

Meeting Minutes

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Board Meeting

Wednesday January 11th, 2023 7:00 PM to 9:00 PM EST

Virtual Meeting via Zoom

Board Attendance	Board Member Regrets & Vacancies	Guests
<ul style="list-style-type: none"> - Sharon Martel – President & Meeting Chair - Andrea Morrell – Vice President - Rose Shao – Treasurer - Ashley Villella – Webmaster - Nicole Frankovic – Membership and Communications - Bruce Hunter – Secretary - Debbie Neal – Fundraising and Events - Catherine Williams – Etobicoke Valley - Marg Hempstead – Garnetwood - Ellen Lockley – Lakeside - Carol Mitchell – Parkway Belt - Daniel Scouten – Paul Coffey - Robert Dowling – Totoredaca - Veronica Cheng – Social Media Manager Volunteer 	<ul style="list-style-type: none"> - Laurie Usypchuk – Quineppenon - Brandon Shaw – Jack Darling - Angela Puliyodil – Past President 	<p>City of Mississauga</p> <ul style="list-style-type: none"> - Jenna Prokop, Community Development Coordinator, Parks

❖ Call to Order

Meeting called to order at 7:05pm

❖ Welcome and Introductions

welcomed all to the Jan.11/23 board meeting

❖ Apologies and Regrets

Brandon Shaw – Jack Darling, Laurie Usypchuk – Quineppenon, Angela Puliyodil – Past President

❖ Quorum

There being 11 of 16 or 69% directors present, more than the minimum 2/5th or 40% directors in attendance, a quorum was declared at 7:08pm

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❖ Agenda

Moved and seconded at 7:09pm that the agenda be approved

❖ Minutes from December 7th, 2022 Board Meeting

Moved and seconded at 7:09pm that the minutes be approved and posted to the website

❖ Minutes from November 8th, 2022 Annual General Meeting

Moved and seconded at 7:10pm that the minutes be approved and posted to the website

❖ City of Mississauga – Jenna Prokop

- Community Group Registry Program (CGRP)
 - In progress by LFM
- Code of Conduct
 - Once the CGRP is submitted, review will be completed
- Service Request – 311
 - All service requests should have been handled
 - Any service requests do need to go through 311 through phone call or **online ticket:** mississauga.ca/contact-us/email-customer-service/
check status: <https://www8.mississauga.ca/DP/Views/CRM/ServiceRequestLookup.aspx>
email: public.info@mississauga.ca
- Parks
 - Etobicoke Valley
 - Closed due to Peel Region construction
 - Garnetwood
 - More dog walkers every day, due to Etobicoke Valley closure, overcrowding regular users, one dog walker had 16 dogs
 - Dog walkers should have a valid card with them
 - Call Bylaw or Compliance if necessary, Jenna will ask for a blitz of spot checks
 - Jack Darling
 - Brandon provided info to Jenna
 - Gate:



- There are a few gates in this condition, also near sand pit area, dogs have escaped
- Some already repaired, remaining underway

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- Some gates not spring loaded, don't shut automatically, dogs have escaped in the past
- Some gates have a bar at top that prevents gate from swinging outside, Jenna will investigate, Park Reps put in 311 requests for these
- Toronto dog walkers showing up, that used to go to Etobicoke Valley
- Lakeside
 - Fence has been approved for removal in spring 2023 and lower fence covering
- Parkway Belt
 - Gates go out of kilter
 - Noticed dogs from Etobicoke Valley
- Paul Coffey
 - Future direction of park email sent to project manager and park supervisor
 - Bulletin board request, work order is in, Jenna will check with park supervisor on timing
- Quenippenon
 - New small dog section
 - New paved parking lot with one additional accessibility spot
- Totoredaca
 - Are gates available spring loaded without latches like Trafalgar Sports Park Leash-Free
 - New accessible shed purchased by city and installed Jan.11/23:



- In spring after stuff moved, will remove blue shed
- Check with city before making shed alterations
- Jenna OK for members to attend future meetings
- Community Meetings Upcoming – Jenna not aware of any upcoming, we should also monitor with city councillors
- Possible to find out demographics of dogs in the city?
 - Animal Services pulling up stats, will breakout by ward level
- Leash-Free policy will be brought forward when ready and approved by senior leaders
- Working on a formal Project Request form for LFM, will show us at next meeting, for lighting, water, shelters, etc., that will require board consensus
- Donations, Fundraising, Advertising
 - Please let Jenna know beforehand for approval of signage going up on bulletin board
 - Donations acknowledgement, advertising and sponsorships on our website only

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- No more sponsorship signage like Purina, need to find different way to acknowledge and highlight our sponsors, like on our website or social media, need to take down the signage
- Need to advise Purina of this change and signage removal
- Purina could have some type of signage on our bulletin board instead, but need to use Project Request procedure for approval first
- Park bench or bulletin board sponsorship, etc., should use the Project Request procedure
- To paint Purina's logo on existing bulletin board requires email to Jenna, she will get approval from Sponsorship first
- Protocol for when Jenna is unable to attend
 - Will ask Jamie to attend
- Blue Paw Partner
 - Is the City of Mississauga looking at this program? already in place City of Toronto and Brampton
 - When registering your pet for licence given discounts by Blue Paw Partners
 - Encourages licencing and supports local businesses
 - <https://www.toronto.ca/community-people/animals-pets/pet-licensing/bluepaw-partners/>
 - <https://www.brampton.ca/EN/residents/Animal-Services/Pages/BluePaw-Residents.aspx>
 - Jenna will check with Animal Services
- Animal Services – after purchasing licence, can dog owners automatically be registered for Leash-Free Mississauga? Historical answer has been no from Animal Services

❖ Social media – Veronica

- Developing social media code of conduct, benchmarked other sites



SOCIAL MEDIA CODE OF CONDUCT

The Leash-Free Mississauga (LFM) uses social media as a way of communicating and posting notices online for Leash-Free Mississauga Parks and affiliated property. Through shared content, we encourage open and honest conversations and encourage everyone to comment and express their opinions in a courteous manner. By commenting on our posts, you agree to the LFM's Social Media Code of Conduct.

As such, the LFM reserves the right to delete content and block users who do not adhere to the code of conduct. Repeat offences will result in a permanent ban from our social media channels. Content that will not be tolerated, and will be deleted from our social channels includes, but is not limited to:

- Defamatory words or personal attacks or insults
- Hateful, racist, violent, obscene, profane, posts, [links](#) or [images](#)
- Posts that include inflammatory words and/or expletives
- Comments that are deemed to be solicitations, advertisements, or endorsements
- Comments that incite any form of harassment or illegal activity
- Multiple off-topic and/or incomprehensible posts by a single user
- Repetitive posts copied and pasted or duplicated by single or multiple users
- Posts that pose a breach of privacy for others by including personal information
- Posts that include off-topic or incomprehensible content
- Facebook

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- Lakeside provided admin privileges, Toto provided editor privileges, still waiting for others
 - Consider starting from scratch with new official pages
 - Existing pages have been active a long time, new pages could confuse users
 - Sharon will contact Angela to grant Veronica remaining access
 - Why separate pages for each park, instead of one LFM page for all parks?
 - Local park users primarily interested in their local parks
 - Parkway Belt had first page, then other parks started their own
 - Move the Social Media Code of Conduct finalization over to upcoming Governance subcommittee
 - Move the Facebook setup finalization over to upcoming Website and IT subcommittee
- ❖ MS Teams – SharePoint – Daniel
- There are many emails about many topics, we need a common workplace where we can store items, work together, share items
 - Main tools are MS Teams and Google Workspace, most of us are familiar with the former
 - Can replace Zoom, has shared drive, chat, possibly free for not-for-profit
 - Move over to upcoming Website and IT subcommittee
- ❖ Park Rep Updates
- Etobicoke Valley: Catherine:
 - Park closed for construction project 18-2441 Wastewater System Improvements, standing by for region and city updates on completion dates
 - Other parks noticing uptick in users? Parkway Belt on Saturdays
 - Garnetwood: Marg:
 - Holes being filled by evening users, many dogwalkers during days
 - Dog incident reported during meeting, possible pit bull, possibly bit Husky and Owner
 - Jack Darling: Brandon n/a, Andrea:
 - Large list of 311 tickets opened and reported to Jenna
 - Old information to come off bulletin board
 - Many holes in upper region, dog with compound fracture reported
 - Skunks reported under shed
 - Kids under 12 reported
 - Lakeside: Ellen: all good
 - Parkway Belt: Carol:
 - Regular visits to check gates
 - Paul Coffey: Daniel:
 - Paving pathway all completed
 - Spreading woodchips and filling holes
 - Quenippenon: Laurie n/a
 - Totoredaca: Robert:
 - Gates needing regular adjustments
 - New shed, wide doors, can walk right in
 - Disappointed about Purina signs having to come down

