



**Agency Meeting Minutes**

Tuesday, November 26, 2024

Teleconference Number: 1-403-910-7226 Conference ID: 53634393#

**Attendees:** Kimberley Simmonds, Member and Chair

**AGENDA**

**1. CALL TO ORDER**

Kimberley Simmonds, called the Agency meeting to order at 1:30 p.m.

**2. INTRODUCTIONS**

Kimberley Simmonds introduced herself as the sole member and chair, Primary Care Alberta Agency.

**3. APPROVAL OF AGENDA**

UPON MOTION duly moved and carried, the Agency approved the agenda for the meeting of the Agency held on November 26, 2024.

**4. APPROVAL OF BYLAWS**

UPON MOTION duly moved and carried, the Agency adopted the Primary Care Alberta General Bylaws as circulated at the meeting and directed that the bylaws, as approved, be delivered to the Minister of Health for review and approval.

**5. APPROVAL OF AGREEMENTS**

UPON MOTION duly moved and carried, the Agency approved the agreements as circulated at the meeting.

UPON MOTION duly moved and carried, the Agency directed, authorized, and ratified the Chief Executive Officer to enter into and execute the Transition Services Framework Agreement.

UPON MOTION duly moved and carried, the Agency directed and authorized the Chief Executive Officer to enter into and execute the Employer Withholding Agency Agreement.

UPON MOTION duly moved and carried, the Agency directed and authorized the Chief Executive Officer to enter into and execute the Healthcare Insurance Reciprocal of Canada Subscribers' Agreement.

UPON MOTION duly moved and carried, the Agency directed, authorized and ratified the Chief Executive Officer to enter into and execute any other agreements necessary to support the initial establishment and operation of Primary Care Alberta until such time as Primary Care Alberta's bylaws are approved by the Minister of Health



**6. DOCUMENTS RECEIVED AS RECORDS OF THE CORPORATION**

The Agency acknowledged receipt of the following documents, as circulated at the meeting, for the purposes of the records of Primary Care Alberta, provided for information only:

- a) *Provincial Health Agencies Act*,
- b) Regulations under the *Provincial Health Agencies Act*,
- c) Ministerial Order 330/2024 establishing Primary Care Alberta as the provincial health agency for the primary care health services sector,
- d) Ministerial Order 331/2024 appointing Kimberley Simmonds as the first member of Primary Care Alberta, and designating Kimberley Simmonds as the chair of the Primary Care Alberta board,
- e) The contract engaging Kimberley Simmonds as Chief Executive Officer of Primary Care Alberta.

**7. ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:35 p.m.