

Meeting Minutes

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Board Meeting

Wednesday February 8th, 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 - Nicole Frankovic – Membership and Communications - Bruce Hunter – Secretary - Debbie Neal – Fundraising and Events - Marg Hempstead – Garnetwood - Carol Mitchell – Parkway Belt - Daniel Scouten – Paul Coffey - Laurie Uspchuk – Quineppenon - Robert Dowling – Totoredaca 	<ul style="list-style-type: none"> - Rose Shao – Treasurer - Ashley Villella – Webmaster - Catherine Williams –Etobicoke Valley - Ellen Lockley – Lakeside - Brandon Shaw – Jack Darling - Angela Puliyodil – Past President - Veronica Cheng – Social Media Manager Volunteer - Edison Qu – Finance Management Volunteer 	<p>City of Mississauga</p> <ul style="list-style-type: none"> - Jenna Prokop, Community Development Coordinator, Parks - Jamie Ferguson, Manager, Park Services

1. Call to Order

Meeting called to order at 7:06pm

2. Welcome and Introductions

Welcomed all to the Feb.8/23 board meeting, including Jamie and Jenna from CoM

3. Apologies and Regrets

Rose Shao – Treasurer, Ashley Villella – Webmaster, Catherine Williams –Etobicoke Valley, Ellen Lockley – Lakeside, Brandon Shaw – Jack Darling, Angela Puliyodil – Past President, Veronica Cheng – Social Media Manager Volunteer, Edison Qu – Finance Management Volunteer

4. Quorum

There being 10 of 16 or 62% directors present, more than the minimum 2/5th or 40% directors in attendance, a quorum was declared at 7:08pm.

5. Agenda

Moved and seconded at 7:08pm that the agenda be approved.

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6. Minutes from January 11th, 2023 Board Meeting

Moved and seconded at 7:08pm that the minutes be approved and posted to the website.

7. Constitution

Approved by Board of Directors on January 26, 2023 via email, for approval by Members at the November 2023 Annual General Meeting;

Board voted unanimously in favour at 7:10pm that the Constitution be approved and posted to the website, continue future review of annual membership renewal requirement.

8. Community Group Registry Program CGRP

Reviewed by Board of Directors on January 27, 2023 via email;

Board voted unanimously in favour at 7:11pm agreeing to Terms and Conditions as a Registered Group,

including LFM is not a CoM service or agency, independent with support, comply with all City By-Laws and governing policies, release CoM from claims and give indemnity from LFM activities and operation.

9. City of Mississauga – Jenna Prokop

- Permits for leash free zones:
 - Cannot contact Mississauga Customer Service and book an event, like can be done online, for example, to book a Park permit at Meadowvale Conservation Park.
 - To book a fundraising or other event for LFM in a leash free zone or other facility, we need to plan lots of advance notice (at least 6-8 weeks), and propose and provide event scope and work with Jenna to arrange permissions.
 - For example, a dog food business would not be permitted inside the leash-free zone.
 - Possibly look at dog ownership education type events, for example dog behaviour specialists, how to read dog body language and behaviour, how to tell if dog is comfortable being in the park, is the dog bordering on starting to become reactive to other dogs or people, is intervention required, how to train your dog, new dog ownership training.
 - Jack Darling toboggan hill natural amphitheatre may be a good location for training event, gate off the area, have volunteers let people in, not preventing use of the rest of the park.
- Earth Day (Saturday April 22/23) and Litter Picks, CoM can supply garbage bags and other supplies.
- Marg has old version of Event proposal, will send to Jenna.
- Community Group Registry Program (CGRP)
 - Submitted Jan.27/23, review in progress by Jenna, for approval by Jamie.
 - Which Community stewardship providers and clubs should LFM be in:
 - Stewardship groups
 - Special interest groups
- Code of Conduct
 - CGRP submitted, when approved review will be completed.
- Leash-Free Policy

