



2021 Skate Canada: Alberta/NWT-Nunavut Annual General Meeting and Board of Director Elections Virtual Meeting May 15, 2021 10:00am MT

PRE-REGISTRATION INSTRUCTIONS to be completed by May 10, 2021 at 12:00pm MT (noon).

The 2021 Skating Canada: Alberta / NWT-Nunavut will be held via webinar. This provides all participants in the Section with the unique opportunity to observe the meeting via webinar real-time and participate by asking questions of the moderators throughout the meeting.

For those who have not attended a Section AGM, below are the highlights of presentations that may be of interest to you. (Please note: Order and content subject to change)

- Introduction
- Skate Canada Address & Overview of Elections
- Presentation of Financial Statements
- Committee Reports
- Update: COVID-19 Pandemic Impact
- Skate Canada: Alberta NWT/Nunavut Board of Directors election (if applicable)
- Closing Remarks

Should you wish to attend this year's AGM via webinar the following pages are intended to provide guidance on each Membership Class, Delegate / Club Delegate registration. If interested in observing the meeting and you do not meet the criteria for one of the Membership classes please register as an Observer.

We encourage all Section Clubs and Skating Schools to select an eligible Delegate from their Club or School to attend the Annual General Meeting. This ensures your Club / School's exercises its voting rights.

CHANGE FOR 2021: It is strongly recommended that each Club / Skating School appoint an attending Delegate to ensure your organization remains informed, and exercises the Club / Skating School's vote. Please note: Proxy voting will no longer be permitted. Please refer to the **Skate Canada: Alberta / NWT-Nunavut Annual General Meeting / Board of Directors Elections Policies and Procedures** for description of member classes and Delegates.

We look forward to your participation. Should you have any questions please contact me directly at kelly@skateabnwtun.ca

Kelly Havixbeck, Member Services and Events Manager

General Information:

The following information refers to the Skate Canada: Alberta / NWT-Nunavut Association Bylaws and defines who may attend an AGM and of those attendees who may cast a vote.

In accordance with Association Bylaw 5.6 the following persons are entitled to attend the Annual General Meeting:

- a) Persons entitled to be present at Members Meetings are persons entitled to vote, Region Representatives, the Auditor, the employees of the Section and such other persons who are entitled or required to be present at the meeting.
- b) Members Meetings shall be open to invited guests and to any Registrant provided that such individual shall not be entitled to speak at such meeting and provided that the Board may close any Members Meeting by Ordinary Resolution to those who are not entitled to vote.
- c) Members, by Ordinary Resolution, may grant observers the right to speak at a Members Meeting.

In accordance with Association Bylaw 3.1 There will be three (3) classes of membership:

- 1. Each Club and Skating School that is a Member in Good Standing with a registered address within the Section is entitled to receive notice of, attend, and vote at all meetings of members and each Club and Skating School voting member shall be entitled to one (1) vote at such meetings.
- 2. Each Coach Representative who has registered with Skate Canada, is within this Section, and who has been elected by the Certified Professional Coaches registered within the Section is entitled to receive notice of, attend, and vote at all meetings of members and each Coach Representative voting member shall be entitled to one (1) vote at such meetings.
- 3. Each Board Director holding office in accordance with these Bylaws is entitled to receive notice of, attend, and vote at all meetings of members and each Board Director voting member shall be entitled to one (1) vote at such meetings.

In accordance with Association Bylaw 5.2 To be eligible to be appointed as delegate for a Club or Skating School Member a person must:

- a) be 18 years of age or older,
- b) Be a Registrant in good standing of Skate Canada and the Section, excluding employees of the Section, and
- c) be affiliated with a club/skating school.

Registration Steps:

STEP 1 Determine your membership class. You may register to attend the Annual General Meeting as one of the following: (Pages 3 – 6)

- ☐ Club OR Skating School Delegate
- ☐ Skate Canada: Alberta / NWT-Nunavut Board Director Delegate
- ☐ Region Coach Representative Delegate (one elected position in each of the eight (8) Regions)

All individuals attending the AGM who are not registered Delegates may register as an Observer (Pages 7-8)

- ☐ Observers (all interested attendees who do not meet the criteria of one of the three membership classes)

STEP 2 Do you plan to attend the Annual General Meeting?

YES Please register as a **Delegate or Observer** (as per **STEP 3**)

NO No further action required. In order to have your Club / Skating School represented you will need to register for the virtual AGM. The deadline for registration is May 10, 2021 at 12:00pm.

