

**Community Activities Group (CAG)
Board Meeting – 5 December 2017**

Present

Lynne Byford
Melanie Gilbert
Tina Raymond
Don Stephenson
Carol Workun

Regrets

Lisa Dunnett

- * - * -

Meeting called to order – 7:26 pm

Approval of the Agenda – Melanie / Don

Approval of minutes from October 2017 – Melanie / Don

- September minutes have not yet been approved.
- It was agreed that the minutes would be updated and circulated by Tina for approval via email.

Executive Director's (ED) Report

- Notes to be provided by the Executive Director

Meeting Dates for 2017-18

- Members will flag any scheduling conflicts to Tina by email.

Contingency Reserve Fund

- Clarifications were made regarding where funding would come from to top off the Contingency Reserve Fund.
- The previous decision held.

Daycare Services

- Some issues persist, including:
 - Providing bussing to the Old Town Hall
 - If children from Hopewell signed up for after school care, they would need to be escorted to Old Town Hall from the nearest bus stop. This would require either hiring more staff so someone could stay back and supervise the other children, or would restrict attendance to the children who can be picked up at that bus stop in order to allow for all children to be supervised at all times.
 - After six months of searching, we still have not been able to secure someone for the ECE position

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- Given the above factors, after school care for kindergarten children will not be possible at the Old Town Hall.
- Communications should be put out soon in regards to this decision.

Motion to cease pursuing a license for 2018-19 – Tina/Lynne (carried)

Branding

- We have found someone we would like to hire to move forward the branding exercise.
- Discussions with this person will take place in January as they are currently completing a project.

Meetings and Transparency

- This discussion has been moved to the new year.

Motion to adjourn – Melanie / Tina

Time 8:50 pm

Action Items:

- Tina to send September minutes for approval.
- Tina and Carol to work on communications re: after school care.



Two handwritten signatures in blue ink. The top signature is a cursive name, possibly 'Tina', and the bottom signature is a cursive name, possibly 'Carol'.

Executive Director Report for December 2017 meeting

- **Kindergarten Daycare**

A summary of the daycare survey and update on the application has been circulated and will be discussed as part of the meeting.

- **Programming**

Indicators are that the Fall session will be a well-attended and successful session.

The relationship with Ottawa Fine Arts has been terminated. While this seemed like a good partnership at the start there was insufficient support to make it viable and two of the three instructors they brought to us were unavailable as course start dates approached. We will continue with the successful guitar class but through a direct relationship with the instructor.

Fall Youth Nights were a great success with the establishment of the Free Program and Subsidy Fund. Twenty community youth registered for the first one and the December one is sold out. We have secured an additional staff to enable us to accommodate more youth. I am establishing some "guidelines" to avoid the "competitiveness" over registration at the last one – the price of success 😊

Planning for winter is complete and registration opens December 5 at 9:00 p.m. We were able to support the Wednesday morning fitness group in resurrecting their class after they were successful in recruiting the minimum number of participants to resume that class. It will start again in January.

Spring planning will commence immediately after the Christmas break.

- **Minimum wage increase**

The Ontario Government plan for fair workplaces and better jobs (Bill 148) was passed this month in all respects as it was expected to affect us. The minimum wage increase is in effect as of January 1 2018, as is the change in how statutory vacation pay is calculated and the minimum amount of vacation pay required for employees of five years or longer. All these changes will impact our payroll as of January 1. The increase in minimum wage and statutory holiday pay was included in the 2017-18 budget. The increase in vacation pay for longer term employees was not, as we became aware of that after the budget was approved.

- **Rentals**

Rentals have been coming in steady. We have a decent sized contract (around \$2000 in value) under discussion with the new school temporarily housed at 88 Main, for them to use the upstairs room at the Old Town Hall for a gross motor skills play area in the hours when we are not otherwise using it for programming during the week in the winter months.

- **Year to date financial report**

There was insufficient notice on the meeting to prepare financial reports for this meeting. I will wait until the bookkeeper has closed the books for November and circulate reports by email, around mid month.

- **City of Ottawa Service Level agreement**

This agreement is up for annual renewal. At this stage there is no change to the agreement, I met with City representatives and all are in agreement that the arrangement is working well. The agreement we will be

asked to sign this year is the same as previous but with an addendum letter to the effect that we took up the option to assume full management of the Old Town Hall.

The agreement requires renewal every 12 months and is fully reviewed every three years.

- **After School**

Three families have requested refunds since the new fees were announced for a loss of 6 children in total. No requests for financial report have been received, the families in question were families that had two children and typically did not attend the program regularly. Feedback on the program was good but reasons cited were that the children would do other activities instead.

As a result of the losses there will be decrease in staff at the Old Town Hall, from four regular staff per day to three. One staff, still on probation, will be let go. One other staff was leaving at the end of this term and will not be replaced.

- **Parks**

Discussions to resolve the issue of a remaining puddle after repair of the basketball court at Springhurst continue. We paid the invoice for work completed, less a \$3000 holdback. It is now agreed that the City will do the required patching at their expense and the contractor will come back and resurface at no additional cost. This work will not take place now until June.

- **Youth Employment Award**

CAG was awarded a Canada 150 commemorative pin at a reception last month hosted by MP Catherine McKenna. I attended with Lorena Pagani, one of our youth workers from the after school program at Old Town Hall. A very enjoyable evening and an honour to receive. Pictures are expected to be forthcoming shortly.