



**Minutes for the Orchard Heights Homeowners' Association  
Board of Directors Meeting  
Thursday October 14, 2021**

Board Member	Position	Present	Absent
David Blakey	Vice-President	x	
Angie DeLuca	Secretary		x
Afsaneh Dhalla			x
Tonya Elmazi	President		x
Dominique Giliberti		x	
Janet Jackson	Vice-President	x	
Mike Kuliszewski			x
Zein Lavji	Treasurer		x
Lawrence Pinkney			x
Stacey Reason		x	
Caroline Secko		x	
Raya Shadursky			x
Tisa Zabarylo		x	

Meeting Called to Order at 7:30 pm

1. **Acknowledgement of quorum** – David acknowledged we have a quorum with 6 board members present
2. **Reading of Land Acknowledgement** - Caroline
3. **Approval of minutes** of Sept 16, 2021 – Due to tardiness of sending them out, minutes emailed to board members with request to approve via email. We will officially adopt these minutes along with the minutes of this meeting at the next board meeting in November.
4. **Reading of Agenda** and call to board if any other items to add – David. No new items added to the agenda.

## 5. Updates from Sub-Committee Chairs

### (a) Communications – Presented by Janet

Item	Update	Discussion	Decisions/Vote	Action Items	Resources
Newsletter Sept	<p>Tonya advised she received positive feedback about the NL</p> <p>Cost \$410 to print – good news as board approved up to \$600 budget Garry's granddaughter delivered</p> <p>Goal was to increase number of new email addresses and find out who wants delivery due to no online access. Unfortunately -- – only received one new email address - No new requests to date for delivery</p> <p>Disappointing uptake, but need to keep communicating to hit our goal</p>				See Comm Committee Update
Newsletter Dec	<p>Template to be shared with board to insert ideas and content to go into December NL</p> <p>Request to continue to print and deliver NL until we can get more email addresses to cover more residents</p> <p>In keeping with goal of OHHA to keep residents informed – we would miss 42% of resident households if we moved to only online distribution</p>	<p>Stacey advised Garry's granddaughter mentioned a couple of residents asked why they are getting this NL</p> <p>What percentage of email uptake are we aiming for before we cease delivering – 50%, 75% - 85%?</p> <p>Discussion that we aim to get to 75% -- and those who don't want the NL can simply discard it. Or can put a red sticker or sign on their mailbox advising they don't</p>	No objections to print and delivery for Dec NL if majority is funded from sponsors who have committed to Dec	Janet to share template so board can insert content ideas for Dec NL	See NL Development template

	<p>We propose to deliver Dec NL if we get at least 50% of the cost</p>	<p>want junk mail</p> <p>Once we achieve 75% goal – then that is when we stop producing paper copy – except for those who have indicated that they do not have online access</p> <p>Discussion on cost difference – more costly to print if we print less copies? If we deliver only to those who indicate they have no online access –it would be a very low number and could print ourselves If the cost can mostly be covered by sponsors and delivery is free – going to a 75% email address goal seems like a reasonable approach</p>			
Sponsorship	<p>We have six sponsors who have expressed interest in advertising for Dec NL</p> <p>Estimating revenue will be \$370 to \$450 – still need to know ad sizes</p> <p>Showed board the ad flyer and the statement that OHHA has the sole discretion to approve or deny ad submissions</p>				See Ad Package Flyer
Social Media	<p>Finalized recommendations on social media approach coming shortly – Stacey and David working on this</p> <p>Tonight asking board to agree to recommendation to change admin on OHHA FB group to 3.</p> <p>Stacey, Janet and David agreed to be the administrators</p>		Board attendees in agreement to move to 3 administrators for Facebook		

**(b) Events - Presented by Dominique**

<b>Item</b>	<b>Update</b>	<b>Discussion</b>	<b>Decisions/Vote</b>	<b>Action Items</b>	<b>Resources</b>
Movie Night	<p>Cancelled – City did not want folks on the grass – as it was so wet</p> <p>If wait till Spring – movie will start very late due to when sun sets</p> <p>Proposed idea to have movie night on Dec 4 – shorter movie – and dress for the weather</p>	<p>Open to the winter idea – Could do a full feature film – like Elf – or do a 90 minute movie. Leaning toward deciding on Elf as the movie</p> <p>Could have heaters</p> <p>If blizzard and ground is too wet -- we could do alternate blizzard date</p> <p>Janet noted that if we get city affiliation approval prior to Dec 4 – we can ask for a refund on the city permit/license</p>	<p>Board liked movie night in the winter vs spring</p>	<p>Dominique will keep us updated on progress</p>	
Costume Parade	<p>On schedule on Oct 31</p> <p>Email blast going out regarding this event and ticket approach</p> <p>Need to get tickets – using Eventbrite. If too many kids – will schedule two events</p>	<p>Looks like outdoor events still at 100 – will continue to monitor based on public health guidelines</p>		<p>David to send out email blast – Dominique will send to him</p>	
Pumpkin Walk	<p>No update</p>				
Lighting of Cedars	<p>Still on track</p>			<p>Janet will follow up with Dominique on details for Dec NL</p>	

