



**PARKS AND RECREATION ONTARIO
ANNUAL GENERAL MEETING
Tuesday October 20, 2020, 12 pm
Via Zoom**

1. Opening Remarks and Call to Order

Jan Wilson, Chair of Parks and Recreation Ontario, welcomed members and guests to the 2020 Annual General Meeting and recognizing that the traditional territory of the Indigenous peoples who have inhabited this territory since the beginning.

2. 2020 Recognition and Awards

Jan Wilson recognized the commitment of PRO’s dedicated volunteers and HIGH FIVE Trainers. She thanked them for their service to PRO and to the sector.

**PRO Member Volunteer Recognition
Certificate of Thanks - 2 Years of Service**

Robin Cloutier
Ryan Giles
Brad Hernden
Emily Hunter
Kim Rolson
Sydney Smith

Certificate of Recognition - 5 Years of Service

Ian Edward
Cathy Oliveira

**HIGH FIVE® Trainer Recognition
20 Years**

Tammy Haines
Kimberley Steven

10 Years

Jennifer Anderson	Lynn Galioto
Lindsey Anderson	Nancy Gauthier
Kimberly Baskin	Tanya Grierson
Peggy Callery	Lucas Hilts
Ryan Cane	Joshua Hood
Jeff Carmichael	Brenda Lance
Nicole Cichello	Bert Lennox
Robin Cloutier	Chris Paterson
Michelle Cundari	Keri-Ellen Walcer
Jennifer Drummond	Elizabeth Ann Williams

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.

HIGH FIVE Accredited Organizations

Newly Accredited Organizations

City of Cambridge
Township of King



Re-verified Accredited Organizations

City of Burlington
City of Mississauga
County of Brant
Dovercourt Recreation Association
Futures Gymnastics
St. Alban’s Boys and Girls Club
Toronto Kiwanis Boys and Girls Clubs



Parks and Recreation Ontario 2020 AGM Minutes



2020 Youth Friendly Communities

City of Brampton
City of Oshawa
Township of Wilmot

PRO Award Recipients

Bob Secord Student Leadership Award

Alexander Estrela, Durham College

HIGH FIVE Champion Awards

Tammy Haines, City of Barrie
Danielle Tanner, City of Cambridge

Access and Equity Award (Population over 100,000)

PRO Kids, City of Thunder Bay

Operations Award (Population over 100,000)

Great Walks of Vaughan, Walking Trail Programs, City of Vaughan

Park or Facility Design Award (Population under 100,000)

Awen' Gathering Place, Town of Collingwood
Honourable mention: Municipal Centre, Township of King

Park or Facility Design Award (Population over 100,000)

Itabashi Japanese Garden, City of Burlington, Virginia Burt Design
Lake Wilcox Park Youth Area, City of Richmond Hill, Brook McIlroy Inc., New Line Skateparks Inc.,
Shalak Attack, Bruno Smoky



3. Quorum, Rules of Order and Introductions

Jan Wilson then began the formal part of the Annual General Meeting by noting that quorum was reached for this first-ever virtual AGM. She thanked the PRO members for their participation and noted that the meeting was being recorded. She also reviewed the process for electronic voting. Brian Wynn, Partner at Gardiner Roberts LLP and 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

Jan Wilson, Chair
Bill Allen, Past Chair
Romas Keliacius, Treasurer

Directors

Kyle Barber
Juanita Bueschleb
Shari Lichterman

Darryl McWilliam
Lori Mambella
Jeff Payne
Donna Perrault
Bryan Smale

4. Adoption of Minutes

Motion: To approve the minutes of the Annual General Meeting March 26, 2019.

Moved: Danielle Tanner-Ciccarelli, City of Cambridge

Seconded: Pat Newson, Municipality of Centre-Wellington

Carried



5. Report from the Chair and CEO

Jan Wilson and Cathy Denyer co-presented their report on PRO's activities in 2019. The report included the following highlights:

Green Jobs, Youth Employment Program

- PRO administered the Green Jobs initiative in Manitoba and Ontario, which funded 343 youth jobs in Ontario.

Advocacy

- PRO coordinated advocacy efforts for the sector to respond to Bill 108 – More Homes, More Choice Act, resulting in a robust submission that encompassed the key concerns of our members and the sector at large. The result was positive change in the Development Charges and Planning Acts, once the legislation was enacted in 2020.

