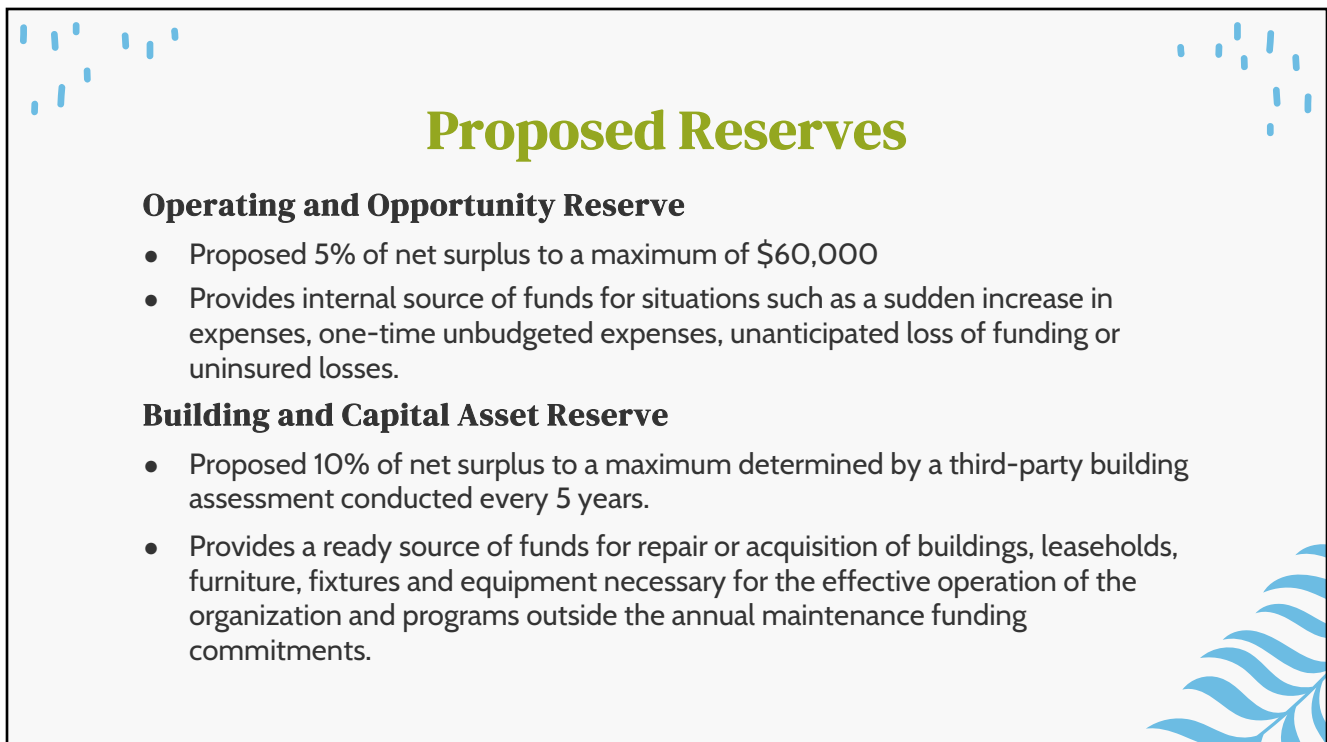
- 3 meetings discussing required and desired changes to the letter of offer & partnership protocol

**MiNG Efforts to Look at Options**

- Creation and circulation of options proposal template

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## Proposed Reserves

**Operating and Opportunity Reserve**

- Proposed 5% of net surplus to a maximum of \$60,000
- Provides internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss of funding or uninsured losses.

**Building and Capital Asset Reserve**

- Proposed 10% of net surplus to a maximum determined by a third-party building assessment conducted every 5 years.
- Provides a ready source of funds for repair or acquisition of buildings, leaseholds, furniture, fixtures and equipment necessary for the effective operation of the organization and programs outside the annual maintenance funding commitments.

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## Members Vote on Reserve Funds Allocation

May I have a motion to approve the creation of the **Operating and Opportunity Reserve** 5% of net surplus to a maximum of \$60,000

May I have a motion to approve the creation of the **Building and Capital Asset Reserve** with the following terms 10% of net surplus to a maximum determined by a third-party building assessment conducted every 5 years.

Vote Postponed

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### Mortgage

Rate 3.5% to 7.83% =  
\$84,00/month

\$850,000 remaining

### Capital Costs

Annual - \$10K to 15K  
General Repairs ~ \$50K  
Upcoming ~ \$650 plus GSH  
Lighting & equipment (>\$100K)

