



National Association
of Federal Retirees

Association nationale
des retraités fédéraux

**National Association of Federal Retirees
Ottawa Valley Branch (ON53) 2025 Annual General Meeting
Carleton Place Canoe Club, 179 John Street, Carleton Place, ON K7C 1N7
May 5, 2025**

| Ottawa Valley Branch Business Meeting | | |
|---------------------------------------|---|-------------------------|
| 2:10 | Call to Order – Explanation of Governing By-Laws and Voting Process. Confirmation of Quorum | Ian Bennett |
| 2:15 | Approval of Agenda Including Consent Agenda (motion to approve, including Minutes of previous AGMs) | Ian Bennett/ Members |
| 2:16 | Overview – Branch Activities and Priorities (Report as being received) | Ian Bennett |
| 2:25 | Financial Update (Report as being received) | Mike Hawkes |
| 2:35 | Consideration/Approval of By-Law Changes (Motion to Approve) | Ian Bennett/ Members |
| 2:45 | Call For Nominations/Confirmation of Directors (Motion to Approve) | Ian Bennett/ Members |
| 2:55 | Next Steps/WrapUp (Information) | Ian Bennett |
| 3:00 | Adjournment (Motion to Adjourn) | Ian Bennett/ Members |

Consent Agenda (attachments)

- a) Draft Minutes of Ottawa Valley Branch AGM of October 25, 2023
- b) Draft Minutes of Ottawa Valley Branch AGM of March 24, 2024
- c) Draft Minutes of Ottawa Valley Branch AGM of June 27, 2024

ANNEX A - Draft Minutes of Ottawa Valley Branch AGM of October 25, 2023

National Association of Federal Retirees
Ottawa Valley Branch General Meeting
25 October 2023
Carleton Place Arena, Carleton Place, Ontario

Call to Order

Aaron Wise, Corporate Services Officer at the National Office, called the meeting to order at 14:10.

Moment of silence for our departed members followed by singing of 'O Canada.'

Recording of Members Present

34 members in attendance. Quorum was reached.

Approval of Agenda

One modification to the agenda was presented. Hélène Nadeau, National Vice President, was unable to attend. Speaking on her behalf would be Carol Grieco and Ted Young, the District Directors for Ontario.

Motion to approve and seconded¹. Passed

Approval of record of proceedings of the last Branch Annual Meeting

Mr. Wise notified the group that unfortunately National office didn't have the information on file and hadn't received it. Lynda Smith, former secretary to the Branch, notified the meeting that the records were faxed on October 16, 2023. Mr. Wise indicated that he would investigate. As there were no records present, there was nothing to approve.

Address by Ms. Grieco and Mr. Young

Ms. Grieco provided an update on the activities of the Association at both the National and Provincial level. She also encouraged all interested members to become volunteers with the Branch, and particularly on the Branch Executive. She then shared a story about Everybody, Nobody, Somebody, Anybody.

Mr. Young reiterated Ms. Grieco's call for volunteers and thanked the former Board members present for their service.

Ms. Grieco and Mr. Young asked the members if they had any questions.

¹ Names of members making the motions and seconded were not recorded.

A member asked what positions were needed on the Branch Executive. Steve Fahie, former Branch President, notified the members that the Branch Executive is composed of a minimum of four positions: President, Vice President, Secretary, and Treasurer. However, there are often additional Directors on the Branch Executive that provide guidance and leadership with activities.

A member asked why nominations for elections are not permitted from the floor. Mr. Wise explained that due to the current Branch Bylaws. If the Branch wants to update the bylaws, Lionel Raymond, the Governance Specialist at the National Office, will assist in the process.

A member asked what caused the struggles with the Branch and its Executive since the last Annual General Meeting in 2019. Ms. Grieco replied that from her understanding during the COVID-19 pandemic Mr. Fahie was doing what he could to keep the Branch going but didn't have enough support from the members and the rest of the Branch Executive. Ms. Dormer, former Branch Vice President, countered that statement by saying that Mr. Fahie had full support of the Branch Executive, but due to the restrictions put in place by provincial health authorities, the Branch was not able to continue with the normal activities. The Branch simply lost steam and is now looking at rebuilding.

