

**Kilcona Park Dog Club Inc.
2015 Annual General Meeting
Minutes**

Topic	Kilcona Park Dog Club Annual General Meeting
Date	November 30 th , 2015
Time	1800
Place	Henderson Public Library 1-1050 Henderson Hwy, Winnipeg, MB
Chair Person	Donna Henry
Secretary	Kathleen Kirkman

Order of Business

<p>Call To Order</p> <p>Donna Henry called the meeting to order at 1805</p>
<p>Introductions</p> <p>This was KPDC's 7th AGM. Donna introduced the following individuals.</p> <p>Donna introduced the 2014-15 Directors of 2015 and Frank Machovec who is running the election of the officers as he has done in past years.</p> <p>Introduction of volunteers:</p> <p>Kathy Pahkala, Robyn Gibbons, Gail Wadywoda, Ron Fehr, Craig Handkamer Sasha Emric, Susan Argue, Dave McColl</p> <p>See Appendix D for the 2014-15 KPDC Volunteer Honour Roll</p>
<p>Adoption of the Agenda</p>

Amended to include a discussion about off-leash area boundaries.

Treasurer's Annual Report:

See **Appendix A**

Susan Argue questioned a year-end accounts payable of \$2,752.78. Jeff Henry explained that it was a reimbursement of expenses for purchases he'd made on behalf of KPDC - \$1880.74 for custom-designed signs and bag dispensers, \$460 for volunteer t-shirts, \$116 for meat for fall Dog Fest and \$112 for membership cards = \$2568.74 plus \$184.04 for supplies.

Motion 1: To approve the financial report as presented.

Moved by Daria Zenchuk, seconded by Susan Argue. Carried unanimously.

Adoption of the Minutes:

Motion 2: To adopt the minutes of the 2014 AGM.

Moved by Kathleen Kirkman, seconded by Gail Warywoda. Carried unanimously.

KPDC 2014-15 Annual Report:

See **Appendix B**

Motion 3: To accept the Annual general report be accepted as presented.

Moved by Susan Argue, seconded by Craig Handkamer. Carried unanimously.

2015-16 Goals and Objectives:

See **Appendix C**

John Williams asked that the 2016 Goals and Objectives be amended. He asked that the Board ask Parks administrators to do something make wet, muddy more navigable.

As background, Donna explained that in 2011 Parks hired a consultant in to evaluate trail erosion and make recommendations to repair the damage. The consultant's

report indicates that depressions on top of the hill would have to be filled and culverts installed to improve drainage so rain and melt water runoff flows readily from hilltop down the slopes and into the ponds. The consultant estimated trail repairs would cost \$750,000 in current dollars. There City has not budgeted any money to repair the trails. The consultant recommended against using wood chips to mitigate the damage because while they absorb water and contribute to further trail erosion.

Donna also informed members that she met with the Park Technician to examine the erosion in the play area. The technician recommended fencing off half the play area and seeding it with grass. Once the grass becomes well-established, the other half of the play area will be done. Donna informed members that the downtown dog park stakeholders group recently discussed off-leash area surfacing options and concluded that grass is not the sturdiest vegetation for a dog play area.

Action 1: Donna will ask Parks to take steps to improve trail conditions and explore other options for addressing erosion in the play area.

John Williams also inquired about installing lighting on the trails. Jeff said it may be possible to improve lighting in the play area when the splash pad is installed because there will be a source of power nearby. There was a discussion of options for improving lighting including a system of methane-powered lights fueled by dog waste that is used in off-leash areas in other jurisdictions and redirecting some of the lights in the parking lot to shine on the play area.

Motion 4: To approve the goals.

Moved by Craig Handkamer, seconded by John Williams. Carried unanimously.

Election of the New Board of Directors:

Frank Machovec chaired the election of officers. All the below positions were filled by acclamation.

President: Donna Henry. Nominated by Frank Machovec; seconded by Jo Storie.

Secretary: Kathleen Kirkman. Nominated by Susan Argue; seconded by Sasha Emric.

Treasurer: Daria Zenchuk. Nominated by Kathleen Kirkman, seconded by Susan Argue.

