

# PITTSBURGH COMMUNITY BENEFIT FUND

## ANNUAL GENERAL MEETING

WEDNESDAY, APRIL 25, 2007  
7:00 P.M.

### LASALLE SECONDARY SCHOOL

**CONTACT INFORMATION:** Secretary: Anne Levac 613-545-1346  
Mailing Address: P.O. Box 5, Joyceville K0H 1Y0  
Email: [secretary@pcbf.org](mailto:secretary@pcbf.org)

**NOTE: IF YOU HAVE RECEIVED THIS MAILING AND DO NOT LIVE IN THE FORMER PITTSBURGH TOWNSHIP, PLEASE DISREGARD.**

ENCLOSED YOU WILL FIND THE FOLLOWING:

- Report from the Board Chairperson, John Uliana
- Report from the Board Treasurer, Fred Ivimey
- PCBF Membership Form \*
- PCBF Nomination Form \*
- PCBF Proxy Form \*
- Draft minutes of April 2006 Annual General Meeting

\* You may make additional copies of these forms as required

**IMPORTANT NOTICE REGARDING YOUR MEMBERSHIP IN THE PITTSBURGH COMMUNITY BENEFIT FUND:** We are in the process of updating and verifying our membership list which, as you can appreciate, is a challenging task given the frequent residential changes and eligible new members (e.g. recently moved to the area, reached the age of 18). Your Benefit Fund Board would appreciate your assistance in updating our records by completing and submitting the enclosed membership application form. (All members of your household over the age of 18 are eligible to be members and may all use the same form). Please mail your membership application to: PCBF Secretary, P.O. Box 5, Joyceville K0H 1Y0, or bring it to the Annual General Meeting on April 25<sup>th</sup> at LaSalle Secondary School. Please Note that you must be a member of the PCBF to be eligible to vote on motions at the AGM, to vote in elections of Board members, or to appoint or serve as a proxy. (Anyone who submitted a membership application since April, 2006, is not being asked to re-apply).

**Important Dates:**

Annual General Meeting – Wednesday, April 25<sup>th</sup>, 7:00 p.m.

Final date to submit a proxy form – Friday, April 20<sup>th</sup>, 7:00 p.m.

Final date to submit a Board nomination – Monday, April 16<sup>th</sup>, 5:00 p.m.

## REPORT

**2006 Annual General Meeting (AGM)  
Pittsburgh Community Benefit Fund (PCBF)  
April 25, 2007  
7:00 pm LaSalle Secondary School  
Message from the Chair, John Uliana**

2006 saw changes in the composition of the Board following the April 2005 AGM. With the November 2006 municipal election George Sutherland, who had been the Board Chair, was replaced on the Board by Joyce MacLeod-Kane. In January of this year I, John Uliana, was elected as President of the PCBF and Board Chair to serve to the end of April's AGM. A new Chair will then be appointed by the new Board. Jeff Szumlanski was elected as Vice Chair.

One of our senior and very dedicated board members, **Rae Stoness**, passed away in January of this year. His wisdom and dry humour were missed. Rae's seat, in recognition of his contributions, was intentionally left vacant and awaits the membership's appointment of a replacement at this AGM.

Your Board, as in past years, continued its work on behalf of the membership. I believe the Board represented the community interests well. Once again we have followed the preferred direction of the members, that is, to only spend the income earned by the Fund, after accounting for inflation, thereby protecting the value of the capital.

This year there were not the controversial projects of recent years such as the bridge crossing or the three pad arena. We saw this year as an opportunity to revisit existing Board activities with a view to making improvements. It was also an opportunity to revisit who on the Board does what and distribute the committee workload. In this vein Bryon McConnell was elected chairman of the Scholarships Committee and Jeff Szumlanski was elected chairman of the Projects Committee. This Board re-activated the Investment Committee to update Board philosophy with respect to investment strategy with a view ensuring investment actions are consistent with those of a prudent investor while examining opportunities to achieve a better rate of return on your funds. The intent is to generate more moneys to dispense for projects.

