



Manor Park Community Council

2021 ANNUAL REPORT

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Manor Park Community Council

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

The MPCC provides recreational and licensed child care programs to participants from 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, 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

Year in Review: the Top 10!

I'd like to share highlights from 2021, which continue to shape the Manor Park Community Council (MPCC) and its important role in the community.

1. MPCC Team thriving.

The Board of Directors could not be prouder of the talent, enthusiasm, creativity and dedication of the MPCC team under the leadership of Lana, Meagan, Steph and Josh! COVID forced many changes to the work environment, and yet we found ways to support employees and ensure morale remained strong. The team never faltered in delivering fun, dynamic and safe programming.

2. New delivery model with virtual and in-person programming.

Having become expert in virtual program delivery in 2020, and with the return to in-person programming in 2021, MPCC was able to leverage both methods to offer fitness, recreation and activities for all ages. Residents embraced both outdoor and zoom programming; @Home Activity Kits & My Little Learning Kits continued to be in high demand, and home deliveries of treats from the Easter Bunny, Santa Claus and on Valentines' Day were a big hit.

3. Licensing of Manor Park Playschool.

This important milestone strengthens MPCC's ability to offer programming to preschoolers, which will enhance our Child Care & Early Learning pillar. It also provides new employment opportunities at MPCC for Early Childhood Educators (ECEs). We also saw an increase in our Before and After School registrations which was very welcome after taking such a hit with closures in 2020.

4. HUGE participation in Summer Day Camps.

These were the first "re-opening" activities and they sold out in minutes! Enthusiastic participants and creative staff made for lots of summer fun.

5. 1805 Gaspé begins to take shape.

Planning began for a phase-in of programming to develop this site into a thriving community hub. This is an amazing opportunity gifted to the community by Manor Park Management and we are excited to be a lead partner.

Allison Seymour

6. Ottawa Cares volunteers delivered 34,000+ food bank hampers.

Initially launched in response to an increase in food insecurity when the pandemic hit in 2020, the program grew in 2021. With the dedication of an incredible Volunteer Coordinator, working with food banks and a network of volunteer drivers, this has been a very impactful program, and has created a blueprint for the Ottawa Food Bank to continue home delivery of hampers in 2022.

7. Pints in the Park (Winter Edition) brings together 500+.

A fresh snowfall set the scene beautifully for friends, families and neighbours to come out and connect -- and they did! Little did we know that the next wave of omicron would hit Ottawa shortly after, so the timing was perfect and the event was a huge success.

8. The Rink. MPCC was able to negotiate with the Manor Park Public School to permit use of the rink in winter 2020-21 and provide the community with access to this beloved recreational activity. New uses of the rink were introduced from "pond hockey" to The Backyard, and the addition of twinkle lights and a pleasure rink on the west lawn made it an even more magical experience.

9. Health as a priority and COVID prevention.

The MPCC worked diligently to prevent the spread of COVID. The Board and senior leadership responded quickly as public health measures evolved through the year to ensure the health of staff, volunteers, and participants. We had zero cases reported last year.

10. Financials stay strong.

COVID continued to put a strain on our traditional programming revenue due to shut downs and/or restrictions. Thankfully government supports, including Emergency Wage Subsidies, and other grants, ensured the continued viability of the MPCC and our strength as an employer in the community.



2021 was our 2nd year running Summer Day Camp during a global pandemic. Staff were familiar with Covid-19 safety protocol, steps to mitigate transmission and equipped with updated masks and PPE. After lockdown upon lockdown, we began the summer with cautious optimism.

Camp spaces sold out in minutes. Parents made it clear that their children were excited to return, so we added 50% more spots to meet demand.

Doors opened on June 28 with eight incredible staff welcoming campers. Each morning arrival included an 'Active Health Screening' and face masks. Following Ministry of Health directives, campers and staff wore masks indoors and out. Delta, a new Covid-19 variant joined the mix, so we operated camps almost exclusively outdoors, except to escape from 38+ degree heat.

Campers enjoyed playing in the splash pad, returning to the climbing structures, arts, crafts, sports, music – and a new addition the 12 foot run-through-rainbow-sprinkler and slip and slide. (This water feature was great in the heat -- and for physical distancing during water play!)

Campers and families enjoyed a second summer of safe, outdoor play at the Manor Park Community Centre, with no Covid-19 cases reported.

