

**2017 Kilcona Park Dog Club Inc.
Annual General Meeting
Minutes**

Topic	Kilcona Park Dog Club Annual General Meeting
Date	November 23 rd , 2017
Time	1830
Place	Bronx Community Center 720 Henderson Hwy, Winnipeg, Manitoba
Chair Person	Donna Henry
Secretary	Kathleen Kirkman

Order of Business

Call to Order

Donna called the meeting to order at 1835

Introductions

Donna introduced the 2016-2017 Board of Directors; AGM Elections Officer Frank Machovec, a former Maple Grove Dog Club Co-chair and WINDOG Director; and several outstanding volunteers: Ann Gay, Angie Zalondek, Larry Wozney, Chantel DeMare, Gail Warywoda, Linda

Christian, Angela Biyak, Kathryn James, and founding KPDC Directors Susan Argue and Linda Loewen.

Refer to **Appendix D** for the 2016-2017 Volunteer Honour Roll.

Adoption of the Agenda

No additions

2016 AGM Minutes

Motion 1: To adopt the minutes of the 2016 AGM Minutes
Moved by Kathleen Kirkman, seconded by Krystyn Larry. Carried unanimously.

KPDC Annual Report

Donna Henry presented the Annual Report. Refer to **Appendix A**

Questions arising from the report:

1. The water fountain will be in the on-leash area, so do you know something that we don't know?

Response - KPDC will ask for a small expansion of the off-leash area. When the Board met with City officials on November 16, North Kildonan City Councillor, Jeff Browaty, suggested this could be an option - that we could move the drinking fountain closer to the gazebo to avoid water treatment expenses.

2. What will you have on the ground underneath the dog rinse station, so water doesn't pool on the ground and the area won't turn into a sea of mud?

The base will be concrete. The water will drain into a septic tank.

3. There were porta-potties in the park last summer and then they disappeared. What do they have to do with the dog park?

Response - When City officials met with us on November 16, they informed us that the picnic shelter well had failed a couple of tests last summer. The test results indicated that there were coliforms in the water, so they decided to close the washrooms completely. They did not explain why this was necessary because the well water is only used for flushing toilets and there were signs in the washroom advising people not to drink the water. When the specialist for the Office of Drinking Water came into the meeting, he said the water testing results were inaccurate. The presence of coliforms was due to a sampling error. KPDC President and water features Project Manager believe locking the washrooms and bringing in porta-potties was the City's latest attempt to kill the drinking fountain project.

4. Why is the City (Parks) so opposed to the water feature?

Response - The relationship between KPDC and Parks has been difficult since the first Board was elected in 2009. The relationship between other dog park clubs and Parks has been equally strained. There has been an ongoing clash between KPDC's and Parks' views on off-leash area boundaries, certain park maintenance practices that destroyed Kilcona's trail network, lack of litter baskets, and park improvements, including park benches, waste bag dispensers and the water features project.

KPDC's President speculated that Winnipeg's dog parks are relatively new (1998) and that while people that use off-leash areas, know a lot about dogs and dog parks, most senior Parks managers don't have a lot of background and experience with them. They have been very resistant to new ideas and requests for change.

5. In the winter it is very difficult to walk on unploughed trails in the park. Will the trails be cleared?

Response - The pond trails will not be cleared by park staff. In the past, the clearing equipment went through the ice. Parks has deemed clearing pond trails to be unsafe for their staff and

hazardous to their equipment. For many years dog walkers have made their own trails on the ponds. During the development of Kilcona's Master Plan in 2014, KPDC asked the City to formally include the pond trails in the off-leash area. KPDC agreed to a condition that park staff would clear the service roads but not the land-based trails.

Vice-President Krystyn Larry pointed out that the park's heavy equipment damages the trails and that damaged sections of the trails need wood chips.

Action 1: Donna Henry will discuss clearing the North Pond Trail with the Park Foreman and will address the issue of tobogganing inside the dog park.

6. What about opening the on-leash trails to the dog owners?

Response - Kilcona Park Master Plan was finalized in 2014. Once the plan is implemented, most of the land between the parking lot and Springfield Road, including the picnic shelter, will be inside the off-leash area. Before that can happen, the baseball diamond and soccer field will have to be relocated and this is going to take a long time because there's no money in the City's budget until 2021 and all of it (\$3 million) will be allocated to Harbour View. KPDC has no power to change that but we will ask for a small expansion south of the parking lot for the water features.

