

Wednesday, Aug. 28, 2024

TO:

All members
CWC P.G. Co.

VIA EMAIL/PUBLISHED ON CWC PCN DOCS

Re: Notice of Meeting for the annual general meeting on Tuesday, Oct. 1, 2024

Dear member,

I am pleased to confirm that the 2024 annual general meeting (AGM) for the Calgary West Central P.G. Co. (CWC P.G. Co.) will be held on **Tuesday, Oct. 1, 2024**, from 6:30 to 7:30 p.m. via video conference.

The AGM is an important part of the governance of your organization, and I urge all members to attend and participate. An email invitation with an online registration link accompanies this *Notice of Meeting* (sent to you on **Wednesday, Aug. 28, 2024**); please confirm your attendance by **5 p.m. on Monday, Sept. 30, 2024**.

Members who are unable to attend must appoint a proxy to vote on their behalf. To simplify the process, proxy and in-person attendance are both processed through the online [registration link](#) contained in your invitation or on the [2024 AGM web page](#) on cwcpcndocs.com. Additional information is available in the proxy instructions document in this package. Proxies must be registered by **5 p.m. on Monday, Sept. 30, 2024**.

Your 2024 AGM package contains the:

- AGM Notice of Meeting letter
- Agenda
- Proxy instructions
- Board nominee form
- 2023-24 CWC P.G. Co. Audited Financial Statements and Auditor's Report
- 2023 AGM Meeting Minutes

For a quorum, we require 20 per cent of all members to attend, either in person or by proxy, as outlined in the *Articles of Association*. No business shall be transacted at any AGM unless quorum is present at the commencement of business.

Resolution to elect the directors of the company

This year, there are three three-year and one one-year vacant terms up for election to the CWC P.G. Co. Board of Directors. Please refer to the Board nominee form included in this package to nominate yourself or your colleagues to stand for election for the CWC P.G. Co. Board.

Resolution to approve the audited financial statements

To receive and consider the financial statements of the company for the fiscal year that ended March 31, 2024, and the auditor's report on such financial statements.

Resolution to appoint the auditor

To appoint Baker Tilly Catalyst LLP as auditor of the network, to hold office until the next AGM of the network or until their successors are appointed, and that the Board of Directors be authorized to fix the auditor's remuneration.

Nomination period

The nomination period will close at **5 p.m. on Tuesday, Sept. 17, 2024**. As per Board policy and the *Articles of Association*, the Board can determine the nomination period.

Should you have any questions regarding nominations, or if you would like to speak to the Executive Director or a member of the Board regarding serving on the Board or one of its subcommittees, please email the Board at board@cwpcn.com or contact your [Physician Liaison](#).

Should you have questions about the online proxy process, or any other AGM-related questions, please consult the attached instructions or contact your [Physician Liaison](#).

Yours sincerely,

Dr. Vincent Vong
Chair, CWC P.G. Co. Board of Directors

Calgary West Central P.G. Co. Annual General Meeting

AGENDA

Date: Tuesday, Oct. 1, 2024

Time: Formal meeting 6:30 - 7:30 p.m.

	Item	Time
1	Call to order, land acknowledgment, and introductions	60 minutes
2	Notice of Meeting, Scrutineer's Report, and constitution of meeting	
3	<i>Motion to accept the 2024 annual general meeting agenda as presented</i>	
4	<i>Motion to accept the 2023 annual general meeting minutes as presented</i>	
5	Board of Directors elections	
6	Summary of financial statements and auditor's report for the year ending March 31, 2024	
7	<i>Motion to accept the 2023-24 Annual Audited Financial Statements and Auditor's Report for the network be accepted by the members as presented</i>	
8	<i>Motion to appoint Baker Tilly Catalyst LLP as auditor for the network, to hold office until the next annual general meeting of the network or until their successors are appointed, and that the Board of Directors be authorized to fix the auditors' remuneration be accepted by the members as presented</i>	
9	Announcement of new directors and thanks to departing Board members	
10	Termination	

Calgary West Central P.G. Co. Annual General Meeting

PROXY INSTRUCTIONS

The deadline to designate a proxy is 5 p.m. on Monday, Sept. 30.