Success was due to the amazing staff who committed to creating the magic and memorable moments for each camper. Their heart and commitment to the program and the organization are appreciated and never overlooked.

SUMMER DAY CAMPS

FAMILY FAVOURITE





EARLY LEARNING

MANOR PARK PLAYSCHOOL

Manor Park Playschool

Nature-based hands-on learning in an outdoor setting!

Manor Park Playschool reopened its doors to provide recreational, half-day learning opportunities for children eligible to begin kindergarten in 2022. We were able to welcome up to five children for two or three mornings per week. The Playschool offered a strong focus on nature-based learning for preschool-aged children in the parkland surrounding the community centre.

By November, the Manor Park Playschool had successfully received its child care license. Operationally, being licensed meant that the Playschool was available to more children (up to 19), more frequently! Families of children 2 1/2 to 5 years enjoyed the flexibility to choose two, three, or five mornings per week. Being licensed also meant that the Manor Park Playschool could accept families who were receiving subsidy through the City of Ottawa.

Lead by a Registered Childhood Educator (RCE) and an experienced Child Care Assistant, a calm and inclusive environment was created where children were encouraged to be curious learners and explore the world around them.

Play Groups

Get ready to play!

Play Groups continued their hiatus due to Covid-19 restrictions limiting access to the Manor Park Community Centre.

Play Group is supported by the Child Care and Early Learning management team and is designed as an environment to introduce children to group activities and socialization, while the adults enjoy the interactions as well. The team supports transition from Play Group to the Manor Park Playschool.



Before- and After-School in Manor Park serves children, JK to grade 6 attending Manor Park Public School and four other area schools. Children enjoy indoor and outdoor activities; individual and group play; active and quiet times, as well as sports and arts under the care of Registered Early Childhood Educators (RECE's).

In 2021, Covid-19 continued its disruption through school closures, health and safety restrictions, and enhanced prevention protocols. These were reflected in registration levels substantially down from pre-Covid levels (185 in 2019; 64 in January-April 2021 and 95 in September-December 2021), and fifty days of provincially mandated closure. Educators and the Supervisor stayed connected through Zoom meetings, working diligently to update Covid-19 policies, procure PPE and prepare for the fall re-opening using the newest information from Ottawa Public Health (OPH).

September's successful re-opening required added safety measures. Educator's innovated ways to program primarily outdoors, kept cohorts small and separate, planned for adequate distancing and for masking breaks. The care taken by the team meant that children did not miss out on outdoor games, science, craft activities, or skating on the MPCC's outdoor rink. Parents didn't even mind the outdoor arrangements for picking up their child!



BEFORE- AND AFTER- SCHOOL IN MANOR PARK

LICENSED CHILD CARE



Families enjoyed the flexibility of full- or part-time attendance options and the availability of fee subsidies.

General Operating Grant funding was received from the province and city, along with the mandated Wage Enhancement Grant of \$2/hr, part of Ontario's commitment in support of child care professionals.

For the 4th consecutive year, child care licensing guidelines outlined by the Ministry of Education were met with 100% compliance during the annual inspection.

The administration team was restructured to only a Supervisor of Child Care & Early Learning. Record keeping, communications, and professional development were modernized with child care-specific software to provide seamless support to the children, families and Educators across all of MPCC's Child Care and Early Learning programs.

ARTS

PROGRAMMING

KEEPING
COMMUNITY
CONNECTED

Navigating provincial lockdowns and changing Covid-19 safety requirements was not always simple. Even when we were unable to open our doors, we created ways to continue to connect and engage with our community.

@Home Activity Kits

Each kit included a thoughtfully curated mix of games, boredom busters, crafts and activities -- all packaged in a reuseable bag and delivered to the front door. For preschoolers, school-aged children as well as adults 55+!

Online Programming

Virtual programming, delivered online, provided a way to socialize and stay connected. A highlight was a virtual visit to the National Gallery of Canada, thanks to Education Officer Gary Goodacre. The LEGO Guy move this popular children's program online. Dungeons & Dragons Online took off! Every session filled, creating a loyal following of virtual players who weekly turned on their computers for an adventure with fellow players.

March Break Camp

Our planned in-person March Break day camp was cancelled due to another provincial lockdown. When the Ministry of Education changed March Break to April Break, we pivoted! Kids participated in a Virtual April Break Camp via zoom adapted by flexible camp counsellors.