7. What is the purpose of the pop-ups that the City will be having?

Response - They will serve to get information out about the off-leash guidelines and get feedback about them from the park users. An email blast will be sent out to the membership about the purpose of these pop ups, dates and locations.

8. Why was the turn out for the park clean-up events so low this year?

Responses - Some individuals can't deal with picking up other peoples' dog poop. The problem with the thaw and freeze, the dog poop is not possible to pick up. People don't pay attention to what their dog is doing, and poop just piles up.

Action 2 – If anyone has ideas for a solution to this problem, email president@kpdc.ca.

Motion 2: to approve the Annual Report.

Moved by Donna Henry, seconded by Gail Warywoda. Carried unanimously.

Annual Financial Report:

Daria reviewed the year-end financial reports. Refer to **Appendix B.**

Highlights: Our revenue was down due to the fact we didn't have a Director of Fund Raising.

Lisa Cayer, CPA conducted the year-end review of KPDC financial records.

Motion 3: To accept the year end financial report as presented.

Moved by Daria Zenchuk, seconded by Larry Wozney. Carried unanimously.

2017/18 Goals and Objectives

Donna Henry presented the Goals and Objectives for 2017/18. Refer to **Appendix C.**

Donna Henry requested feedback on the goals.

One member asked if the Pet-etiquette was current? Donna stated that the content was reviewed 1 1/2 years ago when the brochure was re-printed and that the information is current.

Motion 3: all in favor of the goals and objectives. The goals and objectives are approved. Moved by Donna Henry, no seconder. Unanimously approved.

Proposed By-law Amendments

Donna Henry briefly explained the rationale for the proposed amendments. Amendments have been sent to membership for review for 30 days prior to the AGM, in accordance with the KPDC's by-laws. Refer to "**By-laws**" on KPDC's website – kpdc.ca

Motion 4: To accept the amendments for final approval. Moved by Donna Henry, seconded by Renee Gould. Carried unanimously.

Election of 2017-18 Board of Directors

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

President - Donna Henry - nominator Frank Machovec, seconder Gail Warywoda

Vice President - Krystyn Larry - nominator Kathryn James, seconder Angela Biyak.

Secretary - Kathleen Kirkman - nominator Gail Warywoda, seconder Angela Biyak.

Treasurer - Daria Zenchuk - nominator Frank Machovec, seconder Linda Loewen.

Director of Events - Jerry Pritchard - nominator Jeff Henry, seconder Donna Henry

Director of Fundraising - Linda Christian - nominator Frank Machovec, seconder Jeff Henry.

Director of Membership - Jai Reid - nominator Gail Warywoda, seconder Angela Biyak..

Director of Marketing and Communication - Jeff Henry - nominator Gail Warywoda, seconder Ann Gay.

Adjournment of the 2017 AGM

Meeting adjourned at 2045

APPENDIX A
KILCONA PARK DOG CLUB INC.
NOVEMBER 23, 2017 ANNUAL GENERAL MEETING

2016-17 ANNUAL REPORT

Kilcona Park Dog Club is an advocate for the community of people and dogs that use Kilcona's off-leash area. KPDC promotes responsible pet ownership and is recognized as the official park steward through the City of Winnipeg's Adopt-a-Park Program.

In 2016-17 KPDC's Board focussed its efforts on advocacy and park stewardship. The club suffered a setback in fundraising for our major project - bringing clean, fresh drinking water into the off-leash area, and installing a dog rinse station and splash pad.

RESULTS ACHIEVED

PARK STEWARDSHIP MANDATE – To preserve, protect and improve Kilcona's off-leash area.

- **Park Stewardship Objective** - To install a water line, electrical service, well water filtration system, drinking fountain and dog rinse station. **NOT MET**

Results

As Kilcona dog owners know, KPDC's water features project has been plagued by excessive bureaucracy from the start. It is no secret that the City administration has obstructed, stalled, and stonewalled every step of the way - on the club's application for a lease agreement, the location of the facilities, and sponsor recognition.

