

Leash-free Mississauga MINUTES

Wednesday May 6, 2015

(Approved June 3, 2015)

7:00 to 9:00

In attendance:

Dave Carty- President/Director
Karen Forrest- Vice President/Director
Barbara Hanson- Secretary/Director
Gayle Laws- Membership Director
Debra Buckler- Treasurer
Carol Mitchell- Parkway Belt, Director
Al Barnett- Q Park, Director
Marc LeBlanc- IT Director
Anne McGivern- Director

Members:

Kira Wilkinson, Schuyler Hissa, Denise Wood

Absent Directors: Leslie Jamieson (with regrets); Michael Wood

Regrets: Hazel McColl, City of Mississauga

1. Approval of Minutes Amendment—replace corporate asset with communication report

Moved by Deb, seconded by Karen to approve agenda as amended. Unanimous

2. Park Reports:
Garnetwood—no report
Jack Darling—no report
Parkway Belt—fence gate was broken but fixed by the City very quickly
Lakeside- no representative
Q-Park—still getting wood chips by the truck. Three more loads to come. Gate problems fixed promptly.
Toto- no report
3. 20th Anniversary June 20 at Toto Park, from 10 am to 1 pm.

Update from Dave. Hazel McCallion is attending. Don Cherry Foundation is coming and is providing prizes, such as for dog dress up. Dave asked that Board members attend to support the event and assist with the organization.

4. Logo—Gayle reported that she received 9 logo submissions. Judges have been selected and were provided with electronic copies of the submitted logos (without names of the submitters) and a detailed marking sheet with the four stated criteria. Gayle will tabulate the marking sheets and advise the Board of the winning logo. After the Board is advised, Gayle will contact and advise the winner, confirming that the winner will sign a release to use of the design as per the logo contest rules.

Moved by Karen, seconded by Carol, the design chosen by the judges will become the LFM Logo. Unanimous

Moved by Karen, seconded by Dave, that Marc will arrange for a prize of up to a value of \$100 from the consolidated fund which will be presented to the winner. Unanimous

5. Financials presented by Debra for March 2015 and April 2015.

Moved by Karen, seconded by Dave to approve the financial reports. Unanimous.

6. Approval of April Minutes.
Amend the minutes to add Minutes taken by Leslie Jamieson. Barbara will provide recommendations for the June meeting on how to record in-camera decisions

Moved by Debra, seconded by AI, that the minutes be accepted as amended. Unanimous.

The Board acknowledges that Jack Clarke resigned as the Lakeside Park Representative effective April 13, 2015.

7. The Code of Conduct Regarding Children was presented. The first four items were previously approved. The Board reviewed the last four paragraphs and voted on amendments. The revised wording below was voted on and approved.

Code of Conduct Regarding Children (Approved by Board May 6, 2015)

Be aware that Leash-Free zones are NOT necessarily safe places for children. They are primarily places for people to enjoy their dogs off-leash.

All children 12 years or under must be constantly supervised by an adult.

The safety of a child you bring into a zone is YOUR responsibility.

Your main responsibility while in the leash-free zone is to monitor your dog(s) and be prepared to intervene if there is any sign of trouble.

Before bringing a child to the park, ensure you can effectively supervise both the dog and the child.

Do not allow children to come near or touch any dog without asking the owner's permission. .

Do not allow children to run, scream, play games, wave their arms wildly, chase or tease dogs, hold eye contact with a dog, have any food or dog treats anywhere on their body, or bring toys into the park.

Teach your child what to do in an emergency for example: Stand still like a tree or lie down like a log and cover your face.

Moved by Carol, seconded by Dave, that the code of conduct items for children be approved as amended. Unanimous. (Appendix A)

8. Smoking in the Parks. Some people smoke in the park, and this causes concerns that the butts could be left for the dogs to eat, which is a health issue. It was agreed that it will be discussed at the June meeting.
9. Park Representatives needed for Lakeside and Etobicoke Valley.

Schuyler Hissa has offered to be the Park Rep for Etobicoke Valley. Her membership will be transferred to Etobicoke Valley.

Moved by Dave, seconded by Al, that Schulyer Hissa be appointed as acting Etobicoke Valley Rep pending an election. Unanimous.

For Lakeside, Gayle will post the notice requesting a park rep and advising that an election will be held the end of May. She will note this on the Lakeside FB page.

10. Privacy Policy. Karen presented the draft policy. Discussion occurred.

Moved by Dave, seconded by Schuyler that the Privacy Policy developed by Karen Forrest be approved as amended. Unanimous (Appendix A)

Karen presented a sign off sheet for Board members to concur on use of membership information. Discussion occurred about what the agreement means.

