

# North Bay MFRC 2023 Annual General Meeting

**Tuesday September 26, 2023  
22 Wing AYR Mess - Blue Room**

Our Mission: To strengthen individuals and families through evolving programs to enrich the military community

Vision: An enriched and connected military community

Values: **Mindful Flexible Reliable Compassionate**

## Opening Remarks

# Welcome to the 2023 North Bay Military Family Resource Centre Annual General Meeting



# North Bay MFRC's Annual General Meeting



**MFRC**

NORTH BAY  
MILITARY FAMILY RESOURCE CENTRE

The heart of the military



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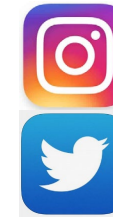
CENTRE DE RESSOURCES POUR  
LES FAMILLES MILITAIRES DE NORTH BAY

Au coeur des familles militaires

# Special Guest



**Col. Richard Jolette**  
Wing Commander  
22 Wing CFB North Bay



[Colonel\\_richard\\_jolette](#)  
[JoletteRichard](#)



# Voting Instructions and Establishment of Quorum

**Article 2.2 (c) “Quorum”**- A quorum for the Annual General Meeting of the corporation and for transactions of any business at such meetings shall be not less than (11) corporation members including voting members of the board of directors.

A 51% majority vote of eligible voters present at an AGM shall be required to approve any business transaction. I confirm that under the constitution and bylaws of the North Bay MFRC, we have a quorum and I declare the Annual General Meeting of members properly constituted.

**Article 2.2 (g) “Voting Entitlement”** – Each full member and member of the board present at an Annual General Meeting shall be entitled to one (1) vote per motion. Voting at an Annual General Meeting shall be by full members in good standing. The chair of the Annual General Meeting is not entitled to vote on matters being considered unless there is a tied vote. No voting by proxy will be permitted.

## ON THE ITEMS THAT REQUIRE A VOTE:

- A motion is made by a member who has obtained the floor;
- It then requires a second;
- The motion will then be open for discussion;
- The motion will be re-stated, and finally;
- It will be put to a vote.

**When making or seconding a motion, asking a question or making a point, I ask that you please raise your hand and state your name clearly so our notetaker may enter it for the record.**



# MOTION: Approval of the 2023 AGM Agenda

1. Call to Order
2. Opening Remarks
  - 2.1 Introductions and Welcome
  - 2.2 Remarks from Col Jolette on behalf of 22 Wing
3. Voting Instructions and Establishment of Quorum
4. MOTION: Approval of 2023 Agenda
5. MOTION: Approval of the 2022 AGM Minutes
6. Introduction of Board of Directors
  - 6.1 MOTION: Approval of the new Board members
7. Presentation of the 2022-2023 Annual Report of the Executive Director
  - 7.1 MOTION: Approval of the 2022-2023 Annual Report of the Executive Director
8. Presentation of Audited Financial Statements
  - 8.1 MOTION: Approval of the audited Fiscal Year 2022/2023 financial statements
  - 8.2 MOTION: Approval of the auditors for Fiscal Year 2023/2024
9. Presentation of the updated 2023 North Bay MFRC Constitution and Bylaws
  - 9.1 MOTION: Approval of the updated Constitution and Bylaws
10. Open Floor/New Business
11. "Door" Prize draw
12. Closing Remarks – Board Chair
13. Adjournment

# MOTION: Approval of the 2022 AGM Minutes

## North Bay Military Family Resource Centre Minutes of the Virtual Annual General Meeting Thursday September 22, 2022, 7:00 PM – via ZOOM

