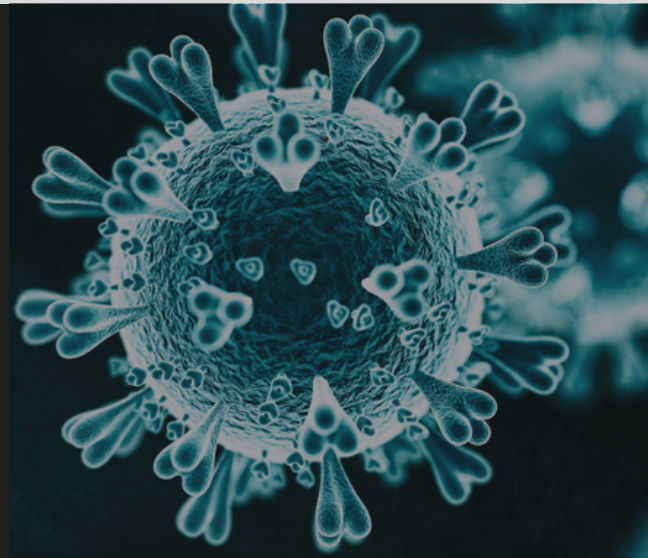
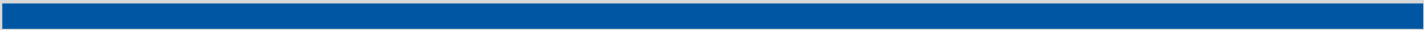




**Manor Park  
Community  
Council**

**20  
20**

**ANNUAL  
REPORT**





# Manor Park Community Council

The Manor Park Community Council (MPCC) aims to help build a strong and livable community by providing residents with activities that develop their bodies, minds, and community spirit.

The MPCC provides recreational and licensed child care programs, and most recently, Covid-19 support to the greater community. The MPCC manages the Community Centre and takes pride in our parks and sports sites. We draw on local talent for volunteers and employees while collaborating with others whenever possible. As co-publisher of the Manor Park Chronicle and through [manorpark.ca](http://manorpark.ca), the MPCC supports the exchange of ideas in a well-connected community.

## **OUR VALUES:**

- Fostering community spirit
- Meeting needs
- Promoting healthy living
- Building social capital
- Maintaining inclusivity
- Bringing people together

# CHAIR'S MESSAGE

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This year marks the final year of the current strategic plan which was launched in 2017. In my professional experience, setting a strategy that enables the organization towards its vision and supports its mission is critical as it provides a roadmap to achieving goals and provides a framework for decision making as the environment shifts and as changes that are out of your control inevitably happen.

2020 certainly marked a year of "out of our control change" that challenged the MPCC across all facets of its organization and yet, as we prepared for our Annual General Meeting and I reflected on the strategic priorities set out in the plan, I am very proud of how the MPCC team was able to pivot and respond to the crisis in support of the community and still advance critical priorities. They stayed focused, they engaged with the community and partners, and they thought "out of the box" to find new ways to support the community during these challenging times.

The three priorities in the MPCC strategic plan are:

#### *Organizational Excellence.*

Central to this priority was to continue to build financial resilience and a talented and engaged team of staff and volunteers to support our desired growth in programming. COVID19 hit the MPCC hard financially with an 86% decline in programming revenue. Fortunately, our healthy financial position going into the crisis along with various government programs and grants this past year allowed us to continue to operate subsidizing the cost of much of our programming. We were also able to keep our leadership team in place and they provided the continuity, compassion and creativity needed to navigate the crisis.

#### *Participation and Programming.*

Our focus in this priority was growth. In 2017 we set out to broaden our programming and increase participation to engage new segments (older adults, youth) and scale our outreach within Manor Park and surrounding communities. The crisis saw us shutdown all our physical programming, but it opened new "virtual doors" and online programs that will help the MPCC evolve over the long term. The team's ability to reimagine recreation and community support in a "socially distant" world and lock-down

has been relentless! And in stepping up to meet the needs of a community in crisis the MPCC moved into new areas of social programming with Ottawa Cares, which we hope to do more of as we consider a new strategy.