In August 2016, after learning that KPDC planned to use the picnic shelter well as the source of potable water for the off-leash area, the City installed "do not drink" signs on the doors of the washrooms. Manitoba's Office of Drinking Water followed suit, effectively cutting off the only source of water for the project.

Over the past twelve months, your Board lobbied the East Kildonan-Transcona Committee Councillors and the Minister responsible for the Manitoba Office of Drinking Water. We protested the action and asked for our elected officials for their help. We requested that the City apply for a potable water license for the picnic shelter, that it provide funds in the 2017 operating budget to test and treat the water on an ongoing basis, and that it maintain the drinking fountain and rinse station waste water systems.

KPDC asked City officials to work with the Province to expedite the potable water license for the picnic shelter, just as they had done for the Harbourview well, after KPDC informed the EKT Councillors that it had been the source of water for the restaurant, bar and golf course club house for three decades without a potable water license.

In January 2017, the Standing Committee on Protection, Community Services and Parks directed the Public Service to confirm the status of the picnic shelter well water and apply to the Office of Drinking Water for a potable water license.

On November 16, 2017 Jeff Henry, KPDC's Director of Marketing and Communications, a certified Project Management Professional, and I met with City Councillors Russ Wyatt and Jeff Browaty, city officials and a MB Office of Drinking Water technologist to discuss using the picnic shelter well as a source of potable water.

We learned that the City has been testing the picnic shelter well water for the past six months and has applied for a potable water license. The Office of Drinking Water informed us that the license has been approved and should be issued this week, paving the way for construction to begin as soon as next summer.

Using water from the picnic shelter will cost a fraction of the club's original proposal to run a water line under Lagimodiere to connect the park to the municipal water main - \$40,000 vs \$250,000.

There is a trade-off to using the picnic shelter well. It does not have the flow to operate a splash pad. KPDC's only options are to wait until the City connects Kilcona to the municipal water supply or to continue raising funds to do it ourselves.

- **Park Stewardship Objective** - To continue to consult with other groups that may benefit from connecting to the municipal water supply. **MET**

Results

In May, KPDC's Board was approached by a land developer who was interested in connecting properties on the east side of Lagimodiere to Winnipeg's municipal water and waste systems. The developer was looking for information on the construction that was being done near Headmaster and Lagimodiere. He believed it was an indication the KPDC had been successful in bringing water into the park.

KPDC and the developer contacted Councillor Browaty's office to inquire about the nature of the construction work and were advised that Headmaster was being extended but a water line was not being installed. We learned there are zoning restrictions that make it unlikely that the park and the 100 homes located on the perimeter of the park will be connected to the municipal water and waste systems in the near future.

- **Park Stewardship Objective** - To hold spring and fall park clean ups. **MET**

Results

Kilcona Park Dog Club - Royal LePage Prime Park Clean-ups were held in May and September. The events were well-supported by park staff and by sponsors. Starbucks donated coffee for the volunteers and Sprockett's donated \$50 in gift certificates.

On the other hand, the event was not well-supported by Kilcona dog owners. Participation was significantly down from previous years.

- **Park Stewardship Objective** - To purchase and install 8 park benches. **MET**

Results

KPDC raised funds and installed 8 new benches in November 2016 through a public/private funding arrangement between KPDC, Birchwood Ford and City Councillors Russ Wyatt, Jeff Browaty and Jason Schreyer. Total cost of project - \$14,400.

- **Park Stewardship Objective** – To resurface sections of eroded trails. **MET**

Results

Last spring KPDC member, Angela Biyak approached the Board about partnering in a project to resurface off-leash trails. In April 2017 KPDC and CITO geocaching volunteers, with support from park staff, spread wood chips on approximately one kilometer of damaged trails in the off-leash area. North Kildonan Councillor Jeff Browaty paid for lunch, which was supplied by KPDC Corporate Sponsor, Boston Pizza. CITO donated participation prizes. Total cost of project - \$0.00

In October KPDC's Director of Marketing and Communications and the Park Foreman inspected the trails and identified sections that will be re-surfaced in spring 2018.

ADVOCACY MANDATE - To advocate for and support the interests of dog owners with respect to off-leash facilities, policies and practices.