Director of Marketing and Communication: Jeff Henry. Nominated by Stacy Kuryk; seconded by Gail Warywoda.

Director of Membership: Robyn Gibbons. Nominated by Frank Machovec seconded by Donna Henry.

Director of Volunteers Shannon Taylor. Nominated by Kristin Flight, seconded by Kathleen Kirkman

Director of Events: Ron Fehr. Nominated by Donna Henry; seconded by Nancy Loutit.

Director of Fundraising: no nominations and position remains vacant.

The Oath of Office and the swearing in of the 2015-2016 Board of Directors deferred until first Board meeting.

AGM adjourned at 2030.

Appendix A

Kilcona Park Dog Club Inc.				
STATEMENT OF OPERATIONS				
November 1, 2014 to October 31, 2015				
2015				
	Actual	Budget	2014	2013
REVENUE				
Fundraising	\$14,307	\$ 23,428	\$ 4,817	\$ 5,340
Membership	3,100	5,200	3,860	3,275
Events	2,396	2,500	2,530	1,655
Sponsorship	3,270	3,150	2,100	3,000
In Kind	2,150	2,200	860	
Merchandise			353	405
Grants	1,425	850	20,040	
Donations	454	750	431	1,715
Interest & Other	262		90	4
Total Revenue	27,364	38,078	35,081	15,394
EXPENSES				
Fundraising	3,732	\$ 6,134	\$ 1,256	\$ 1,467
Membership	281	1,025	476	626
Events	1,990	1,250	2,118	1,384
Sponsorship	112			
Admin	3,341	3,125	1,067	1,524
Responsible Pet Ownership	2,391	1,700	260	
Park Stewardship	1,674	1,250	20,193	
Advocacy			458	
In Kind Services or Gifts	1,825	2,100		
Inventory	1,092	330		2,079
Total Expense	16,439	16,914	25,828	7,080
Excess of Revenue over Expenses	10,926	21,164	9,254	8,314
Fund Balance, beginning of the year	21,721	21,721		
Fund Balance, end of the year	\$32,647	\$ 42,885		

KILCONA PARK DOG CLUB INC.
STATEMENT OF FINANCIAL POSITION
As at October 31, 2015

ASSETS	<u>2015</u>	<u>2014</u>
Current		
Cash & Cash Equivalents	\$ 10,027.45	\$ 7,608.84
Grants Receivable	\$ 940.37	
Accounts Receivable	\$ 100.00	
Prepaid expenses	\$ 457.86	\$ 572.89
	\$ 11,525.68	\$ 8,181.73
Investments	\$ 20,000.00	\$ 9,021.95
Accrued Interest on Investments	\$ 180.53	\$ 70.49
Gift certificates	\$ 400.00	\$ 725.00
Inventory	\$ 3,843.69	\$ 4,372.29
	\$ 35,949.90	\$ 22,371.46
LIABILITIES		
Current		
Accounts payable	\$ 2,752.78	
Accrued Expenses Payable	\$ 550.00	
Unearned income		\$ 650.00
	\$ 3,302.78	\$ 650.00
FUND BALANCE	\$ 32,647.12	\$ 21,721.46
	\$ 35,949.90	\$ 22,371.46

Appendix B

KILCONA PARK DOG CLUB INC.

NOVEMBER 30, 2015 AGM

2014-15 ANNUAL REPORT

In 2015 Kilcona Park Dog Club focussed on park improvement projects, particularly its major project - bringing clean, fresh drinking water into Kilcona's off-leash area, and installing a dog rinse station and splash pad.

Fundraising for the project became the Board's top priority.

KPDC coordinated Phase 2 of the project feasibility study, narrowing down options for bringing water into the park and refining the budget. To reduce the overall cost to the club, the Board consulted with the EKT Community Committee and potential partners that have an interest in connecting their properties to the City's sewer and water systems.

