



**PARKS AND RECREATION ONTARIO
ANNUAL GENERAL MEETING
Thursday May 27, 2021 12 pm
Via Zoom**

1. Opening Remarks and Call to Order

Jeff Payne, Chair of Parks and Recreation Ontario, welcomed members and guests to the 2021 Virtual Annual General Meeting.

Land Acknowledgement

In the spirit of Truth and Reconciliation, we recognize that our work takes place on traditional lands of the Indigenous peoples who have inhabited this territory since the beginning. We are grateful of the opportunity to work on this land and are mindful of broken covenants and strive to make this right, with the land and with each other.

2. 2020 Recognition and Awards

Cathy Denyer, CEO, Parks and Recreation Ontario recognized the commitment of PRO's dedicated volunteers and HIGH FIVE Trainers. Cathy thanked them for their service to PRO and to the sector.

PRO Member Volunteer Recognition

Certificate of Thanks - 2 Years of Service

Anthony DeLaurentis
Michelle Finlay
Beth Fisher
Shari Lichterman
Kory Moffatt
Jeff Payne
Greg Peri
Jeddy Wong

Certificate of Recognition - 5 Years of Service

Michelle Cundari
Lori Mambella
Shannon Scully-Pratt

Certificate of Recognition – 10 Years of Service

Jan Wilson

HIGH FIVE® Trainer Recognition

20 Years

Lynn Golfi
Lori Laird
Donna Perrault
Ellen Stewart
Marg Taylor

15 years

Candace Buchanan
Kellie Coelho
Lorne Hilts
Adam Joiner
Jennifer McDougall
Marianne Renaud
Kathy Sampson

10 Years

Jennifer Ancona
Felicia Arsenault
Shawn Burgess
Jason Jolicoeur
Yota Lambrakos
Bert Lennox
Myrian Pepin
Khudaija Sheikh
Mitchell Winter

In place of the in-person awards ceremony, PRO CEO Cathy Denyer recognized its 2020 Award winners, Youth Friendly Communities and HIGH FIVE Accredited organizations. She commended all the organizations and individuals for their commitment to the sector and their communities.



3. Quorum, Rules of Order and Introductions

Jeff Payne then began the formal part of the Annual General Meeting by noting that quorum was reached for this second virtual AGM. Jeff thanked the PRO members for their participation and noted that the meeting was being recorded. Jeff also reviewed the process for electronic voting. Brian Wynn, PRO's legal counsel, acted as Parliamentarian and used Perry's Rules of Order for this meeting.

The Board of Directors was introduced:

Executive Committee

Jeff Payne, Chair
Jan Wilson, Past Chair
Romas Keliacius, Treasurer
Shari Lichterman, Chair-Elect

Directors

Kyle Barber
Juanita Bueschleb
Aaron Karmazyn
Kari Lambe

Lori Mambella
Darryl McWilliam
Katie Misener
Jeff Pafford

4. Adoption of Minutes

Motion: To approve the minutes of the Annual General Meeting October 20, 2020.

Moved: Shari Lichterman, City of Mississauga

Seconded: Michelle Cundari, Canadore College

Carried

5. Report from the Chair and CEO

Jeff Payne and Cathy Denyer co-presented their report on PRO's activities in 2020 noting that this was Jeff Payne's first year as Chair. The report included the following highlights:

A year like no other

- Communities are on the cusp of reopening
- Likely to see the effects of COVID-19 well into the years to come
- PRO's members rose to the challenge in the face of ever-changing regulations and public health directives

PRO's Strategic Plan 2020-2024 (refocused)

- Three new pillars were created pre-COVID: Positioning Parks and Recreation; Knowledge Mobilization and Quality Assurance
- A refocused response to COVID outlined three critical areas for the sector:
 - **Positioning parks and recreation as essential for recovery** – providing a unified voice for the sector with government and policy development leadership
 - **Member support and relationships** – providing opportunities for senior leaders to continue to network, and focusing on the delivery of core membership services like Job Mart
 - **Education, training and quality assurance** – providing more opportunities for virtual learning that will support sector recovery.

Advocacy

- PRO hosted 27 sector meetings engaging over 100 sector leaders providing opportunities to connect with colleagues from across the province and a comprehensive set of data and development of resources to support municipalities.