Presentation on the Branch's financial records

Mr. Wise notified the group that the records being presented had not been reviewed as per the Association's regulations. They were a compilation created by the National Office based on all the data that was available. The group was notified that once a new Branch Executive was constituted, they would need to review the reports and National Office would provide all the assistance necessary. Once they are reviewed by the new Branch Executive they will be presented to the membership at the next General Meeting.

The Financial Statements, as attached, were presented. At the end of 2022 the Branch had a total equity of \$32,484.04 and an Earnings (Loss) of \$-13,548.65. This loss was explained as a one-time non-operating expense of \$24,155.71 that was returned to the National Reserves as per Regulation 4.3.

Elections for the Branch Executive

Mr. Wise notified the group that there were two nominees for the Branch Executive. These members expressed interest in being part of the Branch Executive, but not for any specific position. Per the Branch bylaws, there are four members of the Branch Executive. Mr. Wise explained that there would be an election for the two nominees. If they were elected, they would work with the District Directors and Mr. Raymond to recruit other volunteers for the Branch Executive. Once there were enough volunteers to constitute the Branch Executive, the District Directors would request that the National Board appoint them as Branch Directors. The Branch Executive would then be in a caretaker position until there were elections at the next Branch General Meeting.

Ms. Lorraine Dauray accepted the nomination and was voted to the Branch Executive by a majority.

Mr. Ed Rockburne accepted the nomination and was voted to the Branch Executive by a majority.

Break

Presentation by Johnson Insurance

Lynn Nasralla from Johnson Insurance did a presentation on Medoc Insurance. She explained the different types of coverage available and the process for seeking reimbursement in the unlikely event of an insurance claim.

Two prizes donated by Johnson Insurance were awarded to attendees.

Recognition of Past President Stephen Fahie

Mr. Fahie was welcomed to the front of room and thanked for his years of service to the Branch. He expressed his gratitude for the work of the previous Branch Executive and volunteers and said he was looking forward to a renewed Branch. He offered his support during the transition to the new Branch Executive.

The meeting was adjourned at 16:00.

ANNEX B - Draft Minutes of Ottawa Valley Branch AGM of March 24, 2024

National Association of Federal Retirees
Ottawa Valley Branch (ON53) 2024 Annual General Meeting
25 March 2024
Carleton Place Canoe Club, 179 John Street, Carleton Place, ON K7C 1N7

Call to Order

Since the Branch currently has no members to form a Branch executive, Carol Grieco, Director, Ontario District, chaired this meeting. She called the meeting to order at 14:15.

Moment of silence for our departed members followed by singing of 'O Canada.'

Recording of Members Present

27 members in attendance. Based on the by-laws, the quorum required for this meeting was 2% of the Branch's membership. Since the Branch has 1,738 members, 35 members were required to be in attendance to achieve quorum. Quorum was not reached.

Lionel Raymond, Governance Officer at the National Office, explained that this means that no formal business can be conducted at this meeting. The Branch will need to hold a meeting at another date to proceed with the business on the agenda (approval of previous meeting's minutes, approval of financial statements, elections, etc.).

Carolyn Greenhill evoked some of the reasons that may explain the low attendance at member meetings. The poor turnout seems to be at odds with the strong response from the Ottawa Valley Branch to an earlier questionnaire sent out by the National Association inviting input as to the direction and priorities the National Association should be pursuing. She suggested that a survey of the membership be considered by the Ottawa Valley Branch in order to determine the reasons behind the poor attendance at the AGM. Was the problem the location of the meeting, the timing (many snowbirds are still not back home), illness with an aging population etc.?

It would seem that this problem of attendance needs addressing if future Branch AGM meetings are to be meaningful.

The members present noted that holding an in-person meeting where no lunch is served makes it less appealing for members to attend. It was agreed that holding a meeting electronically will likely attract more members to attend.

Approval of Agenda

It was agreed to proceed with the agenda as presented. Since there is no quorum, it was agreed to skip the items requiring any voting.