To simplify the process for members unable to attend the AGM and their representatives, you can submit your proxy online using the event registration link.

The CWC PCN will log attendees acting as representatives, and your proxy will be able to vote on your behalf online at the AGM.

If you are unable to attend the 2024 AGM, please designate a fellow member to represent you.

How to submit a proxy online:

- Open the AGM [registration link](#)
- Enter your name and email address
- Select “Attending by proxy” under “I will participate in the 2024 AGM by:” to confirm you authorize another member to vote on your behalf at the AGM and that you commit to informing them of your decision
- Enter their name (and if you know their email address, please complete that field)
- Select Submit
- Ensure you inform your representative

***** PROXIES WILL NOT BE ACCEPTED AFTER MONDAY, SEPT. 30 *****



Board nominee

CALGARY WEST CENTRAL P.G. CO. ANNUAL GENERAL MEETING

There are **four** positions open this year on the CWC P.G. Co. Board of Directors.

Part A: To be completed if **nominating yourself**.

I, _____, a member in good standing of the CWC P.G. Co., wish to stand for election to the Board of Directors of the CWC P.G. Co., commencing on Tuesday, Oct. 1, 2024, the date of the annual general meeting of the corporation.

Please indicate the length of term sought:

One-year term (one position) Three-year term (three positions)

Please initial below to acknowledge the following statements:

- If elected, I will attend the **mandatory** virtual Board orientation series hosted by the Director of Governance & Organizational Operations and the Executive Director. _____
- If elected, I consent to sharing a high-resolution headshot after the AGM or have my picture taken. _____
- If I am **not** elected, I would like to apply to serve on one of the four Board subcommittees as a member at large. _____

Signature of nominee

Name of nominee (please print)

Contact information

p: _____

e: _____

Part B: To be completed if **nominating a fellow member**.

(Note that the nominee will be contacted to confirm the term and their acceptance of the nomination.)

I, _____, a member in good standing of the CWC P.G. Co., do hereby nominate _____ to stand for election to the Board of Directors of the CWC P.G. Co., commencing on Tuesday, Oct. 1, 2024, the date of the AGM of the corporation for a: One-year term (one position) Three-year term (three positions).

Signature of nominating member

Name of nominating member (please print)

Email completed form to nominations@cwpcn.com or fax to **403.258.2746**.

Nomination deadline: 5 p.m. on Tuesday, Sept. 17, 2024

CALGARY WEST CENTRAL P.G. CO.

FINANCIAL STATEMENTS

MARCH 31, 2024

CALGARY WEST CENTRAL P.G. CO.
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INDEPENDENT AUDITOR'S REPORT

**To: The Members of
Calgary West Central P.G. Co.**

Opinion

We have audited the financial statements of Calgary West Central P.G. Co., (the "Network"), which comprise the statement of financial position as at March 31, 2024, and the statements of operations and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Network as at March 31, 2024, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO").

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Network in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter

Management is responsible for the other information. The other information is comprised of the information, other than the financial statements and our auditor's report thereon, in the Annual Report.

Our opinion on the financial statements does not cover the other information and we do not and will not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

The Annual Report is expected to be made available to us after the date of this auditor's report. If, based on the work we will perform on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact to those charged with governance.

INDEPENDENT AUDITOR'S REPORT, continued

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Network's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Network or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Network's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- ◆ Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- ◆ Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Network's internal control.

