

PCBF Annual General Meeting
April 17, 2013
Ecole Sir John A Macdonald Public School
7:00 p.m.

Board members present: Jean Cooper, Chair
Amanda Milliken, Vice Chair
Darlene Greenlees, Secretary
Joyce MacLeod-Kane
Jeff McEwen
Gary Shultz
George Sutherland
Colin Youngman

Absent: Richard Moller, Treasurer
Brian Reitzel, Councillor, Pittsburgh District
Jeff Scott, Councillor, Countryside District

Also in attendance: Eric Bennett, Solicitor for the Board
Marc LeBlanc, CIBC Wood Gundy
Vicki Leakey, Auditor, KPMG
Neil Unsworth, City of Kingston
Kathy Turkington, Algonquin and Lakeshore Catholic District School Board
Brenda Hunter, Limestone District School Board
Elaine Crawford, Limestone District School Board
Jane Douglas, Limestone District School Board
Dawn Ellis-Thornton, Administrative Assistant

1. Confirmation of Quorum and Call to Order

The meeting was called to order at 7:05 p.m. by Chair Jean Cooper who declared that there was a quorum (25+ members) in attendance. The Chair reported there were 54 members attending in person plus 615 acceptable proxies representing 669 in person and by proxy members. (please note: final attendance was 55 members plus 615 acceptable proxies representing 670 members.)

2. Opening Remarks – Chair

Chair Jean Cooper welcomed all in attendance, and introduced the Directors, Board solicitor, auditors, and scrutineers for the evening: Whitney Di Domenico and Arielle Di Domenico. A special thank-you was extended to the principal of Ecole Sir John A Macdonald Public School for the use of the meeting space and refreshments.

The notice of meeting was mailed to 6,000 member households as part of the Annual Report in accordance with the by-laws.

Moved (Debbie Hood)/Seconded (Tessa Dearsley) CARRIED
That the Annual Report be received and approved.

Chair Cooper reminded the members to visit the PCBF website as it is updated monthly with Board minutes and other information, and requested members forward digital photos of relevant events and activities to help make the website more interesting.

3. Adoption of Agenda

Moved (Marian Raynard)/Seconded (Jackie Armstrong) CARRIED
That the agenda be adopted as distributed.

4. Messages of Appreciation

Chair Cooper stated that over the years, the PCBF Fund has supported local education through grants exceeding \$800,000 and provided an additional \$200,000 in scholarships. Over \$1M has provided learning and developmental opportunities for the area's youth, which is considered as an investment for our future.

Kathy Turkington, Trustee from Algonquin & Limestone District School Board addressed the assembly and conveyed her sincere appreciation for the Fund's support of Holy Name and St Martha Schools. Brenda Hunter, Director of Education for the Limestone District School Board, spoke to the Fund's support of various projects as a wonderful example of public education as a shared responsibility.

5. Review and Approval of Minutes of 2012 Annual General Meeting – April 18, 2012

The draft minutes from the 2012 Annual General Meeting were distributed at the meeting.

Moved (Amanda Milliken)/Seconded (Patty Shultz) CARRIED
That the minutes be approved as printed.

6. Business Arising from Minutes

There was no business arising from the minutes.

7. Machin Soccer Field Update

Chair Cooper reminded members of the 2009 Annual General Meeting, when members voted to approve an expenditure of up to \$500,000, inclusive of the value of the land owned by the PCBF in the St. Lawrence Business Park, towards improvements to the Machin soccer fields. The land was transferred in 2010, and two cash payments remain in the Fund's commitment. Neal Unsworth, Manager, Parks Development, Recreation & Leisure Services from the City of Kingston, was invited to provide an update.

Mr. Unsworth, referring to artist renderings of the fields, advised that two international sized fields were opened last year, providing the best natural turf fields in the region. At present, heavy equipment is installing new artificial turf fields immediately to the west to replace one original full size field; the full site is expected to be open for public access later in the season. Approximately 1.9M\$ in structural costs, including sports field lighting for evening games and washroom facilities will be operational by the Fall. A larger concrete rim around exterior of the field will allow for future expansion of a sports dome.