Approval of record of proceedings of the last Branch Annual Meeting

Item skipped.

Address by Carol Grieco, Director, Ontario District

Ms. Grieco explained that, as members of the National Board of Directors, she and Ted Young (the other Director for the Ontario District) assist members and volunteers in the district (which covers the whole province of Ontario, excluding Ottawa) She gave a brief description of the Association and its strategic goals, noting that the national Board is currently working on a new strategic plan for 2024-2027. She added that a new Special Committee on Association Structure has been created and will look at alternate governance structures for the Association, and how to find enhancements to move the Association forward.

Ms. Grieco also talked about the challenges experienced in 2023 with the transition to Canada Life as the plan administrators for the Public Service Health Care Plan. She then provided an update on the activities of the Association at both the National and Provincial level. She also encouraged all interested members to become volunteers with the Branch, and particularly on the Branch Executive, noting that similar efforts were made with other branches in a similar situation, with a successful outcome. She then shared a story about Everybody, Nobody, Somebody, Anybody.

Presentation on the Branch's membership numbers and financial records

Mr. Raymond presented a table showing the branch's membership numbers since January 2022. They showed a slight decrease until July 2022, followed by a steady increase from 1,645 members in July 2022 to 1,738 now, which is very encouraging.

He then presented the financial statements, explaining that the records being presented had not been reviewed as per the Association's regulations. They were a compilation created by the National Office based on all the data that was available. Mr. Raymond explained that the only expenses since October 25, 2023 General Meeting was the cost of that meeting, and the reimbursement of an expense claim made by the previous treasurer.

One of the members present asked if the funds allocated to the national Defense of Benefits Emergency Reserve could be recovered by the branch. Mr. Raymond explained that those funds cannot be recovered. However, when the branch manages to elect members to form a Branch executive and restarts activities, they will be able to use the money generated from membership fees again without having to contribute them to that national reserve. Aaron Wise, Corporate Services Officer at the National Office, noted that branches can hold the equivalent of one year of operations expenses (based on the average of the past three years of operation) as unreserved equity. Anything over that amount must be sent back to the national office as a contribution to either the national Defense of Benefits Emergency Reserve, or another reserve called "Branch Infrastructure Reserve" (or a combination of both).

Mr. Wise also explained that for member-only events, branches can only offer a total of \$10 subsidy per calendar year (either \$10 for one event or \$5 for two events). Branches are not permitted to offer a \$10 subsidy at two member-only events a year. Subsidies to a maximum of \$10 per member per year can only be offered once, whether used or not. This is based on requirements by the Canada Revenue Agency (CRA). It does not matter if a member only attends one meeting and receives a \$5 discount once, the fact is that it was offered to them twice and they had the opportunity of a total of \$10 discounts within the year. This makes it difficult for branches to organize events where a hot lunch is served

(without having to make participants pay for the meal). One way to mitigate this is to make these branch events a recruitment event and allowing non-members to get the same benefit for the same price (i.e. same price charged for members and non-members).

Mr. Raymond asked if there were any other questions. One member asked for details on the branch's catchment area. A map was shown on the screen with the branch's boundaries. Another member asked if they could receive a copy of the branch's by-laws. Mr. Raymond provided a copy and noted that the document was also available on the branch's web page, although it was noted that most members would likely not know where to look for this information.

Elections for the Branch Executive

Item skipped.

Break

Presentation by Arbor Memorial

Scott Lockwood, General Manager of Community Relations and Development at Arbor Memorial, did a presentation on Arbor's services. He talked about planning end-of-life arrangements. He also noted that Arbor clients can have access to a free estate planning kit.

Logan Hedmann, Assistant Manager at Arbor Memorial, also spoke about Willful, an online platform to help people prepare a will.

Scott Lockwood also spoke about community grief support groups across Canada.

The meeting was adjourned at 16:08.

