

M I N U T E S
of the Board of Directors of

PARA MARINE SEARCH & RESCUE

March 20, 2024 TELECONFERENCE, 5:30 pm (EST)

ONLINE: Maurice Brenner
Colin Thomson
Gary Endicott
Mark Poray
Keenan Watters
Rhonda Mulcahy
Lisa Bower
Rob Anderson
John Rycroft

Also present at the invitation of the Board are Clint Scott, Zach Eyre, Justin Tumino, and Kevin Meek PARA members, Jennifer McGuinty, Treasurer and Secretary of the Association.

Maurice Brenner declared the meeting open at 5:38.

Declaration of Interest

There were no declared interest.

Approval of Past Minutes

Maurice Brenner moved that the Minutes of the October 11, 2023, Director's meeting be approved as distributed Keenan Watters seconded.

Motion Carried

Action Items

The action items were reviewed and Maurice informed the Board that the City of Pickering was the Charity of Choice for 2023 for the Pickering Casino, not PARA Search and Rescue, and it is up to the City of Pickering to allocate the funds. Special Grant applications will be forthcoming.

A proposal to make a presentation to the Durham Region for special one time funding of ~\$150,000 to hire a fundraiser for a year or two in order to establish an ongoing fundraising plan and implement it was discussed.

Discussion on the proposed provincial increase in allocation for First Responder programs and if it would apply to volunteer groups was held.

Board could approach OPG for funding in a top down manner and PARA could continue to approach OPG in the usual applying for normal grants.

Fundraising has three distinct targets:

- New Boat

- Sustainable funding

- Capital Repair Costs

Commodore's Report **(see Attachments)**

Colin Thomson presented the distributed Commodore's report, highlights:

- Region contemplating adding shuttles to the waterfront to increase access, could increase need for patrols nearby

- Weeds in the bay – there is a plan to cut weeds in July, sustainable funding for this should be implemented

Lisa Bower moved, Rhonda Mulcahy seconded that the Commodores report be accepted as distributed.

Motion Carried

Financial Report

Draft Audited Balance Sheet and Statement of Revenues and Expenditures for the year ending December 31, 2023 were reviewed as distributed. The unit had spent all the funds allocated by the Region and the second half of the funding should be released when the Region has completed its review in April/May 2024.

Draft Unaudited financial statements for the period ending March 15, 2024 were distributed and reviewed.

Keenan Watters moved, that the financial report be accepted as distributed, John Rycroft seconded.

Motion Carried

Bylaw Review

Rob Anderson updated the Board that True North Law of Whitby has been retained to review the associations Articles and Bylaws and where required present amendments so the documents will comply with the Not For Profit act, which comes into effect Fall 2024.

Other Business

There was no other business

Future Meeting Dates

October – fall schedules to be reviewed, board of directors
April 25, 2024 AGM

Motion Carried

There being no further business, Colin Thomson moved; that the meeting be adjourned Rhonda Mulcahy seconded
Maurice Brenner declared the meeting terminated.

Maurice Brenner

Jennifer S. McGuinty

Approved October 22, 2024

Appendixes attached:

- A1 Commodore Report – Spring 2024
- B1 Draft Balance Sheets and P&L for YE 2023
- B2 Financial Report March 2024

Commodore Report Spring 2024

Sunday, 17 March 2024 1:53 pm

Attachments

1. Risk Profile for Spring 2024

Operation and Admin

1. Personnel
 - a. Members: 54
 - i. 47 Operation members
 - 1) 1 is the member involved in lawsuit
 - 2) 6 new recruits
 - ii. 7 admin members (6 board member, 1 member involved in only CCGA committees)
 - b. Crews: 7
 - i. 2 regular weekday (Wednesday, Thursday) crews. **Change: Removed Friday as a weekday crew**
 - ii. 5 weekend crews: **Change: Added Friday's into the rotation**
2. Patrols - no expected change in 2024
 - a. May long weekend to October long weekend.
 - b. Weekday patrols cease following September long weekend.
3. Vessel and Readiness
 - a. Vessel will be launched on or before 5 April 2024
 - b. Expected return to Pickering shortly there after.