Community Trivia

Friday night Trivia was a favourite April through June. For the final session, we teamed with our friends at Good Prospect Brewing Co. to add beer and 'Meet the Brewer' topics.

Sessional Arts

Popular art instructors, Laurie Hemmings (Watercolour Painting), Lindsay Watson (Acrylic Painting) and Antonia Weetman (Collage) had participants returning whenever in-person gatherings were permitted.

Manor Park Art Sale

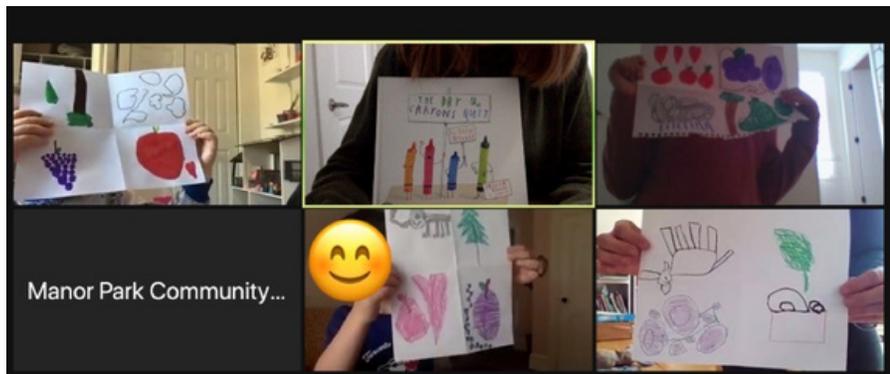
Displayed in the foyer of the Manor Park Community Centre, the art pieces are viewed by all visitor to the building. Sadly diminished traffic required the pieces remain on the walls much longer in hopes for greater visibility.

Sew Amazing Sundays

Our community sewers embraced the social sewing sessions, offered on bi-weekly Sundays, when doors were open.

Kids' Night Out

When Covid-19 restrictions eased in the fall, kids dropped in on Friday nights -- to just be kids! Their parents relaxed, ran errands -- or enjoyed date night! Music, dancing, crafts and games made it a safe and secure place to meet new friends.



Manor Park Community...



SPORTS & FITNESS PROGRAMS

LET'S PLAY!

Fitness and Yoga

Fitness and yoga continued with a hybrid delivery options: outdoors in-person, indoors in-person and virtual.

When gym rentals were unavailable through the Ottawa Carleton District School Board (OCDSB), programs moved to the cafeteria space of 1805 Gaspé -- a new programming space being made available for community use by a local developer.



Manor Park Outdoor Rinks

The Manor Park Community Council (MPCC) builds and maintains outdoor rinks on the fields surrounding the Manor Park Community Centre.

The night-lit boarded hockey rink is a favourite with players of all ages. A portable garage provided shelter and seating to put on skates when Covid mandated closure of unventilated indoor spaces such as the community centre change room.

The popular skating oval and puddle were move to the west lawn of the community centre. Twinkle lights, evergreens and seating made this charming skating rink a 'keeper'!

Individual Sports

Skating lessons for beginners took advantage of every day of quality ice to deliver lessons on the outdoor rinks.

Team Sports

A new team sport, especially for adults, was introduced in January: Pond Hockey League. This recreational weeknight league had great uptake with a number of team registering to play.

Our most popular team sports programs are spring soccer, baseball, flag rugby and multi-sport, taking place in May and June. In 2021, Covid-19 impacts included a delayed start date, game- and play-restrictions as well a requirements for masking and vaccination. In spite of the challenges children filled the sports fields during soccer, baseball and multi-sport programs.



When Covid-19 restrictions were eased in July and August, a natural follow-up to Pond Hockey was 3v3 ball hockey for teens. This popular program brought teens out for recreational play multiple times per week.





COMMUNITY EVENTS

PINTS IN THE PARK (WINTER EDITION)
SANTA DELIVERIES
EASTER BUNNY



We all missed having the annual Skating Party, Ottawa Marathon Hydration Station, Pints in the Park (Summer Edition), Manor Park Talks, and Rock the Block -- but we did celebrate community any time we could.

December was special because Covid-19 cases in Ottawa appeared to be in decline -- and the first ever *Pints in the Park (Winter Social)*!