We took a back to basics approach. The projects committee clarified the projects evaluation criteria to ensure that projects are evaluated in accordance with the standards laid out in the PCBF By-laws. The Projects Grant Application Criteria now used is outlined in Appendix A.

The Scholarship Committee re-examined the criteria for scholarships, and has recreated the application form. Scholarship applications will be evaluated with respect to community involvement, which is considered to encompass four components: academics; athletics; employment; and volunteering. It is recognized that not all applicants will be equally involved in all four components. Applications are due for 2007 on April 21<sup>st</sup>. Application forms are available at local high schools, and may also be obtained from the Fund's website at [www.pcbf.org](http://www.pcbf.org).

### **Projects**

2006 was a difficult year as there were committed expenditures to the Grand Theatre and Market Square totalling \$25,000 each. With the moneys available, the Board approved the following projects:

High School Scholarships	\$14,000
John Machin Soccer Fields (KUSC)	\$ 9,000
J.E. Horton Sound System	\$ 5,000
Holy Name Playground Structure	\$25,000

Barriefield Rock Garden	\$ 6,000
Tables at Ecole Madeleine-de-Roybon	\$ 6,000
The Coffee House Council (La Salle High School)	\$ 3,300
1 <sup>st</sup> Joyceville Scout Group	\$ 2,000
St. Mark's Church in Barriefield	\$10,000
Grand Theatre	\$25,000 (end of two year commitment)
Market Square Revitalization	\$25,000 (end of two year commitment)

### **PCBF Web Page**

Largely because of the efforts of Jeff Szumlanski the Web Page is now up and running. It contains information on the PCBF such as:

- (a) the by-laws of the corporation
- (b) process and time lines for nomination of directors for election to the Board
- (c) past approved projects
- (d) audited financial statements
- (e) scholarship application forms
- (f) projects application forms
- (g) minutes of the Board
- (h) time and location of Board meetings.

The web page can be accessed by going to: [www.pcbf.org](http://www.pcbf.org).

### **Elections**

The election of a Board member is an open process. The two City Councillors representing Pittsburgh and Countryside Districts serve on the Board for their term on Council. The nine remaining Board seats are staggered in appointment so that one third of the seats, three per year, come up for re-election. PCBF By-laws require the Board to appoint a nominating committee who is to report to the Board with candidates for consideration by the membership. The Board, in accordance with sections 9 and 16 of the By-laws for the Pittsburgh Community Benefit Fund, puts forth the following names: John Scott, George Sutherland, Morley Conner, Stephen France, Richard Moller, Peter Dunnett and Darlene Greenlees. Two additional candidates submitted their names for consideration by the membership: these are Keith Schneider and Jenny Labelle. In the event that one or more additional nominees is put forward by the membership, the nominations and acceptances are to be filed with the Secretary no less than ten (10) days before the annual general meeting. I encourage any member interested to put his/her name forward as a nominee. Nominations must be received by the Secretary of the PCBF no later than 5:00 pm on April 16<sup>th</sup>, 2007.

### **By-law Change**

The Board has proceeded on the assumption that meetings of the Board are open to the membership. We have been advised that the legislation governing Non-profit corporations provides that Board meetings are **not** open to the public. Your Board is of the opinion that regular meetings of the Board should be open to the membership. Matters may arise that require confidentiality, in which case such matters should be discussed in camera. Accordingly, a revision to the By-laws governing the actions of the Board is required to open regular Board meetings to the membership. The following addition to section 11 of the bylaws is recommended for approval by the membership:

"Except as hereinafter provided, all meetings of the Board of Directors shall be open to all members of the Corporation. A meeting of the Board of Directors may be closed to the members of the Corporation if the subject matter being considered by the Board of Directors concerns:

- (a) the security of the property of the Corporation;
- (b) personal matters about an identifiable individual;

- (c) the proposed or pending acquisition or disposition of land or other property of the Corporation;
- (d) labour or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; or
- (g) any other matter in respect of which the Board of Directors considers to be of a confidential nature.