INDEPENDENT AUDITOR'S REPORT, continued

- ♦ Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- ♦ Conclude on the appropriateness of the Network's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Network's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Network to cease to continue as a going concern.
- ♦ Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**CALGARY, ALBERTA
JUNE 25, 2024**

Baker Tilly Catalyst LLP

**CHARTERED PROFESSIONAL
ACCOUNTANTS**

CALGARY WEST CENTRAL P.G. CO.
STATEMENT OF FINANCIAL POSITION
MARCH 31, 2024

	2024	2023
Assets		
Current		
Cash	\$ 5,706,635	\$ 4,298,618
Restricted cash - informational continuity grant	-	886,652
Restricted cash - zone banker (Note 3)	1,118,614	1,132,917
Accounts receivable	118,880	121,120
Prepaid expenses	427,900	338,148
	7,372,029	6,777,455
Capital assets (Note 5)	248,849	246,074
Rent deposits	30,267	30,267
	\$ 7,651,145	\$ 7,053,796

Liabilities		
Current		
Accounts payable and accrued liabilities	\$ 1,842,075	\$ 1,700,793
Deferred contributions - BPA and other (Note 6)	1,132,284	2,527,320
Deferred contributions - restricted per capita (Note 6)	3,309,323	560,040
Unamortized capital and intangible assets (Note 6)	248,849	246,074
Other liability - informational continuity grant	-	886,652
Other liability - zone banker (Note 3)	1,118,614	1,132,917
	\$ 7,651,145	\$ 7,053,796

Economic dependence (Note 7)
Commitments (Note 8)

Approved on behalf of the Board


 _____ Executive Director


 _____ Board Chair

CALGARY WEST CENTRAL P.G. CO.
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED MARCH 31, 2024

	2024	2023
Revenues		
Alberta Health per capita funding (Note 4)	\$ 17,746,569	\$ 18,462,084
Alberta Health BPA revenue (Note 4)	2,545,036	235,323
Alberta Health fee for service (Note 4)	886,259	834,719
Interest and other income	277,060	121,985
Alberta Health nurse practitioner funding (Note 4)	248,961	350,004
External grants	7,500	46,483
Fee-for-service billings (non-Alberta Health)	6,657	6,755
	<u>21,718,042</u>	<u>20,057,353</u>
Expenditures		
Primary care centre clinic operations	3,302,675	3,242,661
Primary care nurses	2,665,402	2,647,308
Mental health services	2,448,604	2,012,725
Patient care coordination	2,254,847	2,121,960
Clinical programs	1,800,736	1,947,258
Member services	1,722,475	1,221,425
Health equity	347,510	419,982
Calgary zone business unit	335,478	335,363
Nurse practitioners	248,961	350,004
Community services	212,033	287,679
External grants	-	29,195
	<u>15,338,721</u>	<u>14,615,560</u>
Excess of revenues over expenditures from operations	6,379,321	5,441,793
General and administrative expenses (Schedule 1)	<u>(6,379,321)</u>	<u>(5,441,793)</u>
Excess of revenues over expenditures for the year	<u>\$ -</u>	<u>\$ -</u>

CALGARY WEST CENTRAL P.G. CO.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED MARCH 31, 2024

	2024	2023
Cash flows from operating activities		
Excess of revenues over expenditures for the year	\$ -	\$ -
Adjustment for		
Amortization	102,575	113,691
	102,575	113,691
Change in non-cash working capital items		
Accounts receivable	2,240	16,487
Prepaid expenses	(89,752)	(35,960)
Deferred contributions	365,018	1,056,039
Accounts payable and accrued liabilities	141,283	(23,887)
Other liability - zone banker	(14,303)	880,708
	507,061	2,007,078
Cash flows from investing activity		
Purchase of capital assets	(105,350)	(116,108)
Cash flows from financing activity		
Contributions received for acquisition of capital assets	105,351	116,108
	507,062	2,007,078
Increase in cash	507,062	2,007,078
Cash, beginning of year	6,318,187	4,311,109
Cash, end of year	\$ 6,825,249	\$ 6,318,187
Represented by:		
Cash	\$ 5,706,635	\$ 4,298,618
Restricted cash - zone banker (Note 3)	1,118,614	1,132,917
Restricted cash - informational continuity grant	-	886,652
	\$ 6,825,249	\$ 6,318,187

CALGARY WEST CENTRAL P.G. CO.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2024

1. Nature of operations

Calgary West Central P.G. Co. was incorporated under the laws of the province of Alberta on August 1, 2006, and operates as Calgary West Central Primary Care Network (the "Network" or "PCN"). The Network is governed by a joint venture agreement formed between Alberta Health Services ("AHS") and the CWC P.G. Co. to jointly strategize and plan for the PCN. The Joint Venture Agreement outlines the respective roles of both AHS and the Physician PCN and where joint accountability and responsibility is shared.

