

La source canadienne de renseignements sur le VIH et l'hépatite C

September 18, 2025

Agenda

- 1. Welcome and call to order
 - a. Land acknowledgment
 - b. Introduction of board of directors
 - c. Funder and sponsor recognition
 - d. Clarification of voting
 - e. Motion to adopt agenda
 - f. Motion to adopt the 2024 Annual Meeting minutes
- 2. Introduction of executive director
- 3. Annual Report
 - a. Motion to accept the Annual Report
- 4. Audited Financial Statements and Auditor's Report
 - a. Introduction of treasurer
 - b. Presentation of audited financial statements and auditor's report
 - c. Motion to adopt audited financial statements and auditor's report
 - d. Motion to appoint Kanish & Partners as auditors
- 5. Strategic Plan 2026-2029
- 6. Election results
 - a. Motion to destroy ballots
- 7. Acknowledgment of outgoing & former board members
- 8. Introduction of new board
- 9. Motion to adjourn

CATIE 2024 Annual Meeting Minutes September 19, 2024

Agenda

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- 2. Land acknowledgment
- 3. Introduction of board of directors
- 4. Funder and sponsor recognition
- 5. Clarification of voting
- 6. Motion to adopt agenda
- 7. Motion to adopt the 2023 Annual Meeting minutes
- 8. Motion to adopt the 2024 Special General Meeting minutes
- 9. Introduction of executive director
- 10. Annual Report
- 11. Motion to accept the Annual Report
- 12. Introduction of treasurer
- 13. Presentation of audited financial statements and auditor's report
- 14. Motion to adopt audited financial statements and auditor's report
- 15. Motion to appoint Kanish & Partners as auditors
- 16. Election results
- 17. Motion to destroy ballots
- 18. Acknowledgment of outgoing board members
- 19. Introduction of new board
- 20. Motion to adjourn

Minutes

1. Welcome and call to order

Scott Elliott (Chair) stated due notice of this meeting has been given to all Members. As quorum is present, I therefore declare that this is a duly constituted meeting of the Members and call this meeting to order. This meeting will be conducted in both French and English.

2. Land acknowledgment

With gratitude and respect, CATIE acknowledges that our work takes place on Indigenous land. I would like to personally acknowledge that I live and work on the unceded traditional territories of the Musquem, Squamish and Tsleil Watuth peoples.

3. Introduction of board of directors

Scott Elliott (Chair) introduced the current Board of Directors and thanked them for serving this past term.

At-large directors

- Lesley Gallagher
- Ivan Leonce
- Patrick Cupido
- Catherine Rutto

Indigenous director

Sherri Pooyak

Atlantic region directors

- Jordan Upshaw
- Matthew Smith

Quebec region directors

- Hugo Bissonnet
- Sylvain Beaudry

Ontario region directors

- Brittany Cameron
- Robert Alsberry

Western region directors

- Ann Favel
- Deborah Norris

Pacific region directors

- Scott Elliott
- Tsitsi Watt

4. Funder and Sponsor Recognition

Scott Elliott (Chair) recognized the following funders and sponsors for their contributions to CATIE's work in the past year:

- the Public Health Agency of Canada
- the Ontario Ministry of Health
- Health Canada
- Employment and Social Development Canada

project grants

- the Government of Canada's Community Services Recovery Fund
- Gilead Sciences Canada
- Abbvie
- Dr. Peter AIDS Foundation

In-kind contributions

- Shepell, iMD
- Indigenous Link.

5. Clarification of voting

- Only CATIE members should vote.
- In an effort to simplify the process for voting online, all motions on the meeting agenda have movers and seconders arranged in advance.
- Members were directed to use the Zoom Q&A function to speak to a motion and the Raise Hand fuction to vote.
- CATIE staff will tabulate the results and report the motion to me as either "carried", "defeated" or "tied."
- There will be no call for abstentions.

6. Motion to adopt agenda

Agendas have been distributed. I call for a motion to adopt the agenda.

Moved by: Jordan Upshaw, Atlantic Region

Seconded by: Deborah Norris, Western Region

MOTION CARRIED

7. Motion to adopt the 2023 Annual Meeting minutes

Minutes have been distributed. I call for a motion to approve the 2023 AM Minutes

Moved by: Hugo Bissonnet, Quebec Region Seconded by: Catherine Rutto, At-Large

MOTION CARRIED

8. Motion to adopt the 2024 Special General Meeting minutes

Minutes have been distributed. I call for a motion to approve the 2024 Special General Meeting Minutes

Moved by: Hugo Bissonnet, Quebec Region Seconded by: Catherine Rutto, At-Large

MOTION CARRIED

9. Introduction of executive director

Scott Elliott (Chair) introduce executive director, Jody Jollimore.

