



Tanglewood Park Community Centre
Management Committee Meeting

30 Woodfield Drive Ottawa
March 07, 2023 draft Minutes (in person)

In Attendance: G Roderick, chair; C Sewell, treasurer; P Budd; M Mintenko, A Deering and D Cornwell.
Regrets: C Bernard, and G Crone

1. Today's Agenda: Approved
2. Minutes of December 06 for posting: Approved
3. Business Arising:

Key Messages¹, Key Audiences² Tools and Strategies

The theme of this quarter is Safety and Emergency.Preparedness which had emerged post losses from the tornado (2018) and derecho (2022). Arbour Day, the 'real' tree in our logo, the Memorial Plaque reminds neighbours of these events.

4. Portfolios:

4.1 Facilities Management:Pauline

- Universal Bathroom and Storage

✚ *April*: Announce Construction and Impact in Spring Newsletter

✚ *May*: prepare regular users. Particularly those who use storage.

✚ *June*: construction of new storage cupboards in multipurpose room

✚ *July to mid-September*: construction would impact corridor, media cupboard, and current storage room.

✚ *October*: Celebration of the new bathroom

✚ Rental of the Hillsdale Hall.

Uses of Multipurpose Room

ACTION: Continue dialogue with City staff

- Electronic Bulletin Board:

✚ Potential cost is approximately \$2500. Likely achieved by a grant.

✚ Potential contractor: Alan Wehba of UTG is a City contractor.

¹ Messages: a) Active Lifestyle, b) Preventive/Protective/Emergency Service, c) Environmental Stewardship, d) 20 Minute Neighbourhood, e) Nurturing Culture

² Key audiences:

650 under 15 yr. old, 645 15-25 yr. old, 2610 25-65 yr. olds, 830 over 65 yr. olds

Families: 200 Single parents; 800 Two parents.

50 Local Businesses.

³ Tools: Our tools are physical and digital; the latter includes in and outside the neighbourhood. SC, Website (*blog, calendar, gallery, survey*), social media (Facebook Instagram, twitter, next door), 4 external bulletin boards, 3 internal bulletin boards (*posters*), holders (*Things to Do*) A frames, display shelf at Centre, Curbox signs, Mail Chimp (*blasts*), Audiovisual links (*you tube, Zoom, Skype, Meet*), external newsletter (Devine, NROCRC), general meetings and public advocacy

⁴ Strategy: Visibility and wide reach to all locations, cross promotion across our tools, early promotion (i.e., posters) and quick take down. Feedback on effectiveness.



- ✚ Approval from City: Resolving variance, and RCFS’s Park Planning’s skepticism.
- ✚ Training.

- Rink Maintenance:
 - ✓ There are 80 days between December 15 & March 5. Opened 34 days.
 - ✓ 278 hours of maintenance versus 126 hours of supervision, 50% of combined hours were delivered by volunteers.
 - ✓ Andy’s Lawn & Snow cleared the rinks twice.
 - ✓ Thoughtful five page Year-End Report was put in circulation, and city survey returned.
 - ✓ Pauline and Don were thanks for their dedicated contribution.
- Tables, chairs, sofas, and benches:
 - ✓ RCFS declined responsibility for replacement of kid’s tables and chairs.
 - ✓ Large metal cabinet in storage room being donated by Take off Pounds Sensibly (TOPS). It will go to the shed. Benches also stored there.
- Emergency Procedure Manual: Will ask City supervisor Mike Connerty if the Centre’s copy is up to date. ACTION: Pauline
- Water Fountain: Three activation bars are functional, one is not. ACTION: Pauline
- Property Inventory:
 - Property Insurance & Depreciation Schedule require annually submission of an inventory. ACTION: Pauline to put 2022 in circulation
 - Recently acquired projector and computer will be added to the list.
- Landscaping: While the surroundings of the facility usually require some expenditure, it is not in the 9 month budget. Mindful of that, TPCC should limit cost. Fences in front of the centre need replacement.
ACTION: Pauline to remind City staff.

4.2. Schedule: Pauline

City’s portion of Revenue for December through February was \$6.164. THCA’s portion is higher via rental of kitchen, storage and equipment.

Storage: \$4- \$75.since Oct 1 ‘22; was \$25-50. ACTION: Review before next budget.

4.2 Records Management:

All program records to be regularly submitted to Gord.

Vulnerable persons: Awaiting the board’s direction as to who should be included.

4.3 Manager of Events/Activity Committee: Niki

- ❖ Craft Fair: Revenue from 19 vendors was \$285, Raffle Ticket sales \$58. NROCRC’s CDF contributed in-kind <\$50. Expenses: \$214, and \$139 charged to Promotions. No ‘charge’ for rental of space. Public pleased. Vendors also pleased with attendance; most would come back this year.

- ❖ Carnival: Revenue was \$540, and Expenses were \$1985

Sleigh: \$848	Magic: \$282	Fire pit: \$64	Music: \$281
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REVIEW: Number of Premier Attractions

- ❖ Arbour Day: afternoon of May 7 at Tanglewood Park. Indoor is available.
 - Refreshment: Water, and Cotton Candy.



