



**PARKS AND RECREATION ONTARIO  
SPECIAL GENERAL MEETING  
October 10, 2018, 1 pm Via Web Conference**

**1) Call to Order and Confirmation of Quorum**

Jan Wilson, Chair of Parks and Recreation Ontario, welcomed members to this special meeting. It was confirmed that quorum of 25 members was met.

**2) Purpose of the Meeting & Introductions**

The purpose of this meeting was to appoint the auditor for Parks and Recreation Ontario for 2018.

Jan introduced:

Romas Keliacius, Treasurer and Chair of the Finance and Risk Management  
Cathy Denyer, CEO  
Judith Hackam, Controller

**3) Background**

At the 2018 Annual General Meeting, the Board of Directors reported to the membership that it would be conducting a review of the auditor process and scope of services required for PRO. Good business practice and risk management underline the value of conducting a review of key services, such as the audit.

At the AGM, the PRO membership confirmed with a motion that the Board has the authority to set remuneration for the auditor and was advised that this special members' meeting would take place to appoint the auditor.

**4) Process**

Romas outlined the process undertaken by the agency:

- Finance and Risk Management Committee of the Board developed the process for the review.
- CEO and Controller identified the Scope of Services for the audit firm review; presented a draft RFP document for the Finance and Risk Management Committee (FRMC) for review and approval.
- Committee approved the RFP and process that included the Selection Criteria, Evaluation of Proposals, Presentations and ultimately Recommendation for Membership Approval.
- Proposal Requirements included following criteria: Company Profile, Experience and Qualifications; Service Process Overview, Quality Assurance and Independence; Fees and Pricing; Community Involvement and References.
- A subcommittee made up of members of the FRMC, the CEO and the Controller was responsible for: detailed review of all RFP submissions; conducting interviews with potential firms; completing reference checks and making a final recommendation to the FRMC.

**5) Timelines**

Cathy reviewed the timelines:

- RFP was circulated July 10 and intention to submit was required by mid-July.
- Audit firms had until August 2 for questions/clarification.
- Detailed proposals were received by August 23.
- The subcommittee reviewed the proposals, four firms were invited to present. Three firms accepted and made presentations to the sub-committee on September 14.
- References checked and subcommittee made final recommendation to the FRMC on September 20.
- September 27 Board accepted the recommendation and passed a motion: To recommend that the membership approve the appointment of the auditor Fruitman Kates LLP for the fiscal year ending December 31, 2018.

**6) Questions**

Chair Jan Wilson called for any questions. No questions were posed.

**7) Motion**

Treasurer Romas Keliacius made the following motion:

**Motion: To appoint the auditing firm of Fruitman Kates LLP for 2018**

Moved: Romas Keliacius

Seconded: Marilou Murray

Discussion: There was no further discussion

**The vote was carried**

**8) Thanks and adjournment**

Jan thanked all of the members for attending and called for the Motion to Adjourn.

Motion: To adjourn

Moved: Jan Wilson

Seconded: Jeff Payne

Carried