A dusting of fresh snow set the scene for the early evening social. When the campfires were lit, the bbq fired up and the craft beer vendors ready, some 600 residents came through the entrance. (After checks for mandatory Covid-19 vaccination, attendance sign-in and masking, of course!)

Everyone enjoyed socializing over burgers, hot dogs, s'mores, hot chocolate and craft beers.

Thank you Whipsnapp Brewing and Good Prospects Brewing kept everyone hydrated.

The Easter Bunny appeared shortly after temperatures warmed up in the spring.

Hoppy Easter Home Delivery saw the Easter Bunny delivering baskets full of goodies to homes in Manor Park and surrounding areas.

We appreciated the in-kind donation of goodies from local retailers Jacobsons' & Metro Beechwood to help sweeten the deal!



Santa Claus and his Christmas Elf came to Manor Park!

They visited around 60 homes in the area, dropping off gingerbread house kits and taking family photos.

Santa even went tobogganing and posed with a few pets!



THE TEAM

DELIVERING FOOD
RECRUITING VOLUNTEERS
BUILDING TECHNOLOGY
SECURING FUNDING
CARING



Ottawa Cares, started in April 2020 to help fight food insecurity due to the Covid-19 pandemic, was still fully operational throughout 2021.

Our impact:

Served four food banks

Averaged 200 deliveries per week

Delivered approximately 700 food bank hampers weekly

35,000 + food hampers delivered by the end of 2021

Nearly 100 active volunteer drivers

2 paid staff, including fabulous Volunteer Coordinator, Michelle Ruel

Created new tools to support deliveries -- volunteer management (InltLive) and routing software (Maptag)

Dedicated website at OttawaCares.ca

Created online learning and orientation modules, waivers and policies for volunteers

Delivered 'Year in Review' annual report (<http://manorpark.ca/about>)

Application and receipt of grant funding

Successful Covid-prevention through policies and procedures

Supported the operational guidelines of each individual foodbank

Respected the privacy and dignity of food recipients - and volunteers

ottawacares.ca



EXECUTIVE DIRECTOR'S REPORT

In 2021, Covid-19 once again reminded us how important fundamentals are to the long-term success of an organization.

The board identified fundamentals for the term ending 2021: community outreach, innovation in programming, and organizational excellence.

Community Outreach

Recreation providers faced challenges during 2021 as individuals and families locked-down, avoided unnecessary travel and activities, limited interactions with others, and, those with financial worries, kept spending to essentials. The MPCC stayed connected with our community through electronic newsletters, Zoom, social media, local newspapers, and our website. Our aim was to remain relevant even when programs were suspended due to Covid-restrictions, while building confidence in our Covid-prevention policies so the community would participate with us again once allowed.

Summer Day Camps in Manor Park sold out within hours of registration opening! Outdoor programming, small groups, dedicated cohorts, all under the direction of a trusted program provider, demonstrated the pent-up demand for activities – and residents' confidence entrusting their children to us. Measured by the happy campers and lack of Covid outbreaks, the program was a total success.

Innovation in Programming

Program planning for 2021 was done with tremendous optimism, envisioning vaccines and herd immunity ushering in the next normal. Instead, the MPCC, like many other organizations, kept 'lockdown', 'paid leave', 'pivoting', 'virtual' and 'zoom' in our vocabulary and practice as we moved through six months of closures and restrictions.

A deep dive was taken into data collected during re-branding focus groups and surveys to identify overlooked opportunities. We move programming outdoors, online, or delivered right to the front door.

When residents could not participate in recreational activities at the community centre, we sent recreational activities to their homes.

New online programs were introduced and Instructors were supported in this new program delivery format with new apps for registrations and communication, better technology, and instructional support.

Organizational Excellence

Ensuring financial resilience and supporting human resources were essentials in 2021.

The MPCC participated in available federal and provincial Covid supports, the most impactful of which was the Canadian Emergency Wage Subsidy (CEWS). Prior to Covid, the board was building financial reserves as preparation for future investments or unforeseen circumstances. This foresight helped the MPCC manage an insurance fee increase from \$300 per annum to \$18,000 per annum.

Closures and restrictions impacted our employees. Where possible, they worked from home but often faced lack of work. Supporting them as they also navigated restrictions and vaccines was done with care and compassion. Supervisors were key to making Zoom connections safe and welcoming.