#### *Outreach and Engagement.*

Tightly connected to the previous priorities our focus here was to strengthen our ecosystem of volunteers and partners and this priority was amplified through our response to COVID19. This past year we saw record numbers of volunteers step up and help out with new community outreach programs and volunteer their time and talent to offer virtual programs. We continue to need volunteers for our Board of Directors and looking forward this will be a focus as we'd like to increase our diversity and expertise. Our partnerships have also expanded as the MPCC came together with other community organizations to meet critical needs. The crisis has spotlighted the major cracks in our social supports and in responding to these we are learning and building new capabilities and networks.

This past year demonstrated why organizations like the MPCC matter. How they can help a community in crisis, bring partners together to foster change, weave a strong social fabric, provide leadership on community safety and support, and most importantly be a compassionate and caring employer and volunteer base.

We will build on these foundational strengths and engage with the community as we refresh our strategic plan and priorities in the coming year.

MPCC

Allison Seymour

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Running summer camps during the Covid-19 pandemic seemed like a near impossible task, but turned into something so positive and special.

When our doors closed in mid-March, *Summer Day Camps in Manor Park* were 50% sold out. We anticipated that we would stay home for two weeks and then things would return to 'normal'. But, as summer approached, the likelihood of opening summer camps seemed less and less plausible. We had the campers and the staff but didn't have the green light to open -- yet.

When the City of Ottawa gave notice that day camps could open, we hit the ground running: Covid-prevention guidelines, staff training, PPE purchases, and a change in camp structure. (Hint: we stayed outdoors!)

*Summer Day Camps* opened on July 6 amidst the global pandemic. Campers arrived at the daily health screening table with masks and backpacks. Cohorts of children were created to minimize close contact with others. Access to the community centre was limited to staff and cohort use of their 'own' washroom. Junior Leaders and Focus on Youth staff that usually join the team were absent in 2020.

Children played outdoors, met their friends, cooled off in the splash pad, waved pool noodles at one another on the sports field and completed arts and crafts on outdoor picnic tables.

Chromeo's song, *Six Feet Away*, became the camp theme for physical distancing, dance parties and positive energy.

Eight wonderful weeks of outdoor camp programming was completed with zero Covid-19 cases. Families were thrilled to send their children to a safe and secure place where they could just play.

Kudos to the dedicated camp counsellors who were champions, accepting changes that came their way with resilience.

**Summer Day Camps in Manor Park: positive and special.**

# SUMMER DAY CAMPS



# LICENSED CHILD CARE

## BEFORE- AND AFTER-SCHOOL IN MANOR PARK

This licensed child care program provides children with indoor and outdoor activities, individual and group play, active and quiet times, as well as sports and arts under the care of Early Childhood Educators (ECE).

One of the largest after-school programs in the city, it served 186 children before Covid-19 forced the closure of schools in March. The September re-opening was just one-third the size, resulting in fewer staff working under full Covid-prevention PPE and protocols.

During the closure, Educators and administration connected through virtual Zoom meetings.

Educators offered their talents with videos of storytimes, yoga, science experiments and crafts for children to enjoy via social media posts. The annual Talent Show was presented online and opened to full community participation.

Administration worked diligently to stay on top of new information from Ottawa Public Health (OPH) to create Covid-19 policies and procedures, procure adequate PPE, train additional safety measures, and prepare for the reopening of the school year.

The Educators developed creative ways to program outdoors. They used puppets and storytimes to teach children the importance of wearing masks and hand-washing to keep themselves and their friends healthy and safe. A strong partnership with the staff and administration of the Manor Park Public School helped ensure zero incidences of Covid-19 in the program.

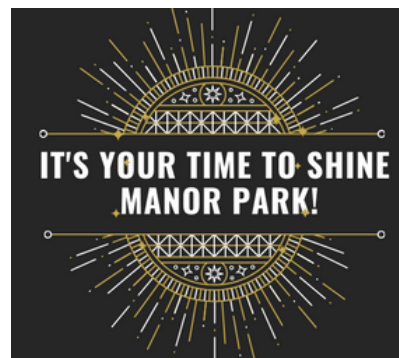
### Smiles all around!

Something very special has been happening at the Governor's Walk Retirement Residence! Residents have been packaging healthy snacks, distributed by Ottawa Cares, to the children at the Boys' and Girls' Club. They have provided over 800 snacks, stopping only because of the Ontario-wide shutdown on December 26.

Children attending our after-school program, *Before- and After-School in Manor Park*, handmade holiday cards to thank each of the residents. And, to encourage residents to write back -- a pen-pal program, perhaps? -- a self-addressed, stamped envelope was provided with each card.