Water quality continued to be an issue with more reports of dogs falling ill after drinking or swimming in Kilcona's retention ponds. For the second year in a row KPDC tested the pond water, expanding the analysis to include heavy metals and volatile organic compounds. We also tested the water in the picnic shelter washrooms. The test results support the need to provide a source of clean, fresh drinking water for people and dogs and a facility where dogs can cool down in hot weather.

Most recently, KPDC and Platinum Sponsor, Royal LePage Prime purchased waste bag dispensers and installed them along the trails and near the play area.

The Board launched the "Poop Fairy" responsible pet owner campaign to encourage park users to pick up after their dogs.

In cooperation with other dog park clubs KPDC also re-printed a guide to dog park health, safety and etiquette.

Advocacy

Goal

- To consult with the City on matters pertaining to Kilcona Dog Park.

Results – PARTIALLY MET

- The results are qualified because consulting with the public service proved to be very problematic. In two notable cases, every attempt at consultation failed. In both instances the public service eventually responded to pressure from elected officials, sponsors, club members and the media – and the matters were resolved in KPDC's favour.

- The first failed consultation occurred when KPDC asked Parks not to issue a permit that would allow Transcona's Hi Neighbour Festival to hold a fireworks display at Kilcona Park.

Our request was made three weeks before the proposed event. KPDC's Board took the position that there was a risk to off-leash dogs. We also believed this was a dangerous precedent that would pave the way for other non-compatible uses of Kilcona's off-leash area. Manitoba Liquor and Lotteries Commission and the EKT Community Committee fully supported KPDC's position.

Parks issued the permit and then revoked it the day before the event. The fireworks display was cancelled and some people were understandably angry.

The second failed consultation occurred this fall when KPDC tried to donate waste bag dispensers to the park. After a year and a half of consultation with the Parks Department, the process came to a grinding halt, caught up in bureaucratic red tape over the wording on sponsorship recognition signs. The dispensers were only installed after the Board appealed to two committees of City Council and the media covered the story.

- On a more positive note, consulting with elected officials proved to be much easier and more fruitful.

In June Councillors Jeff Browaty, Russ Wyatt, and Jason Schreyer provided strong letters of support for KPDC's applications to the federal and provincial governments for grants totalling \$114,000 for the water features project.

Over the year, the Councillors also approved \$1400 in grants to KPDC for waste bag dispensers and signs, publication of Pet-iquette, and park permits for Dog Fest that allowed the club to fundraise for park improvements.

In October, KPDC's President, Project Manager and representatives of Kilcona Park Alliance Church met with the EKT Community Committee (Councillors Browaty, Wyatt and Schreyer) to present an update on the water features project. KPDC proposed that the City pay the full cost of connecting Kilcona Park to the City's water system and that the club and a sponsor (or sponsors) pay to install and maintain the drinking fountain, rinse station and splash pad.

KPDC presentation to the Councillors was well received, however there is a stumbling block; there is no money in the City's budget for improvements to Kilcona until 2021. And the funds in the 2021 budget are ear-marked for Harbourview, which is badly in need of repair.

The Councillors made no commitments about paying to connect Kilcona Park to the City's water system but they agreed to consider the proposal and report back.

- At the local level, park staff have been very supportive, helping out with all our events – moving picnic tables and litter baskets in and out of the play area, hauling garbage to the park waste depot and ensuring washrooms are open. They responded quickly to requests to remove dead skunks and rotting fish. This year staff made an extra effort to be vigilant, watching for unusual activities after raw chicken and clumping cat litter were found in the off-leash area.
- KPDC's Board continues to work with Winnipeg Animal Services on a range of matters that affect Kilcona Park, including enforcement of the Responsible Pet Ownership By-law licensing and off-leash area regulations, and the reporting of dangerous dogs.

Goal

- To participate in the Winnipeg Network of Dog Owner Groups (WINDOG). As a coalition of Winnipeg dog park organizations. WINDOG has a greater ability to advocate for dogs and dog owners than the individual clubs currently have.

Results - EXCEEDED

WINDOG is a lobby group that is working for high quality off-leash dog parks, sound off-leash legislation, policies, management practices and principles. WINDOG, like its member organizations advocates responsible pet ownership. KPDC is a founding member of WINDOG and has taken an active role in the organization.

