

PICKERING AUXILIARY RESCUE ASSOCIATION



MEMBER OF THE CANADIAN COAST GUARD AUXILIARY
c/o 682 Hillview Crescent, Pickering, Ontario, L1W 2R7
Email: info@para-rescue.org

Charity BN/ Registration # 86802 0843 RR0001



MINUTES ANNUAL GENERAL MEETING

WEB MEETING
June 11 2020 at 19:30

- 1. Call to Order** – As Chair, Bill McLean called the meeting to order at 19:15
- 2. Minute of Silence** – Bill McLean asked for a minute of silence for those who are no longer with us.
- 3. Declaration of Quorum Present and Notice of Meeting Sent Out** – Bill McLean confirmed we had a quorum.
- 4. Review and Acceptance of Minutes of the past Annual General Meeting, April 25, 2019** – Bill McLean asked for a motion to accept the minutes of the 2019 AGM as printed. Jason Brown approved the motion and Ric Rademacher seconded the motion. The motion carried.
- 5. Reports** –
 - Commodore: Colin Thomson**
Colin again thanked the membership for their support and dedication over the last year. Rebranding efforts are underway with repainting of PARU completed. This year will be challenging with COVID protocols required but unit training and communications will continue on line – complete report attached
 - H. Secretary Treasurer:**
Report was distributed prior to meeting, audited financial statements attached.
- 6. Change of Name to PARU Marine Search & Rescue** – As part of the rebranding exercise it a motion has been brought forward to legally change the name of the Association from Pickering Auxiliary Rescue Association to PARU Marine Search & Rescue, this name better reflects the fact that we service more than just Pickering. Clint Scott moved that the Association's Name be legally be changed to PARU Marine Search & Rescue Francois Gauthier seconded the motion passed with greater than a 2/3rds majority.
- 7. Confirmation of Auditor** – Bill McLean asked for a motion to appoint Michael Evans for another year. Motion to accept by Clint Scott, and seconded by Francois Gauthier, motion carried.

- 8. Election of Commodore** – Jason Brown nominated Colin Thomson for the position of Commodore, Ric Rademacher seconded. No other nominations were received. Colin Thomson was acclaimed as Commodore.
- 9. Election of Board** – Bill McLean, John Rycroft, Robert Anderson, Ric Rademacher and Gary Endicott had all been nominated for a position on the Board prior to the meeting. Bill McLean asked if there were any nominations from the floor, no nominations were received. Bill McLean, John Rycroft, Robert Anderson, Ric Rademacher and Gary Endicott were acclaimed to the Board, Colin Thomson serves on the Board as Commodore.

10. Other Business

Colin advised the membership that until COVID restrictions were lifted PARU will continue to operate on the basis of the 2 COVID crews. It is unfortunate that not all members are available to participate during the restrictions but was hopeful that conditions will return to regular patrols soon.

- 11. Meeting adjourned at 21:45** – Bill M. asked if there was any other new business, there was none, so he requested a motion to adjourn the meeting. Motion to adjourn by Rob Anderson, seconded by Mark Poray, motion carried.

Approved •

Signed April 29, 2021

Jennifer McGuinty

2020 AGM - Commodore update

May 9, 2020 3:49 PM

Welcome to our first virtual online AGM.

We welcome our new and returning members. Crews are assigned and new protocols are now developed for addressing COVID. With COVID our lives have changed and we are still figuring out the impact on how we will operate in the long term. 2020 season preparations are complete. PARU is launched and in service for emergency response only, until CCGA protocols change. As a result, two emergency crews are standing by ready to respond to all call outs. In these uncertain and changing conditions, 2020 patrols, training and taskings are going to be very different. As a result of the ever changing circumstances, your patience and support is needed.

While 2019 was a slower year with regards to taskings, from all other perspectives it was still a very busy year. For details and hours I recommend that you take the time to review the 2019 Region report which was included as part of the Commodore's package. Feel free to share this information with friends, colleagues and family.