Training

1. **Change: Lead by Craig Newell**
2. CCGA Instructor Training - One additional instructor was selected for course in April
3. CCGA Phase training
 - a. Phase 1 - April 20 for classroom; April 27 for Phase 1 on water
 - b. Phase 2 - October 19 for classroom; Oct 26 for on water
4. Unit Training
 - a. Rollout of the Personal Progression Logs, on the job training guides
 - b. Conducted leadership training for 2ICs.
 - c. Focus will be on 2ICs leading training on crews.

Equipment and Maintenance

1. **Changes:**
 - a. **Maintenance Lead - Justin Tumino**
 - b. **Jason Brown will be the lead on developing new vessel specifications**
2. Engine Repower Activity Status
 - a. Engines and outdrives are installed
 - b. Testing on March 18/19
 - c. Hull clean and painted - between 20-29 March, weather depending
 - d. Survey completed - last week of March
 - e. Electrical connections and testing - April 1
 - f. Launch on or before April 5, depending on status and outer harbour marina
 - g. Sea trails
 - h. Load basic equipment and return vessel to FBYC
 - i. Return to service - TBD.

Awareness and Fundraising Plan for 2024 / 2025

1. Events
 - a. **Changes: Lead - Kevin Gibbs**
 - b. Community - standard event calendar planned for the year.
 - c. Business Community - Participate in the board of trade / chamber of commerce golf tournaments
2. Will focus on making Waterfront festival a success.
 - i. Key is increased marketing and attendance.
 - ii. Working with a partner, CBM Events to execute.
 - iii. **ASK - can the city help in this regard?**
3. Strategic
 - a. **Changes:**
 - i. **Lead - Clint Scott**
 - ii. **Media Team Lead - Mikey G.**
 - b. Find a strategy partner(s)
 - i. To develop a plan for developing major events
 - ii. Find and engage Professional fund raisers (volunteer, paid or a firm)
 - iii. Find and engage Professional grant writers (volunteer, paid or a firm)
 - c. Identify to companies that the unit can be the target charity for fundraisers. (I.e SORCOM Golf tournaments.) This is ideal as it very limited involvement from our side.
 - d. Defer the major events previously discussed and develop a strategy to execute in 2025 and annually thereafter. The intention is to professionally host a major

- event in each municipality.
4. Grants Application - status and intentions.
 - a. Pending
 - i. Firehouse - no word as of yet for dolphin purchase \$10K
 - ii. Pickering - approved and received
 - iii. Whitby - submitted and pending approval.
 - iv. Ajax - submitted and pending approval.
 - v. Pickering Casino - Confirm status of award or not.
 - b. Reviewed
 - i. Trillium Capital Equipment - discussed applying however given the project timelines of being completed in April 2024 did not sync with the decision timeline of July 2024.
 - ii. OPG, Elexicon, Enbridge - not submitted
 - c. Intentions
 - i. *Trillium Growth - applications due in November. Potential to cover costs of staffing a fundraising professional / grant writer*

Financial

1. Budget - CCGA. Approximately \$12000 has been allocated to us for training:
 - a. Phase training - \$4000
 - b. General - \$1800
 - c. Exercises with CCG and 424 squadron- \$4000
 - d. First Aid reimbursement - \$1500
2. Financial accounts
 - a. Region
 - i. Requested increase from 73K to 83K this year
 - ii. Requested a new funding stream to support a marketing / fundraising /grant writer in order to raise our funds for new vessels.
 - b. Grants - Awaiting Region, Ajax service agreements and Whitby grants.
3. General
 - a. Engines still up for sale. No offers as of yet
 - b. Waiting to reassess financial situation after spring launch and final expenses in. **ACTION: Will provide update when ready.**

