

**Port Credit Lawn Bowling Club  
2020/21 Annual General Meeting  
May 10, 2021**

**President:** Brian Roussie

**Secretary:** Pat Rawluk

**VP & Chair:** Dorothea Phair

**Location:** Virtual Meeting (Zoom)

**Quorum confirmed:** 54 members live on Zoom

- Breakdown: On Zoom: 54 (53 Regular/1 Social) By Proxy: 2 Advanced Voting: 1
- Eligible Votes Available: 56

**Meeting commenced:** 7:05pm

Members advised that meeting was being recorded.

**1. Additional Agenda Items/ Conflicts of Interest – Dorothea Phair**

Members were asked if there were any agenda items to be added, and if there were any conflicts to be declared. The answer was no on both counts.

**2. President's Opening Remarks- Brian Roussie**

President welcomed members and highlighted key accomplishments of the Board over the past 2.5 years (new boards, Horizon Grant, 30 sets of new bowls, compliance with City Community Registry, consolidation of banking, instituting protocols for accessing funds, and above all tackling the pandemic and ensuring safety of our membership. He wished the new Board a successful season and touched on:

- (a) **Club Re-Opening** – Cannot be confirmed until current provincial lockdown is lifted. Decision-making is a multi-tiered process starting with the Province, City of Mississauga, Sports Canada, Bowls Canada, the OLBA and ultimately the PCLBC Board of Directors. Members were encouraged to sign up for Bowls Canada and OLBA newsletters for updates on the Return to Bowl phases and protocols. Many volunteers will be required to address the necessary protocols for re-opening, so please support your Board in these endeavours.
- (b) **New Things for 2021** – Board members and Coaches must have recent background checks (which club will reimburse for) and Coaches must be Safe Sport certified
- (c) **City Of Mississauga Acknowledgement** – the City was acknowledged for their financial support in replacing the boards around the greens, and for use of board rooms at the Senior's Centre as part of the benefits from being affiliated with the Community Registry Program.

**3. Approval of Minutes from 2019 AGM (no AGM held in 2020 due to pandemic)**

Motion to approve minutes from Karen Czaniecki, seconded by Anna Carr. 56 in favour, 0 opposed, 0 abstained,

**Motion Carried.**

**4. 2018-2020 Financial Statements – Rob Galipeau**

All required government reporting had been completed.

Some items in the 2018 financial statement needed to be restated, thus delaying the completion and review of the 2019 & 2020 financial statements.

A special membership meeting will be held to review and approve the 2018-2020 statements once reviewed by the auditor.

**5. Treasurer's Report – Deb Galipeau**

Treasurer reviewed balance in current investment fund as of December 31, 2020, and advised of upcoming GIC due on May 17, 2021. On May 17th, 2021, the GIC being held at RBC, will be consolidated to the ScotiaBank Operating Account. A portion of upcoming GIC to be diverted to club's operating fund just in case membership fees are not realized again in 2021 due to the pandemic. The Randall Trust fund balance as of December 31, 2020 was also reviewed.

The Treasurer was optimistic that we will get a least a partial season in this year and wished everyone good health. Motion by Deb Galipeau to accept Treasurer's Report, seconded by Ruth McDonald, 56 in favour, 0 opposed, 0 abstained, **Motion Carried.**

#### **6. Approval of 2021 Auditor – Rob Galipeau**

Rob Galipeau moved that Port Credit-based Parke-Simone LLP be retained as our auditor for the 2021 season, seconded by Sharon Costescu, 55 in favour, 0 opposed, 1 abstained, **Motion Carried.**

#### **7. By-Law Amendments – Anna Carr**

3 amendments were put forward to members.

##### **Amendment #1- Voting of Members**

*7 (f) The transaction of business shall be carried via electronic video conferencing (such as Zoom) in a time of emergency, such as a pandemic. This applies to meetings held by the Board of Directors and General meetings of the membership. At such a meeting, there will be NO secret ballots, but proxy votes will be allowed, and advanced voting will be allowed if received prior to the AGM meeting.*

Anna Carr moved to accept the by-law addition to Voting of Members, which includes the use of electronic technology for meetings, seconded by Rick Czaniecki, 56 in favour, 0 opposed, 0 abstained, **Motion Carried.**

##### **Amendment #2 (The Code of Conduct/Conflict Resolution) and Amendment #3 (Conflict of Interest)**

The following two amendments were requested additions by the City of Mississauga to comply with the Community Group Registry Program.