10. Annual Report

Jody Jollimore presented the 2023/2024 Annual report.

11. Motion to accept the Annual Report

Scott Eliot (Chair) called for a motion to accept the Annual Report.

Moved by: Ann Favel, Western Region

Seconded by: Jordan Upshaw, Atlantic Region

MOTION CARRIED

12. Introduction of treasurer

Scott Eliot (Chair) introduced Patrick Cupido, CATIE's treasurer.

13. Presentation of audited financial statements and auditor's report

Patrick Cupido, At-Large presented the Auditor's Report and Audited Financial Statements for the year ended March 31, 2024.

14. Motion to adopt audited financial statements and auditor's report

Scott Eliot (Chair) called for a motion to accept the Treasurer's report and financial statements."

Moved by: Patrick Cupido, At-Large Seconded by: Sherri Pooyak, Indigenous

MOTION CARRIED

15. Motion to appoint Kanish & Partners as auditors

Scott Eliot (Chair) called for a motion to appoint Kanish & Partners as auditors for CATIE until the next annual meeting or until a successor is appointed and that their remuneration be determined by the Board.

Moved by: Patrick Cupido, At-Large Seconded by: Sherri Pooyak, Indigenous

MOTION CARRIED

16. Election results

Scott Elliott (Chair) presented the election results for At-Large and Regional Board members as follows:

- Atlantic region, Scott Alan (elected)
- Quebec region, Hugo Bissonnet (re-elected) and Conor Smith (re-elected)
- Ontario and Nunavut region, Catherine Rutto (re-elected) and Patrick Cupido (reelected)
- Pacific region, Tsitsi Watt (re-elected)
- Western region, Deborah Norris (re-elected)
- At Large, Joanne Simons (elected) and Martin Pagé (elected)

17. Motion to destroy ballots

Scott Elliott (Chair) called for a motion to destroy all ballots.

Moved by: Deborah Norris, Western Region Seconded by: Lesley Gallagher, At Large

MOTION CARRIED

18. Acknowledgment of outgoing board members

Scott Elliott (Chair) acknowledged and thanked outgoing Board Members Brittany Cameron, Sylvain Beaudry, Matthew Smith, Robert Alsberry for their service.

19. Introduction of new board

With our elections complete, I would like to introduce you to our new Board of Directors:

At-large

- Lesley Gallagher
- Ivan Leonce
- Martin Pagé
- Joanne Simons

Indigenous

• Sherri Pooyak

Atlantic region

- Jordan Upshaw
- Scott Alan

Quebec region

- Hugo Bissonnet
- Conor Smith

Ontario region

- Patrick Cupido
- Catherine Rutto

Western region

- Ann Favel
- Deborah Norris

Pacific region

- Scott Elliott
- Tsitsi Watt

20. Motion to adjourn

Scott Elliott (Chair) called for a motion to adjourn.

Moved by: Lesley Gallagher, At Large Seconded by: Ann Favel, Western Region

MOTION CARRIED MEETING ADJOURNED

CANADIAN AIDS TREATMENT INFORMATION EXCHANGE

FINANCIAL STATEMENTS

MARCH 31, 2025



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Kanish A. Thevarasa CPA, CA Julian A. Emmanuel CPA, CA Timothy Arulappa CPA, CA

INDEPENDENT AUDITOR'S REPORT

To the Members of Canadian AIDS Treatment Information Exchange

Opinion

We have audited the financial statements of Canadian AIDS Treatment Information Exchange (the "Organization"), which comprise the statement of financial position as at March 31, 2025, and the statement of operations, changes in net assets 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 Organization as at March 31, 2025, and its results of operations and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-For-Profit Organizations.

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 Organization 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.

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 Canadian Accounting Standards for Not-For-Profit Organizations, 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 Organization'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 Organization or to cease operations, or has no realistic alternative but to do so.





Those charged with governance are responsible for overseeing the Organization'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 Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management'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 Organization'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 Organization 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.

