

Manor Park Community Council



The Manor Park Community Council

Providing recreational programs in our community for over 35 years!

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 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 manorpark.ca, the MPCC supports the exchange of ideas in a well-connected community.

Manor Park Community Council (MPCC)

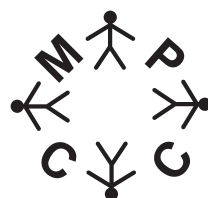
100 Braemar Street
Ottawa, ON K1K 3C9
The MPCC office is located in the
Manor Park Public School.

Manor Park Community Centre
100 Thornwood Road
Ottawa, ON
Phone: 613-741-4753

Office phone: 613-741-4776
mpcc@manorpark.ca
manorpark.ca

OUR VALUES:

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



**Manor Park
Community Council**



MESSAGE FROM THE CO-CHAIRS



For the Manor Park Community Council (MPCC), 2017 can be summed up in one word - Transformative.

This year Manor Park welcomed newly refinished tennis courts thanks to private and public support from the Tomlinson Foundation, the City of Ottawa and the Kamichaitis-Smith family. This enhanced recreational facility was enthusiastically received by the community and we have seen an increase in the use of the tennis courts and more residents enjoying this activity.

2017 also brought major infrastructure developments to the Manor Park Community Centre: a new kitchen, dedicated office space on the main floor, improved washroom facilities and more functional layout of the community rooms will allow the MPCC to expand its programming to serve a broader population in our community. We would like to thank the staff from the City of Ottawa, Councillor Tobi Nussbaum and his office, as well as the MPCC staff for bringing this major renovation project to fruition. Affectionately called 'the fieldhouse', it remains a source of pride for the community.

With major upgrades to our recreational facilities, the MPCC Board took the opportunity to review and update its strategic plan by which to meet the recreational, childcare and healthy living needs of Manor Park and our



Allison Seymour, Tom Golem

surrounding communities. A new focus on engaging youth, seniors and others with diverse and interesting programs to fill the community centre is one of our main objectives. We see opportunities for future growth in programming and community engagement, which we have begun to develop.

Internally, we continue to develop a strong contingent of dedicated and engaged staff who deliver on the many excellent initiatives from sports and recreation to summer camps and aftercare programs. This year we have also transformed our payroll system and introduced a direct deposit system to simplify staff payroll. This new automated approach brings additional security to MPCC's payroll system and saves time and effort for our employees in depositing their paycheques.

As Co-Chairs we are enthusiastic about the contributions made by the MPCC in our community and proud to be part of the transformation we have embarked on. MPCC's strong management team and committed Board of Directors are focused on the continued success of this important community asset. We very much see the value in these investments, which will help strengthen our flourishing community not just for today but also for the years to come.

Allison Seymour and Tom Golem

EXECUTIVE DIRECTOR'S REPORT



LANA BURPEE

It is fitting that in 2017 -- our 30th year of incorporation -- the Manor Park Community Council looked ahead to opportunities and rejuvenation.

The future requires strong fundamentals in organizational structure, staffing, technology, and financials. These fundamentals were either initiated or completed in 2017.

We moved into the 'modern era' by offering families payment alternatives beyond cash or cheques. Families embraced the preauthorized debits for monthly after-school and Playschool fees with nearly 100% subscription. An associated, more robust, online registration system was postponed until 2018.

Payroll for our 60+ employees was ready for direct deposit following a 2017 implementation phase. This service will give supervisors better scheduling tools, and streamline human resource record keeping.

We navigated more changes to recreational and licensed child care regulations of the Child Care and Early Years Act (CCEYA) by securing a designation of 'preparation for kindergarten' for the Manor Park Playschool, approved by the OCDSB.

A review of our programming mix, registrations and revenue identified three pillars of our operations -- social enterprise, recreation and community building. Pillars that speak to the community we want to serve and the community we want to build.



Community Centre Renovations

Staffing changes in the organization initiated in 2017 will help us realize a community centre busy from morning until evening -- strengthening our recreation and community building functions.

Construction on this new community centre began in September 2017 immediately after we 'Rocked the Block'. At this popular

community event, the doors closed on the old community centre -- and opened for the first time on the rebuilt tennis courts.

Moving programming into the 'cottage', a mobile office rental, or the Manor Park Public School kept programming going during construction in the last quarter of the year.

The Manor Park Community Council delivered over 120,000 participant user hours in 2017, employed 62 individuals and benefited from invaluable volunteer hours.

On behalf of myself and MPCC employees, I would like to thank our supporters: city of Ottawa, Manor Park Public School, OCDSB, and provincial and federal governments. We recognize the important contributions of the Manor Park Community Council, Rideau-Rockcliffe Community Resource Centre, local businesses, and not-for-profits that help us be successful.

