

Meeting Minutes

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Board Meeting

Wednesday Sept 6, 2023, 1900 to 2100 EST

Virtual via Zoom

Board Attendance	Board Member Regrets / Vacancies	Guests
Andrea Morrell – <i>Vice President & Secretary</i> Bob Dowling - <i>Totoredaca</i> Carol Mitchell – <i>Parkway Belt</i> Catherine Williams – <i>Etobicoke Valley</i> Daniel Scouten – <i>Paul Coffey</i> Debbie Neal – <i>Fundraising & Events, Communications & Membership, Mtg Chair</i> Ellen Lockley – <i>Lakeside</i> Jenn Agombar – <i>Quineppenon</i> Marg Hempstead – <i>Garnetwood</i>	Brandon Shaw – <i>Jack Darling</i> Nicole Frankovic – <i>Interim President</i> Rose Shao – <i>Treasurer</i> Veronica Cheng – <i>Social Media Manager Volunteer</i>	Regrets Jenna Prokop – <i>Community Development Coordinator, Parks</i>

1. **Call To Order**

Meeting called to order at 7:01pm

2. **Welcome and Introductions if necessary**

Everyone welcomed to meeting.

3. **Apologies and regrets**

Per above table. Debbie volunteered as Sept Board Meeting Chair.

4. **Declare quorum (Minimum 2/5 two fifths of directors)**

There being 9 of 12 or 75% directors present, more than the minimum 2/5th or 40% directors in attendance, a quorum was declared at 7:02pm

5. **Approval of agenda**

Moved and seconded at 7:02pm that the Agenda be approved.

6. **Acceptance and approval of minutes from Aug 2, 2023**

Moved and seconded at 7:02pm that the Meeting Minutes be approved.

7. **City of Mississauga** (Jenna's provided answers in [blue](#))

- Community Group Registry Program – timeline review of Action Plan submission?
- Park planning – lighting and shelter studies in existing LFZs.

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- The Parks Planning Department currently has the document for capturing their shared comments
- Leash-Free Policy
 - Intact males at Leash-Free Zones – Cities of Brampton and Toronto prohibit in-tact males – same for CoM?
 - Added for management suggestions and review
 - Children under 12 – Clarification required. Board members advised by Animal Services this is not a by-law and not enforceable however Security has attended to reports of children.
 - It is a by-law; only Security and Enforcement can enforce
 - Parks Bylaw Section 35.12: No person shall allow a child under 12 years old to enter the Leash-Free Zone.
- Insurance status – D&O and CGL – confirmation both in good standing with CoM?
 - This would be payment to the insurance broker for the D&O insurance – Aon. So if LFM received their insurance policy and confirmation of coverage, we think its safe to say the payment was successful. You can contact Jeff at jeff.mcintosh@aon.ca if LFM have any questions
- CoM Signage (current LFZ Code of Conduct, No Smoking/Vaping, 2023 Grass Cutting Schedule) – posted at all entrance gates
- Leash-Free Zone Updates
 - Etobicoke Valley
 - Garnetwood
 - Jack Darling
 - Service request #6173706 forest section (as of 08/28, tree is still hanging near path).
 - Forestry cannot find the tree being described. 311 has been updated with this request
 - City's plans to address grapevine in forest canopy?
 - Service request #6170102 reallocating dog waste street sign (from Orr Road to JD)
 - This is on the on-work plans for 2024
 - Parks Operations via Service Request # 6201346 (outdated signage re: Hours of Operation)
 - Completed; 311 has been updated with this request
 - Parks Operations via Service Request # 6201341 (broken gate near Tennis Courts)
 - Completed; 311 has been updated with this request
 - Lakeside
 - Quenippenon Meadows
 - Status of billboard repair
 - Completed
 - Parkway Belt
 - Paul Coffey
 - Totoredaca
 - Back gate – welder required to fix issue
 - Agility equipment damaged during grass cutting – status of repair
 - City liaison's attendance at monthly Board meetings? CoM website has no specifics re: participation in monthly meetings.

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- Any other items City would like to address?