- **Advocacy Objective** - To petition the EKT Community Committee for a small expansion to the off-leash area. **NOT MET**

Results

KPDC's President and Winnipeg Animal Services' Chief Operating Officer discussed changes to Kilcona's off-leash boundaries. Both parties agreed that the wisest course of action is to wait until City Council approves the new off-leash area master plan and establishes a process for requesting dog park boundary changes.

- **Advocacy Objective** - To continue consulting with City officials on matters pertaining to Kilcona Dog Park. **MET**

Results

KPDC Directors met with City Councillors, the City's Chief Corporate Officer, and twenty administrators from Public Works, Transportation and Utilities, Parks, Water and Waste, Municipal Accommodation, Real Estate and Legal departments in November 2016, March 2017 and November 2017 to come to agreement on the water features project.

In April, we also negotiated agreements with Winnipeg Animal Services after conflict erupted between the agency and Kilcona dog owners when a WASA officer mistakenly informed several dog owners that the off-leash boundary lies north of the east-west service road.

KPDC's Board contacted Animal Services COO who agreed to inform his staff of the correct boundaries. However, he also expressed concern that he had personally observed off-leash dogs on the on-leash paths and the soccer field while children's teams were playing and that some children had been frightened.

KPDC offered to contact dog owners through the club's internal email system and Facebook reminding people where the designated off-leash area boundaries are, clarifying WASA's and

KPDC's roles and responsibilities regarding law enforcement, park stewardship, etc. The Board also published an "Open Letter to Kilcona Dog Park Users re Off-leash Area Boundaries, Barriers and Leash Law Fines" on KPDC's website with links to various social media sites.

In May Winnipeg Animal Services and Winnipeg Police Services began working together to enforce off-leash dog park by-laws. Winnipeg Police Services patrolled KPDC's spring clean-up, looking for leash law violations. KPDC intervened, making a case for not fining volunteers who were collecting garbage in the on-leash areas. WPS agreed not to hand out tickets; officers approached volunteers and provided information about off-leash area boundaries and regulations.

- **Advocacy Objective** - To participate in the Winnipeg Network of Dog Owner Groups (WINDOG). **MET**

Results

KPDC's President and Director of Marketing represented KPDC on the Board of Directors of the city-wide coalition of off-leash area stewardship groups as WINDOG's President and Director of Communications. KPDC hosts and maintains WINDOG's website at no cost to our club.

- **Advocacy Objective** - To participate as a stakeholder through WINDOG in the development of the City's comprehensive off-leash area management plan. **MET**

Results

KPDC Directors attended stakeholder consultations, advocating single-use off-leash areas. We also advocated for legislation that would prevent unsupervised children from entering off-leash areas.

KPDC used its internal communications systems, website and social media to inform thousands of Winnipeg dog owners and other stakeholders how they can join the conversation and have a say about Winnipeg dog parks through an online survey and pop-up events at Kilcona Park and Winnipeg Animal Services.

RESPONSIBLE PET OWNERSHIP EDUCATION MANDATE - To encourage responsible dog ownership, create a positive atmosphere for people and animals to socialize, and mentor Kilcona dog owners and their dogs.

- **Responsible Pet Ownership Objective** - To publish the results of the 2016 waste bag dispenser pilot project. **MET**

Results

Kilcona Park Waste Bag Dispenser Pilot Project Evaluation was published in June 2017..

Waste bag dispensers were installed in December 2015 to address the following issues.

- Complaints from responsible dog owners and other park users about excessive amounts of unclaimed dog feces at Kilcona Park.

- Reports from local veterinarians that dogs exposed to Kilcona's retention pond water were developing serious gastrointestinal, urinary tract, skin and eye diseases. Independent testing of the pond water by ASL Environmental confirmed the presence of alarmingly high levels of E. coli bacteria. The probable sources of contamination are waterfowl and dog feces.

KPDC employed three strategies to reduce the amount of unclaimed dog waste:

- providing greater access to waste bags throughout the park
- launching a public awareness campaign about the health impacts associated with unclaimed dog waste
- stepping up a community-building campaign and encouraging dog owners to become more responsible through civic peer pressure.

KPDC's waste bag dispenser pilot project and similar initiatives in other jurisdictions demonstrate that communities that make the tasks of picking up and disposing of dog waste easier foster greater compliance with "pooper scooper" laws.