The Network is a venture of 499 physicians and Alberta Health Services who collaborate for the purpose of providing and coordinating comprehensive primary care services. The objectives of the Network is to develop a variety of programs to address specific community healthcare needs. Needs that have been identified for Calgary West Central include services for seniors, care for mental health concerns, management of chronic diseases and care for minor emergencies.

The Network is a not-for-profit organization under the Income Tax Act ("the Act") and as such is exempt from income taxes.

2. Significant accounting policies

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant accounting policies are detailed as follows:

(a) Cash

Cash is defined as cash on hand and cash on deposit, net of cheques issued and outstanding at year-end. Cash includes restricted and unrestricted balances held with financial institutions.

CALGARY WEST CENTRAL P.G. CO.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2024

2. Significant accounting policies, continued

(b) Financial instruments

(i) Measurement of financial instruments

The Network initially measures its financial assets and liabilities at fair value.

The Network subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable, accrued liabilities and other liabilities.

The Network has not designated any financial asset or financial liability to be measured at fair value.

(ii) Impairment

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in operations. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in the statement of operations.

(c) Capital assets

Capital assets are recorded at cost. The cost for contributed capital assets is considered to be fair value at the date of contribution. Assets with a cost exceeding \$2,500 and a life span exceeding one year are generally considered capital assets of the Network.

Amortization is provided using methods and rates intended to amortize the cost of assets over their useful lives.

Computer equipment	3 years straight-line
Clinical equipment	5 years straight-line
Furniture and fixtures	5 years straight-line

Amortization of leasehold improvements is recorded over the remaining term of the lease plus the first renewal option.

CALGARY WEST CENTRAL P.G. CO.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2024

2. Significant accounting policies, continued

(d) Revenue recognition

The Network follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related program initiatives have incurred. Unrestricted contributions are recognized as revenue when received, or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

All Per Capita funding from Alberta Health is restricted to use for expenditures consistent with the approved annual business plan. See additional information in Note 4.

The Network recognizes interest income when the amounts are earned.

(e) Measurement uncertainty

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant areas requiring the use of estimates include: estimated useful lives of capital assets and unamortized capital and intangible assets. Actual results may differ from management's best estimates as additional information becomes available in the future.

3. Restricted cash and other liability - zone banker

Restricted cash includes \$1,118,614 (2022 - \$1,132,917) of unspent funds that are related to the Network's role as the Zone Banker for the Calgary Zone Business Unit (the "Zone"). The Network holds these funds on behalf of the Zone and this cash and the corresponding liability will be presented separately until all funds related to the Zone have been spent.

4. Related party transactions

The PCN derived 98% (2023 - 95%) of its revenue from Alberta Health through per capita funding, business plan amendments (BPA's), nurse practitioner funding and clinical operations fee for services.

These transactions are in the normal course of operations and have been valued in these financial statements at the exchange amount which is the amount of consideration established and agreed to by the related parties.

CALGARY WEST CENTRAL P.G. CO.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2024

5. Capital assets

			2024			2023
	Cost	Accumulated Amortization	Net Book Value	Cost	Accumulated Amortization	Net Book Value
Computer equipment	\$ 493,976	\$ 354,396	\$ 139,580	\$ 105,303		
Leasehold improvements	154,550	60,044	94,506	113,876		
Clinical equipment	58,203	44,667	13,536	21,673		
Furniture and fixtures	265,961	264,734	1,227	5,222		
	<u>\$ 972,690</u>	<u>\$ 723,841</u>	<u>\$ 248,849</u>	<u>\$ 246,074</u>		

6. Deferred contributions

Deferred contributions relate to funds received from various parties for specific programs and BPA's. Revenue related to these funds is recognized in the year in which the corresponding program expenditures are incurred.