- PRO advocated on behalf of our members in 35 meetings with the Ministry of Heritage, Sport, Tourism and Culture Industries; the Early Year and Child Care Advisory Group and Authorized Recreation Working Group

PRO's Event Portfolio; Webinar Series and Professional Development

- Over 1800 individuals attended PRO's events on-line, bringing professionals from across the province together with thought leaders and innovators that provided unique insights into key issues facing the sectors.
- PRO's Webinar Series brought experts and practitioners together to tackle key policy and management issues, designed to support the ongoing work of our members
- Parks and Recreation Management Certificate Program saw an additional 3 cohorts graduate (78 leaders) in a virtual live format.

HIGH FIVE

- HIGH FIVE, PRO's flagship quality standard program, developed and piloted three new virtual courses: Principles of Healthy Child Development – C; Quest 1 and Tips for Consideration: Training during COVID.
- In total close to 8,000 trainings were completed in 2020.

Green Jobs, Youth Employment Program

- PRO administered the Green Jobs initiative in Manitoba and Ontario

We are resilient

- **Our sector has been faced with challenges and difficult times over this past year. Jobs have been lost; vital community programs shut down**
- **As we continue to rebuild, PRO remains committed to bringing a renewed focus on our Strategic Priorities. Cathy Denyer ended the report by thanking the Board of Directors and Staff for their dedication and commitment over the past year.**
- **On a final note, Cathy Denyer closed with thanks to the Membership and a recognition that PRO's work could not be done without their valuable contributions, noting that in 2020 "we are stronger together".**

2020 Annual Report

6. CPRA Report

Cathy Denyer provided an overview of CPRA's activities. CPRA is the sector's national organization dedicated to realizing the full potential of parks and recreation. Membership includes the 13 provincial and territorial parks and recreation associations. PRO's representative on the CPRA Board is Howie Dayton, City of Toronto.

Highlights of CPRA's activities include:

- National Advocacy:
 - Ongoing discussions with Ministers, MP's, Senior political staff and officials
- Creation of two new Task Groups
 - Anti- Racism
 - Climate Change
- Gender Equity Project with Sport Canada
 - Goal to increase the participation and retention of girls and women in recreational sport
 - Strong support for HIGH FIVE



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- Launch of Youth Employment Program for 2021
 - providing 100% wage subsidies for communities and organizations to hire youth facing barriers
 - partnership with Mentor Canada to develop sector-specific training for Mentors
- Launch of 'The Bench' – an online community to support the sector
- Work towards Truth and Reconciliation

7. Treasurer's Report

Cathy Denyer introduced PRO's Treasurer, Romas Keliacius. Romas reviewed the 2020 financial statements as presented in the 2020 Annual Report and noted the following:

- PRO has been significantly impacted by the pandemic;
- PRO has maintained its operations, executed on the strategic plan and restructured its team and managed resources prudently;
- The 2020 Financial Statements were prepared by the auditor with a clean audit opinion;
- The Statement of Operations presented revenue of \$1.57M for the year ending December 31, 2020.
 - Revenue included the ongoing commitment of PRO's membership which remained strong throughout the year. PRO acknowledged with thanks the Member Resolution presented at the AGM last October
- PRO pivoted quickly to provide education and training and HIGH FIVE programming in a virtual format. Work in this area will continue throughout 2021;
- Government subsidies were received to directly offset costs of salaries and rent;
- Operations were restructured, reducing staff compliment by over 50% and additional costs to better meet the needs of the sector;
- Operating deficit of \$118 for 2020 was offset by operating reserves, accumulated by careful planning by the Board of Directors;
- The Statement of financial position at December include:
 - Total Assets of \$889K
 - Liabilities of \$516K
 - Net assets of \$372K
- The statements highlight the continued importance and value of the HIGH FIVE quality standard, the relevance of the educational and training services, and a committed and growing support from our membership base.
- Romas ended his report with the following motions:
 - Motion:** To accept the audited 2020 financial statements.
Moved: Cynthia Cakebread, Town of Essex
Seconded: Julie Mitchell, Town of Oakville
Carried