In a survey conducted during KPDC's pilot project, 71% of respondents perceived that people were doing a better job of picking up and 80% perceived the park as being somewhat or much cleaner.

The evaluation makes four major recommendations to improve compliance.

1. Dog Waste Bag Dispensers - Since the pilot project demonstrated that waste bag dispensers were effective in reducing the amount of unclaimed dog feces, KPDC, Royal LePage Prime and park staff should continue to maintain the dispenser system and provide waste bags at the current level.
2. Census - The number of people and dogs using Kilcona Park is still unknown. KPDC and the City of Winnipeg should conduct a census of park users to collect baseline data that can be used for modeling waste management practices and for determining the quantity and type of waste management facilities.
3. Dog Waste Receptacles - One of the barriers to compliance with "pooper scooper" laws is the awkwardness (or physical discomfort in extreme temperatures) of carrying a waste-filled bag for a long distance. Since the City of Winnipeg considers the provision of waste receptacles and waste removal as basic off-leash dog park amenities and service, the City should ensure there is an adequate number of conveniently located waste containers.
4. Civic Peer Pressure - Individuals that don't clean up after their dogs are contributing to a much larger public health problem. To address this issue and with the goal of changing behavior, KPDC should continue to provide information and devote resources to education through its Responsible Dog Ownership Program.

Civic peer pressure may be the most effective long-term strategy. KPDC should continue to encourage responsible dog owners to "lead by example", offering neighbor-to-neighbor encouragement, carrying extra bags for those in need, and reporting those that flout the law to Winnipeg Animal Services.

- **Responsible Pet Ownership Objective** - To continue to promote use of the waste bag dispensers and support the pilot project. **MET**

Results

Five partners continue to support the pilot project to ensure a sufficient supply of bags is always on hand: the coordinator - Kilcona Park Dog Club; the funder – Royal LePage Prime; the maintenance team – Kilcona Park staff; the manufacturer – Mutt Mitts; and the brokerage firms – Rutherford and UPS.

- Park staff monitor the dispensers and re-fill them on a regular basis, alerting KPDC when stocks run low.
- KPDC contacts the manufacturer and orders bags.
- Mutt Mitts ships bags from San Diego to Winnipeg.
- A customs broker clears the shipment at the border and delivers it to KPDC.
- KPDC delivers the bags to Kilcona Park.
- Royal LePage Prime pays for the shipment.

Since the dispensers were installed, Royal LePage Prime has purchased over 150,000 bags at a cost of \$10,500.

- **Responsible Pet Ownership Objective** - To install in-ground waste bins. **MET**

Results

Having made it easier for people to pick up dog waste by providing bags, KPDC has expanded the dog waste management project to make it easier for people to dispose of the bags. This year KPDC raised funds for two new in-ground bins, which were installed in November 2017. The money the club raised was matched by a Land Dedication Reserve grant approved by the EKT Community Committee. Total cost of project - \$4000.

- **Responsible Pet Ownership Objective** - To distribute Pet-iquette brochures to veterinarians, shelters and rescues. **MET**

Results

KPDC distributed the guide to off-leash dog park health, safety and behavior to new dog owners and first-time dog park visitors through animal hospitals, shelters and rescues.

EVENTS GOALS - To host enjoyable family and dog-friendly events, create awareness of the club, attract new members, provide venues for sponsors to interact with members, and raise money for park improvements.

- **Events Objective** - To host Winnipeg Dog Fest. **MET**

Results

For the first time since KPDC began hosting an annual BBQ, the spring event was cancelled. Several days of heavy rain left the venue too muddy and soft to handle heavy foot and vehicle traffic. Dog Fest Corn Roast was held in August.

- **Events Objective** - To assist Kilcona Park Alliance Church to host “Breakfast at the Dog Park”. **NOT MET**

Explanation

The church did not host the event this year.

MARKETING GOAL – To enhance awareness of Kilcona Park Dog Club and to generate benefits for members through the Corporate Sponsorship Program.

- **Marketing Objective** -To implement the 2016-20 five-year marketing plan. **MET**

- **Marketing Objective** - To maintain the Corporate Sponsorship Program at its current level. **MET Results**

Twenty-two corporate sponsors offer benefits to KPDC members and provide valuable financial support to KPDC through annual membership fees.