Our work would not be possible without the leadership and guidance of this Board of Directors.

Serving the residents of Manor Park is our honour.



Manor Park comes out to 'Rock the Block'!

Families – around 400 people! -- gather at the sports fields adjacent to the Manor Park Community Centre for food, music, activities, displays, and a Pie Baking contest. At dusk everyone settles on blankets and chairs to watch an outdoor movie, complete with popcorn and cotton candy. Except for food purchases, all participation is free of charge!

At 'Rock the Block', we welcome residents, engage the business community, foster relationships with other not-for-profit organizations, promote MPCC programming—and acknowledge important milestones in the community.

Mayor Jim Watson helped us mark Canada's 150th birthday in 2017 and handed out commemorative items. His Worship was in attendance for the ribbon cutting on the newly renovated tennis courts, along with Councillor Tobi Nussbaum, Cindy Tomlinson (Tomlinson Foundation, major donor), Kamichaitis-Smith Family, and MPCC Co-Chairs. Residents were provided with a last look at the community centre before it closed for renovations. Floor plans were outlined on the floors and walls so that residents could 'walk through' the upcoming changes.

Community organizations highlighted their programs and work: community gardens (supported by Rideau Rockcliffe Community Resource Centre), sapling give-aways (Tree Ottawa), Kub Kar Racing (Scouts), and community needs survey (Manor Park Community Association).



Food was provided by local restaurants: The Works, Epicuria Fine Foods, Golden Crust Pizzeria and Mia's Indian Cuisine. Edward Jones and Celadon Spa organized displays and activities as well as provided a cash donation to support community programming.

An gallery of paintings highlighted the talent of those in our watercolour painting classes. Staff from our Manor Park Playschool mingled with families introducing the new 'preparation for kindergarten' program. The Pie Baking Contest is an annual hit! Mayor Watson presented the winner's apron to our 10-year old champion, Clara Gragg. Fan favourites included Glitter Tattoos, and cotton candy.

The event was not over until it was highlighted and communicated on our website, through electronic newsletters, on social media and publication in the Manor Park Chronicle.



'BEFORE- AND AFTER-SCHOOL IN MANOR PARK'

Continued growth in 2017! This licensed child care program balanced indoor and outdoor activities, individual and group play, active and quiet times, sports and the arts. Programming highlights included: a visit by Ray's Reptiles, 3rd Annual Claymation Festival (videos created using clay figures), Talent Show, Family Open House and fun in the community's skating rinks, tennis courts and splash pad.

'Before- and After-School in Manor Park' served over 145 children, JK to grade 6, with the participants attending Manor Park Public as well as other local schools. Families enjoy full- or part-time attendance options, and the availability of fee subsidies.

Building relationships and maintaining ongoing communication with our families contributes to the success of the program. Our qualified Educators keep parents informed about their child's learning through pedagogical documentation posted outside of the MPCC office. These vibrant photo representations capture the quality programming and excitement of 'Before- and After-School in Manor Park'. Pedagogical documentation is designed with documents How Does Learning Happen? and Early Learning for Every Child Today in mind.

In 2017, 'Before- and After-School In Manor Park' continued its focus on enhancing program quality with an emphasis on the classroom environments. Through the purchase of new furniture, resources and supplies, cozy, quiet spaces were created reflecting the needs of the children for a space to retreat, rest and recharge.

General Operating Grant monies were received from the province and city, along with the mandated wage enhancement of \$2/hr as part of Ontario's commitment in support of child care professionals. Once again, the licensing guidelines outlined by the Ministry of Education were met with compliance upon the annual inspection.

In its second year under a new management team of Program Supervisor and Assistant Supervisor, the program was in high demand with extraordinary registration remaining the largest program in terms of revenue and net income.



PA DAYS

'Before- and After-School in Manor Park' offered six full days of activities for children on OCDSB professional development days. Parents appreciated the flexible options of daytime and extended-day care, offered at an additional cost.

MANOR PARK PLAYSCHOOL

"Perfect preparation for kindergarten!"

It was a year of changes for the Manor Park Playschool! Through the spring, the Playschool was a warm and caring environment where children aged 18 months to 5 learned through play. In September, we said good-bye to our toddlers and welcomed children getting ready to begin kindergarten. With the support of the Ottawa-Carleton District School Board (OCDSB), we launched 'preparation for kindergarten'. The resulting daily and weekly schedule was abbreviated – but the programming was still bursting with fun and excitement. Circle time, crafts, music, outdoor play created smile-filled mornings – just like kindergarten!

Experienced instructors made the transition smooth, including the move into 'the cottage', a mobile structure that was the temporary home of the Playschool during construction of the community centre.

Even our logo got a new look!