1. **Call to Order @ 7:00 PM**
  2. Opening Remarks:
    - Welcome to all new and returning attendees as well as special guests.
  - 2.1 *Introductions made by the Chair.*
  - 2.2 *Remarks from Col Jolette and CWO Pignatel on behalf of 22 Wing/*
  3. Voting Instructions and Establishment of Quorum; Voting Entitlement.
  4. **Motion to Approve the Agenda: Ulrich Weyh, 2<sup>nd</sup>: Marg McGlynn. APPROVED**
  5. **Motion to adopt the 2021 AGM Minutes as presented: Danette Weyh, 2<sup>nd</sup>: Allison Hughes. APPROVED**
  6. Introduction of Board of MFRC Board of Directors
    - Acknowledgement of past and present Board members.
  7. Presentation of the North Bay MFRC Fiscal Year 2021-2022 Annual Report by the Executive Director:
    - Tessa recognized the highlights of the NB MFRC as it celebrated its 30th year.
    - Tessa highlighted the programs and services offered by the MFRC as well as the area in which services are offered in.
    - Tessa presented the annual report
    - Overview of the different Programs and their accomplishments were discussed.
    - Recognized the MFRC and Little Wings staff and their contribution.
- Motion to approve the North Bay MFRC Fiscal Year 2021-2022 Annual Report: Ulrich Weyh, 2<sup>nd</sup>: Allison Hughes. APPROVED**

# MOTION: Approval of the 2022 AGM Minutes – Cont

8. Presentation of the NB MFRC 2021-2022 Audited Financial Statements by Judy Kleinhuis from Grant Thornton:

- Official Opinion: Financial position presents fairly in all material respects. In other words, a clean audit position.

Overall deficit of \$17,882

No change in policies that the center adopted, no required changes to be adopted by the standards.

8.1 **Motion to approve the NB MFRC 2021-2022 audited financial statements as presented: Marg McGlynn, 2<sup>nd</sup>: Allison Hughes. APPROVED.**

**8.2 Motion to approve BDO Canada as the new auditors for the Fiscal Year 2022-2023: Allison Hughes, 2<sup>nd</sup>: Marg McGlynn. APPROVED**

9. Open Floor/New Business:

- Nothing significant to report

10. Drawing of the door prize: Danette Weyh

11. Closing Remarks by the Chair

12. **Motion to adjourn @ 7:58: Uli Weyh, 2<sup>nd</sup> Danette Weyh**





# New Directors to the MFRC Board of Directors

**MOTION to approve election of new  
Directors to the North Bay MFRC Board of  
Directors:**

**Michelle Borger  
Feick**

**Capt Tim**



# MFRC Board of Directors

## EXECUTIVE OF THE BOARD

**Chair** - Sue Rushton

**Vice-Chair** - Allison Hughes

**Treasurer** - Ulrich Weyh

**Secretary** - Vacant

## MEMBERS AT LARGE

Marg McGlynn

Tim Feick

Michelle Borger

## EX-OFFICIO – NON-VOTING MEMBERS

**MFRC Executive Director** - Tessa Clermont

**Wing Representative** - Maj Karine Rondeau Lavaute



# North Bay MFRC Fiscal Year 2022-2023 Annual Report

**Tessa Clermont**  
Executive Director

# MFRC Social Media



My CF One Login Select Your Community FR Search Q

SUPPORT SERVICES SPORTS, FITNESS & REC FINANCES & INSURANCE DISCOUNTS & SHOPPING

## CFMWS Website

[www.cfmws.ca/north-bay](http://www.cfmws.ca/north-bay)

### WELCOME TO 22 WING NORTH BAY

22 Wing North Bay is home to many services that can be of great assistance during your military life journey. We encourage you to familiarize yourself and take full



English Français

The heart of the military.

About Us Programs & Services Childcare Medical Clinic Opportunities News Events Discounts Contact Us

The heart of the military.

## North Bay MFRC Website

[www.northbaymfr.ca](http://www.northbaymfr.ca)



## Facebook

North Bay MFRC



North Bay MFRC

@nbmfr - Nonprofit Organization

Send Message



# Explore

Settings

## Twitter

North Bay MFRC

North Bay MFRC  
1,476 Tweets

North Bay MFRC  
@nbmfr

Our mission: To provide programs and services that foster strong community and family relationships in response to the unique needs of military families.