#### **30. Code of Conduct**

##### **a) The Code**

*Members and Visitors have a right to:*

- 1. Be treated equitably and with respect*
- 2. Participate in an environment free from all forms of harassment and discrimination*
- 3. Have their privacy and confidentiality treated lawfully and with respect*
- 4. Submit their views to the BOD of the club provided this is done appropriately and respectfully in line with the club's governance procedures and policies.*

*Members of and Visitors to Port Credit Lawn Bowling Club must:*

- 1. Treat everyone with respect, courtesy, and without harassment. All members must respect the rights, (not to be harassed, discriminated or bullied) dignity and worth of all Club Members regardless of age, gender reassignment, disability, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation*
- 2. Behave honestly and with integrity*
- 3. Comply with the rules and follow all safety requirements and practices of the Port Credit Lawn Bowling Club*
- 4. Observe the rules and etiquette of the sport of bowls as defined by the current governing laws of the sport of Bowls along with the Conditions of play set out by Bowls Canada, and the Ontario Lawn Bowling Association.*
- 5. Not use obscene, offensive language or gestures or behave in a disorderly manner*
- 6. Refrain from behaviour that could offend or embarrass others*
- 7. Maintain appropriate confidentiality about dealings that any person has with the Port Credit Lawn Bowling Club*
- 8. Not physically or verbally harass others (includes fight, argue, ridicule, threaten, stalk, etc.)*
- 9. Behave responsibly and not motivate or incite any person/s to do or feel anything unpleasant or violent*
- 10. Comply with any lawful and reasonable direction given by someone who has authority to give the direction*

11. Not provide false or misleading information in response to a request for information that is made for official purposes in connection with the Port Credit Lawn Bowling Club
12. Use the Port Credit Lawn Bowling Club resources in an appropriate manner
13. At all times behave in a way that upholds the good reputation of the Port Credit Lawn Bowling Club.

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**b) Conflict Resolution - Breaches of the Code of Conduct**

*Port Credit Lawn Bowling Club, through its Code of Conduct Committee, (consisting of the President, one additional BOD member and a good standing volunteer member) reserves the right to make decisions and enforce fair and reasonable measures following a breach of the Code of Conduct.*

*Any breach of the Code of Conduct must be reported to the BOD and the code of conduct committee will fully investigate the matter in a calm, honest and dignified manner and every effort should be made by all concerned to maintain confidentiality.*

*If, following an investigation and having considered all relevant circumstances it is concluded that a breach has occurred, then the Code of Conduct Committee shall take what it deems to be appropriate action in line with the club's Disciplinary Procedure. This may include issuing a formal reprimand in writing, a temporary suspension of club membership or fully revoking club membership.*

*In the case of non-members, action may include a ban from club premises for a set period of time or for life. Any breach of Criminal Law shall be referred to the Police.*

**31. Conflict of Interest**

- a) *Directors, members of committees and staff shall avoid all situations in which personal interests conflict or may conflict with the mission of PCLBC*
- b) *The members of PCLBC shall not use their position or confidential information acquired in connection with PCLBC to gain either directly or indirectly for themselves or others.*
- c) *No member of PCLBC shall receive any remuneration for services rendered to PCLBC unless prior approval from Board.*
- d) *Any member of PCLBC who enters into a conflict of interest situation must declare the conflict openly. Any member who has a conflict or a potential conflict must not participate in the decision-making process in respect of the matter and must leave the room while discussion on the matter is in process.*
- e) *Any member who is found in violation of these Conflict of Interest Guidelines may be asked to resign from the Board or Committee.*
- f) *Any debate on whether or not the member is, in fact, in conflict of interest may be referred to the Board of Directors of PCLBC.*
- g) *In the award of any contract where a member of PCLBC has an interest, every effort should be made to consider at least two other bids or applications.*
- h) *A member will resign membership on the Board or Committee to accept any personal contract, including employment, with PCLBC. The resignation must be effective before the commencement of the contract; however, the resignation does not have to pre-date the application or the bidding on the contract.*  
*GIFTS AND FAVOURS - Members of PCLBC will not directly or indirectly accept payments or gifts from anyone having or seeking business with PCLBC other than non-cash gifts of a nominal value commonly used for promotional purposes. The receipt of such non-cash gifts and the offering of payments or gifts will be reported to the Board of Directors.*

Anna Carr moved to accept the two by-law additions (Code of Conduct/Conflict Resolution, and Conflict of Interest), seconded by Theresa Ashby, 56 in favour, 0 opposed, 0 abstained, **Motion Carried.**

**8. Board of Directors – Dorothea Phair**

Nominations Committee presented their recommendation based on following information:

- Over 50% of Board must reside in Mississauga
- Board must consist of 7-12 members
- 2 members stepping down: Brian Roussie (President) & Pat Rawluk (Secretary)

The recommended 2021 Board of Directors (55% residing in Mississauga) :

1. Bob Ashby (T)
2. Dorothea Phair (M)
3. Helen Kinsella (M)
4. Lynn Joshi (M)
5. Anna Carr (M)
6. Karen Czaniecki (T)
7. Rob Galipeau (T)
8. Debbie Galipeau (T)
9. Ruth McDonald (M)
10. Sharon Costescu (T)
11. Keith Powell (M)

Motion to accept 2021 Board recommendation from Lynn Joshi, seconded by Pat Rawluk, 56 in favour, 0 opposed, 0 abstained, **Motion Carried.**

New Board to meet within 10 days of AGM.