Motion: To appoint the firm of Fruitman Kates LLP, Chartered Professional Accountants for the 2021 fiscal year.
Moved: Jennifer McPetrie, Town of Oakville
Seconded: Kathy Moldenhauer, City of Niagara Falls
Carried

Motion: That the board of directors is hereby authorized to set the remuneration for the auditors for the 2021 fiscal year.
Moved: Ashley Aruda, Town of Whitchurch Stouffville
Seconded: Darryl McWilliam, Town of Oakville
Carried



8. By-Laws

Over the course of the last several years PRO has continued to review its Bylaws and make recommended changes to the Membership. In 2021, PRO put forward the following motion to amend sections 10.1 and 10.4 of the PRO By-Law No. 1 as presented:

10.1 Annual General Meeting

The Annual General Meeting of the Association shall be held at least once in the calendar year, not later than fifteen (15) months after the last Annual General Meeting and not later than six (6) months after the end of the Association's preceding financial year.

10.4 Meetings by Telephone or other Electronic Means

The Board of Directors may decide by resolution in advance of any annual or special meeting of the members to hold such a meeting through telephonic or electronic means provided that: (1) Each member has equal access to the specific means of communications to be used, and (2) A process has been established that outlines the mechanics of holding such a meeting, that ensures security issues have been addressed and a procedure is in place to confirm quorum and recording of votes.

Motion: To confirm the resolution to amend sections 10.1 and 10.4 of PRO By-Law No. 1 as presented.

Moved: Joy Anderson, Town of Milton

Second: Howie Dayton, City of Toronto

Carried

9. Motion to Approve all Acts & Business During the Past Year

Based on the annual report and reports presented at the AGM, the Chair called for the following motion:

Motion: That the reports as presented in the Annual Report be received and that all business of the association enacted, taken or carried out by the Board of Directors in 2020 be approved.

Moved: Marilou Murray, Town of Whitchurch Stouffville

Seconded: Jennifer McPetrie, Town of Oakville

Carried

10. Resolutions

Jeff Payne reported that in order to fully represent the sector and to effectively carry out the business of the organization, the PRO Board of Directors put forward the following resolution to the membership to increase the number of directors on the Board by one for a total of 13 Directors.

PRO Special Resolution from the Board of Directors

Whereas PRO represents a diverse group of members throughout the province and strives to ensure the Board of Directors is representative of its membership;

And whereas the pandemic continues to present challenges and risks to the sector and to PRO;

And whereas the 2021 Nominations Committee identified a number of gaps, including diversity, gender balance, and geographic balance using a matrix developed to assess the make-up of the Board on an annual basis;

And whereas temporarily increasing the number of members of the board by one provides the opportunity to address gaps in representation and assist in addressing sector needs as we move towards post pandemic recovery;



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BE IT RESOLVED THAT the members of Parks and Recreation Ontario confirm the resolution to increase by one the number of Directors on the PRO Board of Directors, for a total of 13 Directors for the 2021-2024 term.

Motion: That the members of Parks and Recreation Ontario confirm the resolution to increase by one the number of Directors on the PRO Board of Directors, for a total of 13 Directors for the 2021-2024 term.

Moved: Darlene Joslin, Town of Richmond Hill

Second: Sarah Douglas-Murray, Town of Oakville

Carried.

11. Elections

Jeff Payne invited Jan Wilson, Chair of the PRO Nominations Task Group, to present the Nominations Report. Jan thanked the members of the Nominations Task Group, including Bill Allen, a PRO Past President who acted as the external member of the committee. She presented the following Slate of Nominees for approval by the membership of Parks and Recreation Ontario:

Three nominees are put forward for a three-year term as director:

Sarah Ane, Town of Lincoln

Juanita Bueschleb, Lifesaving Society

Shari Lichterman, City of Mississauga

Ray Mensour, City of Windsor

Derrek Slater, City of Toronto

MOTION: To approve the slate of nominees for the Parks and Recreation Ontario Board of Directors as presented.

Moved: Julie Mitchell, Town of Oakville

Seconded: Jodie Wood, City of Windsor

Carried

Jeff Payne then thanked the outgoing board members Lori Mambella and Jan Wilson for their commitment and contributions to PRO.

12. Other Business and Adjournment

There being no other business and as per Perry's Rules of Order, Jeff Payne declared the Annual General Meeting adjourned.