Canadian Forces Base North Bay northbaymfr.ca Joined April 2015

Instagram

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## Instagram

North Bay MFRC

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northbaymfr Edit profile View

2 posts 100 followers 25 following

North Bay MFRC  
Supporting Military Families throughout North Bay  
[www.northbaymfr.ca](http://www.northbaymfr.ca)

POSTS SAVED TAGGED



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# Our Clients

- Canadian Armed Forces members and their dependants/parents
  - 22 Wing
  - Algonquin Regiment – North Bay, Timmins
  - 33 Service Battalion – North Bay
  - 2<sup>nd</sup> Battalion Irish Regiment – Sudbury
  - 49<sup>th</sup> Artillery Regiment – Sault Ste. Marie
- Det. 2 USAF members and their dependants
- Medically Releasing Veterans and their families
- Ill and injured soldiers and their families
- Families of the fallen



# Our Catchment Area



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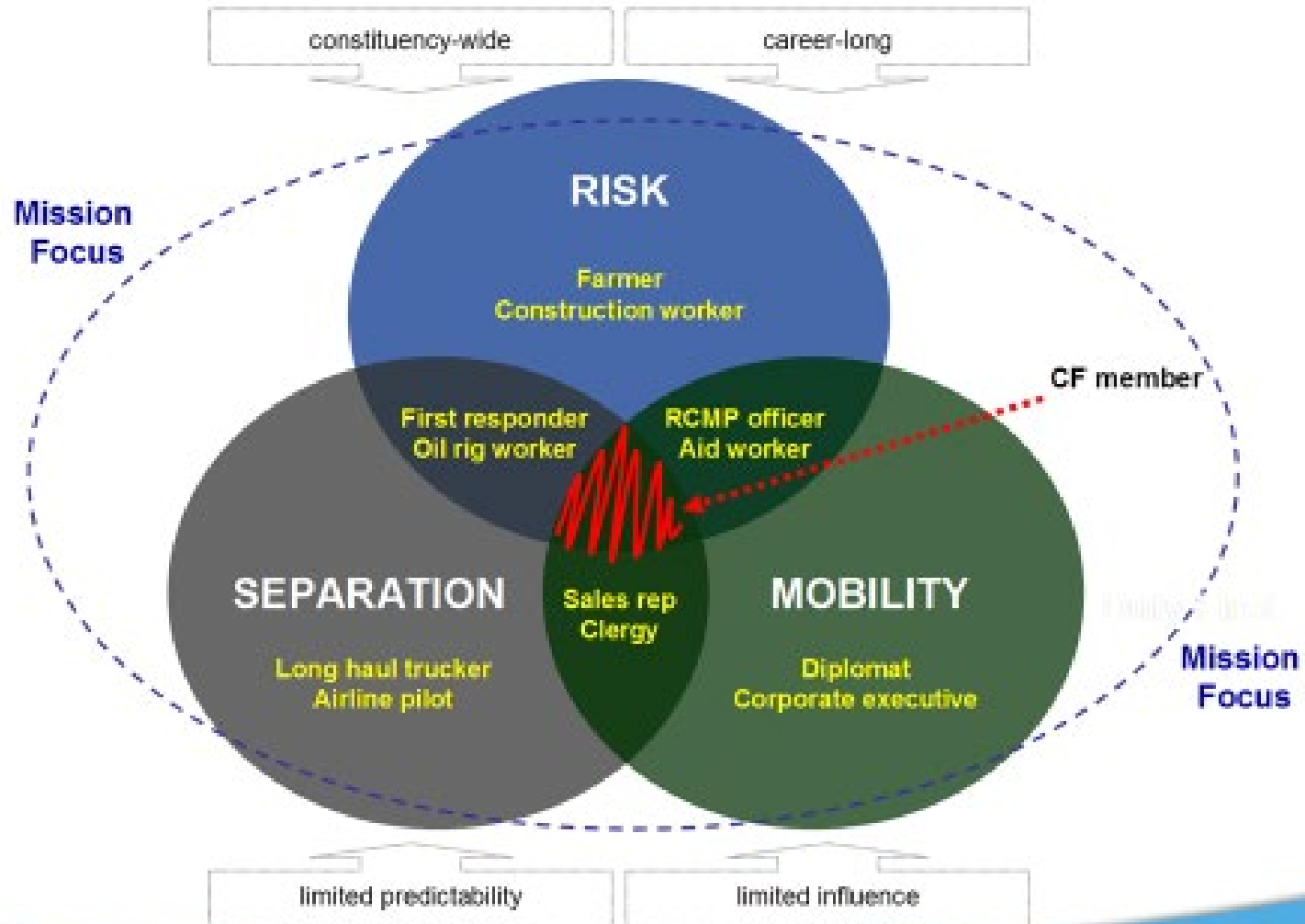
# Today's Military Family