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- Jamie escalating to director for review and approval by senior leaders, before going to City Councillors, from July/22
- Service Request – 311
 - Mulch requests waiting for ground to dry up a bit.
 - 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
- Park Planning – Lighting and Amenities Studies – being conducted by another department, no update yet; which department?
- Dog walkers blitz of spot checks:
 - Security focusing on 9am and 1pm time periods on weekdays at Jack Darling and Garnetwood.
 - Jenna contacted all dog walkers who have communicated with the city since 2019, to renew their licences and reminder of number of dogs limit per person.
 - Jack Darling seeing a lot of dog walkers from Toronto on the weekends, Jenna will update Security.
- Kids observed at Jack Darling on weekends, report this to Security, the more reports they get, the more patterns they can see and adjust their routes accordingly.
- Animal Services visiting parks to check for dogs off leash outside leash-free zone, focusing on education.
- Signs on fences inside the park for No Smoking or Vaping, pose a risk of injury to people and dogs, trying to reduce sign pollution, Jamie and Jenna will look at and report back.
- Are gates available spring loaded without latches like Trafalgar Sports Park Leash-Free?
 - New maintenance supervisor Ryan will visit Trafalgar Sports Park Leash-Free with Jenna on Feb.9 to review and see if feasible.
 - Will also visit Parkway Belt, Jack Darling and Totoredaca to see problem gates.
- Sutera still in procurement, no status change yet.
- Parks
 - Etobicoke Valley
 - Closed due to Peel Region construction Project Number 18-2441 until Spring 2024.
 - Garnetwood
 - Shed move away from back gate corner where lawnmower comes in, getting hit and knocked around by lawnmowers, to platform beside willow tree, approved and waiting for better weather and ground to dry up.
 - Ticket opened by Marg for the gates, Jenna will follow up.
 - Jack Darling
 - Bulletin boards – need to replace plexiglass/acrylic covers – LFM cost, city will design and build, or order new parts and install and charge back to LFM.
 - Hole locations, not possible to put ribbon on fence, too far away, or paint, would be worn away by dogs, possibly GPS coordinates using phone to report locations to CoM; park would be closed during hole-filling.

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- Possible to take sand away from the fence at the sandpit near tennis courts, to reduce chances of dogs jumping fence; ensure on work order so Adam, park supervisor, knows this needs to be done.
- Brandon opened ticket about lids on green boxes, already fixed.
- Gate near Sutera ticket being opened has a large gap underneath, even large dogs are escaping.
- Send aerial map to Jenna where wood chip delivery wanted near Washroom entrance.
- Lakeside
 - Fence has been approved for removal in spring, and lower fence covering installed to deter dogs from escaping.
- Parkway Belt
 - Faded signs will be inspected by maintenance supervisor Ryan with Jenna on Feb.9, also gate with water running through vestibule.
- Paul Coffey
 - Project manager Jordan spoke with Jenna, park will be bigger and will have a small dog area, no timeline yet.
 - Bulletin board request, work order is in but no timing yet, in the meantime can tape notices to the shed.
- Quenippenon
 - Water line and water access, no update yet.
 - There is a lot of work going on, on the North side of building, Jenna will check with her contact if this is for our water line.
 - Shed replacement, put into project request form.
- Totoredaca
 - Bob will meet Jenna and new maintenance supervisor Ryan on Feb.9.
 - No update yet on planned Watermain Replacement Project Number 15-1138.
 - 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.
- Community Meetings Upcoming – Jenna not aware of any upcoming, we should also monitor with city councillors.
- Demographics of dogs in the city
 - Animal Services so far unable to breakout by ward level, Jenna has put in request to IT to see if they can breakout.
 - Dogs: 18,117 regular licences, and 5,097 lifetime licences which ended in 2011, removed after 20 years.
- Blue Paw Partner
 - Animal Services looked at this 4-5 years ago, before Toronto had it, did not move forward at that time.
 - Animal Services can come to a future meeting to discuss this or any other topics.
- Signage
 - Staff will remove Purina signage; we need to plan how to advise Purina of new plan.
 - Education, safety and LFM signage is OK for bulletin boards.
- Poop bags at the gates

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- Project Application / Capital Request form for LFM
 - For events, lighting, water, shelters, etc., that will require board consensus:

Leash Free Mississauga Project Application

This application must be completed by a City Registered Group requesting any projects to City assets. The Park Division liaison must receive submissions. The application will be circulated to the applicable City departments for review. The group must receive written approval from the City before the work, program, or event commences.