- This year KPDC's President was elected as President of WINDOG. Our Director of Marketing and Communication is WINDOG's Director of Communications.
- WINDOG was invited, as a stakeholder, to help plan Winnipeg's downtown dog park.

Goal

- To participate, as a stakeholder, in the development the City's comprehensive off-leash area management plan.

Results – NOT MET

- The City did not move ahead on developing the management plan.

Park Stewardship

Goal

- To implement Phase 1 of the water features project. Phase 1 includes research and fundraising.

Results –MET

- For the second year in a row the Board tested Kilcona's retention pond water after receiving reports about sick dogs from dog owners and veterinarians. In 2014 ALS Environmental lab found alarming levels of coliforms and E. coli, linked to

gastrointestinal, urinary tract and skin disease. This year's testing was expanded to include heavy metals, volatile organic compounds and hydrocarbons that may be leaching out of the landfill. We also tested the water in the picnic shelter washrooms.

As in 2014, the sampling was done by professional consultants who are experienced in water sampling, analysis and interpretation.

This year's analysis confirmed total coliform levels in the ponds remain high. High levels of two heavy metals that E. coli feed on – iron and manganese - were also detected in the pond water samples. High levels of iron were detected in the tap water sample, however no coliform or E.coli were present.

The test results support the need to provide a source of clean, fresh drinking water and a facility where dogs can cool down in hot weather.

- In 2015, through a partnership with the University of Winnipeg, the Board completed the second component of the water feasibility project's comprehensive feasibility study and recently began the third component. The Board estimates the partnership has save KPDC approximately \$50,000 in consulting fees. The consulting work is being carried out by teams of qualified professional engineers, architects and project managers.

The feasibility study focussed on Phase 2 of the water features project, which involves connecting the off-leash area to a source of potable water and installing a drinking fountain. This is the biggest hurdle for two reasons. It is the most expensive component of the project - and all other components depend on a source of clean, fresh drinking water. Phase 2 will be split into two components and will likely occur over two years instead of one.

- One of KPDC's corporate sponsors has expressed interest in funding the installation of the drinking fountain.

Goal

- To explore a lease agreement with the City for land for the water features.

Results – NOT MET

- The Board initiated the process by filing an application for a low-cost lease with the City of Winnipeg's Real Estate department on February 3, 2015.

KPDC needs a lease agreement to secure funds from granting agencies for the water features project. As of November 30, 2015 the application has not been approved; it is still working its way through the bureaucracy. The City's Real Estate, Legal and Parks departments have not finalized the terms and conditions - despite the fact that in September, 2014 the City approved the project in principle, Parks recommended the club apply for a lease, and Councillor Browaty offered to match funds that KPDC raises.

Goal

- To hold a spring and fall park clean-up.

Results – MET

- Turnout for the spring clean-up was very good but fewer volunteers turned out for the fall event. Those that did reported that the park was very clean and there wasn't much to pick up. That suggests "early bird" pick-up crews may have been at work. A record was broken – volunteers couldn't even fill 2 litter baskets!

Events

Goal

- To host the annual spring and fall Winnipeg Dog Fests as social events for club members and as fundraisers.

Results – MET

- Spring Dog Fest was a huge success in terms of fun and fundraising. With sunny skies and perfect weather, a record 400 people turned out to celebrate dogs and everything we love about them.

Dog Fest is beginning to have some scheduling issues, which affected attendance at fall Dog Fest.

Since many dog owners use more than one off-leash dog park, it's been the practice of Kilcona, Maple Grove and Little Mountain dog clubs to coordinate the scheduling of barbecues and park clean-ups – so as many people as possible can attend these events. But as the number of dog clubs continues to grow, and the number of warm weather weekends stays the same, coordinating events has become more difficult.

Compounding the problem is the fact Winnipeg is a "festival city" and it is also becoming a "dog event" city. This year KPDC moved the date for Dog Fest from the first to the second weekend in June to avoid a conflict with Winnipeg's largest dog event - MB Pet Expo, Transcona's "Hi Neighbour" Festival, and the opening of the Pride Winnipeg Festival.