In 2020, once conditions permit, we need to continue our training focus on ensuring current members are given enough opportunities to complete the necessary CCGA Phase 1 and Phase 2 training requirements. In addition, we look to introduce the new Personal Progression Logs (PPL). The goal of these new logs is to provide the opportunity for our Phase certified members to craft their own personal development plans that aligned to their own personal interests. Of course one thing we have learned through these difficult times is that online training is the new norm and as a unit we will continue need to leverage this to maximize our training options.

The boat engine issues have been resolved. The new windows are in. Both very important changes for the new season. We were not, however, able to secure the funding to complete the electronics upgrade this year and as a result it has been delayed for a future season. Not at all deterred, we will try again in the fall of 2020.

Our re-branding effort is well underway. A new name, new Uniforms and new colours for PARU is just the start. This change will continue to evolve but even now it is exciting to see how this plan come together so quickly, a tribute to the hard work of the team leading this effort.

Financially we are starting to focus our attention on growing our long term savings. At the present time we are over \$110,000 but with a very lofty target of \$1.5M. As a result, our community efforts will be largely focused on securing significant corporate sponsorships while continuing to maintain our existing awareness programs as communities permit.

I want to thank the membership for their commitment in upholding our values of Teamwork, Safety, Professionalism and a sense of Community. The Coxswains and 2nds for their leadership and setting the example for crews. The executive for their teamwork, support, initiative and desire to improve by executing our strategic plans. And lastly the board for their trust and support in the unit to support Pickering, Ajax, Whitby and the broader Durham and Toronto areas.

I will stand for re-election.

Colin Thomson
905-409-7354
Colin.thomson@PARAMarineSAR.ca

*It will take all of us to make PARA Marine SAR a success through
Safety, Teamwork, Professionalism and a sense of Community*

Commodore, PARA Marine Search & Rescue
Unit Leader, Unit 1 CCGA C&A
www.para-rescue.org / www.PARAMarineSAR.ca



PARA Marine Search & Rescue

FOUNDING MEMBER OF THE CANADIAN COAST GUARD AUXILIARY
682 Hillview Crescent, Pickering, Ontario, L1W 2R7
Charity BN/ Registration # 86802 0843 RR0001
Email: info@para-rescue.org
<http://para-rescue.org>



2019 Annual Operational Report

1. Operational Metrics:
 - a. 2019 Taskings: 15 (2018 – 27 Taskings, 2017 - 14 Taskings)
 - b. Membership: a max of 50
2. Key Performance Indicators:
 - a. Fundraising: approximately \$18,400 (2018 - \$51,500, 2017 - \$53,000) funds in the past 12 months through donations and grants to support capital equipment purchases.
 - b. Safety: 1 medically treated injury.
 - c. Vessel availability 93.75%. (2018 – 95.75%, 2017 - 96.66%). Decrease due to mechanical problems with port engine and a failed outdrive that required replacement following a log strike.
 - d. Community Service Level: Provided over 8,200 (2018 - 7,705 hours, 2017 hours – 8,300) to the community in 2019.
 - i. SAR Missions (15 taskings over 20 hours) and patrols 3,407 hours
 - ii. Maintenance 316 hours
 - iii. Training 2,109 hours
 - iv. Administration 1,130 hours
 - v. Community Development 1,032 hours
 - vi. Estimated savings to the community: based on the annual regional budget of ~\$53K equates to \$1.9M (NOTE: based on a \$1:37 ratio based on Canadian Coast Guard study on the return on volunteer organizations)
3. General Comments:
 - a. In Service from early April through early November.
 - i. Training conducted from April through to October.
 - ii. Patrols from Victoria Day weekend to Thanksgiving weekend. On call April to November
 - b. Rebranding the unit to a new name of “PARA Marine Search and Rescue” to be more inclusive of the 3 primary communities of Ajax, Pickering and Whitby
 - c. The vessel PARU underwent maintenance and improvements over the winter funded by the both the annual maintenance budget and additional fundraising.
 - i. Winter 2019: New mast extension for radio direction finder (RDF)
 - ii. Upcoming work in 2020: rebranding of vessel and unit materials, new windows, new electronic suite
4. Supported the following events in the communities:
 - a. Pickering: Canada day, OPG Community events, Easter Egg Hunt, Pickering Dragon Boat Festival, Pickering Village Museum Mine-craft, hosted the 3rd annual PARA Waterfront Festival in Pickering, Remembrance Day presence, Santa Claus Parade
 - b. Ajax: Canada Day, Remembrance Day presence, Santa Claus Parade
 - c. Whitby: Harbour and Canada Day, Remembrance Day presence, Santa Claus Parade
 - d. Other: Canadian Power and Sail Squadron events, Sea Cadet and Navy League Presentations, Toronto Region Conservation Association events at Paddle the Don and Humber River, Toronto International Airshow