Registered Group Information

Organization Name	Leash Free Mississauga *
Park	
Park Representative	
Email	
Telephone Other	

Project Proposal

Description of Alteration, Addition or Improvement

Include plans, specifications, a list of suggested materials or products, estimated cost, requested completion date etc.

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Please include the following for each proposal:

- Site Plan Map
- Diagram Specifications
- Material Specifications
- Budget Details

Estimated Cost: \$

Program/Event Proposal

Description of Program, dates, times, city materials
Example: LFZ volunteer clean up day

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Please include the following for each proposal:

- Site Plan Map
- Program Specifications
- Material Specifications
- Budget Details
- Safety plan

Park Representative Signature:
President Signature:
<small>I have the authority to bind the applicant organization hereunder between the City of Mississauga and Organization</small>
Date:

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- Eventually will be an online request.

10. Vacancies – none.

11. Social media – Veronica – regrets

- Review of issues and activities for Facebook, Twitter, Instagram, DogPack, etc. n/a

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- Glitch on our Function to Attend Meeting and Ask City Question, website sent incomplete information from user form to President, name only, no date stamp, email, contact info or question details, tested the function too late.
- Were considering inviting a possible member, decided to provide them information one on one instead.
- 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

12. Park Rep Updates

- Etobicoke Valley: Catherine: regrets
 - Park closed for construction project 18-2441 Wastewater System Improvements; Spring 2024 planned completion.
- Garnetwood: Marg:
 - No issues
 - Last month dog fight incident reported during meeting, possible pit bull named Levi, possibly bit Husky and Owner, and 2 more recent events including dog named Zuzu.
 - Animal Services reports will generate action.
- Jack Darling: Brandon: regrets
 - More reports of dog fights, 3 weeks ago incident.
 - Kids under 12 reported again.
- Lakeside: Ellen: regrets
- Parkway Belt: Carol:
 - Water running in a stream through gates area, washing stones out.
- Paul Coffey: Daniel:
 - No issues
- Quenippenon: Laurie
 - Mulch requests are in.
 - Small dog new area not really being used for small dogs, more for nervous or anxious dogs, an added bonus.
 - Gate latches breaking.
 - Discussed water jugs 50L, challenges finding and installing theft-proof mount.
- Totoredaca: Robert:
 - Park very muddy.
 - Meeting Jenna and Ryan Feb.9th.
 - Requesting more fill to fix holes.

13. Board updates

- President: Sharon
 - Subcommittee New Leash-Free Parks and Planning
 - Sharon is Chair, Volunteers: Bruce, Andrea, Daniel, Rose
 - Income and expense plan for 2023 based on anticipated spending on enhancements, capital items and other expenses, and needed donations, sponsorships and other fundraising, is ongoing.