	Alberta Health	Unamortized capital assets	BPA	Other	Total
Opening balance	\$ 560,040	\$ 246,074	\$ 2,527,320	-	\$ 3,333,434
Transfer to BPA	(1,150,000)	-	1,150,000	-	-
Eligible per capita payments	19,738,567	-	-	-	19,738,567
Nurse practitioner funding	248,960	-	-	-	248,960
Other grant funding	1,910,061	-	-	-	1,910,061
Revenue recognized	(17,995,530)	-	(2,545,036)	-	(20,540,566)
Amortization	102,575	(102,575)	-	-	-
Capital asset purchase and disposals	(105,350)	105,350	-	-	-
	<u>\$ 3,309,323</u>	<u>\$ 248,849</u>	<u>\$ 1,132,284</u>	<u>\$ -</u>	<u>\$ 4,690,456</u>

CALGARY WEST CENTRAL P.G. CO.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2024

6. Deferred contributions, continued

	Beginning balance	Additions	Utilizations	Ending balance
CWC PCN 2023-2024 BPA	\$ -	\$ 1,150,000	\$ (17,716)	\$ 1,132,284
CWC PCN 2021-2022 BPA	2,527,320	-	(2,527,320)	-
Ending balance	\$ 2,527,320	\$ 1,150,000	\$ (2,545,036)	\$ 1,132,284

7. Economic dependence

The Network's primary source of revenue is from Alberta Health. Should this funding cease, the Network would not be able to continue to operate without a significant increase in alternate sources of revenue.

This funding requires the Network to follow certain guidelines with respect to the use of the program funds. Should the Network fail to follow these guidelines, this funding could be cancelled. As at March 31, 2024 the Network's management believes it is in compliance with the guidelines as established by Alberta Health.

8. Commitments

The Network has entered into various agreements with estimated minimum annual payments as follows:

2025	\$ 404,297
2026	404,297
2027	402,419
2028	399,850
2029	66,642
	\$ 1,677,505

In addition, the Network also pays for property taxes and building maintenance relating to its leased space. These expenditures vary each year and are booked as expenditures in the year that they are incurred.

CALGARY WEST CENTRAL P.G. CO.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2024

9. Financial instruments

The Network is exposed to various financial risks through transactions in financial instruments. The following provides helpful information in assessing the extent of the Network's exposure to these risks.

(a) Liquidity risk

Liquidity risk is the risk that the Network will encounter difficulty in meeting obligations associated with financial liabilities. The Network is exposed to this risk mainly in respect of its accounts payable and accrued liabilities, and obligations under operating lease commitments.

Unless otherwise noted, it is management's opinion that the Network is not exposed to significant other price risks arising from these financial statements.

CALGARY WEST CENTRAL P.G. CO.
SCHEDULES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED MARCH 31, 2024

Schedule of General and Administrative Expenditures

Schedule 1

	<u>2024</u>	<u>2023</u>
Administrative salaries, wages and benefits	\$ 4,011,554	\$ 3,380,024
Technology expenditures	506,882	414,615
Consultants	456,188	374,568
Premises costs	313,338	303,212
Clinical technology expenditures	258,873	168,150
Directors' expenditures	204,869	168,744
Employee training and recruitment	155,782	208,189
Medical directors	103,877	81,688
Insurance	76,977	65,584
Professional fees	63,410	85,445
Office supplies	62,523	37,740
Communications	42,441	21,552
Travel and meals	16,776	10,551
Small furniture and equipment	3,256	8,040
Amortization	102,575	113,691
	<u>\$ 6,379,321</u>	<u>\$ 5,441,793</u>



Calgary West Central P.G. Co.
carrying on business as the
Calgary West Central Primary Care Network
2023 ANNUAL GENERAL MEETING MINUTES