## 9. Section Reports

### a) Greens Report - Rob Galipeau

- I. **2020 Goal** - Increase grass coverage and density with improved plant and root health, soil with proper nutrition, and reduction or elimination of disease and insects.  
**Results** – Turf Management team has been able to meet its prior year goals while at the same time operate under strict financial restraints because of the closure due to COVID.
  - Coverage and plant density has increase by approximately 10% - 15% over the prior year
  - Root growth has increased significantly (now between 2 to 3 inches)
  - While eliminating all disease from the rink will be very difficult given our location, we have done our best to reduce controllable disease.
- II. **2021 Goal** - Continuing improvement of grass health and implement initiatives to improve green speed year over year. Ensure all club equipment remains in optimal operating conditions. Continue to work under financially restrained conditions.

Huge thanks to Keith Bartlett, Stuart Roberts, Brian Roussie, and Erik Galipeau who have committed countless hours to our club over the past two years ensuring our members will have one of the best playing surfaces in the country when we reopen.

### b) 2021 Membership Fees – Anna Carr

The Ontario Lawn Bowling assessment for the 2021 season is \$30.00 per person.

The Port Credit Lawn Bowling fee will be \$30.00 a month as laid out in the following:

If we start bowling in...

JUNE:	\$30.00 x 4 months = \$120.00 (+\$30 OLBA) = \$150.00
JULY:	\$30.00 x 3 months = \$90.00 (+\$30 OLBA) = \$120.00
AUGUST:	\$30.00 x 2 months = \$60.00 (+\$30 OLBA) = \$90.00
SEPTEMBER:	\$30.00 x 1 month = \$30.00 (+\$30 OLBA) = \$60.00

No month by month payments will be accepted. Payment will be the total amount calculated by the number of months the club is open + OLBA assessment, and must be paid before you begin to bowl.

### c) 2019 Committee Reports – Karen Czaniecki

Ordinarily this is the section of the meeting where each program coordinator reports to the members on the previous year's activities. Since the Club was closed in 2020 due to COVID-19 restrictions there was

no programming. So I have been asked to briefly summarize the program fun we had in 2019 that we can look forward to once again when COVID-19 is behind us.

**Open Tournaments:** We held three ladies open tournaments in 2019, sponsored by Lilian Harwood, Sense of Hearing and RLA Enterprises. and two mixed open tournaments, Don Stephan Memorial and Raymond James Financial Planning. Eleven outside clubs participated in these tournaments with Port Credit bowlers volunteering to fill out team rosters if there were not enough players.

**In-club Tournaments:** Two ladies' in-club tournaments were planned with only the AMICA tournament having enough participants to go ahead. Three mixed tournaments were played: Ron Stone Memorial tournament (sponsored by Avenue Moving), the Most In-famous Pancake Breakfast Tournament, and the President's Charity Tournament.

**Special Days:** Four special days were enjoyed by many: Victoria Day, Canada Day, Simcoe Day and Labour Day. Simcoe Day was also a celebration of the 25<sup>th</sup> Anniversary of the Cawthra clubhouse. A special Surf and Turf dinner was enjoyed by all in attendance.

**Many competitions also took place in 2019:** the Eldon McFadyen club singles, novice singles, Tuesday men's night league, Wednesday pairs, Thursday triples

Also the **Sunshine Boys and Golden Girls'** inter-club competitions were enjoyed by many.

These are some of the programs, in addition to daytime tag draws, that gave our members many options to enjoy lawn bowling. As you can see we had a busy, active and fun year in 2019. We would like to thank all of those club members who managed/coordinated these events, as well as those who volunteered to help out on the day as draw masters, kitchen help, barbecue tender, indoor and outdoor set up and greens maintenance.

We are very much looking forward to enjoying the beautiful greens and fun with our friends once again soon.

#### **10. Closing Remarks & Adjournment** - Dorothea Phair

No additions were added to agenda, and questions were invited from the floor (there were none).

Meeting adjourned by Dorothea Phair at 7:46pm.