**(c) Infrastructure – Presented by David**

<b>Item</b>	<b>Update</b>	<b>Discussion</b>	<b>Decisions/Vote</b>	<b>Action Items</b>	<b>Resources</b>
Meeting	<p>First meeting called will occur later this month</p> <p>Will ask if Grant Stidwill will join this committee (Grant has expressed interest in joining the board again)</p> <p>Stephen Dasko meeting on Nov 4 with speakers on how projects are done and managed in peel</p>	<p>Question about committee members</p> <p>Not the old ad hoc committee – members are David, Janet, Tonya, Dudley and hopefully Grant</p> <p>Stacey offered to help with Plan Dixie project -- as an ad hoc member</p>			

**(d) Membership – Presented by David**

<b>Item</b>	<b>Update</b>	<b>Discussion</b>	<b>Decisions/Vote</b>	<b>Action Items</b>	<b>Resources</b>
Meetings	<p>No meeting yet</p> <p>Could tie residents who provide new email addresses with soliciting them to become members</p>	<p>Would be great if we could figure out how to automate renewals for membership</p> <p>Idea discussed about door to door canvassing – and re-establishing street captains</p> <p>David also advised we used to have NW street captains</p> <p>Question about when next AGM? Feb or wait until June?</p>		<p>David will plan to call a meeting in November to discuss ideas to boost membership</p> <p>Put on agenda for next board meeting discussion about date to set next AGM</p>	

(e) Governance – Presented by Janet

<b>Item</b>	<b>Update</b>	<b>Discussion</b>	<b>Decisions/Vote</b>	<b>Action Items</b>	<b>Resources</b>
Meeting	Meeting held at end of September				See Governance Committee Update
Goal of Committee	Janet read goal of committee to develop policy and procedures				
Work Identified	At the meeting the team established the work identified for this year and next – which includes:  Finance – set an annual budget and estimated revenue for the year— work with Zein to develop Third Party Agreements Membership Events Communication City Affiliation / Insurance By-laws Adding new members  All recommendations on policies and procedures will be presented to board for approval				

## **7. Updates:**

### **Action Items from Previous Meetings:**

David had action item to write to Stephen and ask about neighbourhood signs – David will do that

Tonya spoke to Grant about joining the board – update to come below

Tonya – was to ask Star Academy about lease with Elm – does lease have an exit clause for Elm? Also to call Stephen about Elm development application and ask if he or planning dept has an idea about the purpose of their April application – not sure if this was done.

Tonya – To confirm if all board members agreed to code of conduct.

### **a) Zoom Meeting with Stephen Dasko – Sept 23**

**Update:** The representative from Safe City attended – promised to get slow down signs back into the neighbourhood in the next few days. New slow down signs are now up on Rometown and on Marionville. Sign on Rometown keeps getting moved and moved back again. Signs will likely remain until snowfall.

An item that did not come up at the meeting but was referenced in recent City council meeting minutes was traffic calming initiatives in other neighbourhoods. The other neighbourhoods managed to get traffic studies done to track speed of vehicles – and as a result had installed new low rise speed bumps. These speed bumps were installed in 3 wards in Mississauga.

**Discussion:** Is it time to ask Stephen for another traffic study now that our speed limit is at 40mph? Discussion on which streets they should review – David confirmed that our request could be for speed bumps only on select streets. Last time a study was done for OH was in 2013.

**Decisions:** General agreement that it is time to do another traffic study.

**Action Items:** David to ask Stephen if City could conduct a traffic study. David will send an email to the board on which roads we want reviewed – thinking of Rometown and Park Royale.

### **b) New Members to Board**

**Update:** Grant would like to re-join the board. He resigned from the board earlier due to Covid-19 as he worked nights and could not attend meetings. We also have another past board member – Andrea Amaro, who would like to re-join the board. She is a graphic artist.

**Decisions:** No objections to have Grant and Andrea rejoin the board

**Action Items:** David will ask Tonya to welcome them and invite them to the next board meeting

### **c) Code of Conduct**

**Update:** Don't know if all board members have agreed to adhering to Code of Conduct

**Action Items:** Tonya to advise who still needs to sign off and agree -and by when

### **d) Affiliate City Program**

**Update:** Sent in initial application and was approved to be eligible. Then a new application needs to be completed and sent to the City risk dept and they will then approve us for either \$2M or \$5M. Once approved we apply to AON for Director's insurance. Should all get done by end of year. We think the AON premium is around \$500 per year – need to confirm. There is no charge for City affiliation coverage – and we get a discount on the AON premium due to coverage under the city affiliation program.

**Discussion:** Question about whether we can run events without city affiliation coverage. Yes – it is ok to do events before we have insurance in place. When we file the permit for each event- insurance coverage comes with that permit. Once we are covered under the city affiliation program – we will save money as all our future events will be covered under the affiliate program and we won't need to pay for coverage with each event.

**Action Items:** Ask Tonya if she has completed the 2<sup>nd</sup> application to go to city risk department

**8. Other items** - no other items

**9. Review action items** - Action items noting owners and dates noted above

**10. Motion to Adjourn** - motion by Janet and seconded by David. Meeting adjourned at 8:35 pm