- Canadian military families are similar to civilian Canadian families, but differ in several distinctive ways, with three main challenges:



- Few occupations or professions expose the overwhelming majority of its people to:
  - recurring geographic **relocation**
  - relentless **separation**
  - elevated levels of **risk** as a matter of course throughout much of their careers
- Today's families have been asked to do more than in the past, and more often.

# Today's Military Family

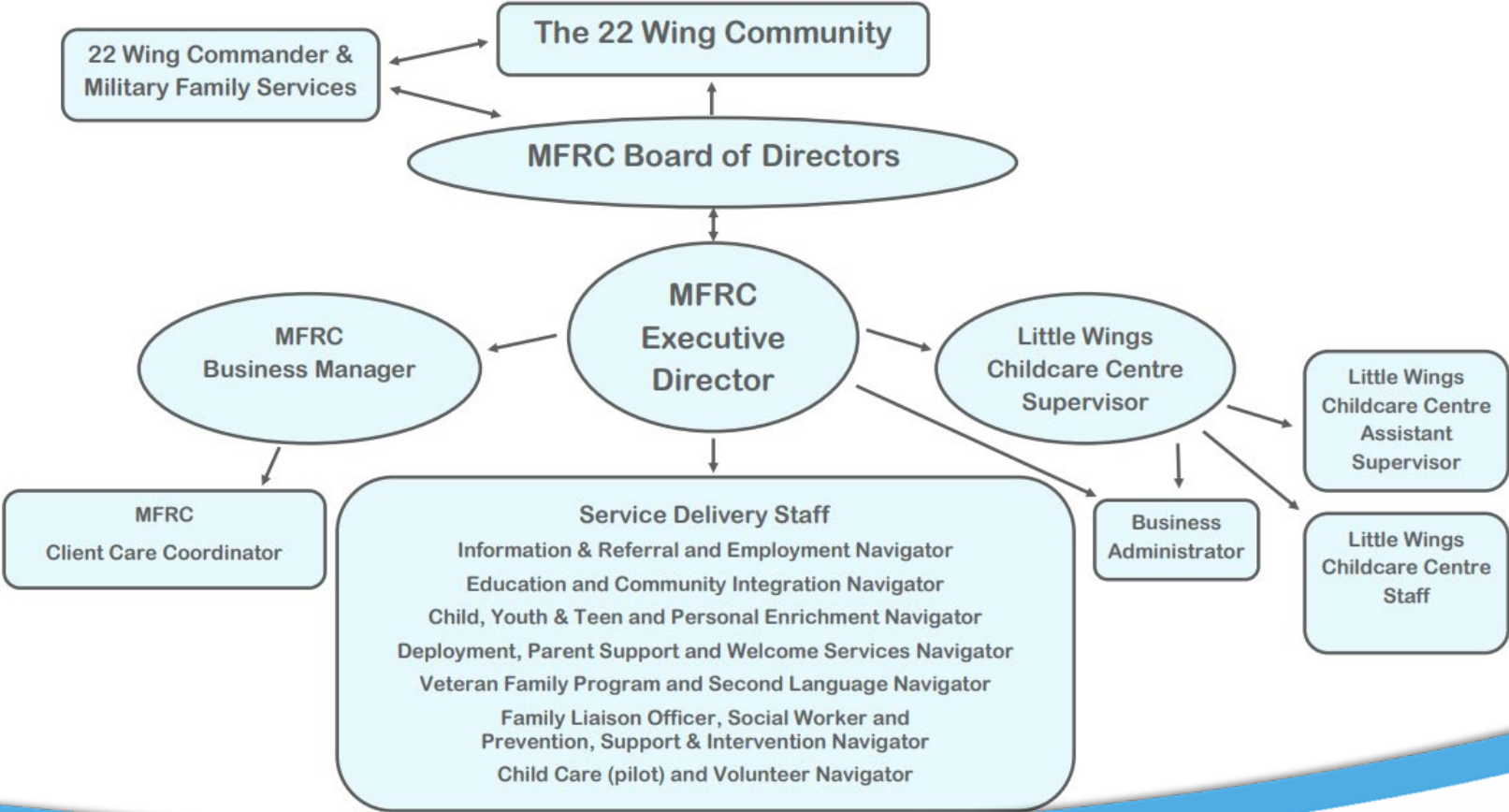




Community Integration	Family Separation and Reunion	Intervention and Transition
❖ Welcome Services	▪ Deployment Support	➤ Counselling, with our FLO/Social Worker
❖ Volunteer Services	▪ Special Needs Services	➤ Veteran Family Program
❖ Personal Enrichment Program	▪ Employment Services	➤ Crisis Support, Emergency Childcare
❖ Information and Resource Library	▪ Parent Support; Positive Parenting Program, Respite Childcare available	➤ CFMAP; Member (& Family) Assistance Program 24/7 Phone # 1-800-268-7708
❖ Education Services	▪ Child, Youth, and Teen Development	➤ We Care Program
❖ Second Language Training; Rosetta Stone Licenses	▪ Family Information Line; 24/7 Phone # 1-800-866-4546	➤ Prevention, Support, and Intervention Services