Moved by Anne, seconded by Marc that the Board Members agreement to adhere to the privacy policy as developed by Karen be approved as amended. Unanimous. (Appendix B)

11. Display Boards needed by Parkway Belt, Etobicoke Valley and Q Park.

Karen reported that the secondary school teacher Mr. Manning has the design plans to build the boards. Al reported that Q Park does not need a new display board.

Action: Karen and Schuyler will connect on having two boards built with assistant from Mr. Manning and others (such as volunteer identified by Kira)

12. Facilities inventory. Conducted by Kira and Debra and presented to the Board in a chart. It was noted that the city must do an audit by a consultant which adds to the cost in implementing any lighting. The priority must be fencing so dogs cannot get out. One idea is to have smaller fenced areas for the smaller dogs. To pay for facility upgrades, parks may need to increase memberships and donations.

Action: each park will list its priority and provide it to Kira, if any. Financial implications will be discussed with Debra.

13. Communications plan. Deferred to June meeting. Feedback to the submission can be provided to Gayle.

14. Advertising. Commercial advertisement cannot be permitted into the park, such as signage promoting local businesses or products. The city and the zone rep can post notices in the park. Other notices on the members' side of display board such as renting apartments are not allowed—should only be related to park business. We can acknowledge donations from business and people on the display board. Fundraising campaigns should be pre-approved by the Board so we have a coordinated consistent approach. Questions about advertising should be referred to Hazel McColl for the city policy.

15. Board member who has poor attendance record at meetings.

Moved by Debra , seconded by Carol, that Michael Wood be dismissed from the Board and that he will be notified by Dave Carty. Unanimous.

Moved by Dave, seconded by Al, that Kira Wilkinson be appointed as acting Director. Unanimous.

Meeting Adjourned

Minutes taken by Gayle Laws

APPENDIX A

PRIVACY POLICY

LEASH FREE MISSISSAUGA

Leash Free Mississauga (LFM) is committed to protecting the privacy and security of all personal information obtained while fulfilling its mandate to oversee the Leash Free Zones. Its privacy policy and practices have been designed to ensure that all personal information is handled appropriately and in accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA) and applicable provincial legislation.

LFM's commitment to ensuring the safety and security of all personal information is governed by the following privacy principles:

1. Accountability and Identifying Purposes

LFM is responsible for all personal information, which may include but not limited to name, address, phone number and email address under its control including any personal information that is transferred to third parties for processing, storage or other purposes.

LFM will obtain consent before disclosing personal information to a third party for purposes other than the apparent use of contact related to LFM .

3. Consent

LFM will obtain consent to collect, use or disclose personal information either by directly requesting it, or consent may be implied by conduct in providing the information to LFM. The method of obtaining consent will be appropriate to the type of personal information being collected, used or disclosed.

4. Limiting Collection

LFM collects only the personal information necessary for the identified purpose. LFM will collect personal information only by clear, fair and lawful means.

5. Limiting Use, Disclosure and Retention

LFM uses and discloses personal information only for the identified purposes.

- LFM zone communication.
- Will not be used for soliciting or any purpose unrelated to LFM park business

If any personal information is shared with third parties, these third parties are bound by appropriate agreements with LFM to secure and protect the confidentiality of this personal information.

LFM retains personal information only as long as it is required for the identified purposes or as required by applicable federal and provincial laws.

6. Accuracy

LFM is committed to maintaining the accuracy of personal information for as long as it is being used. LFM will make best efforts to ensure that all personal information in its possession is kept up to date, accurate and relevant for its intended use. An individual may request access to their personal information that LFM has on record in order to review and correct the information, as appropriate.

7. Security

LFM takes steps to safeguard your personal information, regardless of the format in which it is held, including:

- limiting individual access to personal information to only those persons with a need for this information in the performance of their duties; contractual obligations obtained from third parties who require access to personal information.

8. Openness

LFM is committed to providing information about our policy and practices related to the management of personal information. This policy and any related information is available at all times on the LFM website

9. Individual Access

Individuals can request to review and verify the accuracy and completeness and request that changes be made to their personal information retained by LFM by contacting

APPENDIX B

POLICY FOR USE OF MEMBERSHIP INFORMATION

LEASH FREE MISSISSAUGA

All membership information must be kept in strictest confidence as per the guidelines in the LFM Privacy Policy.

No membership information may be used for any purpose other than keeping LFM records, informing members of upcoming events, and communicating with members about LFM business, unless express permission is granted by a consensus of the board.

No LFM communications shall be sent out that are inaccurate or would be in violation of the respectful workplace policy or the LFM code of conduct.

No one will have access to the information without permission from an LFM board member.

Anyone who has access to LFM membership information must agree to all the above principles before being given access.

Any individual who is no longer a LFM board member, park rep or who has been given express permission to access the information must cease to use the information and will destroy any information records upon cessation of their LFM position.

Upon signing this agreement, the undersigned agrees to all of the above

DATE _____

NAME _____

SIGNATURE _____