PICKERING AUXILIARY RESCUE ASSOCIATION
Financial Statements
Year Ended December 31, 2019

PICKERING AUXILIARY RESCUE ASSOCIATION

Index to Financial Statements

Year Ended December 31, 2019

	Page
INDEPENDENT AUDITOR'S REPORT	1 - 2
FINANCIAL STATEMENTS	
Statement of Financial Position	3
Statement of Changes in Net Assets	4
Statement of Revenues and Expenditures	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 8

INDEPENDENT AUDITOR'S REPORT

To the Members of Pickering Auxiliary Rescue Association

Qualified Opinion

I have audited the financial statements of Pickering Auxiliary Rescue Association (the Association), which comprise the statement of financial position as at December 31, 2019, and the statements of changes in net assets, revenues and expenditures and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In my opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of my report, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2019, and the results of its operations and cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-for-profit Organizations (ASNPO)

Basis for Qualified Opinion

In common with many charitable organizations, the Association derives revenue from donations the completeness of which is not susceptible of satisfactory audit verification. Accordingly, my verification of these revenues was limited to the amounts recorded in the records of the Association and I was not able to determine whether any adjustments might be necessary to contributions, excess of revenues over expenses, current assets and net assets. My audit opinion on the financial statements for the year ended December 31, 2018 was modified accordingly because of the possible effects of this limitation of scope.

I conducted my audit in accordance with Canadian generally accepted auditing standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Association in accordance with ethical requirements that are relevant to my audit of the financial statements in Canada, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified audit opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting
(continues)

process.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Pickering, Ontario
March 24, 2020

CHARTERED PROFESSIONAL ACCOUNTANT
Licensed Public Accountant

PICKERING AUXILIARY RESCUE ASSOCIATION

Statement of Financial Position

December 31, 2019

	2019	2018
ASSETS		
CURRENT		
Cash and term deposits	\$ 48,820	\$ 79,803
Marketable securities (Note 3)	87,665	-
Accounts receivable	34,204	29,797
Prepaid expenses	3,928	5,065
	174,617	114,665
CAPITAL ASSETS (Note 4)	128,680	149,997
	\$ 303,297	\$ 264,662
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 3,815	\$ 3,260
DEFERRED INCOME (Note 5)	86,407	93,657
	90,222	96,917
NET ASSETS		
General fund	213,075	167,745
	\$ 303,297	\$ 264,662

ON BEHALF OF THE BOARD

_____ Director

_____ Director

PICKERING AUXILIARY RESCUE ASSOCIATION

Statement of Changes in Net Assets

Year Ended December 31, 2019

	2019	2018
NET ASSETS - BEGINNING OF YEAR	\$ 167,745	\$ 149,855
Excess of revenues over expenditures	45,330	17,890
NET ASSETS - END OF YEAR	\$ 213,075	\$ 167,745

PICKERING AUXILIARY RESCUE ASSOCIATION

Statement of Revenues and Expenditures

Year Ended December 31, 2019

	2019	2018
REVENUES		
Contributions	\$ 63,982	\$ 18,595
Region of Durham	52,550	43,400
Donations	28,494	26,259
Fundraising activities	3,500	2,620
Unrealized gain on investment	1,737	-
Investment income	942	20
	151,205	90,894
EXPENDITURES		
Repairs and maintenance	44,614	12,181
Insurance	10,319	9,767
Fuel	9,102	9,968
Office	8,763	9,976
Storage	4,486	3,057
Professional fees	2,970	2,800
Advertising and promotion	1,559	245
Fundraising expenses	1,478	2,552
Amortization	22,584	22,458
	105,875	73,004
EXCESS OF REVENUES OVER EXPENDITURES	\$ 45,330	\$ 17,890