Action Items

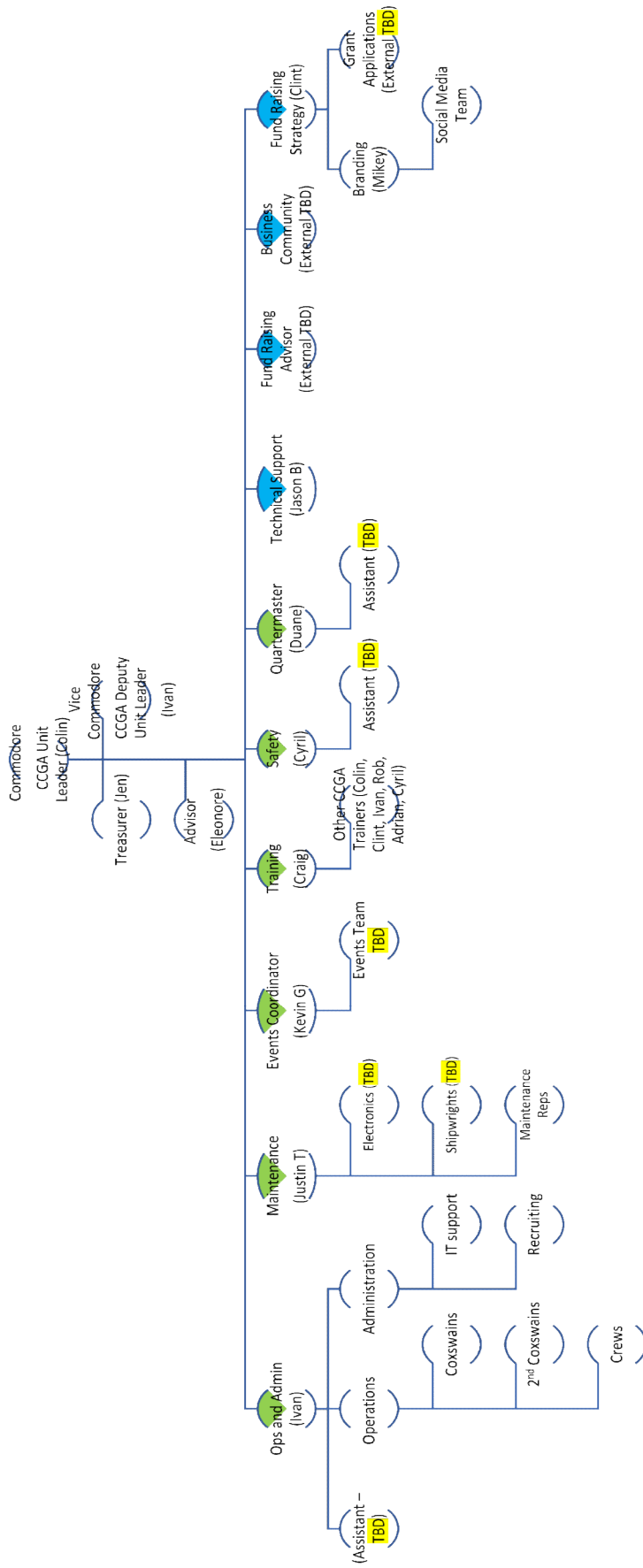
Category	Action items	Person responsible	Deadline
Fund raising	Review Strategic Business Plan and provide feedback before AGM Completed. No feedback received.	All	April 2024
	Funding Sources for New Vessel Pickering Casino potential donation was confused with the funds already going to the City of Pickering. There is no separate donation planned.	Board	Ongoing
	Sponsorship Partners for asset management strategy – new vessels for next generation	All	Spring 2024
	Attend Whitby council meeting Completed. Along with Ajax, Pickering and Durham Finance committees. Also meet with all provincial MPPs (A, P, W) and federal MPs (P, W, A - April). Peter B. - indicated he would talk with OPG CEO for electrification ideas. Main message was that municipalities / region versus province was our main target audience. Jennifer - looking for federal programs Ryan T - looking for introduction to professional fundraisers	Colin	Fall 2024
	Grant preparation	Colin	Fall 2023
Outbound Awareness	Invite Police for ride along next season <i>Pending spring launch</i>	Colin	Spring 2024
Administration	Replace engines on vessel <i>Completed - ready for launch on 5 April</i>	Colin	April 1 2024
	Review Bylaws and Articles to ensure they are compatible with the new Ontario NFP Act. Draft available for Fall 2024 and then to be available and approved at AGM 2024. <i>In Progress - Engaged a lawyer for legal review and necessary changes for AGM</i>	Rob	Fall 2023
	Move banking accounts to Canadian Western Bank <i>Completed.</i>	Jen	Dec 2023
Membership Engagement	Invite observers for board meetings	Colin	Fall 2023

