

**Date:** May 17, 7:00 p.m.

**Location:** Virtual Meeting

**Board members present:**

- Heather Scott (President)
- Pamela El-Feghaly (Vice-President)
- Nathalie Seguin (Secretary)
- Alan Wong (Treasurer)
- Arifuzzaman Arif (Director)
- Miguel Botero (Director)
- Adele Landriault (Director)
- Dave Williams (Director)

**Absent:**

- Jonathan Lesarge (Director)
- Elisabeth Russ (Director)
- Trish Williams (Hub Director)

| Minutes                                                                                                                                                                                                               | Action |
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| <b>1. Call to order</b><br>7:07 pm                                                                                                                                                                                    |        |
| <b>2. Additions/Deletions, Approval of May 17, 2023 Agenda</b><br>No additions or deletions.<br>Motion to approve: Dave<br>Second: Alan                                                                               |        |
| <b>3. Approval of Meeting Minutes</b><br><b>a) Draft meeting minutes: April 5, 2023</b><br>No changes, accepted as presented<br>Motion to approve: Alan<br>Second: Dave<br><b>b) Review of Action Items</b><br>APRIL: |        |

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| <ul style="list-style-type: none"> <li>- Nathalie to review all minutes records to reflect Lesarge and not Lesage (name misspelling) – IN PROGRESS</li> <li>- Heather will follow up with invited guests to confirm AGM attendance (DONE)</li> <li>- Proposed edits added live into draft AGM documents as discussed by the board (DONE)</li> <li>- All: Respond to chat questions about insurance program before end of day April 6th (DONE)</li> </ul> <p>OLDER:</p> <ul style="list-style-type: none"> <li>- Heather and Nathalie to meet with councillor about Maxime &amp; Cyrville (DONE: meeting moved to April 20<sup>th</sup>); Dave to follow up with the councillor on several points</li> <li>- Trish to follow up on playgroups for the Hub (IN PROGRESS)</li> <li>- Miguel and Heather to coordinate buying a new snow blower (IN PROGRESS), confirmation that the existing machine is no longer operable</li> <li>- Pamela: Will reach out informally to property owner on behalf of PCA to arrange a discussion (IN PROGRESS)</li> <li>- Heather and Trish: Will connect to meet a possible volunteer for kids craft event - looking to get volunteer hours (DONE)</li> </ul> |                                                                                                                                                                                                                                                 |
| <p><b>4. President's Update</b></p> <p><b>1568 Meadowbrook Road Application:</b><br/> Application presented to planning committee today and was approved as it was within planning rationale (16 units, 8 parking spaces; some changes did occur based on community feedback)<br/> One delegate from community attended and was against application due to increased noise and cars<br/> This application was for rezoning, not the site plan itself for development approval then the permit stage<br/> PCA next steps: Information sharing role and legal routes are available but presenting to LPAC is a \$150K process<br/> PCA can provide contact information of city planner and applicant to residents to be heard and communicate details about the results and the planning process</p> <p><b>2023-2024 Work Plan:</b><br/> Events: Need a lead for Haunted Pineview Bingo, all are welcome to assist and attend our other events</p>                                                                                                                                                                                                                                              | <p>1) Dave: Will request meeting with Planning Committee Chair Jeff Leiper to discuss management of file (Pam to also attend)</p> <p>2) Dave: Will share contact coordinates with residents for ongoing feedback on Meadowbrook application</p> |