A meeting of the Board of Directors shall not be closed to members of the Corporation during the taking of a vote, provided however that a meeting of the Board of Directors may be closed to members of the corporation during the taking of a vote if the subject matter of the vote relates to matters referred to in (a) to (g) above."

Before holding a meeting or part of a meeting that is closed to all members of the Corporation, the Board of Directors shall state by resolution,

- (a) the fact of the holding of the closed meeting; and
- (b) the general nature of the matter to be considered at the closed meeting.

### **Financial Statements**

The Preliminary Balance Sheet and Statement of Revenue & Expenditures have been enclosed. The audited financial statements will be presented at the Annual General Meeting and will be available on the PCBF web site by mid April.


### **Proxies**

The Board has by resolution determined that the proxies must be deposited and received by the Secretary, either by delivery to mailbox at 3708 Hwy # 2 or by mail at P.O. Box 5, Joyceville, Ontario, K0H 1Y0 addressed to the Secretary of the Pittsburgh Community Benefit Fund, **no later than 7:00 pm on April 20, 2007 to be effective for the Annual General Meeting.** Any proxies received after that time will not be accepted. **Please be advised that any proxies deposited by mail must be received by the Secretary by 7:00 p.m. on April 20, 2007. The member assumes the risk of late mail delivery.** Also in order to assist with preparation for the meeting, please deposit all proxies as soon as possible prior to the deadline for filing.

For those of you intending to sign proxies or who are solicited to sign proxies, you should make your views known to the proxy holder and be confident that the proxy holder will represent your views at the meeting. **The form of proxy gives the proxy holder complete discretion when speaking to the motion and voting on the motion.** If you are not confident that the proxy holder will represent your views at the meeting, then you must seriously consider whether to sign and deliver your proxy. We encourage those who are soliciting proxies to make their views known to the member and clearly indicate your intentions if appointed as proxy holder.

All members of the Board of Directors look forward to seeing as many of our members as possible at the AGM at 7:00 pm on April 25, 2007 at LaSalle Secondary School.

Sincerely,



John Uliana  
President and Chair, Pittsburgh Community Benefit Fund

**APPENDIX A**  
**Grant Application Criteria**

The following is the guide used by the PCBF Project Committee a guide in assessing projects submitted for funding consideration:

- 1. Eligibility of the request.** Does it meet the criteria set out in the letters patent, that is:
  - (a) Develop and foster community spirit;
  - (b) Promote organized athletics, arts, recreation, civil emergency, social service and other community endeavours;
  - (c) Promote, develop and operate educational, recreational and athletic facilities and equipment within the community;
  - (d) Undertake other such complimentary purposes consistent with these objectives.
  
- 2. Impact on the majority of residents in the community.** What percentage or category of residents will benefit from this project?
  
- 3. Geographical impact.** What areas of Pittsburgh will benefit from this project?
  
- 4. Urgency.** Will not approving this project, or not approving it in a timely manner, seriously affect the future of the project?
  
- 5. Are we the right organization to sponsor this request?** Is there some other organization, governmental or private that should rightfully fund or assist in funding this project?
  
- 6. Perceived acceptability by the majority of PCBF members.** Will approval be popular with the majority of the residents?
  
- 7. Are the benefits of this request long-term or short-term?**
  
- 8. Is it financially acceptable?** Do we have sufficient funds? Do we have to go to the general membership because the projected costs exceed \$500,000?
  
- 9. Is it a one-time expenditure or are there future expenditures?** Will the PCBF be asked for ongoing funding?
  
- 10. Accountability.** Are the proponents prepared to provide detailed accounting of funds expended and project progress to the PCBF, as requested by the PCBF?
  