Unit Business & Risk Management

1. Risk Profile - selected risks for discussion (see Spring 2023 Risk Profile PDF)
 - a. **Strengthen the organization**
 - i. HIGH - NO CHANGE - There is a risk of negative reputation resulting from personal injury lawsuit
 - 1) **BACKGROUND:** The individual who was injured in a towing incident 3 years ago, is progressing with a lawsuit against the federal government, CCGA and PARA Marine SAR. Given the unit falls under the CCGA insurance program while under a tasking, our unit insurance does not cover the unit for SAR operations. The unit is supporting via the CCGA and its insurance company.
 - 2) **UPDATE:** This phase was completed in March with Ivan declaring that the unit had submitted documents as requested.
 - b. **Develop our crews**
 - i. No notable risks to discuss at this time
 - c. **Ensure SAR Readiness**
 - i. MEDIUM - DECREASING - There is a risk that the annual maintenance program (including refits) has cost and schedule over runs
 - 1) **UPDATE:** With the vessel power plant now upgrade, ideally this levels out. Waiting to see the financials settle out.
 - ii. LOW - DECREASING - There is a risk that the current vessel will need to be repowered before a new asset is acquired.
 - 1) **UPDATE:** The upgrade was completed as such this risk is now lower.
 - iii. MEDIUM - NO CHANGE - There is a risk that increased weed presence in Frenchman's Bay will impede long term operational availability and readiness in Pickering.
 - 1) **UPDATE:** The cooling system on the new powerplant was redesigned to ensure the baskets are on the suction side (vs power side in the old engine). The original cause was weeds being caught in the pipe for oil cooler as such this is no longer a concern. The new installation still uses the through hull fittings to draw water but with a filter on the exterior of the hull to limit weeds entering the intakes. It was made very clear to the vendor that we need to still operate in the weedy conditions of the bay.
 - d. **Plan for the Future**
 - i. HIGH - NO CHANGE - There is a risk that PARA Marine SAR will not be able to raise sufficient funds for strategic vessel acquisitions.
 - 1) **UPDATE:** The intent is to revisit our fundraising strategic by seeking external professional help. See details above.
 - ii. LOW - INCREASING - There is a risk that commercial towing operations in the area may reduce tasking income
 - 1) **UPDATE:** There are discussions that a C-TOW operation may be setting up in Whitby. Nothing is confirmed as of yet.

Appendix A - Revised Org Chart

Executive and Departments



PARA MARINE SEARCH & RESCUE

Statement of Financial Position

December 31, 2023

		Note	2023	2022
ASSETS				
CURRENT				
Cash	Cash and term deposits		\$ 340,002	\$ 41,390
Market	Marketable securities	A	-	334,573
AR	Accounts receivable		49,006	41,339
PrePaid	Prepaid Expenses		7,501	37,739
			396,508	455,041
capital A	CAPITAL ASSETS	B	116,456	115,856
			\$ 512,964	\$ 570,897
LIABILITIES AND NET ASSETS				
CURRENT				
AP	Accounts payable and accrued liabilities		\$ 13,461	\$ 8,645
Deferred	DEFERRED INCOME	C	116,391	100,223
			129,852	108,868
NET ASSETS				
General	General Fund		383,112	462,029
			\$ 512,964	\$ 570,897

