

**PITTSBURGH COMMUNITY BENEFIT FUND**

**Minutes from the Board of Director's Meeting  
November 20, 2017**

**Present:**

Jean Cooper, Chair	Amanda Milliken, Vice Chair
Rhonda Evans (Doyle), Secretary	
Rodger Compton	Clyde Smith
George Sutherland	Darrell Townsend
Steve van Wynsberghe	Ryan Boehme, Councillor
Gary Oosterhof, Councillor	Dawn Ellis-Thornton (recorder)

**Regrets:** Colleen Emmerson, Treasurer

**Guests:** None

**1. Call to Order**

The regular meeting of the Pittsburgh Community Benefit Fund Board of Directors was called to order at 7:25 pm on Monday November 20, 2017 at Gloca Mora studio by Chair Jean Cooper.

**2. Proof of Notice**

Notice was provided to Directors per the Bylaws.

**3. Pecuniary Interests/Conflict of Interest**

None reported.

**4. Approval of Agenda**

**Moved ( Amanda Milliken ) /Seconded ( Clyde Smith )/CARRIED**

**That the agenda be approved as amended.**

**Resolution 2017/25**

**5. Approval of Minutes**

**Moved ( Amanda Milliken )/Seconded ( Roger Compton )/CARRIED**

**That the minutes of the Board meeting of May 23, 2017 be approved.**

**Resolution 2017/26**

**6. Business Arising From Minutes**

None

**7 Grass Creek Park Presentation**

The Board held a lengthy discussion on the Grass Creek Park improvements, including an update on the meeting with City staff. The Chair sought a legal opinion regarding the 2010 resolution with regards to whether the Board needed to go back to PCBF Members before a letter of intent was sent to the City for washroom renovations, and per the PCBF By-laws, the Board has the authority to approve projects under \$500,000.

**Moved (Rhonda Evans Doyle)/Seconded (Amanda Milliken)/  
CARRIED**

**UNANIMOUSLY**

**That** the Pittsburgh Community Benefit Fund (PCBF) Board approve \$499K in funding to advance the construction of the washrooms at Grass Creek Park, in agreement with the City of Kingston (City); provide the required documentation and letter of intent to the City; negotiate arranging of the funding over a six year term; request that City staff keep the PCBF Board upraised of progress at specific milestone points and have approval of plans.

Jean Cooper will contact Eric Bennett regarding drafting the letter of intent.

**9. Reports**

**9.1 Chair - Jean Cooper**

None

**9.2 Secretary – Rhonda Evans (Doyle)**

Several letters of appreciation have been received from students who received scholarships.

**9.3 Treasurer - Colleen Emmerson**

**Moved ( Clyde Smith )/Seconded ( George Sutherland )/CARRIED**

**That** the following invoices be approved for payment:

Dawn Ellis-Thornton for administrative services	\$390.00
Canada Post – annual post office renewal	\$183.06

**Resolution 2017/27**

**9.4 Investment Committee –George Sutherland**

None

9.5 **Projects Chair – Amanda Milliken**

Deadline for 2018 projects is February 2, 2018. Application form will be posted on PCBF website.

9.6 **Scholarship Committee – Rhonda Evans (Doyle)**

None

9.7 **Grass Creek Park**

Previously discussed

10. **New Business**

The Board discussed community feedback received on the new Community Centre being built in the East end on land behind LaSalle Secondary School. Luke Follwell from the City of Kingston has requested an opportunity to present a funding request to the Board for the Centre.

11. **Next Meeting** will be scheduled for Monday, January 15, 2018 at 7 pm. Location to be determined. Luke Follwell will be invited to make a presentation for the Community Centre and Grass Creek Park.

12. **Meeting Conclusion**

The meeting concluded at 8:30 p.m.

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Jean Cooper – Chair

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Dawn Ellis-Thornton, Recording