HIGH FIVE

- In 2019, HIGH FIVE accredited the largest number of organizations in its history – 17 in total; including our first ever accreditation outside of Ontario in St. John's Newfoundland.
- Formal launch of the Principles of Healthy Aging with over 2000 leaders trained.

PRO's Strategic Plan

- In 2019, consultation on a renewed strategic plan engaged almost 50 senior leaders from the sector and an additional 17 strategic partners.
- The PRO Board approved three new pillars that identify the strategic priorities that will advance the sector and enable the association to achieve a renewed vision and mission over the next four years:
Vision: Everyone experiences enhanced wellness through lifelong participation and equitable access to parks and recreation
Mission: Lead, connect and inspire Ontario's parks and recreation sector
Strategic Pillars:
 - i. Positioning Parks and Recreation: Be the catalyst for coordinated advocacy in the sector.
 - ii. Knowledge Mobilization: Advance innovation through knowledge mobilization to strengthen policy and practice.
 - iii. Quality Assurance: Elevate the parks and recreation sector through quality assurance.
- As this new Strategic Plan was created in a non-COVID world, PRO recognized the need to adjust our plans to best serve the sector and PRO.
- PRO convened a representative group of senior leaders to inform a streamlined and focused response to COVID-19 in a short-term plan that focuses PRO's resources on:
 - **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. This will include bringing additional HIGH FIVE products online.
- Members were provided with [this link](#) to the online annual report. Cathy Denyer ended the report by thanking the PRO staff for their dedication and commitment over the past year and a half.



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. Highlights of CPRA's activities include:

- Gender Equity Project with Sport Canada
- Securing a new Youth Employment Program for 2021
- Work towards Truth and Reconciliation and addressing systemic racism
- 6 National webinars related to COVID-19 (2020)
- National advocacy:
 - To create a community sport and recreation recovery fund
 - Municipal infrastructure funding for public sport and recreation

7. Treasurer's Report

Cathy Denyer introduced PRO's Treasurer, Romas Keliacius. Romas reviewed the 2019 financial statements as presented in the 2019 Annual Report and noted the following:

- The 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.
- 2019 activities included series of planned strategic investments:
 - Enhancements of components of HIGH FIVE Quality Standard
 - IT upgrades
 - Strategic planning
- The year-end operating deficit of \$60,570, represents a carefully planned strategy of investing in these key areas.
- Reserve funds at year-end of \$490,334 have been funded from a past history of operating surpluses and balanced budgets and have allowed this important work to proceed.
- 2019 saw the continuation of an exciting period of reinvestment in our core strengths and expertise. It has paved the way to allow us to navigate through the turbulent times of 2020.
- Romas ended his report with the following motions:

Motion: To accept the audited financial statement for 2019.

Moved: Perry Smith, Lifesaving Society

Seconded: Cynthia Cakebread, Town of Essex

Carried

Motion: To appoint the firm of Fruitman Kates LLP, Chartered Professional Accountants for the 2020 fiscal year.

Moved: Rebecca Boyd, York University

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 2020 fiscal year.

Moved: Tammy Townsend, Town of Milton

Seconded: Pat Newson, Municipality of Centre Wellington

Carried

8. By-Laws

- The Chair informed the membership that there were no changes to the by-laws.



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 2019 be approved.

Moved: Sarah Douglas-Murray, Town of Oakville

Seconded: Jodi Longland, Town of Innisfil

Carried

10. Elections

Jan Wilson invited Juanita Bueschleb, Chair of the PRO Governance Committee and Nominations Task Group, to present the Nominations Report. Juanita Bueschleb thanked the members of the Nominations Task Group, including Darlene Joslin, 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:

Kyle Barber, YMCA of Oakville

Kari Lambe, Town of Gananoque

Jeff Pafford, City of Greater Sudbury

One nominee for a two-year term:

Katie Misener, University of Waterloo

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

Moved: Howie Dayton, City of Toronto

Seconded: Tammy Townsend, Town of Milton

Carried

Jan Wilson then thanked the outgoing board members Bill Allen, Donna Perrault and Bryan Smale for their commitment and contributions to PRO.