SPORTS

A variety of indoor and outdoor sports are offered to keep young and old moving and having fun! Using sports fields, tennis courts, baseball diamonds, and gyms the program selection included: flag rugby, soccer, baseball, and tennis. No experience was needed for our co-ed recreational sport programs. We supplied the equipment and coaching. Fitness for adults attracts adults and seniors to a selection that includes favourites like Totally Toned, and Stay Strong and Stable as well as new favourites like Core Body Fitness, and Party HEARTy. Our participants supply the fun!

SUMMER DAY CAMPS

We love summer camp – and want to give each camper the best experience ever. They loved our location, steps from home and enriched with parks, sports fields, play structures and the water splash pad. Families told us that our staff were amazing: gentle and kind; enthusiastic and creative!

"The counselors – my children adored each one!"

Children ages 4-5 years and 6-10 years enjoyed half-day camps along a variety of themes. Favourite camps in 2017 marked Canada's 150th birthday with Celebrate Canada and Canada Summer Games. Parents asked for more specialized camps so Make it! in the Garden was added to crowd-pleasing camps, Make it! with Wood, and Make it! in the Kitchen. Optional extend before- and after-camp hours plus a free supervised lunchtime provided our families with lots of flexibility.

"Camp was most excellent!"

Our staff create the magic! Returning counselors were joined by Focus on Youth students, Canada Summer Jobs grant employees, and junior volunteers.

Summer Day Camps retained their #2 position in revenue and net income.

HEART WISE FITNESS!

Our adult fitness programs have earned the Heart Wise designation from the uOttawa Heart Institute! Designed with your heart in mind, these programs encourage regular aerobic exercise including warm-ups and cool-downs. Participants are helped to self-monitor and modify their exercise intensity to maintain a safe level. Instructors have CPR certification and access to AED equipment and local paramedic services.

Interested in your heart health? Choose our programs with the Heart Wise logo!



ARTS

The MPCC offers arts programming – during nutrition breaks – to students of Manor Park Public School. Make it! in the Garden, Science, Cooking Food Truck Favourites and Dungeons and Dragons



were new additions to 32 sessions of programs on offer during the school year. Taught by local experts, and priced to sell-out, these programs were really popular! We worked in co-operation with school administration to provide 10% of all spaces for free to those in financial need.

Watercolour Painting invited beginner and experienced painters to explore the medium under expert instruction of local artist Laurie Hemmings. A new mid-day class from popular instructor Lindsay Watson, Drawing from Both Sides of the Brain, filled the community centre on weekdays during the spring.

SPECIAL EVENTS

Special Events are community events! Throughout the year, the MPCC invites young and old to free events that encourage mingling with neighbours and building community. Events included: Skating Party and Chili Cook-off; Scotiabank Ottawa Marathon hydration station; Garage Sale, and 'Rock the Block'.

It is with our volunteers, pie bakers, chili contest entrants, businesses and community organizations that we can attract over 2500 participants to community events each year!

RINK

A night-lit, boarded hockey rink, skating oval and pleasure puddle give Manor Park one of the city's largest outdoor ice surfaces. Built and maintained by MPCC staff along with volunteers, the rink enjoyed another long season in early 2017. Supervision on weeknights and weekends brought out hockey enthusiasts and pleasure skaters. Morning and afternoons were filled with students from Manor Park Public School and the after-school program.

RENOVATIONS!

After years of saving and months of planning, improvements to the Manor Park Community Centre began in September. The site became an intensive construction site so programming was temporarily relocated to mobile buildings that we affectionately called 'the cottage'. Curious neighbours watched the heavy equipment move in and the roof come off! The eight-month build aimed to improve programming space, upgrade washrooms, lighting, flooring plus add an office, kitchen and air conditioning.

The community centre improvement was possible through a Major Capital Grant with the City of Ottawa. The grant matched Manor Park Community Council funds, providing over \$700,000 for the project.

Manor Park tennis court rebuild enjoyed a 'rocking' opening! During Rock the Block, Mayor Watson, Councillor Nussbaum, Cindy Tomlinson (Tomlinson Family Foundation), the Kamichaitis-Smith family along with MPCC Co-Chairs to officially cut the ribbon on the fully rebuilt courts. The courts enjoy new fencing and an upgraded quality of surface material.



Check out even more online on our website!



PAULA KIRTON

The MPCC once again had a modestly profitable year in 2017. The annual net revenue was \$29,917 compared to \$9,398 the previous year. Revenue from the suite of programs operated by the MPCC was \$549,938 representing a 4% increase over the previous year. In addition, the MPCC was supported by grants totaling \$92,311 for an overall revenue of \$642,249. Careful reinvestment of profits allows continuous improvements of our site and services.