- 11. Purely subjectively, does it help develop and foster community spirit?**
  
- 12. Bias or Discrimination.** Is the assessment free of bias or discrimination in accordance with the Canadian Charter of Rights and Freedoms?



PITTSBURGH COMMUNITY BENEFIT FUND  
STATEMENT OF REVENUE AND EXPENDITURES  
YEAR ENDED DECEMBER 31, 2006

	<u>2006</u>	<u>2005</u>
INVESTMENT INCOME	<u>\$179,561</u>	<u>\$178,828</u>
EXPENDITURES:		
Grants:		
Library	27,000	
Joyceville Public School	17,719	
Scholarship grants	14,000	20,000
Barriefield Rock Garden grant	6,000	6,000
Pittsburgh Sheep Dog Trials grant		2,500
Winterfest		2,500
Ecole Lundy's Lane School Ski's		3,500
Market Square	25,000	
Senior Events	4,872	3,100
Pittsburgh Community Library Show Band		640
Sheep Dog Trials Jazz Band Concert		1,020
J.E. Horton Community Recreation grant	4,849	4,849
Jeremy Hicks Endowment Fund		5,000
Lasalle	10,000	
LaSalle Great Hall	20,000	
Ecole Madelaine-De-Roybon	2,000	
St. Martha Catholic School, Running Track and Soccer Pitch Grant		824
Grand Theatre	<u>25,000</u>	
	<u>156,440</u>	<u>49,933</u>
Administrative:		
Insurance	8,123	7,684
Professional fees	5,430	17,971
Municipal taxes	3,625	3,765
Meetings	3,429	4,691
Office	3,169	990
Communications	<u>437</u>	<u>1,255</u>
	<u>24,213</u>	<u>36,356</u>
	<u>180,653</u>	<u>86,289</u>
Excess of revenue over expenditures	<u>\$( 1,092)</u>	<u>\$ 92,539</u>

PITTSBURGH COMMUNITY BENEFIT FUND  
BALANCE SHEET - DECEMBER 31, 2006

	<u>2006</u>	<u>2005</u>
ASSETS		
CURRENT ASSETS		
Cash	\$ 143,956	\$ 102,806
Accrued interest	94,020	98,194
Prepaid expenses	<u>          </u>	<u>8,123</u>
	237,976	209,123
Long-term investments	3,920,769	3,956,750
Land, at cost	<u>107,755</u>	<u>107,755</u>
	<u>\$4,266,500</u>	<u>\$4,273,628</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	<u>\$ 49,342</u>	<u>\$ 55,378</u>
NET ASSETS		
Invested in capital assets	107,755	107,755
Internally restricted	3,977,192	3,899,208
Unrestricted	<u>132,211</u>	<u>211,287</u>
	<u>4,217,158</u>	<u>4,218,250</u>
	<u>\$4,266,500</u>	<u>\$4,273,628</u>

**PITTSBURGH COMMUNITY BENEFIT FUND**  
**MEMBERSHIP APPLICATION**

**P.O. Box 5, Joyceville**  
**Ontario, K0H 1Y0**  
**www.pcbf.org**

As a resident of the former Pittsburgh Township, I \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

wish to apply for membership of the Pittsburgh Community Benefit Fund.

(Please print the names of everyone in your household, over the age of 18, who wishes to become a member of the Pittsburgh Community Benefit Fund.)

I presently reside at:

\_\_\_\_\_  
Address of residence and postal code

\_\_\_\_\_  
Mailing address if different from residence

Telephone No: \_\_\_\_\_ Email address: (optional) \_\_\_\_\_

I certify that I reside at the above address and I, the undersigned, will allow my name and address to be included in the data base for the purposes of maintaining a membership list for the PCBF.

_____	_____
_____	_____
_____	_____
_____	_____
(Signature)	(Date)

Each person in the household who has applied for membership must sign above.