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- Preparing communication to connect with City Councillors to ensure LFM has a voice at constituent meetings and attend to promote new Leash Free Parks. Planning to hold a meeting with all City Councillors to discuss LFM mission and our willingness to take on stewardship of new parks.
- St. John's Ambulance – Pet First Aid Course – First Aid Course cost for board members will be paid by LFM, approved by unanimous LFM board vote.
 - 1-day in-class courses at SJA Mississauga location \$150 on weekends.
 - <https://www.sja.ca/en/first-aid-training/pet-first-aid>
 - Course includes Prevention and safety, Choking, Artificial respiration, Poisoning, Bites (from other animals), Skunk spray, and Vaccinations.
 - Board voted unanimously to pay the cost for the board members.
 - Submit receipt to Rose for reimbursement.
 - Nicole has possible contact for potential new parks.
- Vice President: Andrea
 - Subcommittee Governance
 - Andrea is Chair, Volunteers: Bruce, Sharon
 - Constitution reviewed and updated Jan.26/23
 - CGRP completed and submitted Jan.27/23
 - Social Media Code of Conduct finalization
 - Volunteer management planning paper ongoing
 - Subcommittee Infrastructure and Facilities
 - Andrea is Chair, Volunteers: Bruce, Sharon, Park Reps
 - Review current facilities at each park, plan requirements for Lighting, Water, Shelters and Agility Equipment update.
- Treasurer: Rose – regrets
 - Reviewed expenses and donations detailed by month 2022 to date, Rose provided to Bruce.
- Secretary: Bruce
 - Ontario Business Registry Annual Return completed Jan.19/23 for LEASH-FREE MISSISSAUGA (1797928) [Not-for-Profit Corporation].
 - Website 3 quotes received, to be reviewed by Ashley's subcommittee.
- Fundraising and Events: Debbie
 - Subcommittee
 - Debbie is Chair, Volunteers: Nicole, Bruce, Sharon, Andrea
 - Feelers out for Dog Trainers demonstration and Dog Behaviourist demonstration to be planned in summer events.
 - Reached out to Pet Valu and Rens about possible events, maybe in March.
 - Let Debbie know of other events desired.
 - Focus right now is on increasing membership.
 - Possible advertising spend?
 - City bylaws regarding events, advertising and sponsorship update.

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- Purina sponsorship alternatives, future major sponsorship website highlight, Ellen previously owned relationship, planning how to handle contact, we have not asked for the 2023 donation yet.
- Researching Special Events Licence, and Raffle and Giveaway rules
- <https://www.mississauga.ca/services-and-programs/business/licences-and-permits/special-event-licence/>
- Membership and Communications: Nicole
 - Subcommittee
 - Nicole is Chair, Volunteers: Bruce, Debbie, Sharon
 - Met on Feb.6th.
 - Free advertising space in Port Credit on video billboard at St. Lawrence Starch building, Lakeshore and Hurontario, Nicole will put together image and blurb.
 - Quarterly emails to membership, putting together spring version.
 - Donations being made are not receiving thank you acknowledgments, get list of donations, and an email thank you will be created, will be reviewed next meeting.
 - One account each for official LFM on Facebook, Twitter and Instagram
 - Not have Facebook accounts for each park anymore.
 - Disable links from website to parks individual pages.
 - Look at as a rebranding.
 - We cannot take down the pre-existing pages, make an attempt to contact page owners to take them down, or rename so not LFM.
 - Notify CoM we are no longer associated with the old pages, we are not monitoring.
 - Next meeting will cover membership drives and possible promotions.
 - Winter hats have all been given out, except Jack Darling, may be in the shed.
 - Subcommittee can expect to receive approval to go ahead on initiatives within 2 days of asking.
 - Nicole will contact Jenna regarding any CoM approvals needed.
 - LFM logo, Dave Carty gave his go ahead via Bruce for us to use and copyright.
 - We automatically have copyright, but trademark gives power to enforce.
 - Trademark cost could be one-time \$2500-\$3000 in legal fees.
 - Agreed to go ahead, Nicole will look into further, Laurie will provide lawyer contact info.
 - Membership quarterly reports end of March, June, September and December.
 - Website and IT: Ashley – regrets
 - Subcommittee
 - Ashley is Chair, Volunteers: Veronica, Nicole, Bruce, Daniel, Sharon
 - Ashley travelling Jan.26/23 until end of Feb/23
 - Teams
 - Veronica arranging for not-for-profit access grants.
 - Sign up and renewal pages on Website

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- Change needed to update the member's permission, granting LFM permission to contact by email, and to replace old 2021 version with new 2023 Constitution the members agree to during sign up and renewal.
- Facebook
 - Setup new single LFM Page, under our control, for all LFM parks, new presence to build on and plan next steps for previous existing park pages.
- Website replacement / rebuild.
 - 3 quotes received, to be reviewed.
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Next meeting is the March Board Meeting on Wednesday, March 8th, 2023 at 7pm.

Meeting adjourned at 9:33pm.

Minutes taken by Bruce Hunter.