General Operating Grant funding was received from the province and city, along with the mandated Wage Enhancement Grant of \$2 per hour, part of Ontario's commitment in support of childcare professionals. For the third year in a row, the program was 100% compliant during the Ministry of Education's annual licensing inspection.

The administration team was restructured due to the retirement of the Manager of Child Care & Early Learning and the decrease in registrations due to Covid-19. The promotion of the Supervisor, Child Care & Early Learning, to lead the program aided in a seamless transition of roles.



# EARLY LEARNING

## MANOR PARK PLAYSCHOOL MY LITTLE LEARNING KITS



### Perfect preparation for kindergarten! Manor Park Playschool

Manor Park Playschool was the 'perfect preparation for kindergarten' providing quality half-day recreational programming to children eligible to start kindergarten the following year. Guided by experienced Educators, children enjoyed attending Playschool to explore the world around them through indoor and outdoor play, art, stories, games and more.

Manor Park Playschool families appreciated the flexibility to choose two or three mornings per week -- Tuesday, Wednesday, Thursday -- for their child.

Due to Covid-19 restrictions, the Playschool closed in March and did not reopen in 2020.

The Child Care and Early Learning team continues the process of seeking a child care license from the Ministry of Education for the Manor Park Playschool which would allow for an expansion of programming days and hours to a greater age range of children.

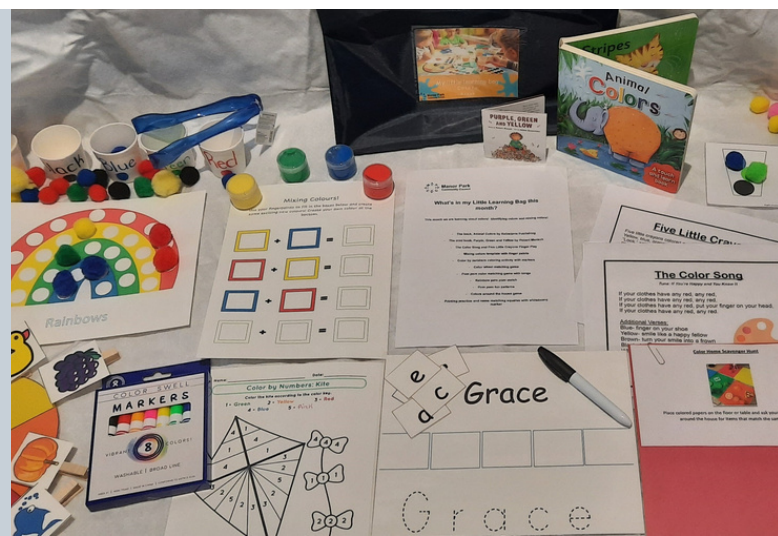
The team has researched and began development of outdoor programming based on the Forest School Model.



### My Little Learning Kits

The closure of the Manor Park Playschool due to Covid-19 created an opportunity for our team of Early Childhood Educators (ECE) to develop *My Little Learning Kits* to support early learning at home.

This Playschool extension was a monthly series of themed kits introducing preschoolers to early literacy, early number and letter recognition, creative thinking, the development of fine motor skills, and much more. Each kit could be completed safely at home. *My Little Learning Kits* encouraged positive parent and child interaction.



# ARTS PROGRAMMING

In January and February, the community centre was an exciting place, filled with day and evening in-person programming. In-person programming was cancelled from March to September due to Covid-19 restrictions.

## Workshops

Residents explored their creative side in a series of workshops: *Building a Moss Frame*, *Macrame*, and *Improv Comedy*. Taught by local experts, these workshops were ideal for winter nights in early 2020.

## Arts at School

Creative programming was offered to students at Manor Park Public School during their 'nutrition breaks'. *Healthy Cooking* taught aspiring chefs to prepare bento box lunches. Myths and legends were explored in *Art with Lindsay*. Other sell-out classes included *Chess Club* and *Dance Up Yoga*. Six students participated for free through The Opportunity Fund! Programming did not resume after March.

## Sessional Classes

*Watercolour Painting* with Laurie Hemmings always has a strong following. Another popular instructor, Lindsay Watson, introduced *Portraiture* and *Acrylic Painting*. In the fall, we welcomed Antonia Weetman, as a new instructor, offering her take on *Collage* and *Acrylic Painting*.