Completed form must be returned to: PCBF, P.O. Box 5, Joyceville, Ontario, K0H 1Y0, or delivered in person at the Annual General Meeting.



**PITTSBURGH COMMUNITY BENEFIT FUND**  
**P.O. Box 5**  
**Joyceville, Ontario**  
**K0H 1Y0**

**NOMINATION FORM**

I \_\_\_\_\_, a member of the Pittsburgh  
Community Benefit Fund, residing at \_\_\_\_\_ wish to  
nominate:

\_\_\_\_\_ who resides at \_\_\_\_\_

for the position of Board Director, Pittsburgh Community Benefit Fund Board

Election to take place at the April 25<sup>th</sup>, 2007 Annual General Meeting, LaSalle Secondary  
School, 7:00 p.m.

\_\_\_\_\_  
Signature of nominating member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of member accepting nomination

\_\_\_\_\_  
Date

*This nomination form must be received by the Secretary of the PCBF at the above address by  
5:00 p.m. April 16, 2007.*

**PLEASE NOTE: Both the person nominating, and the person being nominated, must be  
members of the Benefit Fund. To ensure that this is the case, please return a completed  
membership application for both people along with this nomination form.**

**PITTSBURGH COMMUNITY BENEFIT FUND**

**PROXY**

The undersigned member of the Pittsburgh Community Benefit Fund hereby appoints

\_\_\_\_\_ of \_\_\_\_\_ or failing the person  
(name) (address)

appointed above, \_\_\_\_\_ of \_\_\_\_\_  
(name) (address)

(who is/are members of the Pittsburgh Community Benefit Fund) as the proxy of the undersigned to attend and act at the Annual General Meeting of Members of the Pittsburgh Community Benefit Fund to be held on Wednesday, April 25, 2007 at 7:00 in the evening, and at any adjournment or adjournments thereof in the same manner, to the same extent and with the same power as if the undersigned were present at the said meeting or such adjournment or adjournments thereof, and I hereby revoke all proxies previously given by me.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 2007

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Name of Member – Please Print

\_\_\_\_\_  
Address of Member

\_\_\_\_\_  
Phone # of Member

Please ensure that this Proxy is dated in the above space and the name and signature of the person signing this Proxy is also completed and is legible. **If the printed name of the proxy or of the person signing this proxy is not legible, this Proxy shall be null and void.**

This Proxy must be deposited, either by delivery to mailbox at 3708 Hwy. #2 or by mail at P.O. Box 5, Joyceville, Ontario, K0H 1Y0, to the Secretary of the Pittsburgh Community Benefit Fund **no later than 7:00 p.m. on April 20, 2007**, to be effective for the Annual General Meeting. Any proxy received after that time will not be accepted. The member assumes the risk of late delivery.

**NOTE: It is recommended that completed membership applications for those holding proxies and those granting proxies be submitted with the proxy form, to ensure that everyone involved is on the membership list.**

**PCBF Annual General Meeting**  
**April 24, 2006**  
**LaSalle Secondary School**  
**7:00 p.m.**

Board members present: G. Sutherland, Chair, J. Uliana, Vice-Chair, L. Foster, B. McConnell, M. Conner, B. MacAdoo, F. Ivimey, A. Levac

Absent: R. Stoness

Also in attendance: Eric Bennett, solicitor for the Board; Vicky Leakey, KPMG

The meeting was called to order by Chair G. Sutherland who declared that there was a quorum (25+ members) in attendance.

Motion by Peter Walker, seconded by Peter Dorn, that the agenda be adopted. Carried

Chair G. Sutherland addressed the membership briefly, noting in particular that this was a volunteer board, and that decisions were being made to the best of the Board's ability.

Secretary Anne Levac read the minutes of the 2005 AGM.

Motion by Bill MacAdoo, seconded by Michael Nicoll-Griffith, that the minutes be approved, subject to the correction in the name of Lois "Corcoran". Carried

Secretary A. Levac read the minutes of the special general meeting held on June 13, 2005.