- Trees: Possible Give out or ordered-

Ecology Ottawa, Tree Canada	City of Ottawa Forestry Services
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- Bike Rodeo:

Bike Ottawa: Tours & Trail Map	Bike Safety
Free Minor Bike Turn-Up	Free Helmets

- **Spring/Summer registration**, including community garden.
- Membership
- ❖ Music in the Park: August 10. Civic Event Application will be sent in by March 10. Could we get a stage? City/Business. Singer Marie Hawkins willing to help.
- ❖ Company of Fools: Likely in late June. Neighbours Day: Likely mid July
- ❖ Corn Roast- Sept 06 Halloween Party-October 28:

5.5 Management of External Programs: Niki

- *I Love to Skate*: 20 vouches for 6 to 12 yr. olds. 19 young people went to closing event at Senators Place.
- *Learn to Skate*: A THCA run program for 4 to 14 yr. olds held on Saturdays. Next year: Shorten season by sessions on Saturday & Sundays,
- Weather and ice condition make a successful season a challenge,
- *Learn to play hockey*: Tim Horton's *Timbits*' or Canadian Tire's *Jump Start's* might support a program next year.
- *T-ball*: Thursdays, 06/08 to 07/06. Hit/Run/Throw: ACTION: Don/Niki
- *Soccer*: number of participants 55, 4 coaches. Tuesdays, 06/06 to 08/08. Tim Hortons' Timbit program will supply each, a ball, jersey & participation medal.
- Go Hut in Medhurst Park ACTION: Niki to speak to Alex Harris

5.6 Neighbourhood Garden: Allen/Don

- ✓ Box maintenance: to access *Just Food's* CGDF funds, there are a number of criteria, some of which TPCG does not meet. MOTION: To allocate \$150 additional dollars. CARRIED
- ✓ MOTION: Season being from early May to end of September CARRIED
- ✓ Motion: Maintain the fee rates of 2022. CARRIED
- ✓ Place greater emphasis in contract on expectation of care for space around one's box and of assistance with the general up-keep of the Garden.
- ✓ Canadian Wildlife Federation will return this year as a paying renter. Produce goes to Debra Dynes Food Bank. Last year's youth volunteered help. Same this yr.
- ✓ Allen and Don thanked for their ongoing care of the community garden as part of our environmental stewardship initiatives.

5.7 Manager of Internal Programs: Niki/Allen

- *Young at Hearts' Advisory Group*: Meets quarterly to plan programs.
- February 21 (Family Day) meeting had 16 in attendance. Maximum for activity. *Next Meeting on April 24 on organic gardening with Betty Weil.* Following meeting with an author is June 26.
- Winter TPCG runs seniors (1) & Adults (2). One of those Yoga will return in the fall. 3rd-Party programs: preschool (3), children & youth (7), adults (2) & seniors (2).
- Neighbourhood Libraries:



Allen has met casually with owners of the 3 street libraries.

Our outdoor library is being used. Plaque for builder B Blampied ordered.

5.8 Recognition Program: Graeme/Pauline

- ✚ December Holiday Judging; done by Graeme and Pauline.
- ✚ Received photograph of Hydro One Transmission Station around time of its 1975 opening. To be hung in corridor.
- ✚ Need photos from Carnival. ACTION: Niki
- ✚ Further to the amendment to *selection of households* approved at the February 27 board meeting, the management committee recommends that a household be eligible for recognition in no more than one category in any year.

ACTION: Transmit to the Board

5.9 City programs: Thriving Neighbourhood

THCA's Statement was circulated. It was built off our five core messages, two of which (1) and (5) are particularly germane. RCFS seeks to be responsive to neighbourhoods by tailoring their local programs to its needs. A good articulation of our resources can be found in notes of the Feb 25 Parks, Trails and Trees Task group. THCA aspires to have.

- A city park staff occasionally attend our PTT task group, which meet quarterly.
- The circuit in the Medhurst Park be resurfaced.
- Annual audits of resources of both parks be addressed during the year submitted.
- Achieve a dog park.
- Annual celebrate our heritage and culture funded.

5.10 Communications:

- Tanglewood-Hillsdale's *major resources* is a feature on our website. Brief description, photo and location on neighbourhood map useful for all, especially newcomers.

Communications Committee met on Feb 21. New editors who have met with Brandon, who will help them with their first issue. Submission date 03/20, Publication date 04/01. Event Sponsors to be acknowledged. .

5.11 Manger of Promotions: Allen.

Curbox sign to be ordered for Aug 3 to Sept 3rd.

Record of inventory of items on Display Shelves to be maintained.

Business size cards for Card Display to be kept current.

Membership application holders to be on all bulletin boards

City Maintenance of both bulletin boards in Medhurst Park was done in 2022 and is scheduled for Benlea in 2023.

Facebook (thcadotca), Instagram and Twitter are being used.

6.0 Financial Picture: Colette

TPCC Finances – Feb 28 \$32,888

Last rink installment received.

Managers are to submit quarterly invoices by end of March.

7.0 New Business \ Emerging Issues:

Leaders' pictures

TABLED
CARRIED

8.0 Adjournment: June 6, 2023,

Graeme Roderick recorder