Relocation	Separation	Risk

# MFRC Operations

## Organizational Chart



# North Bay MFRC Fiscal Year 2022-2023 Annual Report

## Tessa Clermont, Executive Director - highlights

Selected to join the national Childcare Strategy Advisory Group, received CCPO funding for LWCC expansion project and North Bay became 1 of 5 pilot sites for new Child Care Navigator position - hired military spouse from PMFRC

Secured contingency funding after budget cuts, hired military spouse as CCC

Clark Marketing assisted us with developing an employment services spotlight video featuring spouses/clients and Hon Cols with community call to action

Assisted 1 CAD Family Support Team with RCAF FCP gap analysis during a visit to 22 Wing and have since been asked to join the national working group.

Concluded 5 years as a Director on Chamber of Commerce Board in Dec 2022

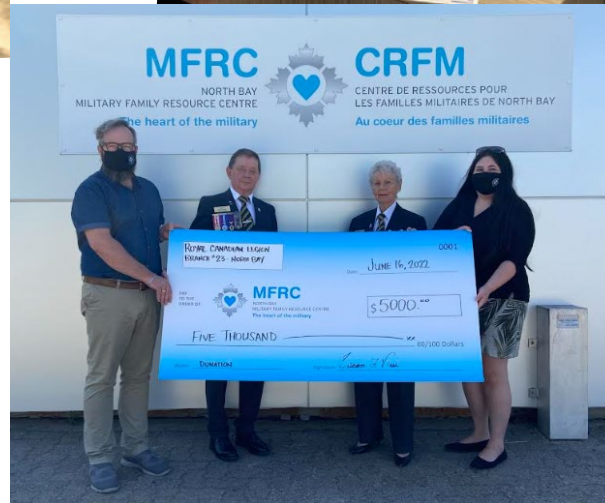
Partnerships with the local community: Honorary Colonels, City of North Bay, Chamber of Commerce, Canadore College, Nipissing University, NUSU, Living Fit, Royal Canadian Legion, DNSSAB, North Bay Regional Health Centre