PARA MARINE SEARCH & RESCUE

Statement of Revenues and Expenditures

December 31, 2023

	Note	2023	2022
REVENUES			
Contributions		\$ 36,604	\$ 183,207
Region of Durham		73,600	65,980
Donations		13,046	34,693
Investment Income		2	3,931
Gain (loss) on disposal of capital asset		500	- 75
Realized gain (loss) on investment	A	32,217	- 28,755
		155,969.0	258,981.0
EXPENDITURES			
Repairs and maintenance		\$ 151,702	38,794
Fuel		14,452	15,091
Insurance		12,321	11,755
Office		14,666	10,048
Storage		14,539	6,601
Professional fees		9,029	3,500
Advertising and promotion		1,000	1,246
Training		1,007	664
Amortization		-	29,620
		218,716	117,319
EXCESS OF REVENUES OVER EXPENDITURES		-\$ 62,747	\$ 141,662

PARA Marine Search & Rescue Balance Sheet Prev Year Comparison

2024-03-19

As of 19 March 2024

Accrual Basis

	19 Mar 24	19 Mar 23	\$ Change
ASSETS			
Current Assets			
Chequing/Savings			
1000 - TD - Checking	52,956.44	8,253.37	44,703.07
1002 - CWBank Checking	23,527.08	0.00	23,527.08
1050 - PayPal	2,195.74	1,542.72	653.02
Total Chequing/Savings	78,679.26	9,796.09	68,883.17
Accounts Receivable			
1200 - Accounts Receivable	115,050.00	106,590.00	8,460.00
1215 - HST REBATE	16,285.11	8,348.69	7,936.42
Total Accounts Receivable	131,335.11	114,938.69	16,396.42
Other Current Assets			
1300 - Prepaid Insurance	7,782.88	4,965.04	2,817.84
1452 - Advances for Expenses	-2,083.20	11,502.45	-13,585.65
1460 - Short-term investments			
1465 - New Boat Fund	0.00	284,572.54	-284,572.54
Total 1460 - Short-term investments	0.00	284,572.54	-284,572.54
Total Other Current Assets	5,699.68	301,040.03	-295,340.35
Total Current Assets	215,714.05	425,774.81	-210,060.76
Fixed Assets			
1500 - Vessel Asset Purc (PARU)	110,000.00	110,000.00	0.00
1510 - Acc Dep on Purch vessel	-110,000.00	-110,000.00	0.00
1520 - Improvements to PARU	280,309.75	280,309.75	0.00
1530 - Acc Dep on Improv to Ves	-172,930.00	-172,930.00	0.00
1601 - Shore Assets - Operating	4,921.55	4,921.55	0.00
1602 - Accum Depr Shore Assets	-2,298.47	-2,298.47	0.00
1603 - Trailers	8,565.68	7,965.68	600.00
1604 - Accum Dep on Trailer	-2,113.00	-2,113.00	0.00
Total Fixed Assets	116,455.51	115,855.51	600.00
TOTAL ASSETS	332,169.56	541,630.32	-209,460.76
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2005 - Accounts Payable	38,301.12	77.74	38,223.38
Total Accounts Payable	38,301.12	77.74	38,223.38
Other Current Liabilities			
2000 - Accrued Liabilities	7,299.54	3,499.32	3,800.22
2010 - GST/HST Payable	-34,560.44	-8,297.45	-26,262.99
Total Other Current Liabilities	-27,260.90	-4,798.13	-22,462.77
Total Current Liabilities	11,040.22	-4,720.39	15,760.61
Total Liabilities	11,040.22	-4,720.39	15,760.61
Equity			
2500 - Deferred Contribution	303,624.49	366,371.67	-62,747.18
2501 - Acc Dep of Deferred Cont	-124,487.00	-124,487.00	0.00
3100 - Opening Balance Equity	320,365.15	320,365.15	0.00
Net Income	-178,373.30	-15,899.11	-162,474.19
Total Equity	321,129.34	546,350.71	-225,221.37
TOTAL LIABILITIES & EQUITY	332,169.56	541,630.32	-209,460.76

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2024-03-19

Accrual Basis

PARA Marine Search & Rescue
Balance Sheet Prev Year Comparison
As of 19 March 2024