ANNEX C – Draft Minutes of Ottawa Valley Branch AGM of June 27, 2024

National Association of Federal Retirees
Ottawa Valley Branch (ON53) 2024 Annual General Meeting
27 June 2024
Meeting held online (Zoom)

Call to Order

Since the Branch currently has no members to form a Branch executive, Ted Young and Carol Grieco, Directors, Ontario District, co-chaired this meeting. They called the meeting to order at 17:00.

Recording of Members Present

Lionel Raymond, Governance Officer at the National Office, advised that there were only 18 members in attendance. Based on the by-laws, the quorum required for this meeting was 35 members, so quorum was not reached.

He explained that this means that no formal business can be conducted at this meeting. As this was now the second attempts at holding an annual meeting in 2024 without achieving quorum, he engaged the members present in a discussion about the next steps. He suggested that the matter be brought to the attention of the National Board of Directors, who may appoint the members who have submitted their names to become directors of the Branch. Once these appointments have been made, the new directors will be able to operate the branch again. The next regular meeting of the National Board is scheduled in early October.

Lionel Raymond also explained that the new directors will be able to modify the branch's by-laws to reduce the requirement for quorum at members meetings, which will help with future meetings.

The meeting was adjourned at 17:26.



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Annual General Meeting of the Ottawa Valley Branch

May 5, 2025

Welcome

➤ Introductions

- Interim President – Ian Bennett
- Interim Vice President – Paul Langham
- Interim Treasurer – Mike Hawkes
- Interim Director – Pat Davies
- Lionel Raymond – Governance Officer, NAFR, National Office
- Aaron Wise – Corporate Services Officer, NAFR, National Office

Agenda – Part One

| Information Session | | |
|---------------------|--|---|
| 1:00 | Welcome, Introductions and Administration | Ian Bennett |
| 1:10 | Compassionate Ottawa – Advanced Care Planning | Jack McCarthy, Vice-Chair Compassionate Ottawa |
| 1:35 | Mobilizing Retirees Through Volunteering and Events. Opportunities For Partnership | Steven Chapman, President Ottawa Branch, NAFR |
| 2:00 | Health Break – Light Refreshments Served | |

Ottawa Valley Branch Agenda – Part Two

Ottawa Valley Branch Business Meeting

| | | |
|------|---|-------------------------|
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President's Report Ottawa Valley Branch of the National Association of Federal Retirees

Ian Bennett,
Interim President
May 2025



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Outline

- Why an active, sustainable Ottawa Valley Branch is important
- Context – Branch challenges 2023 - 2024
- Status – priorities and objectives of Interim Board
 - Positioning the Branch for success
- Charting the future of the Ottawa Valley Branch
- Going forward



Why Local Branches are Important

- Background
 - Ottawa Valley Branch represents some 1,700 federal retirees and their families throughout the Ottawa Valley
 - Respective roles and objectives for Association, Branches and National Office well articulated in the NAFR Strategic Plan
- Why the Ottawa Valley Branch is important
 - Member engagement – local interests and concerns - Understand and take forward interests to the National Office and local decision-makers
 - Communication – informing members of initiatives, opportunities that affect them highlighting local aspects
 - Support – through volunteer engagement and member mobilization, support local communities and the NAFR
- Opportunity
 - Outstanding support from the National Office
 - Partnership/collaboration with Ottawa, Gatineau Algonquin, and Cornwall Branches
 - Foundation for success – Interim Board



Context – Branch Challenges



- Unable to conduct operations and normal Branch functions from October 2023 – January 2025 per Branch and National By-laws
 - Resignation of previous Board
 - Unable to hold AGM in 2024 - lack of a quorum despite two attempts
 - Absence of volunteers – require four Directors to constitute Branch Board
- Administrative suspension – Branch financial and administrative functions managed by National Office
 - Branch membership fees retained in ear-marked reserve
- Impact – foregone opportunities and obligations -
 - Voice not heard – key events – elections, National Association strategic and organizational reviews
 - Partnerships and information sharing