Beneficiary of Annual Events: 22 Wing Band concert, Lakers Military Appreciation Hockey games, Curlers Care Parry Sound, Peter Minogue Rocks & Hearts



# North Bay MFRC Fiscal Year 2022-2023 Annual Report

Tessa Clermont, Executive Director



# North Bay MFRC Fiscal Year 2022-2023 Annual Report cont

## Donat Roussy

### Business Manager, Information & Referral and Employment Services

- Provided Employment Services virtually and in person.
- Developed partnerships with the MFRC Employment Coordinator's Network, a national initiative developed by Military Family Services (MFS)
- Member of the Nipissing Employment Services Table Committee (NEST). This committee is comprised of a variety of community stakeholders.
- Participated on the Labour Market Groups Workforce Week Planning Committee for the sixth year in a row. This committee is responsible for planning various events throughout the district of Nipissing. These events include: Job Preparedness Day "Get Job Ready", the North Bay Job Fair "Bay Works" and an Employment Service Provider Showcase.
- Professional Development: Managing Essentials with Hoss Notarkesh, Workforce Week CONNECT Conference Techno-Resiliency with Dr. Rob Graham.



## Francesca Alexanian Child Care Navigator

- During this past fiscal year, a proposal was written to expand the infant room in the Little Wings Child Care Centre (LWCC). We are currently waiting for funding approval for this project. However, if it is funded LWCC would have the ability to increase their infant room from the three spaces currently available to 10 infant spaces. This building would allow LWCC to support the growing need military families have for infant care, as well as our USAF counterparts who have limited parental leave.



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# North Bay MFRC Fiscal Year 2022-2023 Annual Report cont

## Shannon Mason Personal Enrichment Program

- The Personal Enrichment program offers specific programming tailored to the needs of the Military Member and Military Spouses. The different programs focus on networking, self-care, mindfulness and camaraderie. There are weekly, monthly and special occasion events that individuals can choose to be a part of.
- Our programs include Coffee Connections, Just For Us and Spouses Night Out.
- Some special events that took place over the past year which brought out a number of new spouses where: Community Fun Day, Military Family Appreciation Day, MFRC Meet & Greet, Paint Party, Halloween Haunted Hike, Christmas Party, Spring Tea Party, Hike at Duchesnay Falls and Horseback Riding at Von Doehler's Ranch that ended the season.



## Shara Hicks Little Wings Childcare Centre

- 2022 continued to be a challenge for our childcare centre. Little Wings is still feeling the effects the pandemic had on the whole childcare sector, and staffing remains a challenge. With significant staff vacancies and difficulty finding qualified staff, it has at times been difficult to keep the doors open. Shara and her team prevailed in maintaining our operations, and our children are resilient!
- Little Wings is proud to have opted into the Canada Wide Early Learning Child Care Agreement, which has shown a substantial reduction in fees for families and will be moving towards \$10/day childcare for children under 6 in the coming years.



# North Bay MFRC Fiscal Year 2022-2023 Annual Report cont

## Diane Sarrazin-Dubeau

### Deployment, Parent Support, Second Language and Welcome Services

- **Deployment** - We are supporting approximately 68 families experiencing a family separation due to either a tasking or deployment. 166 Warm Line Calls were made throughout the year to families living in our catchment area. All families enjoy being able to send parcels to loved ones, total shipped parcels was 62. We sent out special occasion parcels 4 times last fiscal to 22 Wing members.
- **Parent Support** - We supported families in many ways through our weekly Playgroups, Self-Regulation and Triple P support programs. New resources were added to our library on topics such as children's Covid themed books, anxiety, stress, and self regulation. One on one support helped families build their skills and help relieve their anxiety. We hosted 45 weekly Child Parent Playgroup sessions in partnership with the Early On Program. In total, 21 families (37 children) participated in the program.
- **Second Language Training** - Overall, we saw an increase in interest in our Second Language training program offering Rosetta Stone online programming and the LRDG French course. 16 students enhanced their language skills Through the 3 LRDG sessions for a total of 22 classes.