STEP 3 Delegate Registration in attendance

All attendees must Register using the Skate Canada: Alberta/NWT-Nunavut Declaration Portal. Please follow instructions below for EITHER a Registered Delegate in attendance OR a Registered Observer in attendance.

You must select one of the RED buttons below based on the criteria in STEP 1

Skate AB/NWT/NU AGM 2021 Voting Declaration Portal

Registration Options:

If you are planning to attend as a club or skating school delegate, ensure that the seven-digit Skate Canada number of the club or skating school that you are representing is available when you identify yourself as the delegate.

To register as a Region Coach Rep or Section Board Member, ensure that your 10-character Skate Canada number is available when you register.

Declare as a Club/School/Region
Coach Rep/Section Board Member
Delegate

Declare as an Observer

Support

Registered Delegates in Attendance:

STEP 3a Declare as a Club/School/Region Coach Rep/Section Board Member Delegate

Board Directors, Region Coach Representatives: Please ensure you have your ten (10) character Skate Canada Number in addition to your personal contact information. *Your attendance confirmation and meeting details will be emailed directly to YOUR email at which time you will need to click the embedded link to confirm your participation.*

Club/School Delegates: Please ensure your selected Delegate has the Club/School's seven (7) digit Skate Canada Club Number in addition to the Delegate's contact information (Name, Phone #, Address, Email). Your Club/School email has been pre-programmed and linked to the Skate Canada Club Number. *Your Delegate's attendance will be emailed to the Club/School.* Once confirmation is received the Delegate will receive the meeting details.

Once you enter your Skate Canada Number you will be required to confirm your identity and then you will receive a confirmation when all fields have been completed.

Declaration

You have chosen: Kelly Havixbeck

Is this correct?

Yes | No

The-registration then asks to enter your demographic information. For Club / Schools this is the Delegate's information.

Declaration

Please provide your basic contact information as the Delegate for Kelly Havixbeck.

Your Full Name:

Your Email Address:

Your Email Address (again):

Your Phone Number:

Your Full Mailing Address:

Do you plan on attending the AGM:

☒ Remotely online

Once all fields are complete you will be taken to a confirmation screen

STEP 3b All Registrants will receive a confirmation email. Please follow the instructions on the email.

Board Directors, Region Coach Representatives, Club Presidents or School Owners will receive the following email once registration is complete.

If you are a Board Director or Region Coach Representative you are required to provide approval by clicking on the link in the email.

-----Original Message-----

From: no-reply@skatecanada.ca <no-reply@skatecanada.ca>

Sent: May 1, 2020 11:01 AM

To: Kelly Havixbeck <kelly@skateabnwtun.ca>

Subject: Skate Canada AB/NWT/NU AGM Delegate Request

Dear Kelly Havixbeck,

Kelly Havixbeck (kelly@skateabnwtun.ca) has requested to represent you or your organization at the 2020 Skate Canada AB/NWT/NU Annual General Meeting.

In order for this individual to represent you or your organization, and hold its vote, you must provide approval by clicking on the link below to confirm your authorization. If the delegate's name mentioned above is NOT FAMILIAR, take no action. If you do not click the link below to approve, this individual will not be able to carry your club's vote.

https://lamp.skatecanada.ca/agmDelegate20_AB/regClub.php?mode=approveDelegate&del=12&token=74732075

If you have any questions about the delegate declaration process, please feel to contact the Skate Canada AB/NWT/NU team at kelly@skateabnwtun.ca.

Warm Regards,
Skate Canada AB/NWT/NU

Once the Club President or School Owner has completed the approval process the approved Delegate will receive an email.

Please retain this email as it will be your code for access to the AGM and voting system.

From: no-reply@skatecanada.ca <no-reply@skatecanada.ca>

Sent: May 1, 2020 11:04 AM

To: Kelly Havixbeck <kelly@skateabnwtun.ca>

Subject: Skate Canada AB/NWT/NU AGM Delegate Voting Token

Dear Kelly Havixbeck,

Kelly Havixbeck has approved your request to represent their club or school at the 2020 Skate Canada AB/NWT/NU Annual General Meeting.

Your voting and meeting access token is:

**** Keep this token safe, and remember to bring it with you. Without it, you will not be able to access the Annual General Meeting or cast a vote.**

Barcode used for on-site checkins:



If you have any questions about the delegate declaration process, please feel to contact the Skate Canada AB/NWT/NU team at kelly@skateabnwtun.ca.