Fall Dog Fest fell on the same weekend as Many Fest, Winnipeg's biggest street festival, Winnipeg's Ultimate Pet Show, and Canvasback's Annual Dog Adoption Fair. Attendance was slightly down and many of our traditional partners – shelters and rescues in particular – chose to attend the adoption fair.

The Board is considering scheduling options for 2016.

- Breakfast in the Dog Park

Kilcona Park Alliance Church hosted the annual Breakfast in the Dog Park. The event, held each May, is part of the Love Winnipeg (random acts of kindness) campaign. KPDC's Board provided assistance, purchasing the park permit on behalf of the church and running the promotion campaign.

Volunteers

Goal

- To recruit a sufficient number of qualified volunteers for fundraising and stewardship events, and specialized tasks.

Results – EXCEEDED

- A record seventy KPDC members and friends of the club volunteered throughout the year, up from 40 in 2014.

Responsible Pet Ownership

Goal

- To host low-cost micro-chipping clinics at spring and fall Dog Fests.

Results – MET

- KPDC partnered with Plessis Veterinary Hospital for the spring clinic and McPhillips Animal Hospital for the fall clinic. Plessis also carried out heart worm testing. Approximately 15 dogs were micro-chipped. For future Dog Fests KPDC will explore ways of to better promoting micro-chipping to increase that number.

Goal

- To work with the City and sponsors to install waste bag dispensers and new “Poop Fairy” signage in the off-leash area to encourage better compliance. Pilot project.

Results - MET

- Six dispensers and responsible pet ownership signs were installed in November. KPDC and Platinum Sponsor, Royal LePage Prime funded 50% of the cost of installing the dispensers. EKT Councillors Browaty, Wyatt and Schreyer awarded the club a Land Dedication Reserve Fund grant, matching the funds the club raised.

Goal

- To re-publish the Pet-iquette brochure.

Results – MET

- In cooperation with Maple Grove Park Dog Owners Association, Little Mountain Park Dog Club and Brenda Leipsic Dog Parkers, KPDC re-printed 10,000 copies of the guide to off-leash dog park health, safety and behavior. The guide is distributed to new dog owners and first time dog-park visitors through veterinarians, shelters and rescues.

Marketing

Goal

- To maintain KPDC’s Corporate Sponsorship Program at its current level.

Results – MET

- At year-end KPDC had 25 Corporate Sponsors.

Goal

- To maintain and provide content for KPDC's website and Facebook page.

Results – MET

- KPDC's website and email system were moved to a new host, resolving a number of technical problems and giving the club greater flexibility.
- Marketing Committee member Robyn Maharaj interviewed sponsors and drafted feature articles for the website.
- KPDC increased both its reach and page views significantly.

Goal

- To enable an online payment system to accept donations for park improvements.

Results – NOT MET

- Marketing attempted to set up a PayPal account but ran into technical problems that have not yet been resolved.

Membership

Goal

- To increase membership by 35% from 445 to 550.

Results – NOT MET

- The Board could not achieve this goal without a full-time Director of Membership, who was willing to oversee the promotion and sale of memberships at the park on a regular basis.

Fundraising

Goal

- To raise \$23,500 for the water features project through 3 social events and gaming activities.

Results – NOT MET

- The Fundraising portfolio had its best year ever, making a profit of \$10,478. Nevertheless it fell far short of its fundraising goal.

KPDC Management and Administration

Goal

- To enroll in Non-Profit Board of Director training so the Board has the knowledge and skills to make sound decisions regarding the management of the club.

Results –MET

- Volunteer Manitoba delivered training on the role of a Board, corporate and individual duties of Directors, legal and financial responsibilities, and liability issues.

Goal

- To minimize volunteers' risk by purchasing Directors liability insurance.

Results - MET

- As a member of Volunteer Canada, KPDC was able to purchase a group policy at an affordable price. VC membership also affords KPDC free legal service.

Goal

- To establish Events, Membership and Fundraising committees to assist the Directors carry out the activities of these portfolios.