The Before- and After-School programs continue to be the primary source of revenue for the council representing \$412,012 of the program revenue. Summer camps also remain very successful with a revenue of \$58,550 for 2017, a 21% increase over the previous year.

Full financial statements are available by contacting the MPCC office.

THANK YOU!



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

SUPPORTING ORGANIZATIONS

City of Ottawa
 Manor Park Public School
 Manor Park Home & School Association
 Tomlinson Family Foundation
 Manor Park Chronicle
 Assumption Catholic School
 Ottawa Catholic School Board
 Ottawa-Carleton District School Board
 Ontario Ministry of Education
 Manor Park Community Association
 Ottawa Public Library
 Human Resources Development Canada
 Canada Summer Jobs
 Focus on Youth – OCDSB, OCCSB
 Rideau-Rockcliffe Community Resource Centre
 Tree Ottawa
 Lindenlea Community Association
 NECTAR
 Rockcliffe Community Centre
 Ottawa East Minor Hockey Association
 Scouts

SPONSORS

Epicuria Fine Foods
 The Works
 Golden Crust Pizzeria
 Celadon Spa
 Edward Jones
 Tamarack Race Weekend
 Mia's Indian Cuisine

THE MANOR PARK COMMUNITY COUNCIL GRATEFULLY ACKNOWLEDGES:

The financial support of the City of Ottawa;
 The financial support of the Government of Canada, 'Canada Summer Jobs 2017', 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'.



VOLUNTEERS, EMPLOYEES, AND SUPPORTERS

Allison Seymour – Co-Chair
 Tom Golem – Co-Chair
 Paula Kirton – Treasurer
 Elizabeth Ainslie – Secretary
 Marianne Blais
 Michael Kremmel
 Maureen Rivoche
 Jennifer Thiessen
 Erin Yoshida

EMPLOYEES

Lana Burpee – Executive Director
 Darren Fournier – Program Director
 Nancy Carisse – Program Supervisor, 'Before- and After-School'
 Stephanie Sears – Assistant Program Supervisor, 'Before- and After-School'
 Christine Poirier – Supervisor, Manor Park Playschool

Roberta Gal – Graphic Design
 Christa Ramonat – Bookkeeper

Benjamin Amdur
 Tobore Anethua
 Emilienne Bleoue
 Stuart Bowden
 Pamela Bridgeo

Cameron Buck
 Innes Buck
 Liam Buck
 Brittney Castleman
 Natalie Champagne
 Aimee Dequoy
 Katie Dodsworth
 Laura Goyos Amargos
 Celeste Gibson
 Amang Hangsawk
 Atial Hangsawk
 Chris Hannant
 Louise Hannant
 Joy Hansri
 Laurie Hemmings
 Charlotte Johnson
 Dylan Jones
 Zakia Kaddir
 Monica Koppert
 Dolly Kwan
 Andreeanne Lachapelle
 Francis Lavergne
 Tony Lui
 Jacob Lyall
 Tanya Marr
 Michael Markov
 Amos Marsters
 Daisy Mazumber
 Julie McInnes
 Matt McKechnie
 Duncan Miller
 Emma Miyazaki
 Kelsey Munro
 Muna Nur
 Jenny Ou
 Aleksandra Pietrasz
 Christina Pizana-Fraser
 Felix Policarpio
 Sonny Raina
 Christa Ramonat
 Jaeden Reggler
 Mehmas Riaz
 Alex Robb
 Jennifer Sweeney
 Sam Taylor
 Sara Trincoa-Batra
 Louise Trudeau

Vuk Vukajlovic
 Lindsay Watson
 Jennifer Watt
 Cary Willis

SUPPORTERS

Elizabeth Ainslie (Chili Champ)
 Clara Gragg (Pie Baking Winner)
 Sue Massaad (Principal, Manor Park Public School)
 Don Martin (Vice-Principal, Manor Park Public School)
 Shaun Rochette (Chief Custodian, Manor Park Public School)
 Emanuel Robertson (Chief Custodian, Manor Park Public School)
 Suzanne Sandford (City of Ottawa)
 Rachel Theoret (City of Ottawa)
 Jesse Cressman-Dickenson (City of Ottawa)
 Elizabeth Whyte (City of Ottawa)
 Bill Hewitt (City of Ottawa)
 Jason Pantalone (City of Ottawa)
 Carmen Renaud (City of Ottawa)
 Julie Brazeau (Ministry of Education)
 Jennifer Whitehouse (Ministry of Education)
 Paul Gautreau (Principal, Assumption School)
 Wendy Lambie (Focus on Youth OCDSB)
 Adam Hobbins (Focus on Youth OCSB)

MEMBERSHIPS

Volunteer Ottawa
 Ontario Nonprofit Network (ONN)