# North Bay MFRC Fiscal Year 2022-2023 Annual Report cont

## Shannon Mason Child, Youth and Teen Programs

- The Child, Youth and Teen Programs offer military children the chance to connect with their peers while working on their communication, social skills and have fun while doing it. Our MindMasters program was a success. During the 7 week session participants learned some relaxation, positive thinking and mindfulness based techniques.
- Youth Night Kicked off in January. The last Saturday of every month we did activities such as diamond dot, painting, games night and video game competition.
- Other special events and activities that took place over the course of the year were: 22 Wing At-Home Easter Scavenger Hunt and Colouring Contest, Summer Fun Kits, Halloween Costume Contest, Jingle on A Sleigh, Teen Centre Virtual Easter Scavenger Hunt, Baking Kit Bake Off and the Gingerbread House Showcase



## Carrie Gray Veteran Family Program

- In the Spring of 2022, The VFP welcomed Lauren Anglin to the program! Lauren was a welcomed addition who brought new ideas and great energy.
- As Covid eased, the VFP was once again able to hit the road to reach our many outlying areas. It was wonderful to attend Sudbury, Timmins and Sault Ste. Marie to re-connect and commemorate Veteran Family Day in these locations!
- After a 2 year prompted break, Carrie was able to return her volunteer work at Camp Maple Leaf for the Kids of Heroes Week, as an integral part of their social work team, providing programming, and support for campers and staff.



**VETERANS & FAMILIES**  
**FAMILLES & VÉTÉRANS**





# North Bay MFRC Fiscal Year 2022-2023 Annual Report cont

## Lindsay MacLean Family Liaison Officer, Social Worker Prevention, Support & Intervention

The position is located within both the Military Family Resource Centre (MFRC) and the Transition Centre (TC). The objective of having the service available in both centres is to connect these Centres as an assurance that the widest variety of support is offered to families of Canadian Armed Forces (CAF) personnel who are coping with an illness, injury, special and the families of the fallen.

In this position I was familiar with the challenges that the families of ill/injured CAF personnel face as my spouse was injured in Afghanistan and received a medical release.

My knowledge in stress-based interventions, grief and bereavement facilitation and operational stress injury psychoeducation provided me with the ability to serve this community. I connected with peers from all around our catchment area as most of the population seemed to be receptive to virtual services.

I worked closely with the Operational Stress Injury Social Support Program and the North Bay Indigenous Friendship Centre to explore alternative healing methods to bring to this population. I hope to see this momentum continue after my departure to expand the support available to this community from our partner agencies.

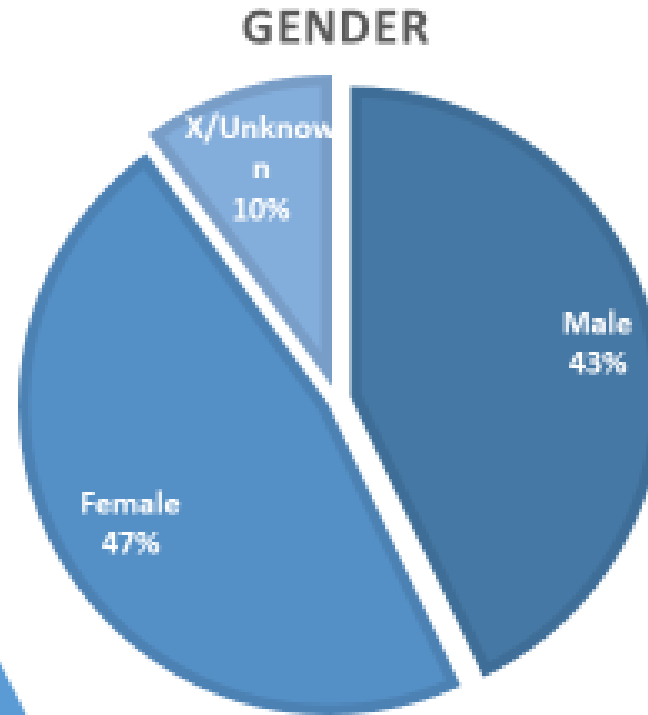
I loved my time at the North Bay MFRC and my supervisors were warm and supportive of my work to enhance the Family Liaison Officer Program.