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| <p>Dave is asking if there are new events ideas, they can be brought forward to</p> <p>Volunteer outreach needs to be more actively done or offer a bursary / advertisement of events (comms strategy), will be added to next meeting agenda</p> <p>New projects: E-Newsletter needs a lead</p> <p>Governance and strategy review: Nathalie (lead), Heather, Dave (vice-chair), Miguel, Pam and Arif</p> <p>Business outreach: Pam</p> <p>Communications: Miguel as interim lead</p> <p><b>Upcoming Engagement Opportunities:</b></p> <p>Wildlife strategy under review by city</p> <p>Ongoing engagement for Landsdowne 2.0</p>                                                                                                                                                                                                                                                                                                                   | <p>3) Heather: To add volunteer outreach to next meeting's agenda</p> <p>4) Pam: Will reach out to high schools about events for volunteer hours</p> <p>5) Dave: Will lead volunteer call-out</p> |
| <p><b>5. Director Updates</b></p> <p><b>Hub Rentals (Dave)</b></p> <p>Steady rentals: one bi-weekly euchre group, birthday parties, once a month craft fair</p> <p>Funds are steady and should remain so, local residents are using the hub for their needs</p> <p><b>Community Garden Update (Pam)</b></p> <p>New community coordinator named, but city has put gardens on pause (policy changes and approval processes this year)</p> <p>Just Foods have not approved any community gardens</p> <p>Unlikely that this project will occur this year if using city lands</p> <p>Hydro corridor or private commercial property use were identified as potential alternatives</p> <p><b>Update on ODR / Snowblower (Miguel)</b></p> <p>No movement on this file, still investigating snowblower options, and a used unit could be considered</p> <p>Will research specs and requirement for machine and confirm if this is revisited in November</p> | <p>6) Pam: Will book meeting with new coordinator (and Miguel if available)</p> <p>7) Miguel: Confirm machine requirements and purchase timing</p>                                                |
| <p><b>6. Financial Update</b></p> <p><b>Account Status (Alan)</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>8) Heather: To produce letter for Alan for signing authorities</p>                                                                                                                             |

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| <p>Will require a letter to obtain signing authorities</p> <p>Operating general account: \$11,038</p> <p>Upcoming expenses: Canada Day</p> <p><b>Insurance Update (Heather)</b></p> <p>CPIC program: PCA was initially eligible last year, deferred, submitted survey questions and now city staff will defer for another year</p> <p>PCA currently has case-by-case insurance (for park-based events, for Hub events and activities, for ODR – this one does not cover volunteers)</p> <p>PCA can choose to get quote from Marsh for general liability insurance policy for about \$2,000</p> <p>Board views: Get insurance if legally required, if PCA cannot afford consequences if things go bad, we may also need to consider incorporation hand in hand with insurance as insurance is a requirement</p> | <p>9) Heather: Will investigate quotes for the board and share for approval by June 1st</p>                                                                                             |
| <p><b>7. New Business</b></p> <p><b>Upcoming Events:</b></p> <p><b>a) Garage Sale – June 3</b></p> <p>Alan may have garage sale at his residence (if so, will add to map)</p> <p>Miguel may be free to volunteer or sell as well</p> <p>Start at 8:30am, Pam and Arif available to help (7:45am set up)</p> <p><b>b) JPPI BBQ – June 16 (5-7pm)</b></p> <p>PCA will be providing yard games for the event, Pam will assist with cotton candy (if machine can be secured)</p> <p><b>c) Canada Day 2023 Planning (Dave)</b></p> <p>On track with planning, some permits needing to be booked, confirmations with councilor on hot dogs, acquiring foods, confirm cake</p>                                                                                                                                        | <p>10) Pam: Will reach out to Trish about piano</p> <p>11) Heather: Park rental, insurance, MP and MPP follow up (Canada Day)</p> <p>12) Dave/Trish: Reach out to Global Child Care</p> |

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| <p>Toddler area: need to reach out to Global Child Care for this zone</p> <p><b>2023-24 Board Meetings</b></p> <p>Schedule shared, Vice-president will chair two of the planned dates</p> <p>If there are any issues or challenges, let board know</p> |  |
| <p><b>8. Adjournment: Next Meeting June 14 @ 7pm</b></p> <p>Motion to adjourn: Pam</p> <p>Second: Miguel</p> <p>Meeting adjourned 8:51 pm</p>                                                                                                          |  |