- **Marketing Objective** – To create content for KPDC’s website and Facebook.

MET

- **Marketing Objective** - To deliver “Marketing for Directors” training.

MET

COMMUNICATIONS GOAL – To ensure KPDC has functional and effective electronic communication and file-sharing/collaboration systems.

- **Communications Objective** – To introduce an online payment system to accept donations. **EXCEEDED**

Results

KPDC’s website now allows individuals, businesses and organizations to make donations and purchase memberships on-line through PayPal. Funds are transferred directly to the club’s financial institution. KPDC’s Board has established internal financial controls to track and record electronic transactions.

In addition, the club has adopted Square, an easy-to-use Point of Sale (POS) system that processes credit and debit card payments at public events at the park and other venues.

Unlike many other point of sale systems, Square does not charge monthly fees. Square charges a flat rate of 2.76% per transaction on credit cards and 10 cents on any debit card transaction.

For online purchase of memberships, KPDC charges a small \$2.00 shipping and handling fee to cover PayPal's transaction fees, and the cost of postage and envelopes for mailing membership cards. Square's transaction fee is much lower than PayPal's and there are no mail-outs so KPDC does not apply a surcharge.

- **Communications Objective** - To provide technical support for KPDC's website and Facebook page. **MET**
- **Communications Objective** – To deliver KPDC communications systems workshops to the Board. **MET**

MEMBERSHIP GOAL – To build a strong membership base to maximize KPDC's effectiveness as an advocacy/lobby organization.

- **Membership Objective** - To increase membership from 308 to 550. **NOT MET**

Results

In 2016, memberships decreased significantly because no membership drives were held at the dog park.

During her first year in office, KPDC's enthusiastic Director of Membership, Jai Reid, could not have been more committed and active in her effort to increase membership. In addition to selling memberships at Dog Fest and Park Clean-ups, Jai held a record eighteen pop-up membership drives at Kilcona over the summer. She also put on a few miles, attending Pet Expo, and the Eastman and Canvasback adoption fairs, and establishing retail points of sale. While Jai made a superhuman effort to meet the goal the Board had set, it simply was not realistic for the Board to expect a 79% increase in membership in one year. Over the year membership increased by a very acceptable rate of 14% - from 308 to 350.

- **Membership Objective** - To establish public points of sale for memberships, including retail outlets and Kilcona Dog Park. **MET**

Results

Points of sale have been established at Sprockett's Doggy Day Camp, Alpine Animal Hospital, and Plessis Veterinary Hospital.

FUNDRAISING GOAL – To raise money for special park improvement projects.

- **Fundraising Objective** - To continue to fundraise for the water features. **MET**

Results

The Board's top priority was raising an additional \$10,000 to bring potable water into the off-leash area.

In March, KPDC's Vice President, Krystyn Larry, suggested the Board survey members, asking which fundraising events they were prepared to financially support and attend. Members weighed in. The most popular choices were a Danny's Whole Hog family picnic, a treasure/scavenger hunt, and a Paint Nite. The Director of Fundraising recommended the club host all three events and the Board approved the recommendation.

Our ambitious fundraising goals were derailed when our enthusiastic, and very capable Director of Fundraising was forced to resign from the Board because of a personal tragedy.

And while we fell far short of our fundraising goal, donations increased exponentially, becoming a significant source of revenue. Thanks to the generosity of our members, partners and sponsors over \$2000 was raised for the water features project.

In the absence of a full-time Director of Fundraising two of our Directors stepped in to continue raising money for the water features project. The Board would like to acknowledge and thank Daria Zenchuk for her hard work in organizing our very successful Paint Nite - and Kathleen Kirkman for baking, packaging and selling hundreds of "Happy Dog" natural treats at Bone Appetit Bistro and Canvasback's Adoption Fair.

The Board also acknowledges and thanks KPDC member, Tyler White for her generosity in donating the revenue from the sale of her delightful book "Tucker's Tips on Living with People: From One Dog to Another" to the water features project.

KPDC MANAGEMENT AND ADMINISTRATION GOAL – To ensure the Board fulfills its legal obligations to represents the best interests of KPDC and direct the affairs of the club.