CHARTERED PROFESSIONAL ACCOUNTANTS LICENSED PUBLIC ACCOUNTANTS

Kanth & Partners wo

Toronto, Canada July 21, 2025



CANADIAN AIDS TREATMENT INFORMATION EXCHANGE STATEMENT OF OPERATIONS FOR THE YEAR ENDED MARCH 31, 2025

			Restricted			Unrestricted	2025	2024
REVENUES	PHAC - Community Action Fund	MOHLTC - HIV & HR Program	MOHLTC - HCV Program	Health Canada - SUAP # 2223	Health Canada - SUAP # 2425	OTHER	-	
REVENUES								
Grants (note 4)	\$ 3,946,800	\$ 569,237	\$ 852,100	\$ 140,659	\$ 94,962	\$ -	\$ 5,603,758	\$ 8,068,186
Program sponsorship (note 5)	-	-			-	311,474	311,474	102,000
Donations	-	-	-	-	~	1,152	1,152	651
Investment income	6 -	-	~	-	-	46,953	46,953	47,619
Other income	_					26,052	26,052	822
	3,946,800	569,237	<u>852,100</u>	<u>140,659</u>	94,962	385,631	<u>5,989,389</u>	8,219,278
EXPENSES								
Salaries and benefits Information and	2,808,203	374,379	471,466	78,610	83,294	110,076	3,926,028	3,829,768
communication	365,792	53,675	48,228	34,738	-	108,708	611,141	995,109
Professional services	235,520	42,156	161,272	7,428	-	60,142	506,518	2,099,350
Occupancy cost	306,659	9,600	72,000	12,383	-	5,000	405,642	443,680
Administration and general	59,132	4,811	9,431	-	-	28,750	102,124	349,191
 Equipment and rentals	5,444	-	-	-	1,400	-	6,844	33,543
Travel and accomodation	141,975	84,616	89,703	-	10,268	65,495	392,057	416,567
Evaluation	24,075		-	7,500			31,575	31,379
	3,946,800	569,237	852,100	140,659	94,962	378,171	5,981,929	8,198,587
EXCESS OF REVENUES OVER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,460	\$ 7,460	\$ 20,691





CANADIAN AIDS TREATMENT INFORMATION EXCHANGE STATEMENT OF FINANCIAL POSITION MARCH 31, 2025

ASSETS	2025	2024
Current		
Cash Investments - current portion (note 3) Grant and other receivable Commodity taxes recoverable Prepaid expenses	\$ 184,314 24,733 220,538 83,569 88,976 602,130	·
Long Term		
Investments - net of current portion (note 3)	750,850	-
	\$ 1,352,980	\$ 2,358,250



CANADIAN AIDS TREATMENT INFORMATION EXCHANGE STATEMENT OF FINANCIAL POSITION **MARCH 31, 2025**

LIABILITIES		2025		2024
Current				
Accounts payable and accrued liabilities Deferred revenue (note 5) Deferred lease inducement - current portion (note 6)	\$	301,697 38,000 8,193 347,890		1,172,924 171,310 8,193 1,352,427
Long Term				
Deferred lease inducement - net of current portion (note 6)	_	347,890	- 2	8,193 1,360,620
NET ASSETS				
Unrestricted		1,005,090		997,630
	\$	1,352,980	\$	2,358,250

Approved on Behalf of the Board:

Director Scott Elliott

Director Patrick Cupids



CANADIAN AIDS TREATMENT INFORMATION EXCHANGE STATEMENT OF CHANGES IN NET ASSETS FOR THE YEAR ENDED MARCH 31, 2025

	Ur	nrestricted	2025	2024
BALANCE - beginning of year	\$	997,630	\$ 997,630	\$ 976,939
Excess of revenues over expenses		7,460	7,460	20,691
BALANCE - end of year	\$	1,005,090	\$ 1,005,090	\$ 997,630



CANADIAN AIDS TREATMENT INFORMATION EXCHANGE STATEMENT OF CASH FLOWS FOR THE YEAR ENDED MARCH 31, 2025

CASH FLOWS FROM (FOR) OPERATING ACTIVITIES		2025	2024
Excess of revenues over expenses	\$	7,460 \$	20,691
Net changes in non-cash working capital: Grant and other receivable Commodity taxes recoverable Prepaid expenses Accounts payable and accrued liabilities Deferred lease inducement Deferred revenue	((()	88,757) (171,430 (45,485) 871,227) 8,193) (133,310) 968,082)	187,136) 6,611
CASH FLOWS FROM (FOR) INVESTING ACTIVITIES			
Proceeds from (purchase of) investments		204,755 (250,592)
INCREASE (DECREASE) IN CASH	(763,327)	531,005
CASH - beginning of the year		947,641	416,636
CASH - end of the year	\$	184,314 \$	947,641



1. PURPOSE OF THE ORGANIZATION

Canadian AIDS Treatment Information Exchange ("CATIE" or "the Organization") was incorporated as a not-for-profit corporation without share capital under the Canada Not-for-profit Corporations Act. CATIE is designated as a registered charitable Organization under the Canadian Income Tax Act, and accordingly is exempt from income taxes.

The objects of the Organization are, for the general benefit of the national community, to:

- i) Increase knowledge about Human Immunodeficiency Virus (HIV) and Hepatitis C (HCV) testing, prevention and treatment;
- ii) Build the capacity of frontline service providers to apply this knowledge in their work;
- iii) Advance evidence-informed policies and practices to improve the health and well-being of individuals and communities affected by HIV and HCV; and
- iv) Apply its expertise in knowledge exchange to support sexual health and harm reduction approaches that improve overall health.