## The Numbers

### Biggest Expenses

Staffing ~ 60% of budget  
\$295K of \$495K

2.5 full-time; 2 part-time

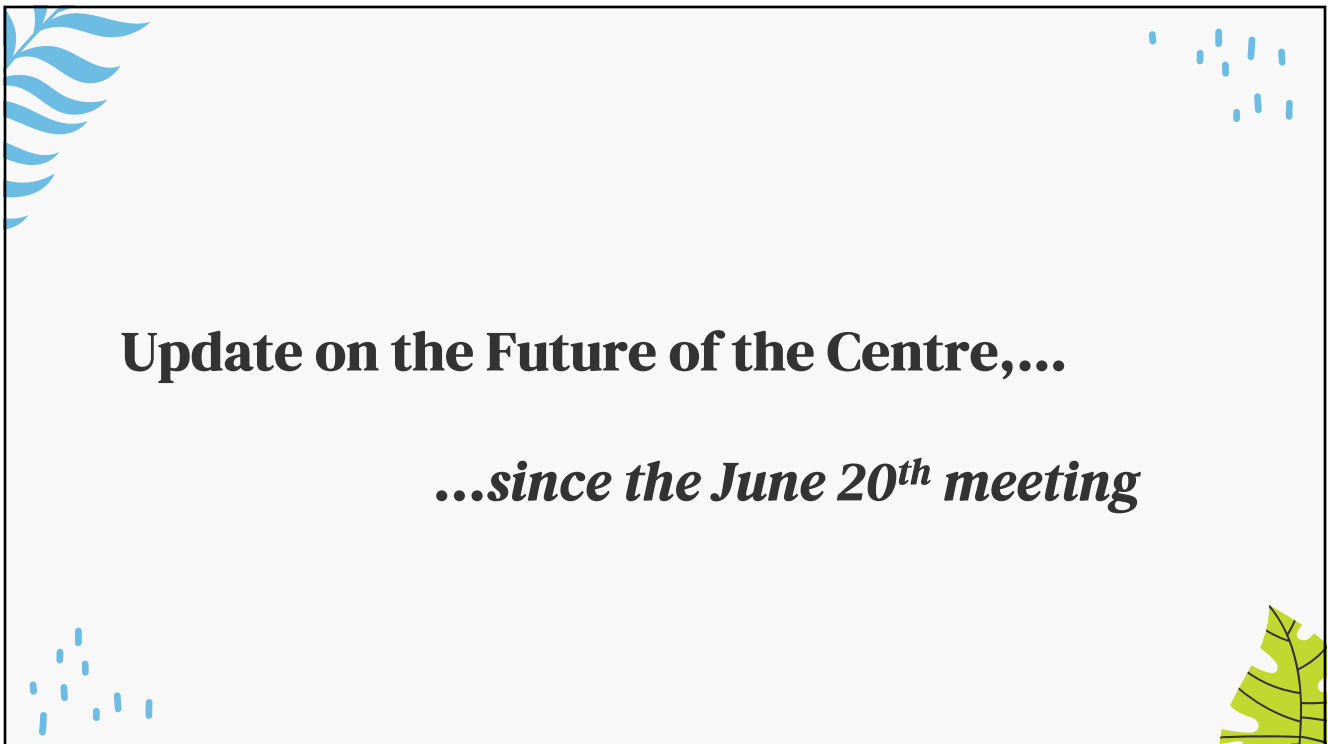
### Revenue Sources

50:50 split  
Restricted vs Unrestricted  
plus an  
increasing number of events  
with revenue sharing model

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## Future of the Centre: Transfer of Ownership to MLP Option Update

Over the summer, the Board established the CWLP **Ownership Transfer Committee** and held three meetings (July 24, August 7 and 17)

The committee's mandate was to go over the draft Letter of Offer (LoO) and provide critical feedback on its content. Given the Partnership Protocol agreement was often referred to in the LoO, the committee took it upon themselves to also review it.

Both documents are posted on the **Future of the Centre page of the website** with track changes and comments that the group saw fit to make.

### Committee Membership

**CWLP** – Vicki Carlan, Ellie Wilkinson, Carly Woods

**Founding Partners:** John Parker (WRA), Amy Carver (Library), Jen Bardell (the WAY), Lisa Van Buren (Theater Wakefield)

**MiNG** – Peter Hale & Blair Richardson

**Original Crew:** Amanda Dexter & Ned Ellis

**Facilitator:** Pam Ross

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## Future of the Centre: Transfer of Ownership to MLP Option Update - continued

On September 19<sup>th</sup>, after some discussion, the following resolution was passed:

*The Board of Directors enter into formal discussions with the municipality to co-develop a final agreement and partnership protocol for the transfer of ownership of the CWLP's building.*

*Furthermore, a membership vote regarding the expanded partnership with the municipality and the formal transfer of ownership of the building be held no later than November 30 2023.*

*Motion by Carly Woods seconded by Ellie Wilkinson, unanimously carried.*

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## Future of the Centre: Transfer of Ownership to Other Options

At the June 20th Information Session about the long-term sustainability of the centre including the option to transfer ownership to the municipality, the Karen Bayes from the MiNG offered to find ways to explore other options with the membership.

MiNG members began working on a plan to identify other options not yet explore by previous boards or expert consultants. They also set up a meeting with CDROL to discuss what support CDROL could offer in the process.

To date and despite best efforts, the MiNG has not provided any new options for the Board's consideration and review.

The opportunity to explore other options remains. This work can be done alongside the formal discussion that will be taking place with the MLP to examine more deeply the potential for an expanded partnership and change in building ownership.

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## Appointment of the Auditor

*May I have a motion to approve that Parker, Prins, Lebano be appointed for the 2022-2023 review engagement.*

**Vote Postponed**

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## Election of 2024 Board of Directors

Linda Vanderlee, a longtime, active member of the CWLP, was named the **Deputy Returning Officer** and, as such, will be responsible for overseeing the election process.

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### BE IT RESOLVED THAT:

The following individual(s) are elected by acclamation to the Board of Directors of the Centre Communautaire Wakefield La Pêche Coop de Solidaire:

***User Members***

Jules Coté  
Lynne Forest  
Gillian Kirkland  
Vanessa Passmore  
Myles Jones  
Archie Smith

***Support Members:***

John Parker - Founding  
Partner Representative  
Pam Ross - MLP  
Representative

Vicki Carlan, Past-President (Ex Officio)

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# Questions and Open Discussion