October 3, 2023, at 6:30 p.m.
Video conference

REGISTERED ATTENDEES

CWC PCN MEMBERS IN PERSON

- Adrienne Weir
- Allison Denesuk
- Amanda Wang
- Amanpreet Dhaliwal
- Andy Wong
- Anne Kittler
- Antony Ng
- Arjun Dhoopar
- Ashley Humeniuk
- Attila Nadori
- Brendan Vaughan
- Catherine Mckenna
- Charmaine Gill
- Chris Gorrie
- Chris Musah
- Christin Hilbert
- Corinne McDonald
- David Loewen
- Debra Putnam
- Deji Falodun
- Dena Keashly
- Dilip Nandi
- Elcey Varkey
- Elizabeth Monaghan
- Eric Babins
- Famina Remtulla
- Frances Vettergreen
- Glenda Maclean
- Jagdeep Doulla
- Jane Ballantine
- Jasminder Soin
- Joanna Mish
- Kerri Treherne
- Laura Huber
- Lisa Stevenson
- Luis Acevedo
- Mahjabeen Hussain
- Margot Mclean
- Maria De Bruyn
- Mehrnaz Yousefi
- Mei-Fun Seto
- Melanie Morgan
- Melanie Purtzki
- Michele Moss
- Michelle Hart
- Monica Chawla
- Naomi Rittberg
- Nkechi Ozoka
- Patrick Wong
- Peter Nieman
- Peter Neary
- Richard Lam
- Richard Chan
- Sabiha Rehan
- Safi Saeed
- Sam Sohn
- Sameena Khan
- Sandy Peacock
- Scott Forsyth
- Shirley Traynor
- Stephanie Mullin
- Stephanie Kubik
- Susan Poon
- Theresa Truong
- Thomas Szabo
- Thomas Bouchard
- Van Nguyen
- Vanda Phillips
- Vincent Vong
- Zoe Zlot

CWC PCN MEMBERS BY PROXY

- Alanna Martineau
- Alexa Geddes
- Alison Leggett
- Amina Wahbi
- Amy Chow
- Andrew Jun
- Brett Hollowell
- Brienne Dergousoff
- Brienne Tappay
- Carla Montgomery
- Caroline Turner
- Charlene Kennedy
- Christopher Sarin
- Darrell Palmer
- Faye Sirianni
- Gary Chow
- Jaclyn Safran
- Janet Tse
- Jennifer Bikow
- Jennifer Mikhayel
- Jeremy deBruyn

- Jodi Steininger
- Joel Tappay
- John Haggblad
- Julie Hong
- Karishma Mehta
- Kiely Williams
- Kirsty Sloper
- Lana Lovo
- Lara Nixon
- Li Wang
- Lynden Crowshoe
- Mahmood Al-Rubaiee
- Manisha Subedi
- Marek Lichon
- Mary Szabo
- Matthew Johnston
- Meera Grover
- Mehwish Hanif
- Michelle Bischoff
- Monica Chu
- Monir Ebrahim-Sharif
- Nadine Lundgren
- Nadira Rashid
- Nicola Chappell
- Nicole Halasa
- Peter Colbert
- Phillip Quon
- Phillip van der Merwe
- Rachel DeFina
- Raisa Kanji
- Randall Berlin
- Richelle Walsh
- Roseanne Penner
- Rossana Arcega
- Rudolf Zimmer
- Sarah Elliott
- Scott Belyea
- Shannon Grant
- Sher Clain
- Suresh Kanani
- Susan Sutton
- Sydney Pearson
- Syeda Abbas
- Tamara Narine
- Veronica Malhotra

AHS JOINT VENTURE GOVERNANCE COMMITTEE MEMBERS

- Ms. Jenny Mazuryk
- Dr. Mike Spady
- Mr. Rod Iwanow

CWC PCN EMPLOYEES AND GUESTS

- Christopher Cameron, Executive Director
- Dr. Rachel Han Savoie, Medical Director
- Jon Macpherson, Manager of Governance & Organizational Operations
- Lisa Bergerman, Director of Member Services & Engagement
- Janay Chamberlain, Governance & Policy Lead
- Alicia Marchtaler, Board Governance Coordinator
- Carly Bullough, Policies & Procedures Coordinator
- Dan James, Communications Advisor
- Dale Wyke, Facilities & IT Administrator
- Eveline Lefebvre, Member Services & Engagement Coordinator
- Emily Kozak, Corporate Governance Coordinator
- Shannon McIntosh, Baker Tilly Catalyst LLP (guest)