2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations in Part III of the CPA Canada Handbook and include the following significant accounting policies:

a) Revenue Recognition

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

Investment income is recognised on the accruals basis.



2. SIGNIFICANT ACCOUNTING POLICIES - continued

b) Contributed Services

The Organization derives significant benefits from volunteers. Since these services are not normally purchased by the Organization and because of the difficulty of determining their fair value, donated services are not recognized in these financial statements.

c) Deferred Lease Inducement

Lease inducement includes upfront cash payments from the landlord and is amortized on a straight-line basis over the term of the related lease.

d) Financial Instruments

The Organization initially measures its financial assets and financial liabilities at fair value. The Organization subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets subsequently measured at amortized cost include cash, investments and other receivable.

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

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 the statement of 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.



2. SIGNIFICANT ACCOUNTING POLICIES - continued

e) Use of Estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions based on currently available information. Such estimates and assumptions may affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities as at the reporting date and the reported amounts of revenue and expenses during the current period. Actual results could differ from the estimates and assumptions used. The significant estimates relate to the valuation of accounts payable and accrued liabilities, valuation of deferred revenue and allocation of common expenses.

f) Allocation of Common Expenses

The Organization allocates salaries and benefits based on employees' job descriptions and time spent working on each program.

g) Pension

The Organization entered into a defined benefits pension plan for its employees whereby it matches an employee's contribution up to 3% of the employee's salary. The pension expense for the year end ended March 31, 2025 amounted to \$93,603 (2024 - \$91,580). This amount has been included in salaries and benefits.

3. INVESTMENTS

Investments consist of the following:

	2025	2024
Guarnteed Investment Certificates Mutual Funds	\$ 750,850 24,733	\$ 729,746 250,592
Tractact arias	\$ 775,583	\$ 980,338

Guaranteed Investment Certificates earn interest at rates varying from 3.70% per annum to 4.71% per annum, with maturity dates ranging from July 16, 2026 to August 21, 2027.

(These notes form an integral part of the financial statements.)



4. GRANTS

	2025	2024
Public Health Agency of Canada (PHAC) - Community Action Fund (HIV & HCV)	\$ 3,946,800	\$ 4,468,650
Ministry of Health and Long-Term Care (MOHLTC) - HIV and Harm Reduction Program - HCV Program	569,237 852,100	•
 Health Canada (HC) Substance Use and Addictions Program (SUAP # 2223) Substance Use and Addictions Program (SUAP # 2425) 	140,659 94,962	•
Employment and Social Development Canada (ESDC)	<u>-</u> \$ 5,603,758	4,956 \$ 8,068,186

5. DEFERRED REVENUE

Deferred revenue represents amounts received for programs to be undertaken in the future, as specified by the donors. Amounts are recognized as revenue in the year in which the related expenses are incurred. The amounts recognized as revenue during the year are included in program sponsorship and other income. Changes in the deferred revenue balance are as follows:

	2025			2024		
Balance - beginning of the year	\$	171,310	\$	100,000		
Add: Amounts received during the year		178,164		173,310		
Less: Amounts recognized as program sponsorship revenue	_(_	<u>311,474</u>)	_(_	102,000)		
Balance - end of year	\$	38,000	\$	171,310		



2025

2024

6. DEFERRED LEASE INDUCEMENT

Deferred lease inducement represents an up-front cash payment received by the Organization from its landlord, under the terms of the operating lease for its current premises, entered into on March 1, 2021 and expiring on February 28, 2026.

The lease inducement is accounted for as a reduction of the lease expense over the term of the lease.

7. FINANCIAL INSTRUMENTS

The Organization is exposed to various risks through its financial instruments, without being exposed to concentration of risk. The following analysis presents the Organization's exposures to risks at March 31, 2025.

a) Credit Risk

The Organization is exposed to credit risk with respect to cash, short-term and long-term investments. The credit risk is insignificant since the cash, short-term and long-term investments are held by large financial institutions.

b) Interest Risk

The Organization is exposed to interest rate risk on its fixed interest rate financial instruments. Fixed rate instruments subject the Organization to risk of changes in fair value.

c) Liquidity Risk

Liquidity risk is the risk that the Organization will encounter difficulty in meeting obligations associated with financial liabilities. The Organization is exposed to liquidity risk arising primarily from its accounts payable and accrued liabilities.



8. LEASE COMMITMENTS

The Organization has entered into an operating lease for its current premises expiring on February 28, 2026. The annual minimum operating lease payments in respect of the premises are as follows:

Year Amount

2026 <u>\$ 253,983</u>

9. ECONOMIC DEPENDENCY

The Organization derives a substantial portion of its revenues from the Public Health Agency of Canada.