- **Management and Administration Objective** - To ensure Directors understand the role of the Board and their corporate and individual responsibilities by participating in Board Development Training. **MET**

Results

The Board participated in two workshops – "Roles and Responsibilities of the Board" and "Financial Responsibilities of the Board".

- **Management and Administration Objective** - To develop a finance and administration policy and procedures manual. **MET**

Results

KPDC's Executive Policy Committee spent the better part of 2017 developing policies to guide the day-to-day operation of Kilcona Park Dog Club. The club's finance and administration policies and procedures are components of KPDC's new Policy and Procedure Manual. The policies were approved by the Board in 2017 and will be posted on KPDC's website this winter.

- **Management and Administration Objective** - To set up an electronic file-sharing system. **IN PROGRESS**

Explanation

The Board has identified a suitable platform that will allow Directors to store and share files. Electronic file-sharing will allow the Board to operate in a more environmentally-friendly manner and will virtually eliminate printing costs.

Before the Board can begin storing files “in the cloud”, the Director of Marketing and Communications is developing a file-sharing policy that will guide decisions on storing files electronically.

Examples of documents that KPDC may store electronically are ones that every Director needs access to including KPDC bylaws, the Policy and Procedures Manual, a variety of forms and templates, documents that are updated on a regular basis, and documents that require the input and/or collaboration of more than one Director such as event task checklists.

- **Management and Administration Objective** -To develop operations manuals for all portfolios. **IN PROGRESS**
- **Management and Administration Objective** - To create Membership and Fundraising committees and recruit new members for the Marketing and Communications Committee to assist Directors to carry out the activities of their portfolios. **PARTIALLY MET**
- **Management and Administration Goal** - To update the history of Kilcona Park Dog Club. **IN PROGRESS**

Results

Kathleen Kirkman has completed 2014 and 2015 chapters of KPDC's history and they will be published on KPDC's website this weekend.

APPENDIX B
KPDC 2016-17 YEAR-END FINANCIAL REPORT

Treasurer's Report



Kilcona Park Dog Club Inc.
STATEMENT OF OPERATIONS
November 1, 2016 to October 31, 2017

REVENUE	FY17	FY16
Fundraising	1,169.70	8,156.00
Membership	2,540.00	2,720.00
Events	1,882.40	2,412.05
Sponsorship	10,181.01	9,997.75
In Kind	2,350.00	2,491.00
Grants	3,397.20	9.16
Donations	2,140.70	361.45
Interest & Other	520.61	734.37
Total Revenue	\$ 24,181.62	\$ 26,881.78

EXPENSES	FY17	FY16
Fundraising	56.40	2,635.00
Membership	432.68	134.47
Events	878.56	1,747.95
Marketing	6,787.38	6,411.15
In Kind Services or Gifts	2,571.00	2,270.00
Park Stewardship	12,600.00	45.00
Responsible Pet Ownership	-	(48.90)
Inventory (depreciation)	1,005.40	768.76
Admin	2,316.48	3,674.07
Total Expense	\$26,647.90	\$17,637.50
Excess of Revenue over Expenses	-\$ 2,466.28	\$ 9,244.28
Fund Balance, beginning of the year	\$41,891.40	\$32,647.12
Fund Balance, end of the year	\$39,425.12	\$41,891.40

Treasurer's Report



Kilcoona Park Dog Club Inc.
STATEMENT OF FINANCIAL POSITION
 As at October 31, 2017

ASSETS	FY17	FY16	LIABILITIES	FY17	FY16
Current			Current		
Cash & Cash Equivalents	5,450.75	10,086.90	Accounts payable	435.08	
Accounts Receivable	3,831.98	497.44		\$ 435.08	\$ -
	<u>\$ 9,282.73</u>	<u>\$ 10,584.34</u>			
Investments	27,896.72	27,390.00			
Accrued Interest on Investments	261.22	271.13			
Gift certificates	350.00	571.00			
Inventory	2,069.53	3,074.93	FUND BALANCE	\$ 39,425.12	\$ 41,891.40
	<u>\$ 39,860.20</u>	<u>\$ 41,891.40</u>		<u>\$ 39,860.20</u>	<u>\$ 41,891.40</u>

Treasurer's Report



November 17, 2017

Review of Financial
Statements
performed by:
Lisa Cayer CGA, CPA

Kilcona Park Dog Club (KPDC) Board of Directors

Winnipeg, MB.