1. REGISTRATION AND WELCOME

Board Chair and moderator of the Annual General Meeting (AGM), Jagdeep Doulla, welcomed attendees to the 2023 AGM and acknowledged the traditional territories of the peoples of the Treaty 7 Region in Southern Alberta including the traditional and ancestral territory of the Blackfoot Confederacy: Kainai, Piikani, and Siksika as well as the Tsuut'ina Nation and Stoney Nakoda First Nation.

The Board Chair outlined virtual engagement guidelines for the event, including an explanation of how to navigate the Zoom platform.

2. INTRODUCTIONS AND ROLE CONFIRMATIONS

The Board Chair requested that any members of the public or media in attendance declare themselves as the AGM is a meeting of the membership, including select guests and Calgary West Central Primary Care Network (CWC PCN) employees. No declarations were made.

The Board Chair then introduced the current members of the CWC P.G. Co. Board of Directors:

- Dr. Vince Vong, *Vice Chair*
- Mr. Tim Rose, *Treasurer*
- Dr. Nicola Chappell, *Past Chair*
- Dr. Amanda Wang
- Dr. Frances Vettergreen
- Dr. Nkechi Ozoka
- Dr. Kerri Treherne
- Dr. Theresa Truong
- Dr. Safi Saeed

Members of the CWC P.G. CO. Joint Venture Governance Committee from Alberta Health Services were introduced:

- Ms. Jenny Mazuryk
- Dr. Mike Spady
- Mr. Rod Iwanow

Ms. Shannon McIntosh, representing the PCN's auditor Baker Tilly Catalyst LLP, was introduced as a guest.

Christopher Cameron, Executive Director, and Dr. Rachel Han-Savoie, Medical Director of the CWC PCN, were also introduced, followed by the PCN's Manager of Governance and Organizational Operations, Jon Macpherson, who was appointed as Recording Clerk and Robert's Rules Officiant for the AGM. Finally, Janay Chamberlain, Governance & Policy Lead, was introduced and appointed as Scrutineer.

3. CALL TO ORDER

The Board Chair called the meeting to order at 6:38 p.m.

4. NOTICE OF MEETING

The Board Chair reminded members that the 2023 AGM Notice of Meeting, which was sent out on August 30, 2023, was available for inspection. The Recording Clerk was instructed to annex the notice to the minutes of this meeting. **See Appendix A: Declaration of Notice of Meeting.**

5. SCRUTINEER'S REPORT

The Board Chair adopted and announced the Scrutineers Report on attendance at the time quorum was established:

- Members present in person: 45
- Proxies received: 55
- Total members present: 100, representing 20 percent of the membership.

Registrations continued after quorum was established and a total of 70 attendees were present in person and 66 by proxy for a total of 136 members. The Recording Clerk was instructed to annex the attendance report to the minutes of this meeting. **See Appendix B: Scrutineer's Attendance Report.**

6. CONSTITUTION OF MEETING

Per the Articles of Association of the network, the quorum for a general meeting is 20 per cent of the members of the network, present in person or by proxy. The Board Chair declared that quorum was reached at 6:33 pm and that the meeting was properly called and regularly constituted for the transaction of business.

7. APPROVAL OF AGENDA

The 2023 AGM Agenda was made available to the membership as part of the AGM package. The Board Chair requested a motion to be made to accept the agenda as presented.

MOTION

Corrine McDonald moved that the 2023 Annual General Meeting Agenda be accepted by the members as presented; seconded by Brendan Vaughan with no further discussion. By formal resolution, the motion was approved. ***Motion carried***

8. 2022 AGM MEETING MINUTES APPROVAL

The 2022 AGM Minutes were made available to the membership as part of the AGM package. The Board Chair requested a motion to be made to accept the meeting minutes as presented.