## Sharing Passions

*Sew Amazing Sundays* and the *Manor Park Knitting Circle* brought together crafters to share and learn. String instrument enthusiasts gathered as *Manor Park Strings*, preparing for a spring concert.

## @Home Activity Kits

When in-person programming was impossible, we delivered activities to the door - literally. Monthly *activity kits* were created by an Early Childhood Educator and an Ontario Certified teacher. (Handy to have them on staff!) Kits for preschoolers, school-aged children and older adults included games and crafts to share or complete alone.

## Virtually On-line

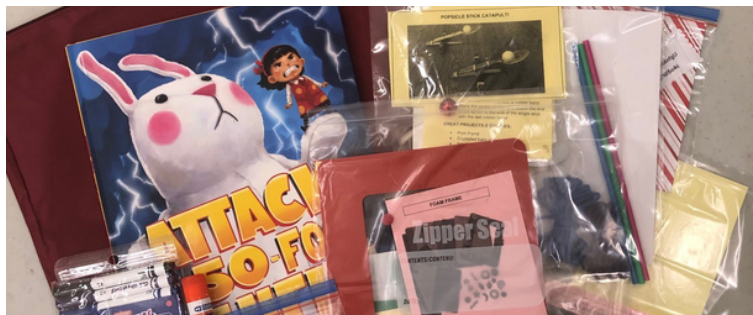
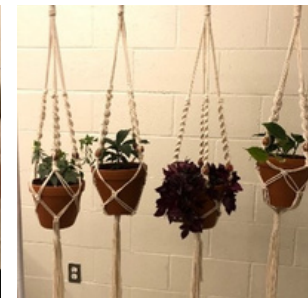
*Friday Night Happy Hour Trivia* took off -- virtually -- after the closures. Dedicated participants tuned in weekly. Hoping to facilitate safe social gatherings for friends and neighbours, we put our Zoom account to good use with kids programming: *Craft-A-Long*, *Bake-A-Long*, *Online Acrylic Painting*, *Dungeons & Dragons*, and *Virtual Lego*.

## Art Sale

The new rotation of six local art works remains on display in the community centre. Each piece not only beautifies the space but is offered for sale.

## And...

While open to the public, the community centre was a popular recycling destination for *Oral Care & Waste Packaging* and *Personal Care & Beauty Recycling*.



# MANOR PARK COMMUNITY COUNCIL WEEKLY FITNESS SCHEDULE



# SPORTS & FITNESS PROGRAMS

## Fitness, Yoga, Meditation

Individual programs - fitness, yoga and meditation - started, and ended strongly in 2020. Offered six days a week, there were 13 classes to choose from with your *Fitness Pass*!

*Stay Strong & Stable*, *Full Body Fitness (for women)* and *Yoga* were sell-out favourites. Half-way through the winter session, Covid-19 restrictions hit. We lost the rental and programming spaces of three locations.

Upon re-opening in July, programs moved outdoors, keeping everyone physically distanced, and connected with nature. Instructors took the challenges to heart, encouraging participants, adapting lessons, and delivering virtual online workouts too.

## Individual Sports

The season is short, but the skaters are big on enthusiasm for *Skating Lessons*! Selling out almost immediately, the beginners improved with each lesson.

Creating outdoor *Multi-Sport* for kids, was the answer to safe, physically distanced activities. Who knew pool noodles could mark distance?

Racquet sports were winners! The tennis courts were regularly used by *Pickle Ball* players and *Tennis* singles and doubles. The lack of lessons or organized tournaments did not stop residents from getting out.



## Team Sports

Usually, the sports fields are full of spring sport participants: *Soccer*, *Baseball*, and *Flag Rugby*. These are some of our biggest programs that were cancelled due to Covid-19 restrictions on gatherings, group size and prohibition of game play.

The lack of gym space had us get creative with our *Better with Basketball* program! Off site, and outdoors, the program got kids running and jumping. Small groups, lots of hand sanitizer, great coaching, and program plans to hone skills while physically distancing kept everyone safe.

## Recreation Survey

We check in with residents from time to time with our Recreation Survey, asking what's needed for success.

You told us that you and your family valued these things in programs:  
1) new activities 2) quality instructors 3) physical activities as part of a team.