Results – PARTIALLY MET

- The Director of Fundraising established a committee. Events and Membership did not.

SUBMITTED BY Donna Henry

President – Kilcona Park Dog Club Inc.

Appendix C

KILCONA PARK DOG CLUB INC. NOVEMBER 30, 2015 ANNUAL GENERAL MEETING 2016 GOALS AND OBJECTIVES

Park Stewardship

- To hold a spring and a fall park clean up.
- To complete Phase 3 of the water features project feasibility studies in cooperation with the University of Winnipeg
- To continue to consult with other groups that have an interest in connecting to the City's water supply.
- To continue testing the retention pond water.
- To discuss a lease agreement with the City for land for the water features.

Advocacy

- To petition elected officials for a small expansion to the off-leash area.
- To continue consulting with the City on matters pertaining to Kilcona Dog Park, in particular regarding repairs to trails and the off-leash play area.
- To participate as required in the Winnipeg Network of Dog Owner Groups (WINDOG).
- To participate through WINDOG, as a stakeholder, in the development the City's comprehensive off-leash area management plan.

Marketing

- To develop the 2016-20 five year marketing plan.
- To maintain the Corporate Sponsorship Program at its current level.
- To maintain and provide content for KPDC's website and Facebook page.
- To enable an online payment system to accept donations for park improvements.

Membership

- To increase membership to 550.

Events

- To host Winnipeg Dog Fest.
- To assist Kilcona Park Alliance Church to host “Breakfast at the Dog Park”.
- To host a late summer corn roast at the park.

Responsible Pet Ownership Education

- To distribute Pet-iquette brochures to veterinarians, shelters and rescues.
- To evaluate the effectiveness of the waste bag dispenser/“Poop Fairy” signage pilot project.

Fundraising

- To continue to fundraise for the water features project. Fundraising goal and activities to be determined by the 2015 Board of Directors

KPDC Management and Administration

- To ensure Directors understand the role of the Board and their corporate and individual responsibilities by participating in Board Development Training.
- To develop comprehensive financial and administrative policy and procedures manuals.
- To minimize volunteers’ risk by purchasing Directors liability insurance.
- To develop operations manuals for all portfolios.
- To establish Events, Membership and Fundraising committees to assist the Directors carry out the activities of these portfolios.

Appendix D

**KILCONA PARK DOG CLUB INC.
NOVEMBER 30, 2015 ANNUAL GENERAL MEETING
2014-15 VOLUNTEER HONOUR ROLL**

Angela Biyak

Angie Carriere

Agnes Fojt

Aynsley Krtalic

Billy Krestanowich

Candice Grammond

Carrie Bazylewski

Cathy Cox

Charlene Beibrich

Chris Urbanski

Corrie Shore

Cory Nohlgren

Craig Handkamer

Daria Zenchuk

Dave Barker

Dave McColl

David Lyons

Deanna Buller

Debbie Magnusson

Diane Havens

Dianne Dexter

Donna Henry

Elana Spence

Erica Oelke

Frank Machovec

Gail Warywoda

Georgie Bouvier

Helen Coish

Jai Reid

Jeff Henry

Jeff Michie

Joan Horsley

JoAnne Thompson

John Magnusson

Kathleen Kirkman

Kathy Burdeny-
Pahkala

Kelli Johnson

Krista Bergson

Kristine Snowdon

Laura Peattie

Lily Buller

Linda Bauer

Lori Darragh

Lori Vukovic

Mackenzie Blandford

Maria Conley

Mary Franklin

Melanie Bidzinski

Michelle McConomy

Murray Dyck

Nichole Doherty

Pat Van Dasselaar-
Remillard

Pia Marschall

Randean Kopytko

Robert McLennan

Robyn Gibbons

Robyn Maharaj

Ron Fortier

Sasha Emric

Sheila Fortier

Stacy Boone

Susan Argue

Tara Buklaschuk

Ted Norrington

Teresa Kuzyk

Valerie Denesiuk

Victor Andres

Vince Pahkala

Wayne L'Esperance

Zelko Krtalic

Zoe Low