PICKERING AUXILIARY RESCUE ASSOCIATION**Statement of Cash Flows****Year Ended December 31, 2019**

	2019	2018
OPERATING ACTIVITIES		
Excess of revenues over expenditures	\$ 45,330	\$ 17,890
Items not affecting cash:		
Amortization of capital assets	22,584	22,458
Unrealized gains and investment income	(2,665)	-
	65,249	40,348
Changes in non-cash working capital:		
Accounts receivable	(4,407)	1,055
Accounts payable and accrued liabilities	555	(3,983)
Prepaid expenses	1,137	(811)
	(2,715)	(3,739)
Cash flow from operating activities	62,534	36,609
INVESTING ACTIVITIES		
Purchase of capital assets	(1,267)	(50,253)
Purchase of marketable securities	(85,000)	-
Cash flow used by investing activities	(86,267)	(50,253)
FINANCING ACTIVITY		
Deferred income	(7,250)	34,456
INCREASE (DECREASE) IN CASH FLOW	(30,983)	20,812
Cash - beginning of year	79,803	58,991
CASH - END OF YEAR	\$ 48,820	\$ 79,803

PICKERING AUXILIARY RESCUE ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2019

1. DESCRIPTION OF BUSINESS

The Pickering Auxilliary Rescue Association was incorporated on January 21, 1997 without share capital. Its purpose is to maintain, equip and operate an emergency marine rescue vessel. It also provides programs to educate and create public awareness of marine safety for the general public. The Association was designated as a not-for-profit organization on November 17, 1998, effective January 1, 1998.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian Accounting Standards for Not-for-profit Organizations (GAAP).

Capital assets

Capital assets are stated at cost less accumulated amortization. Capital assets are amortized over their estimated useful lives at the following rates and methods:

Vessel	11 years	straight-line method
Vessel improvements	10 years	straight-line method
Storage containers	10 years	straight-line method

Revenue Recognition

The majority of the Association's revenue is derived from the reimbursement of operating expenses by the Regional Municipality of Durham. This revenue is recognized as the reimburseable expenses are incurred.

The Association follows the deferral method of accounting for contributions. Funding related to the purchase of capital assets is recorded as revenue in the same period the related capital assets are charged to operations through amortization.

Contributed materials and services

Because of the difficulty in determining their fair market value, contributed materials and services are not recognized in the financial statements.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

PICKERING AUXILIARY RESCUE ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2019

3. MARKETABLE SECURITIES

	2019	2018
Marketable Securities - fair market value	\$ 87,665	\$ -
Marketable Securities - cost	85,000	-

4. CAPITAL ASSETS

	Cost	Accumulated amortization	2019 Net book value	2018 Net book value
Vessel	\$ 110,000	\$ 110,000	\$ -	\$ -
Vessel improvements	219,823	94,753	125,070	145,785
Storage containers	6,018	2,408	3,610	4,212
	\$ 335,841	\$ 207,161	\$ 128,680	\$ 149,997

5. DEFERRED CONTRIBUTIONS

	2019	2018
Deferred contributions, beginning of year	\$ 93,657	\$ 59,201
Cash received from deferred contributions during the year	9,500	47,445
Less: deferred contributions recognized in income during the year	(16,750)	(12,989)
Deferred contributions, end of year	\$ 86,407	\$ 93,657

6. ECONOMIC DEPENDENCE

The Association receives the majority of its funding from The Regional Municipality of Durham which, in the current year amounted to \$52,550 or 35% of total revenue (2018 - \$43,400 or 48%). The ongoing success of the Association is dependent upon continued funding from the Region.

7. FINANCIAL RISKS

The association is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the association's risk exposure and concentration as of December 31, 2019.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The association is exposed to this risk mainly in respect of its continued receipt of funds from its main source of revenue, the Regional Municipality of Durham.