These are the activities you'd like to see offered: 1) martial arts 2) tennis 3) multi-sport /weeknight soccer (tied).  
Maybe again in 2021?

## Outdoor Rinks

Night-lit hockey rink, skating oval and pleasure puddle got a lot of love from skaters, volunteer shovellers, and rink attendants. The rinks hosted *I Love to Skate* program from Canadian Tire and JumpStart, providing skates and lessons to novices for free. Thank you.





# COMMUNITY EVENTS

## SKATING PARTY

### Skating Party and Chili Cook-off

Our annual *Skating Party* was our last large community gathering.

Held on the first Saturday evening in February, the party took place at the outdoor rinks adjacent to the community centre. The evening kicked off with a game of shinny hockey. Nearby, the bonfire was ready to warm-up frosty fingers and to roast s'mores desserts. Special guests included Elsa and Olaf from the movie *Frozen*. Children (of all ages) were thrilled to meet and pose with them.

Indoors, the building was filled with the enticing aroma of chili and chili-dogs. Residents and businesses contributed over a dozen pots to the Chili Cook-off. A panel of chili judges announced that the winner was local Mexican restaurant, *Ola Cucina*.

For the first time, the Chili Cook-off was a BYOB event -- Bring Your Own Bowl -- encouraging residents to bring reusable cups, bowls and cutlery from home. We teamed up with Ottawa Reduces to recycle and compost. The result was less than one-half of a bag of garbage!



2020 Chili Champ: *Ola Cucina* with sponsor Natalie Belovic of Natalie's Urban Ottawa

# COMMUNITY EVENTS

SCAVENGER HUNT BINGO  
 WINDOW WALKS  
 TRIVIA  
 HALLOWEEN AT HOME  
 HAUNTED WALK  
 GINGERBREAD HOUSE KITS



When Covid-19 prevented us from gathering together, we brought activities and events to where the community was: in and around their homes.

With increasing numbers of families going for walks, we encouraged weekly *Window Walks*. Residents were asked to decorate their windows according to a theme, like St. Patrick's Day, Flowers, and Jokes. A *Bingo* board was posted at the community centre to encourage exploration of our neighbourhood for natural finds and landmarks. Residents created a *Halloween Haunted Walk* with scary outdoor decorations.

Together with our neighbours from Lindenlea, we celebrated on Friday evenings with online *Trivia*. The questions were tough!

### Halloween at Home

Friends were sometimes called upon to help! Batman, Robin and the Witch of Manor Park, reverse engineered trick-or-treating by delivering candies to homes! Souvenir pics were a big hit.

### Jolly Gingerbread House Kits

Santa himself, along with Chief Elf, visited to deliver Gingerbread House Kits. Reindeers were unavailable, so he dressed up his ride in festive form. Lots of memories that weekend!



MANOR PARK COMMUNITY COUNCIL & LINDENLEA COMMUNITY ASSOCIATION

neighbourhood window walk

- APRIL 7: RAINBOWS
- APRIL 10: FARM FRIENDS
- APRIL 13: FAVOURITE FOODS
- APRIL 16: SYMBOLS OF HOPE
- APRIL 19: SIGNS OF SPRING

Manor Park Community Council

LINDENLEA

HALLOWEEN at HOME

... WE BRING THE CANDY TO YOU!

MANOR PARK COMMUNITY COUNCIL NEIGHBOURHOOD

B I N G O

		free space		

AT HOME JOLLY GINGERBREAD HOUSE KITS

...delivered by Santa & his sleigh!



# EXECUTIVE DIRECTOR'S REPORT

The year opened with momentum from 2019, and was buoyed by crazy optimism for 2020. The MPCC had just ended a year which firmly placed us on the path to achieving all of the strategic objectives set by the Board of Directors – and expected by our community.

The programs offered were new, unique, and well-subscribed. Community events, like the Skating Party, were enjoyed by hundreds of smiling people. Summer Day Camps were 50% sold out in the first two weeks of registration. We had engaged more partners and supporters than ever before. This ‘old’ normal ended in March.

The ‘new’ normal happened organically. We started by testing our team resilience with Zoom meetings. By design and need, we were all in on discussions regardless of programming area. Everyone was aware of the challenges and successes of other programs. New ideas emerged with collaboration. This stellar team of managers paved the way with creativity, compassion, and resilience.