Warm Regards,
Skate Canada AB/NWT/NU

Registered Observers in Attendance:

STEP 3a Declare as an Observer

Observers: Registered Professional Coaches (not elected), Invited Guests, Region Representatives, Registrants, Parent / Guardian of Registrant or Honorary Associates do not require seven (7) digit Skate Canada Numbers. You will also be asked to identify the type of Observer. Registrant is applicable to all attendees who do not meet the specific criteria of other selections and will represent the majority of observers. *Your attendance confirmation and meeting details will be emailed directly to YOUR email.*

Please complete the Observer Declaration information

Observer Declaration

Please provide your basic contact information as an observer to the AGM.

Your Full Name:

Your Email Address:

Your Email Address (again):

Your Phone Number:

Your Full Mailing Address:

Per Bylaw 5.6 the following persons are entitled to attend as Observers. Please identify which of these groups you represent:

✓ Choose One...

Skate Canada AB/NWT/NU Employee

Honorary Associate

Invited Guest

Region Representatives

Registered Skating Coach

Registrant

Parent/Guardian of Registrant

Auditor

Once your Observer Declaration is successfully completed you will receive the following on-screen confirmation

Observer Declaration

Thank you for submitting your observer application Kelly Havixbeck.

Your application must be approved by Skate Canada AB/NWT/NU, and they have been contacted with the details of your application.

Once your application is approved, you will receive a notification by e-mail along with your meeting token. This token is your access to login to the online meeting if you are attending remotely.

Thank you. If you have any questions in the mean time, please don't hesitate to contact us at kelly@skateabnwtun.ca.

STEP 3b Once approved, Observers will receive a confirmation email.

Once the Skate Canada AB/NWT/NU office has approved the Observer request the approved Observer will receive an email.

Please retain this email as it will be your code for access to the AGM and voting system.

From: no-reply@skatecanada.ca <no-reply@skatecanada.ca>
Sent: May 4, 2020 9:01 AM
To: Kelly Havixbeck <kelly@skateabnwtun.ca>
Subject: Skate Canada AB/NWT/NU AGM Token

Dear Kelly Havixbeck,
Skate Canada AB/NWT/NU has approved your request to attend the 2020 Skate Canada AB/NWT/NU Annual General Meeting as an observer.

Your meeting access token is:

Barcode used for on-site checkins:



**** Keep this token safe, and remember to bring it with you. Without it, you will not be able to access the Annual General Meeting.**

If you have any questions about the delegate declaration process, please feel to contact the Skate Canada AB/NWT/NU team at kelly@skateabnwtun.ca.

Warm Regards,
Skate Canada AB/NWT/NU

Helpful Hints:

In order to attend the 2021 Skate Canada: Alberta / NWT-Nunavut Annual General Meeting and/or place your vote for the 2021 Board of Directors Elections you must have registered by Monday May 10, 2021 at 12:00pm.

All Members who are eligible to vote have had their Skate Canada Numbers pre-programmed and associated with their names/ emails.

Should your Skate Canada number NOT be accepted and you ARE a voting member please contact Kelly Havixbeck at kelly@skateabnwtun.ca

If you are a Registered Professional Coach but NOT a Region Coaching Rep you must register as an Observer and your Skate Canada Number is not required.

If you are a voting member for BOTH Skate Canada: Alberta /NWT-Nunavut and Skate Canada (National) please ensure you **differentiate between the two token emails**. The token you receive for the section will include reference to Skate Canada: Alberta/NWT-Nunavut AND the **token number will begin with ab**.

If you are **a Skate Canada Club President or Skating School Owner registering on behalf of an assigned Delegate** please ensure you have the assigned Delegate's Name, email, Telephone and Address available PRIOR to registration.

If you are **an assigned Delegate registering on behalf of a Skate Canada Club or Skating School** please ensure you have the Club or Skating School's Canada Number available PRIOR to registration.

All meeting tokens should be finalized by Wednesday May 12, 2021. If you have registered and have not received an email confirmation with your assigned meeting token please confirm:

- Your Registration has been approved (if awaiting approval from a Club / School, Delegate or the Section (for Observers)) AND/OR
- Please check your Junk Mail folder. If the email is still not located please contact Kelly Havixbeck at kelly@skateabnwtun.ca to re-issue the token.

Should you have any questions regarding this process please contact Kelly Havixbeck, Member Services and Events Manager at kelly@skateabnwtun.ca

We would like to thank Skate Canada National Office for providing their meeting declaration tool and voting platform.