MOTION

Michele Moss moved that the 2022 Annual General Meeting Minutes be accepted by the members as presented; seconded by Eric Babins with no further discussion. By formal resolution, the motion was approved.

Motion carried

9. BOARD ELECTION

As three (3) candidates are standing for election and three (3) vacancies on the Board of Directors, a balloted election was unnecessary. The following three (3) physician members were nominated for the Board elections ahead of the nomination deadline. A statement from each nominee was posted on the Examiner and made available for all attendees.

Three-year term

- Dr. Antony Ng,
- Dr. Mileva Stojanovic, and
- Dr. Vincent Vong

The Board Vice-Chair thanked all the nominees for stepping forward to represent their colleagues. In accordance with the Articles of Association, the Board Vice-Chair requested that a motion be made to appoint the three (3) candidates to the CWC P.G. Co. Board of Directors by acclamation.

MOTION

Scott Forsyth moved that Dr. Antony Ng, Dr. Mileva Stojanovic, and Dr. Vincent Vong be appointed to the CWC P.G. Co. Board of Directors for three-year terms by acclamation; seconded by Catherine Mckenna with no further discussion. By formal resolution, the motion was approved.

Motion carried

10. PRESENTATION OF FINANCIAL STATEMENTS AND AUDITOR'S REPORT FOR THE YEAR ENDING MARCH 31, 2023

The Board Chair introduced Shannon McIntosh with Baker Tilly Catalyst LLP, and the auditor of the Calgary West Central P.G. Co., to present the summary of the Financial Statements and Auditor's Report for the 2022-23 fiscal year ending March 31, 2023.

The auditor explained to the membership that the 2022-23 Audited Financial Statements had been previously reviewed and approved by the Board of Directors and Joint Venture Governance Committee. Additionally, a summary of the audited financial statements was included in the AGM package for review by the membership. The auditor noted that the organization was fully cooperative during the independent audit and that the CWC PCN is properly managed and efficient in its resource allocations.

The auditor presented an expense breakdown of the 2022-23 fiscal year with a comparison to the previous fiscal year along with a detailed expense breakdown of direct patient care costs, indirect patient care costs, and administrative costs. The auditor issued an unqualified audit opinion and noted that the CWC PCN's audited financial statements presented fairly in all material aspects with no significant deficiencies in controls and processes.

11. RESOLUTION TO ACCEPT FINANCIAL STATEMENTS AND AUDITOR'S REPORT FOR THE FISCAL YEAR 2022-23 AS PRESENTED

The membership had no questions or concerns about the audited financial statements. The Board Chair then requested a motion to approve the network's audited financial statements.

MOTION

Brendan Vaughan moved that the 2022-23 audited financial statements and auditor's report of the network be accepted by the members as presented; seconded by Chris Gorrie with no further discussion. By formal resolution, the motion was approved.

Motion carried

12. RESOLUTION TO APPOINT THE AUDITOR FOR THE 2023-24 FISCAL YEAR

The Board Chair then requested a motion to appoint the Auditor of the Network for the fiscal year ending March 31, 2024.

MOTION

Kerri Treherne moved that Baker Tilly Catalyst LLP be appointed as the auditor of the network to hold office until the next AGM or until their successors are appointed and that the Board be authorized to fix the auditor's remuneration; seconded by Christin Hilbert with no further discussion. By formal resolution, the motion was approved. ***Motion carried***

13. THANK YOU TO DEPARTING BOARD MEMBERS

The Board Treasurer thanked Dr. Jagdeep Doulla and Dr. Theresa Truong for their contributions to the Board as their term came to an end and they were not seeking re-election or re-appointment.

14. TERMINATION

The Board Chair thanked all those who attended the 2023 AGM including physician members, PCN staff, and noted guests. With all business from the 2023 AGM agenda addressed and no more official business to conduct, the Board Chair officially declared the 2023 AGM of the CWC P.G. Co. membership terminated at 6:53 p.m.