When the need to reduce new food insecurity arose, everyone rallied around forming Ottawa Cares. Yes, we tally and report the hamper deliveries, prepared meals served, snacks provided and social isolation mitigated. But, small gestures that mattered cannot be measured. Activities and services during the pandemic were curated for residents. This outreach crossed all sections of our community: business to resident; family to family; organization to individual. We held electronic drives to give a (used) cell phone into residents without one. The winter clothing drive meant to help keep more people warm this winter.

When in-person programming was permitted, we re-opened. Successfully with Summer Day Camps, then outdoor yoga and fitness and licensed child care in September. Physically distanced sports programs for children even included outdoor winter yoga! Creative virtual and at home programming filled the gaps.

It was our community that helped keep our spirits high. Donating a portion of refunded fees to the MPCC or leaving their money with us as a credit were votes of confidence at a time of massive revenue decline. (We promise that we will be back strong!)

The name Ottawa Cares was coined for the community response to Covid-19. But it came to symbolize the care we take in serving you – our community.

**Lana Burpee**

# VOLUNTEERS & EMPLOYEES



## Employees

Lana Burpee – Executive Director  
Nancy Carisse – Manager, Child Care & Early Learning  
Josh Cassidy – Sports Supervisor  
Charmaine Harrison-Farquharson – Coord., Child Care & Early Learning  
Meagan Noonan – Supervisor, Child Care & Early Learning  
Christa Ramonat – Bookkeeper  
Stephanie Sears – Arts Supervisor

Brad Ackert  
Madouk Akol  
Sydney Andrews-Fin  
Halime Ayata  
Stuart Bowden  
Noah Carisse  
Kathleen Casselman  
Mohammed Cheikhezzein  
Nicolas Corbeil  
Emily Farr (ECE Student)  
Ibrahim Fofana  
Fahimeh Hosseini  
Nathalie Gagnon  
Tetyana Gedeonova  
Merhawit Ghebreslassie  
Celeste Gibson  
John Grace  
Kate Hachigian  
Michaela Haley  
Louise Hannant

Sarah Hassan  
Laurie Hemmings  
Fahimeh Hosseini  
Taynikua Jean-Louis  
Dylan Jones  
Zakia Kaddir  
Iqbal Karim  
Dawn Kirkbride  
Kayla Kirkbride  
Eric Lapensee  
Nina LePage  
Manock Lual  
Maddy Mackay  
Shannon McDougall  
Julie McInnes  
Patsy Malette  
Nikki Mallon  
Michael Markov  
Tanya Marr

Cheryl Moreau  
Sarah Murphy  
Max Morvan  
Ndoole Muhima  
Fatouma Omar  
Jesse Onwochei  
Jenny Ou  
Christina Pizana-Fraser  
Melanie Proulx  
Rebeca Rondon  
Michelle Ruel  
Eric Satura  
Shahana Sharmin  
Vanessa Tyndall  
Vuk Vukajlovic  
Hannah Wade  
Lindsay Watson  
Antonia Weetman

## Board of Directors

Allison Seymour – Chair  
Rahul Chandran – Vice-Chair  
Mike Kremmel – Treasurer  
Vessela Zaykova – Secretary  
Kailey McLachlin  
Mark Smith

## Volunteers

Carl Carisse  
Peter Burpee  
Katrina Cassidy  
Jason Mooney  
Cart Noonan  
Madeline Cambron  
Emily Farr  
Annie  
Eugenie Waters  
Marie-Ève Bérubé  
Melanie Rebane  
Gary Goodacre  
Martin Zollinger  
Marianne van derJagt  
Christine Bloch  
Nina Lepage  
Jennifer MacMullan  
Catherine Bourque



## SUPPORTERS

## SPONSORS

The Manor Park Community Council gratefully acknowledges the supporting organizations, businesses, and families that contribute to our success.

The Manor Park Community Council gratefully acknowledges:

The financial support of the City of Ottawa, and

The support of the City of Ottawa and Ontario Minister of Education through the 'Wage Enhancement' contribution to 'Before- and After-School in Manor Park'.