Objectives and Priorities – Interim Board

- January 2025 – New Branch Board constituted through recruitment/appointment of four Directors (Bennett, Langham, Hawkes, Davies)
- Regular Board meetings, engagement with National Office, other Branches
- Objective
 - Incrementally stabilize and strengthen the Branch through member engagement and mobilization
- Priorities
 - Successful AGM with quorum of members
 - Attract members to serve as Directors and transition Board and Branch to full, regular functions
- Strategies – positioning the Branch for success
 - Governance changes – quorum and Director nomination procedures
 - Financial management and resources
 - Active communications – mail-outs and website
 - AGM agenda – guest speakers to spark interest
 - Support – National Office noting Board decision to leave Branch under Administrative Suspension pending successful AGM and new Board



Building Our Future

- Two essential conditions for sustainable Branch functions in 2025 and beyond
 - Successful AGM – participation and quorum of 1% of membership
 - Recruitment of new Directors – all Board/Executive positions
- Depending on outcome of the AGM, current Board will consider all options
 - **Scenario 1** – Branch moves forward
 - Determine personal interest and willingness to continue to serve
 - Welcome and support transition to new Board
 - **Scenario 2** – strategic review of Branch
 - In consultation with National Office and members, consider long-term viability and sustainability of Branch



Next Steps

- Confirm new Board/Executive roles and support transition
- Report to National Office on AGM/Branch affairs (per national by-laws for all Branches)
- At discretion of new Board
 - Assume normal financial and administrative operations – set aside Administrative Suspension
 - Continue to strength communication, member engagement, outreach
 - Strengthen partnerships – Ottawa and district Branches



Thank you and Q+As



Financial Update

Ottawa Valley Branch Financial Statement – 2024 Earnings/Loss

| | Actual - 2023 | Actual - 2024 |
|--|---------------------------|---------------------------|
| Revenue | | |
| Fees - Adjustments | \$256.57 | -\$12.24 |
| Fees – National (incl. per capita & CC fees) | \$12,988.83 | \$13,821.76 |
| | <u>\$12,732.26</u> | <u>\$13,809.52</u> |
| Expenses | | |
| Branch AGM (excludes food & bev.) | \$324.60 | \$698.93 |
| Branch Financial Management | \$160.00 | |
| Branch Information Sharing Event (excludes food & Bev..) | | \$56.30 |
| Branch Recruitment Event (includes food & bev.) | \$342.55 | \$764.84 |
| | | |
| Branch Volunteer Support & Engagement | \$225.99 | |
| Community Activities / Events | -\$100.00 | |
| Equipment & Depreciation Expense | \$406.79 | \$1,401.96 |
| Phone / Internet | \$434.98 | |
| Operating Expenses | <u>\$1794.91</u> | <u>\$2,922.03</u> |
| Miscellaneous (non-operating) | \$13,488.00 | \$11,222.36 |
| Non-Operating Expenses | <u>\$13,488.00</u> | <u>\$11,222.36</u> |
| Total Expenses | <u>\$15,282.91</u> | <u>\$14,144.39</u> |
| Earnings (Loss) | <u>-\$2,550.65</u> | <u>-\$334.87</u> |

Ottawa Valley Branch Financial Statement – Balances – Year 2024

| | Actual - 2023 | Actual - 2024 |
|---|--------------------|--------------------|
| Assets | | |
| Chequing | \$0.00 | \$0.00 |
| Savings | \$0.00 | \$0.00 |
| Computer & Equipment | \$1,401.96 | \$0.00 |
| Investments | \$0.00 | \$0.00 |
| Other | \$8,369.93 | \$0.00 |
| At National | \$21,925.06 | \$31,439.19 |
| | \$31,696.95 | \$31,439.19 |
| Liabilities | | |
| Accounts Payable | \$0.00 | \$0.00 |
| Future Year Fees | \$1,763.56 | \$1,840.67 |
| | \$1,763.56 | \$1,840.67 |
| Net Assets | \$29,933.39 | \$29,598.52 |
| Reserved | | |
| Equity – Defense of Benefits (National) | \$3,000.00 | \$3,000.00 |
| Equity – Other | \$0.00 | \$0.00 |
| Equity – Rental Facilities | \$4,000.00 | \$4,000.00 |
| Equity – Special Events | \$3000.00 | \$3,000.00 |
| Equity – Training/Succession Planning | \$2,000.00 | \$2,000.00 |
| | \$12,000.00 | \$12,000.00 |
| Unreserved | | |
| Unreserved Equity | \$20,484.04 | \$17,933.39 |
| Earnings (Loss) | -\$2,550.65 | \$-334.87 |
| | \$17,933.39 | \$17,598.52 |
| Total Equity | \$29,933.39 | \$29,598.52 |