Policies and procedures for Covid-prevention were continuously updated to meet changing health guidelines. These included online Active Health Screening Questionnaires, masking requirements, indoor ventilation, indoor capacity limits, physical distancing requirements, and outdoor programming. PPE equipment was purchased and provided to each employee.

Covid vaccinations for employees were encouraged through shared information, FAQ, zoom discussions, one-on-one meetings and paid leave for time taken to be vaccinated. We normalized the use of Rapid Antigen Tests before each work shift for early Covid detection. As part of our employer responsibility to our employee's health and safety, the MPCC implemented a mandatory Covid-vaccination policy for employees and all vaccine-eligible program participants.

Lana Burpee

TREASURER'S REPORT

The Manor Park Community Council (MPCC) continues to be in a good financial position at the close of a second year of Covid-19 pandemic.

The total revenue was \$813,458 compared to \$757,343 the previous year. This 7% increase over the previous year is largely due to successfully applying for, and receiving, available Covid-19 grants. The most significant contribution was from the Canadian Emergency Wage Subsidy (CEWS) which represented nearly 47% of grant monies.

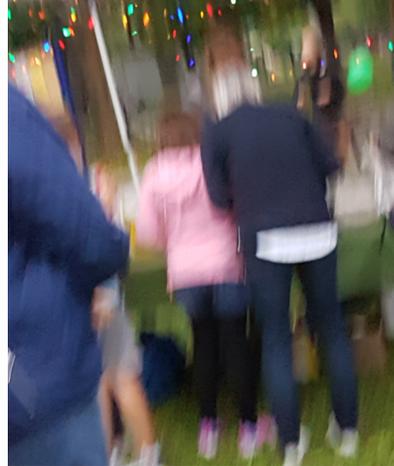
Provincially mandated closures, especially in the first half of 2021, had significant negative impacts on child care, recreational and event revenues. Program revenue in 2021 was \$330,682 down by 7% from the previous (pandemic) year. However, in the second half of 2021 there was an encouraging upward trend in program revenue.

Expenditures in 2021 on wages, program expenses and administration were \$755,565 resulting in a net revenue of \$70,461 vs \$101,572 in the previous year.

Full financial statements are available by contacting the MPCC offices.

Michael Kremmel

VOLUNTEERS AND EMPLOYEES



Board of Directors

Allison Seymour – Chair
Rahul Chandran – Vice-Chair
Mike Kremmel – Treasurer
Vessela Zaykova – Secretary

Kailey McLachlan
Mark Smith

Employees

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

Brad Ackert
Muhammed Azard
Sydney Andrews-Finn
Halime Ayata
Megan Barrett
Stuart Bowden
Craig Butcher
Marc Chedore
Noah Carisse
Kathleen Casselman
Mohammed Cheikhezzein
Doug Coughler
Ed Deluca
Henry Dressler
Emily Farr
Clara Fraser-Roberts

Jikael Gagnon
Nathalie Gagnon
Tetyana Gedeonova
Julia Gent
Gabby Gillies
John Grace
Catherine Hachigian
Louise Hannant
Laurie Hemmings
Jordan Inglis
Taynikua Jean-Louis
Dylan Jones
Zakia Kaddir
Nate Kalabric
Nina LePage
Sindy Lopez

Patsy Malette
Tanya Marr
Susan Mokh
Fatima Mokh
Ndoole Muhima
Sarah Murphy
Samantha Northcut
Joelle Nkufulu
Fatouma Omar
Jenny Ou
Christina Pizana-Fraser
Melanie Proulx
Michelle Ruel
Rebeca Rondon
Aliya Satifa
Eric Satura

Oliva Taylor
Vanessa Tyndall
Vuk Vukajlovic
Hannah Wade
Lindsay Watson
Antonia Weetman

Volunteers

Ottawa Cares volunteers
Pints volunteers
Rink volunteers

**THANK
YOU**

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'.

SUPPORTERS

City of Ottawa
Manor Park Public School
Manor Park Management
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
Rideau-Rockcliffe Community
Resource Centre
Lindenlea Community Association
Rockcliffe Community Centre
uOttawa Heart Institute (Heart Wise)
National Gallery of Canada

Manor Park Community Council

Trusted provider of licensed child care
and recreational programs.

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
613-741-4776