# 760

Hours of staff time spent directly with family members (client facing time)

## North Bay



# 932

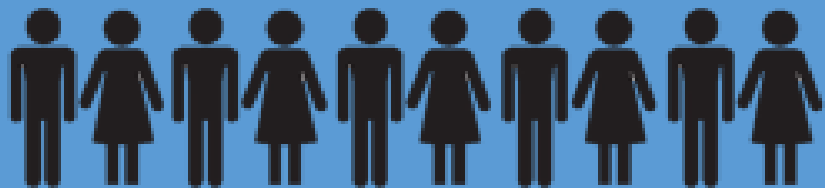
Instances of client support

Nearly **15%**

of clients accessing services were funded/accessing via the VFP

# 275

Individuals Served



### 3 service types captured:

- Veteran Family Program
- Family Liaison Officer
- Mental Health Support

## New to our MFRC Team...



**Francesca Alexanian**  
Child Care and Volunteer Navigator



**Danielle Fortin**  
Client Care Coordinator  
Child, Youth & Teen and  
Personal Enrichment Navigator



**Stacey Byers**  
Family Liaison Officer, Social Worker  
Prevention, Support & Intervention

# Approval North Bay MFRC Fiscal Year 2022-2023 Annual Report

## Motion to approve the North Bay MFRC Fiscal Year 2022-2023 Annual Report

# Presentation of 2022-2023 Audited Financial Statements



**Josh Trudeau**

Senior Manager of Assurance and Accounting  
BDO Canada

# Approval of 2022/2023 Audited Financial Statements

**MOTION to approve the financial statements as presented for the North Bay Military Family Resource Centre Year Ended March 31, 2023**

# Approval of Auditors for Fiscal Year 2023/2024



**Motion to approve BDO Canada as our  
Auditors for Fiscal Year 2023/2024**



## Highlights of the Updates:

- A big change is the format
- Template adapted from the Petawawa MFRC Board of Directors
- Removed the content that belonged in other documents (i.e. Terms of Reference for the various positions)



# Updated North Bay MFRC Constitution and Bylaws Cont.

## Special Notes

**2.11 Quorum:** (For AGM or Special Meetings) Updated to reflect wording from previous Constitution and Bylaws which was more clear:

The quorum for the AGM and the Special General meetings shall be held by simple majority of those in attendance.

### Updated to:

A quorum for the Annual General Meeting of the corporation and for transactions of any business at such meetings shall be not less than (11) corporation members including voting members of the board of directors.

A 51% majority vote of eligible voters present at an AGM shall be required to approve any business transaction. I confirm that under the constitution and bylaws of the North Bay MFRC, we have a quorum and I declare the Annual General Meeting of members properly constituted.

\*\*\*\*\*

### 3.13b Location of meetings

Meetings of the Board of Directors shall be held within the Province of Ontario.

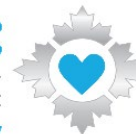
### Updated to:

Meetings of the of the board of directors must be held within Ontario at a place that the directors determine. A meeting of the corporation may be held at a place outside Ontario if all the directors entitled to vote at the meeting agree that the meeting is to be held at that place.

# Approval of the updated North Bay MFRC Constitution and Bylaws

**Motion to approve the updated  
Constitution and Bylaws for the  
North Bay Military Family Resource  
Centre, effective September 26, 2023**

# Open Floor / New Business



# Staff Spotlight - Years of Service



## Notable Milestones:

**Diane - 20 years**

**Carrie - 5 years**



# Door Prize



# Door Prize



# Closing Remarks – Board Chair

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