Motions to Consider and Approve

Changes to the Branch By-Laws

- **Proposed Change to Definition of Quorum** “In accordance with section 10.2 of the ON53 by-laws, that section 8.5 of the ON53 by laws (Quorum) be amended from: “At any Branch Annual, Special or General meeting, the quorum required to conduct business is **2%** of the membership at the time of the meeting.” to: “*At any Branch Annual, Special or General meeting, the quorum required to conduct business is **1%** of the membership at the time of the meeting, but never less than two times the number of directors currently in office plus one.*”
- **Proposed Change to Date of Branch Annual General Meeting** “In accordance with section 10.2 of the ON53 by-laws, that section 8.1.1 of the ON53 by-laws be amended from: “The Branch executive shall determine the date, location, and agenda of the meeting. The date shall be no later than April 15th.” to: “*The Branch executive shall determine the date, location, and agenda of the meeting. The date shall be no later than May 15th.*”
- **Proposed Change – Acceptance of Nominations from the Floor** “In accordance with section 10.2 of the ON53 by-laws, that section 5.6.1 of the ON53 by-laws (Nominations from the floor or by the membership) be amended from: “Additional nominations from the floor at the Branch Annual General Meeting are not permitted. Members may nominate any member by submitting the nomination in writing to the Chair of the Nominating Committee, or to the Branch President, no later than 15 days prior to the Branch Annual General Meeting. The nomination must be supported by a written statement from the nominee indicating the nominee’s willingness to serve.” to: “*Branch members may make additional nominations from the floor at the Branch Annual Meeting. If a member is absent when nominated, the nomination must be supported by a written statement from the nominee indicating the nominee’s willingness to serve.*”

Motions to Consider and Approve Changes to the Branch By-Laws

- Proposal is that the Branch members consider and approve these amendments collectively as an omnibus revision to our By-Laws unless there is a request to consider each proposed amendment separately
- Questions or clarifications??
- Discussion??
- Call for a motion to approve.

Call for Nominations

- Article 5.1.1 of the Branch By-laws states that: “the Branch executive shall comprise of four to 10 directors. Of these directors, four must serve as the following officers: President, Vice-President, Secretary and Treasurer. The directors shall all be elected by the members, and these officers shall be appointed by the Branch executive from among the elected directors.
- Therefore, the call for nominations is for volunteers to lead the Branch as Directors and this pool of interested and committed individuals will act as the Branch executive leadership. This duly elected executive team will then select the Officers of the Branch including President, Vice-President, Secretary, Treasurer as well as Directors at Large.
- In accordance with the Branch and National By-Laws, there must be a minimum of four Directors and formally designated Officers for the Branch to operate. Appointment is typically for a two-year period.
- In order to facilitate the recruitment of Directors, we have amended the By-Laws to allow for nominations from the floor.
- I am pleased to report and thank Kathy Hoyland, a member of our Branch has come forward and offered to serve as a Director.
- Questions??

Member Vote on Nominations

- Branch By-Laws stipulate that if there are less than ten (10) candidates for Director positions, they may be acclaimed (rather than voted individually)
- Motion: “***That the following members be acclaimed as Directors of the Ottawa Valley Branch of the NAFR in accordance with the Branch and Association by-laws***”
- Nominees are:
 - Kathy Hoyland
 - Other
 - Other
 - Other

Next Steps & Closing

- Actions arising from this AGM and helping the Branch move forward – what is next?
- Word of special thanks to interim Directors and National Office for tremendous support
- Motion to Adjourn
- ***Thank you for your support!***