Mr. Unsworth also provided an update on the Grass Creek Park public process, from the contracting of Brian Basterfield last Fall to develop the plan for Grass Creek Park, to the results of the stakeholder focus groups and public sessions that were held to solicit input. The top 5 key priorities

receiving the majority of support are: lots of walking trails (3 km proposed); improve identity of park; trees; beach expansion and public washrooms.

Next three priorities were identified as improved dog walking; improvements to the log cabin to celebrate the original inhabitants; improved convertible event space. The proposal will be brought to City Council with a request to adopt for the future vision of Grass Creek Park. The City will fund the landscape architect who will design the park, and budget approval sought for the improvements. The project is anticipated to be completed in two to three years.

Graham Pugh, raised a concern about the relocation of the dog park area and the perception that the dog park is now only receiving minor consideration. Mr. Unsworth stated that they will take this concern seriously as they do not want the dog owners to be disappointed.

To Brenda Doyle's question about providing additional parking, Mr. Unsworth responded that parking will be a three-prong approach: permanent parking, minor event overflow parking event and major event parking.

8. **Comments from Candidates for Board**

There were three positions to be filled on the Board, and candidates were given an opportunity to briefly address the membership. Candidates included: George Ahkras, Matt Dowling, Suzanne Lister, Amanda Milliken, Richard Moller, George Sutherland, John Uliana.

Chair Cooper read a prepared message on behalf of Richard Moller in his absence.

9. **Voting for New Board Members**

A break was called in the proceedings at 7:55 p.m. to provide an opportunity for members to vote for up to three candidates for the Board of Directors. The meeting resumed at 8:07 p.m.

10. **2012 Financial Statements**

KPMG Auditor, Vicki Leakey, reviewed the information contained in the Financial Statement for year ending December 31, 2012, which was distributed prior to the meeting.

Ms. Leakey also spoke to the Treasurer's Report that was prepared by Richard Moller. The Fund has been growing in a positive direction in the last two years, with stronger investments last year responsible for achieving \$259K in total revenues in 2012. \$132K in grants were awarded, representing 83% of all expenditures. The Fund value at the end of 2012 was \$4,377,248.

Moved (John Uliana), seconded (Debbie Hood) CARRIED
That the 2012 financial statements be accepted as presented.

11. **Auditor's Report and Approval of Auditor's Report**

Ms. Vicki Leakey of KPMG presented the auditor's report, stating that it was a clean audit report identifying the financial position of the Fund as of December 31, 2012. Ms. Leakey advised that on January 1, 2012, the Fund adopted Canadian Accounting Standards for Not-For-Profit Organizations, and that these were the first financial statements prepared in accordance with Not-For-Profit standards.

Moved (Gary Shultz) / Seconded (Darlene Greenlees) CARRIED
That the auditor's report be approved.

12. **Appointment of Auditors**

Moved (George Sutherland) / Seconded (Colin Youngman) Carried
That KPMG be appointed as auditors for 2013.

13. **Confirmation of Standing Board Policies**

An overview of the standing policies that have been adopted by the Board for the effective operation of the Fund were provided to Members on the reverse of the Agenda.

Moved (Gary Shultz) / Seconded (Darlene Greenlees) Carried
That the Standing Board Policies for Project/Grants, Scholarships and Spending Authorities be adopted.

14. **Other Business**

No other business was declared.

15. **Voting Results and Introduction of New Board Members**

The Chair announced that Amanda Milliken, John Uliana and Richard Moller received the highest number of votes and were elected as new Directors for the PCBF.

George Akhras asked how many votes he received, and after consultation with Eric Bennett, legal counsel, Ms. Cooper read the results of the voting:

George Akhras: 111, Matt Dowling: 163, Suzanne Lister: 68, Amanda Milliken: 398,
Richard Moller: 395, George Sutherland: 163, John Uliana: 398

In response to a question regarding who went out and got proxy votes, Chair Cooper reminded members that the number of valid proxies was reported at the beginning of the meeting, and that the process for proxies is the same as with other corporations.

16. **Meeting Conclusion**

Moved (Amanda Milliken) / Seconded (Gary Shultz) Carried
That the meeting be adjourned at 8:30 p.m.

Jean Cooper, Chair

Darlene Greenlees, Secretary