**Canadian Red Cross**

- City of Ottawa
- Manor Park Public School
- Manor Park Home & School Association
- Manor Park Chronicle
- Ottawa Catholic School Board
- Ottawa-Carleton District School Board
- Ontario Ministry of Education
- Manor Park Community Association
- Lindenlea Community Association
- Prezidential Basketball Training
- uOttawa Heart Institute (Heart Wise)
- Mood Moss
- Urban Botanist
- Minimalist Macrame
- RCMP Musical Ride
- Eipcuria Fine Foods
- Food for Thought Cafe
- Nutrition Blocs
- Governor's Walk Retirement Residence
- Rideau Rockcliffe Community Resource Centre
- CSV Vanier Food Bank
- Parkdale Food Centre
- Dalhousie Food Cupboard
- Boys' and Girls' Club
- R. E. Wilson Public School
- Queen Mary Public School
- InitLive
- Maptag
- National Gallery of Canada
- Ottawa Reduces
- Big Rig Brewery
- Government of Ontario
- Government of Canada

- Beechwood Auto Service
- Clocktower Brew Pub
- JR Snow Plowing
- LaFontaine & Company
- Natalie's Urban Ottawa
- Align Massage Beechwood
- Anatomy Physiotherapy
- Figure 8 Boutique

# COVID-19 SAFETY PLAN: Snapshot

## KEEPING OUR EMPLOYEES SAFE FROM EXPOSURE TO COVID-19

- Employees are trained on Covid-19, its transmission, symptoms, and prevention through the use of reliable sources of information, such as Ottawa Public Health.
- Information on Covid-prevention is displayed in the workplace.
- Employees and program participants must submit a clear Active Screening Questionnaire daily.
- Employees and program participants who are ill are asked to stay home.
- Outdoor or online programming will be delivered as much as possible.
- Masks will be worn indoors and outdoors.
- Physical distancing shall be maintained.
- A protocol has been developed for illness at work for an employee or program participants.
- In the event of illness, the MPCC will follow the instructions provided by Ottawa Public Health.

## SCREENING FOR COVID-19

- Active Screening, a review of fever, symptoms, recent travel and close contact with a confirmed or probable case of Covid-19, is completed daily by employees and participants BEFORE arrival.
- Only employees or participants with a clear Active Screening are permitted.

## CONTROLLING THE TRANSMISSION OF COVID-19

- Transmission controls include: elimination, substitution, engineering, administrative and PPE.
- Elimination includes working from home where possible, and exclusion of persons who are ill or with symptoms.
- Substitution includes outdoor or online programming, where possible.
- Examples of engineering controls include: hand sanitizer, masks, physical distancing markers, traffic patterns, and dedicated, space and equipment.
- Administrative controls include: electronic communication; training and tracking of cleaning protocols, scheduled hand washing, and sharing important information.

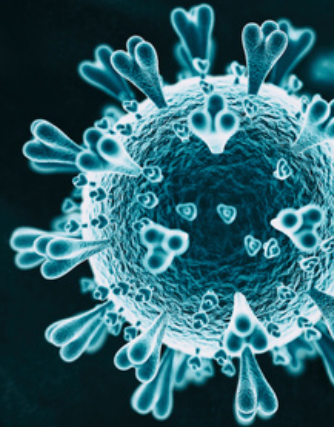
## HANDLING A POTENTIAL OR SUSPECTED CASE OF COVID-19

- An employee or participant who becomes sick, will be required to leave for home immediately.
- The sick employee or participant must self-isolate, complete a Covid self-assessment and follow its instructions for Covid testing, as well as any instructions from Ottawa Public Health, Telehealth Ontario or their primary health care provider.
- Information to support contact tracing will be maintained and provided, when requested, to Ottawa Public Health.
- Employees and program participants will be aware of protocols for post-illness safe return to the MPCC.

## KEEPING THE SAFETY PLAN WORKING

The Safety Plan to manage during the Covid pandemic establishes new ways of working. However, these are untested and may require modification or improvements, especially when new guidance is provided by Ottawa Public Health.

- Employees may send their comments on the Safety Plan to the Joint Health & Safety Committee.



# Manor Park Community Council

Trusted provider of licensed child care  
and recreational programs.

Providing community Covid-19  
response as Ottawa Cares.

Child Care & Early Learning office  
in Manor Park Public School  
100 Braemar Street  
Ottawa, ON K1K 3C9  
613-741-4776

Recreation office  
in Manor Park Community Centre  
100 Thornwood Road  
Ottawa, ON K1K 4Y1  
613-741-4753

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