	% Change
ASSETS	
Current Assets	
Chequing/Savings	
1000 - TD - Checking	541.6%
1002 - CWBank Checking	100.0%
1050 - PayPal	42.3%
Total Chequing/Savings	703.2%
Accounts Receivable	
1200 - Accounts Receivable	7.9%
1215 - HST REBATE	95.1%
Total Accounts Receivable	14.3%
Other Current Assets	
1300 - Prepaid Insurance	56.8%
1452 - Advances for Expenses	-118.1%
1460 - Short-term investments	
1465 - New Boat Fund	-100.0%
Total 1460 - Short-term investments	-100.0%
Total Other Current Assets	-98.1%
Total Current Assets	-49.3%
Fixed Assets	
1500 - Vessel Asset Purc (PARU)	0.0%
1510 - Acc Dep on Purch vessel	0.0%
1520 - Improvements to PARU	0.0%
1530 - Acc Dep on Improv to Ves	0.0%
1601 - Shore Assets - Operating	0.0%
1602 - Accum Depr Shore Assets	0.0%
1603 - Trailers	7.5%
1604 - Accum Dep on Trailer	0.0%
Total Fixed Assets	0.5%
TOTAL ASSETS	-38.7%
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2005 - Accounts Payable	49,168.2%
Total Accounts Payable	49,168.2%
Other Current Liabilities	
2000 - Accrued Liabilities	108.6%
2010 - GST/HST Payable	-316.5%
Total Other Current Liabilities	-468.2%
Total Current Liabilities	333.9%
Total Liabilities	333.9%
Equity	
2500 - Deferred Contribution	-17.1%
2501 - Acc Dep of Deferred Cont	0.0%
3100 - Opening Balance Equity	0.0%
Net Income	-1,021.9%
Total Equity	-41.2%
TOTAL LIABILITIES & EQUITY	-38.7%

PARA Marine Search & Rescue
Profit & Loss Prev Year Comparison
1 January through 19 March 2024

	1 Jan - 19 Mar 24	1 Jan - 19 Mar 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
4010 - from Muni/Reg Gov't	83,250.00	73,600.00	9,650.00	13.1%
Total Income	83,250.00	73,600.00	9,650.00	13.1%
Gross Profit	83,250.00	73,600.00	9,650.00	13.1%
Expense				
5001 - Maintenance and Repairs	265,104.15	80,877.17	184,226.98	227.8%
5020 - Insurance	1,411.20	2,124.90	-713.70	-33.6%
5040 - Personnel Related	302.21	341.69	-39.48	-11.6%
5050 - Rentals	2,117.73	4,655.27	-2,537.54	-54.5%
5070 - Misc Services	11.00	259.08	-248.08	-95.8%
suspense	0.00	0.00	0.00	0.0%
Total Expense	268,946.29	88,258.11	180,688.18	204.7%
Net Ordinary Income	-185,696.29	-14,658.11	-171,038.18	-1,166.9%
Other Income/Expense				
Other Income				
6002 - from Prov/Terr Gov't	500.00	0.00	500.00	100.0%
6004 - rec'd - other charities	1,114.42	436.75	677.67	155.2%
6005 - gifts - not receipted	182.00	0.00	182.00	100.0%
6007 - Tax-receipted gifts	250.00	0.00	250.00	100.0%
8004 - Rev. sale of good	1,150.00	1,507.00	-357.00	-23.7%
8010 - Grants Received	4,702.00	0.00	4,702.00	100.0%
Total Other Income	7,898.42	1,943.75	5,954.67	306.4%
Other Expense				
9001 - Ad & Promotion	0.00	650.00	-650.00	-100.0%
9004 - Members Exp	14.84	1,230.19	-1,215.35	-98.8%
9006 - ParaWear Expenses	0.00	898.92	-898.92	-100.0%
9008 - Community Engagement Exp	523.19	0.00	523.19	100.0%
9010 - Square Fees	37.40	46.64	-9.24	-19.8%
9025 - Membership & subscriptio	0.00	359.00	-359.00	-100.0%
Total Other Expense	575.43	3,184.75	-2,609.32	-81.9%
Net Other Income	7,322.99	-1,241.00	8,563.99	690.1%
Net Income	-178,373.30	-15,899.11	-162,474.19	-1,021.9%