Motion by Walter Fenlon, seconded by John Uliana that the minutes of the special general meeting be approved. Carried

Treasurer's Report

(attached to minutes)

There was a brief discussion about the piece of land that the Fund owns in the St. Lawrence Business Park. P. Dorn enquired about where the property is located and what the Board's plans are. L. Foster explained that it was a lot which had been owned by the former Pittsburgh Township and turned over to the Board in the event that a pool was approved for construction. This did not come about, and the Board has since held the property pending its sale, or an agreed-upon use for it.

Unrestricted funds this year: \$211,287.

Legal advice and media costs were higher than usual largely because of the special general meeting held in June, 2005.

Motion by F. Ivimey, seconded by L. Foster, that the Treasurer's report be accepted. Carried

There was considerable discussion about the expenditures of the Board on various projects. Among the most controversial were the Grand Theatre, Market Square, and the Sheep Dog Trials. The question was asked whether or not the sheep dog trials are a money-maker for someone. P. Walker stated that the Trials were run as a non-profit event. L. Foster pointed out that this was an event that had been supported by the former Pittsburgh Township and that it has always been a very well-attended successful event. The benefit to the area would result from the more than 1,000 visitors from out-of-town who come to the area for the event.

Some members of the audience expressed support of scholarships and funding of projects within the former Pittsburgh Township but did not feel that projects in the city should benefit from the Fund. Board members pointed out that these projects had been discussed extensively and that the majority of members felt the projects in the city – i.e. the Grand

Theatre and Market Square – would benefit many residents of the former Pittsburgh Township and that we would not be able to afford to have these facilities in our own community.

J. Uliana pointed out the Fund's purpose is to benefit the social, cultural, and recreational life of the community, and that the definition of "community" is not always clear.

L. Foster pointed out that she had not voted on the Market Square funding request since she is a member of the fund-raising committee.

It was suggested by some members in attendance that decisions about what projects to fund should have come before the membership first. J. Uliana explained that we respond to requests and that we do not know a year in advance what requests for funding will be received. The Board is required to go to the membership for any expenditures over \$500,000 and, by resolution, the Board has determined that they will not spend more than the interest earned. It was also pointed out that a motion could be put to the next AGM about a change in how decisions are made if anyone wished to do so.

#### Auditor's Report

V. Leakey of KPMG noted that all books and records had been made available to the auditors and that everything was in order.

Motion by Anne Redish, seconded by Barry Lloyd, that the auditor's report be approved. Carried

Motion by J. Uliana, seconded by W. Fenlon, that KPMG be appointed as auditors for 2006. Carried

#### By-law Amendment

The Benefit Fund Board had put forward a proposed by-law amendment which would provide a process for replacing a Board member who missed too many meetings. (attached)

Motion by: H. Lloyd, seconded by P. Dorn that the by-law amendment be approved. The mover and seconder agreed to a friendly amendment to add the words "prior to the vote" to ensure that there was an opportunity for the Board member in question to address the Board before any decision was made. Carried

It was suggested that a list be provided of Board members and the year that they come up for re-election.

#### Other Business

B. McConnell outlined the progress to date with regard to the PCBF website.

The comment was made by a Fund member that the PCBF has lost the original focus of the Fund. It was suggested that this was the reason for the low turn-out. L. Foster pointed out that members tend to show up for contentious issues, but when they feel that things are going well, we do not get the same turn-out.

#### Board Membership

G. Sutherland announced that C. Cherry and B. McConnell had served as interim members for part of the year but that C. Cherry had now decided to step down.

The following slate was put forward by the Board: for 3-year terms – Fred Ivimey, John Wilson, Bryon McConnell  
- for 2-year term – Jeff Szumlanski

There having been no other names put forward for positions on the Board, there was no vote and the new members were declared elected.

Motion by L. Foster, seconded by B. MacAdoo, that the meeting be adjourned.

Carried