8. Vacancies

- Secretary vacancy is still posted on LFM website, no responses thus far
- Brandon Shaw, Park Rep for Jack Darling tendered resignation Sept 9, 2023. Posting for position on FB and JD Bulletin Board. In the interim, Nicole, Deb and Andrea will fill in on their daily visits to JD.

9. Board Updates

- Interim President (Vice President to address in Interim President's absence)
 - CGRP Action Plan
 - Submitted to City on Sept 4, 2023. Submission included a new Complaint Form. As of Sept 6, no acknowledgement of receipt by City. Nicole to follow-up and request a confirmation of receipt.
- Vice President
 - Website update
 - High-level run through of updates to layout, content.
 - Membership sign-up, renewal and donation sections currently under construction and unavailable. Notice posted on those pages. Contact Us remains operational.
 - Sneak peek link will be shared with Board in the coming weeks.
 - Board asked to continue sending in pictures.
 - Content in process of being updated for re-launch
 - Google Workspace
 - Until we have CGRP status decision from City, Board in agreement to keep existing access to GW status quo. Once a decision provided, we will proceed with ensuring all Board Members have access to GW and are using platform. Dan suggested we move to GW for email – need to better understand what this means, how to set up, etc. Andrea will follow-up with Website team re: passwords.
 - MS Teams
 - Nothing on file to show any charges to credit cards historically. Item closed.
- Treasurer (Vice President to address in Treasurer's absence)
 - New job will limit attendance to quarterly rather than monthly Board meetings.
 - Rose to arrange follow-up meeting at BMO to finalize e-transfer
 - **\$260 in donations June 6 – Aug 18, 2023 (information not shared at Board meeting)**
- Fundraising & Events
 - Until City provides CGRP status update, Board in agreement with Deb to hold off on any formal event plans
- Membership, Communications and Social Media
 - Consider a double-sided business card hand out to give LFM some credibility in the field – create QR Codes for membership/join, FB, Park Rules, website, calendar of events, etc. Good means of introducing LFM to park users, people will take card as sign of goodwill gesture, means of starting a conversation/relationship, hopefully once back home will look up LFM, scan, join, etc.

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- Current focus on supporting City Sept 9 Doggie Swim. After this event, Deb would like to continue with the Park Angels, Doggy Bios and Park Rep bios to keep everything fresh and interesting.
- Secretary
 - Reminder to Board to ensure only LFM approved content is posted on Bulletin Boards. Shared that JD Bulletin Boards had flyers to rehome a Beagle (flyers were removed, Andrea made contact, explained proper use of Bulletin Boards and suggested reaching out to MAS or a breed specific rescue, etc.)

10. Park Updates

- Etobicoke Valley – no update
- Garnetwood –
 - Tree issues – Marg to email 311 (public.info@mississauga.ca) and include a picture to report safety issue.
 - Bulletin Board acrylic face and lock needs to be replaced. Under current LFZ policy, this is responsibility of LFM.
- Jack Darling –
 - Burrs major issue. Many longtime LFZ users have been coming in the evenings with large pruning shears to cut down along pathways.
- Lakeside
 - Bulletin Board plexiglass/acrylic window also problematic.
- Parkway Belt
 - Update required re: moving the entrance gates away from natural run-off course and faded signs.
- Paul Coffey
 - Dan shared his Google Maps stats for Paul Coffey LFZ. Deb, Dan, Andrea to spearhead setting up for all 8 LFZs so info consistent.
- Quenippenon
 - Parts of the LFZ have been sprayed/marked, no idea by whom. Jenn to submit 311 email with pictures – Region of Peel or City work?
 - New Bulletin Board installed – keys found. Can it switch to a combination lock to avoid losing keys?
- Totoredaca
 - Outstanding 311 tickets – gate repairs promised but still outstanding. Suggested that Bob submit 311 via email with pictures of required repairs.

11. Roundtable

- Board encouraged to email 311 requests to public.info@mississauga.ca rather than phone so we have email record for easier follow-up.
- Meeting adjourned at 7:37pm

Next Board Meeting: Wednesday October 4, 2023, 1900 – 2100