



Tanglewood Park Community Centre
Management Committee Meeting
30 Woodfield Drive Ottawa

Minutes

December 06, 2022, 7:00 pm (in person)

Approve March 07, 2023

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

1. Welcome to Crystal
2. Today's Agenda Approved
3. Minutes of August 23 for posting Approved
4. Business Arising:
 - Key Messages¹, Key Audiences²
 - Budget meeting held on/about September 12th. More of an estimated 9 month budget due to uncertainty of length Centre would be closed for rental/program due to reno.
5. Portfolios:
 - 5.1 Facilities Management: Pauline
 - TPCC is not among the priority locations for generators.
 - With the near-by Darwin Centre, with its use as a Welcoming Centre in May, and no predictable source of electricity, its unlikely TPPC to be on the list of such facilities. It still could be a local **Go To Place** as it was for Public Health's staff last May.
 - Electronic Kiosk: Our Vice President reported at the recent THCA Board meeting that:
 - Pauline, Don, Graeme and himself on November 2 meet on site with UTG Digital Media {Alan Wehba}. UTG is a City contractor.
 - Variance: City staff from Planning Department has been requested to clarify necessity of a variance for the installation to go ahead.
 - Cleaning contract: Contractor took over in early September, three times a week. They're local. Reports to Mike Courtenay, who is agreeable to review the frequency/week.

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, 4 external bulletin boards, 3 internal bulletin boards (*posters*), holders (*Things to Do*) A frames, display shelf at Centre, Curbex signs, Mail Chimp (*blasts*), Audiovisual links (*you tube, Zoom, Skype, Meet*), external newsletter (Egli, 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.



- Condition of Courts: Nets off; access Locks are On; garbage cans Removed, planters Moved to block access to Medhurst Parking Lot. External Bulletin Boards winter Ready.
- Kiosk: BMI completed the repair in September. Membership Application Holder were reinstalled following painting.
- Rink:
 - Three-Year Contract with the City: Rink Providers are challenging the contract because it had been learned that serious injury were not covered in policy for individuals assigned to do maintenance on the rink.
ACTION: Contract to be signed when Liability Insurance settled
 - Contract with Alex Percy, new rink supervisor, has been signed, but work that would be expected to begin December 15, may be delayed (see bullet above).
 - Andy's Lawn & Snow: Has agreed to plough *TPCR*, gratis. Andy's is aware that TPCC may need clearance help on January 28 (carnival).
 - Additional Accessible Bathroom: Pauline and Crystal
 - Design Opinions and Timeline were discussed during on-site meeting with City staff on December 6. Three options were identified to make a universal bathroom with access located in the corridor. Each option impacts storage, including our media room.
 - City is receptive to build storage elsewhere in Centre at no-cost to us.
 - Management Committee does not favour 1) lockable door to wash-rooms accessed from multipurpose room, 2) possible relocation of janitor/hose rooms & 3) location of adult change table in new 'room'.
 - Work unlikely to require the current washrooms to be closed.

ACTION: Continue dialogue with City staff

5.2 Schedule: Pauline

THCA's Revenue for October and November is \$229.

City's portion of the rental revenue from July to the end of December is projected to be \$9560, remitted in January.

As agreed in last meeting, rental rates increase were built in this year's budget.

5.3 Records Management:

Program records to be regularly submitted to Gord.

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

5.4 Manager of Events/ Activity Committee: Niki

- ❖ Corn Roast- Sept 07 Successful. Supported by Civic Event Grant of \$1640. A Get-To-Know-The-Centre was not formally implemented.
- ❖ Company of Fools – Sept 29 postponed to June 29, 2023
- ❖ Halloween Party-October 30: Very successful. Youth volunteers helped a lot.
- ❖ Neighbours Recognition Day-November 12: Successful luncheon; edibles from Nicaastro: -Merivale Rd.
- ❖ Craft Fair & December Holiday Party -Dec. 10, 17 vendors & Santa in attendance Plans are in advance stage. Seeking volunteers
- ❖ Carnival -January 28: Premier attractions are Sleigh Ride, Magic Show. Monkey Rock and Tug-of-War. Seeking volunteers.



- ❖ Family Day (February 20) may organize a hockey tournament.

5.5 Management of External Programs: (Niki)

- ❖ *I Love to Skate* (City run) and Learn to Skate (THCA run) will occur this winter. *Love to Skate* is supported by Canadian Tire, as is a pail of pucks. Vouchers for skates and helmets are redeemable at Canadian Tire, 1820 Merivale Road (owner Craig Murry). Details in Winter issues of **SC**,
- ❖ Hamlets for Toboggan Hill Parkette: notice were to pick up bottom of hill.

5.6 Neighbourhood Garden:

- ✓ Condition of boxes /replacement: Just Food will be contacted to seek \$ support.
- ✓ Care of TPCG: Contract states responsibility is every gardener. Youth from CWF who volunteered to help generally, were recognized at Nov 12 Recognition Day.

5.7 Manager of Internal Programs: Niki

- *Young at Hearts' Advisory Group*: Meets quarterly to plan programs. Need volunteers to assist in planning/implications. Moving to regularly meet on alternative months.
- 3rd-Party &TPCC Programs: preschool (3), children & youth (6), adults (4) & seniors (3).
- Online (1): remains useful for residents of neighbourhood.
- CPR Training

5.8 Recognition Program: Graeme/Pauline

- ✚ Framed Certificates given to recipients in attendance on November 12
- ✚ Halloween judging: Canvas of homes done on October 31.
- ✚ December holiday Judging; To be done by Graeme and Pauline.
- ✚ Received photograph of Hydro One Transmission Station around time of its 1975 opening. To be hung in corridor.

5.9 City programs: *I Love to Skate* Culture grants?

5.10 Communications:

- Committee met on November 29. Notes will be placed in circulation.
- Brandon was not able to assist with the Winter issue.
- Submission date will be December 12th with publication date the 15th.
- Gary's Printing can work with the 13/14 date for receiving the text.
- Recommend increase in webmaster's stipend.

CARRIED

5.11 Manger of Promotions:

Manager attended recent Communications Committee meeting, so is aware of-matters.

Manager is also aware of date/message of Carnival.

6.0 Financial Picture: Colette

TPCC Finances – November 30

\$35, 640.

Managers are to submit quarterly invoices by end of December.

7.0 New Business \Emerging Issues:

Luncheon at Heart-Stone Grill: THCA to cover portion of cost up to full non-alcohol amount.

Student summer grant: Apply if *Lions' Den* could be open, for a Recreation Leader, with

Niki to supervise. 30 hours/10 weeks @ \$14.60.

Arbour Day: April 23, 2023

8..0 Adjournment: March 6/7, 2023

CARRIED

Graeme Roderick recorder