11. Resolutions

Jan Wilson reported that one PRO Member Resolution was received. She introduced Howie Dayton, City of Toronto and PRO Past President, to introduce the motion:

- Considerable effort by management and staff has resulted in reduced operating and fixed costs while optimizing value for members. Cost containment will continue over the next operating year.
- A detailed cash flow budget has been developed and the success of the organization is dependent upon maintaining membership fees, with training sales returning slowly for HIGH FIVE when the sector and the economy starts its process of recovery. Education and Training will be revenue neutral and will be offered as a member benefit.
- Earned revenue projections continue to be significantly reduced from pre-pandemic levels resulting in a planned operating deficit for 2021 of \$134,000. This will reduce current reserve funds to \$130,000 by the end of 2021.



PRO Member Resolution #1

MOVED BY: Howie Dayton, City of Toronto

SECONDED BY: Brian Connors, City of Woodstock

WHEREAS:

Whereas PRO was established as a professional association in 1995 to address a sector need that brought together organizations into one to provide a coordinated and unified voice to strengthen parks and recreation in Ontario;
And whereas PRO is acknowledging its 25th year in operation supporting the parks and recreation sector in Ontario;
And whereas PRO has always been seen as a leader in Ontario and across Canada providing reliable, relevant and forward-thinking support to its membership as well as allied partners;
And whereas PRO is solely reliant on self-generated or earned revenue streams provided primarily through membership fees and training revenues;
And whereas the essential role that parks and recreation provide at the local level has been accentuated, demanded and supported in communities across Ontario;
And whereas there has never been a more important time to have a strong professional association to support the sector;
And whereas previous sector leaders and Boards of Directors took the responsible action to continue to ensure that PRO maintain a reserve that have contributed to PRO's sustainability over the 7 months of COVID-19 related impacts;
And whereas PRO has reduced expenditures wherever possible, adopted a reduced work week for staff and has taken all actions possible to minimize current costs and future expenditures, including management taking a voluntary reduction in employment earnings;
And whereas PRO has also pursued all financial support available to not-for-profit organizations;
And whereas there is insufficient Government assistance to close the gap in revenues and expenses resulting in a tenuous financial position for the association;
And whereas there is no greater time to have a unified voice for the sector to assist with our own recovery efforts, sharing of policies, practices and networks
And whereas the ability for PRO to continue to meet the associations strategic priorities is directly related to available finances required to deliver relevant programs, services and supports;
And whereas PRO recognizes that its membership continues to face financial challenges due to the COVID-19 pandemic;
And whereas the focus of the resolution section within the Annual General Meeting has traditionally been to support the sector through the passing of specific resolutions that support the advancement of the parks and recreation sector in Ontario;
And whereas the current environment in this 25th year of operation dictates that PRO must now seek sector support;
And whereas this resolution is being tabled to confirm that we are a unified and a strong professional association for parks and recreation in Ontario;

THEREFORE, BE IT RESOLVED THAT:

the Parks and Recreation Ontario membership demonstrate its full and unwavering support to PRO by maintaining a commitment, wherever possible, to pay all or at a minimum, a portion of, its membership fees effective immediately; to access relevant PRO education, training and other services and to participate actively in PRO's initiatives to position the importance of parks and recreation and advocate for recovery for our sector.

The Motion was Carried.

Jan thanked Howie for bringing this motion forward.



12. Other Business

- Chair Jan Wilson recognized PRO Staff Member Diane English who has resigned her position after 14 years with the organization.
- PRO member and former PRO Board Member Lynn Loubert, City of London, acknowledged the passing of Marilyn Willis. Marilyn was a dedicated volunteer, and among her volunteer commitments she served as Treasurer on the PRO Board for many years. She was also a professor at Fanshawe College and a program director at the YMCA and YWCA. She worked with and taught many in the recreation field and she will be missed.
- Jan Wilson introduced the new PRO Board Chair, Jeff Payne. Jeff recognized Jan for her long-term commitment to PRO as a board member and chair. As Chair, Jan ensured that all PRO members had a voice at the table, and she worked tirelessly to further PRO's vision and mission. Her attention to relationships with members, sponsors, and stakeholders has contributed to PRO's reputation as leading association.

13. Adjournment

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