Review of Financial Information for KPDC.

I reviewed the Financial Statements and activity for the fiscal year ending October 31, 2017.

It is my opinion given the limited scope of review, that the accounting records and financial statements give a fair representation of the financial position of the organization and there are no material errors or misstatements.

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa Cayer", is written over a light blue horizontal line.

Lisa Cayer, CGA, CPA

APPENDIX C
KILCONA PARK DOG CLUB INC.
APPROVED 2017-18 GOALS AND OBJECTIVES

KPDC CORE MANDATE - Advocacy

- To petition the EKT Community Committee for an expansion to the off-leash area.
- To continue consulting with City officials on matters pertaining to Kilcona Dog Park, in particular, the implementation of the water features project.
- 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.

KPDC CORE MANDATE - Park Stewardship

- To hold a spring and a fall park clean up.
- To install a water line, electrical service, well water filtration system, and drinking fountain.

KPDC CORE MANDATE - Responsible Pet Ownership Education

- To distribute Pet-iquette brochures to veterinarians, shelters and rescues.
- To coordinate Kilcona's dog waste management program.

Marketing and Communication

- To continue to implement the 2016-20 five-year marketing plan.
- To maintain the Corporate Sponsorship Program at its current level.
- To provide technical support for KPDC's website, Facebook page, email blast system and electronic file-sharing system.
- To provide technical support for a mobile electronic point-of-sale system and an online payment system.
- To provide content for KPDC's website and Facebook page.
- To deliver "Marketing for Directors" and KPDC communication systems workshops, as required, to the Board.

Membership

- To increase membership.
- To develop an annual membership promotion and sales plan.
- To establish public points of sale for memberships, including retail outlets and Kilcona Dog Park.

Fundraising

- To continue to fundraise for the water features project.

Events

- To host Winnipeg Dog Fest.
- To host Winnipeg Dog Fest Corn Roast.

KPDC Management and Administration

- To participate in “Roles and Responsibilities of the Board” and “Board Financial Management” to ensure Directors understand their corporate and individual responsibilities.
- To develop operations manuals for each portfolio.
- To publish KPDC’s policy and procedures manual.
- To set up an electronic file-sharing system.
- To develop electronic file-sharing policies.
- To establish Events, Marketing, Membership and Fundraising committees.
- To update the history of Kilcona Park Dog Club.

APPENDIX D
KILCONA PARK DOG CLUB
2016-17 OUTSTANDING VOLUNTEERS HONOUR ROLL

- Angela Biyak
- Angie Zalondek
- Ann Gay
- Beth Proven
- Brandy Orman
- Chantal De Mare
- Chrissy Montsion
- Craig Handkamer
- Daria Zenchuk
- Dave Brown
- Dave Neish
- Dave Warkentin
- Easton Neish
- Francine Funk
- Gail Warywoda and Kobi
- Geoff Tranmer
- Greg Conn
- Heather Bater
- Helene Kirkman
- Irene Warketin
- Jai Reid
- James Biyak
- Jeff Henry

- Jennifer Maczuga
- Jeremy Piche
- Zach Piche
- Joan Murash
- Joe Brandt
- John Biyak
- John Williams
- Jordan McPeek
- Kai Maczuga
- Karl Maczuga
- Kathleen Kirkman
- Kathryn James
- Ken Kalturnyk
- Ken Reimer
- Keri Therrien
- Kristen Izzard
- Krystyn Larry
- Kurt Burstahler
- Larry Wozney
- Lee-Ann Tranmer
- Leslie Daum
- Linda Christian
- Manny Bairos
- Mike Dixon
- Nicole Doherty
- Orry Hewryk
- Phil Werbiski

- Rhonda Plohman
- Robyn Maharaj
- Sasha Emric
- Sylvia Champien
- Stephanie Biyak
- Susan Burkitt
- Teresa Kuzyk
- Tess Grinham
- Tony Kennett
- Thomas Oosterveen
- Tonya Heilman
- Trevor Norman
- Tyler Torch
- Tyler White
- Walter Kremers
- Wendy Bates
- Zelko Krytlyk