



Minutes
PCBF Annual General Meeting
Wednesday, December 6, 2021
ZOOM Meeting 6:30 p.m.

Board members present: Amanda Milliken, Chair
Rhonda Evans (Doyle), Vice Chair
Rodger Compton, Secretary
Colleen Emmerson, Treasurer
Alana Way
Emma Fitzgerald
George Sutherland
Ryan Boehme, Councillor, Pittsburgh District
Darrell Townsend
Steve van Wynsberghe

Regrets: Gary Oosterhof, Councillor

Also in attendance: Eric Bennett, Cunningham Swan, Solicitor for the Board
Maureen Mangan, Administrative Assistant, Recorder
Nikky Raposo, Zoom Coordinator
Katie Mahon, Senior Manager KPMG, Auditors
Neil Unsworth, Manager of Parks Development, City of Kingston
Jaclyn Grimmon Manager of Recreation Services, City of Kingston
Jeff Rempel, Manager Facilities Construction Services, City of Kingston

1. Confirmation of Quorum and Call to Order

The meeting was called to order at 7:05 p.m. by Chair Amanda Milliken who declared that there was a quorum (25+ members) in attendance. The Chair reported there were 10 members attending via zoom in person plus 43 confirmed proxies, representing a total of 53 in person and by proxy members.

2. Opening Remarks – Chair

Chair Amanda Milliken welcomed everyone in attendance and thanked them for attending the meeting. She noted, that with continued Covid-19 cases and gathering restrictions the Board is erring on the side of caution for all meetings, including this one.

Chair, Amanda Milliken, briefly reported on Board activities during the past year, and noted that this year as the previous year has presented many challenges in coordinating board activities during the Covid-19 pandemic. Two large city projects which the PCBF contributed significant funds to are coming to completion and Amanda expressed gratitude to the city reps for their efforts. A presentation will follow later on the agenda.

3. Adoption of Agenda

Moved (Alana Way)/Seconded (Emma Fitzgerald) CARRIED

That the agenda be adopted as distributed and a virtual meeting format (Zoom) be approved for the Annual General Meeting while the meeting restrictions for the pandemic is in force.

4. **Review and Approval of Minutes of 2020 Annual General Meeting – December 9, 2020**

The draft minutes from the 2020 Annual General Meeting were distributed at the meeting.

Moved (Colleen Emmerson)/Seconded (Rodger Compton) CARRIED

That the minutes be approved as written.

5. **Business Arising from Minutes**

There was no business arising from the previous minutes.

6. **2020 Financial and Investment Statements**

Financial information and copies of the draft audited report were provided to the directors ahead of the meeting. It will be posted on the Board's website. It was generally perceived that overall the board did well on their investments in 2020

Moved (George Sutherland), seconded (Amanda Milliken) CARRIED

That, the 2020 Financial Report as written be accepted.

7. **Auditor's Report - KPMG**

Katie Mahon, Senior Manager, KPMG presented the auditor's report. She noted that it was a clean audit and KPMG has provided a clean opinion with nothing significant to report. the financial statements represent the financial position of the PCBF. There were no questions from an audit point of view.

Moved (Emma Fitzgerald), seconded (Alana Way) CARRIED

That the Auditor's Report be accepted.

8. **Appointment of Auditors**

Moved (Colleen Emmerson)/ Seconded (Ryan Boehme) CARRIED

That, KPMG be appointed as auditors for 2022.

10. **Presentation – Grass Creek Park and Kingston East Splash Pad Project Updates**

Neil Unsworth from the City of Kingston provided an update on the two partnership projects with PCBF and the City of Kingston and distributed a diagram. The washroom/change room facility at Grass Creek Park has been completed.

Jeff Rempel, Construction Manager for the project, advised that the new community centre is 99% complete with occupancy expected before Christmas. The centre is on schedule and on budget and will be opening to the public in January 2022. There will be a natural skating rink between the skateboard park and the splash pad this winter.

11. **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 (George Sutherland)/Seconded (Ryan Boehme) CARRIED

That the Standing Board Policies for Project/Grants, Scholarships and Spending Authorities be adopted for 2022.

12. **Director Appointment/Term**

Director terms were discussed and the decision was to reiterate the wording from last year's pandemic decision for current directors to have their term remain unchanged.

Moved (George Sutherland)/Seconded (Colleen Emmerson) CARRIED

That the current terms of existing directors will remain unchanged until the next AGM due to covid-19 restrictions and meeting delays and constraints.

13. **Meeting Conclusion**

Moved (Colleen Emmerson)/Seconded (Steve van Wynesberghe) CARRIED

That the meeting be adjourned.

The meeting concluded at 7:30 pm.

Amanda Milliken, Chair

Minutes prepared by:
Maureen Mangan, Recorder