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- Request more fill to fix holes

- ❖ Purina sponsorship alternatives, possibly website linking, Ellen owns relationship, move over the Fundraising subcommittee

- ❖ Change in roles
 - Nicole and Bruce exchanged roles in Dec/22, more in line with passions and skillsets

- ❖ St. John Ambulance – Pet First Aid Course – Sharon
 - Available 1-day in-class courses at SJA Mississauga location \$150 on weekends
 - <https://www.sja.ca/en/first-aid-training/pet-first-aid>
 - Course content includes Prevention and safety, Choking, Artificial respiration, Poisoning, Bites (from other animals), Skunk spray, and Vaccinations
 - Participation certificate issued upon successful completion of course

- ❖ Subcommittee formation
 - Membership and Communications
 - Nicole is Chair
 - Volunteers: Bruce, Debbie
 - Fundraising and Events
 - Debbie is Chair
 - Volunteers: Nicole, Bruce, Sharon, Andrea
 - Governance
 - Andrea is Chair
 - Volunteer: Bruce
 - Website and IT
 - Ashley is Chair
 - Volunteers: Veronica, Nicole, Bruce, Daniel
 - Sharon has external volunteer blogger / content creator very interested
 - Infrastructure and Facilities
 - Andrea is Chair
 - Volunteers: Bruce, Sharon, Park Reps
 - New Leash-Free Parks and Planning
 - Sharon is Chair
 - Volunteers: Bruce, Andrea, Daniel, Rose
 - Nicole has possible contact for potential new parks
 - Reviewed portions including map of City Corporate Report on Leash-Free Zone Review May.31/16, see separate attachment

- ❖ Membership list
 - Dec.31/22 version sent out, 1218 members

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❖ Board updates

- President: Sharon
- Vice President: Andrea
 - Constitution updates ongoing, needed to complete CGRP
- Treasurer: Rose
 - Reviewed financials up to Dec.31/22, donations and expenses
 - Toto, Lakeside and Jack Darling lead in donations



Breakdown by Park



- Detailed list of expenses requested
- Secretary: Bruce
- Fundraising and Events: Debbie
 - Various vendors and trainers being lined up for park events to drive membership
 - Researching Special Events Licence, and Raffle and Giveaway rules
 - <https://www.mississauga.ca/services-and-programs/business/licences-and-permits/special-event-licence/>
 - How does our Liability Insurance work when vendors and trainers are invited
- Membership and Communications: Nicole
 - Membership reports to be quarterly, or posted in Teams
 - Park Reps please provide to Nicole successful membership increase background
 - Increase social media presence, possibly Instagram, photographer
 - Possible rewards, gift cards
 - Possible Facebook one page instead of every park
- Website and IT: Ashley
 - Audit of performance ongoing
 - Improve functionality

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- Out of date content removal
- Plan content updates
- Images currently on website sources and issues, also inclusivity issues
- Original content
- Travelling Jan.26/23 until end of Feb/23

Next meeting is the February Board Meeting on Wednesday, February 8th, 2023 at 7pm

Meeting adjourned at 9:26pm

Minutes taken by Bruce Hunter