



# Minutes

## Board of Directors Meeting Mount Pleasant Community Centre Association

**Date:** Tuesday, November 17<sup>th</sup>, 2020

**Time:** 7:10 PM

**Location:** WebEx

**Present:** Rod H., President  
Anita R., Past President  
Margery D., Secretary  
Thomas F., Executive At Large  
Clare B., Board Member  
Maja J., Board Member  
Suman C., Board Member  
David C., Board Member  
Meghan M., Treasurer  
Claire W., Board Member

**Staff:** Brenda T., Community Recreation Supervisor  
Kate R., Child Care Manager

**Guests:** John I., Park Board Commissioner

**Absent:** Jim B., Board Member  
Joanna F., Board Member

**Recorder:** Gary C., Administrative Assistant

**Regrets:** Michael D., Board Member

I **Call to Order:** at 7:12 PM by presiding officer Rod H.

### II Acceptance of Agenda

- The AGM will be covered in the President's report.

**Moved by: Margery D./ Seconded by: Suman C.**

THAT the Board accepts the agenda for today's meeting.

**CARRIED**

### III Board Meeting Minutes from October 20<sup>th</sup>, 2020

- 4a of the Program Committee minutes needs to be updated. The word, rainway, needs to be replaced with stream.

**Moved by: Meghan M./ Seconded by: Claire W.**

THAT the Board meeting minutes of October 20<sup>th</sup>, 2020 are adopted.

**CARRIED**

### IV Park Board Commissioner's Report

- Last meeting on, November 2<sup>nd</sup>, the Park Washroom Strategy was approved. The strategy looks at improving and adding to the 95 public washroom facilities around the city. There will be a renewal and delivery of washrooms in parks and a plan to build safer, cleaner, and more accessible washrooms for the public. There will be some setback with the rise in COVID19 cases.
- There will be a meeting for an update on VanSplash. The public can tune in and listen in on the meeting on the 23<sup>rd</sup>. The meeting will be for information only, but it would be worth a try to speak at the meeting for those that are interested. Emails and letters can be sent as an alternative.
- The new park on Main and 7<sup>th</sup> is being worked on. It will meet goals and objectives in the Mount Pleasant plan as the area was listed as one park that doesn't have washroom. Dave Hutch is the project lead it is and Brenda has been in touch with Jack Tupper, the landscape architect, to discuss consultation with board and staff.

### V Financials

- Program revenue amounts are less with fewer offerings. There is \$3000 allocated in the youth program budget to keep two popular programs running. These programs were originally supported by grants. The Board is in support of including the cost of the program in the budget to keep them going. There is another \$500 added to the Board Staff Expense to allow for extra hours and for projects.

- Projection for the current fiscal year is a budget with a deficit of \$55510. The Board generally runs a very conservative budget and there are considerable amounts in reserves that have been allocated for emergencies and shortfalls.
- **Moved by: Meghan M./ Seconded by: Thomas F.**  
 THAT the Board approves the proposed budget for Sept 1, 2020, to August 31, 2021.  
**CARRIED**

## VI Committee Reports

### A. Pool Committee

- The VanSplash Implementation Update is on the Park Board agenda for the November 23<sup>rd</sup> meeting. John Irwin had suggested that there be some money for the planning for the Mount Pleasant Pool.

### B. Park Committee

- Brenda circulated the link for the online consultation for park on Main and 7<sup>th</sup>. The survey was seeking input on covered spaces and outdoor programming. The survey had closed on Friday.

### C. Community Outreach Committee

- The Community Young Family Support Plan, originally suggested by Clare B, has been developing for the last two weeks. There are shortlisted merchants that can be candidates for resources for families. There are some good opportunities with family information that can be shared on the website and social media.

### D. Program Committee

- There were further restrictions on programing, especially for active fitness. Staff are awaiting guidelines on what can be offered with stricter safety protocols in place. Registration was good for a lot of the program offered. Some program instructors were still not comfortable coming back with the pandemic.
- Staff put together for a survey for attendees to the Halloween event to see how it went with the social distance protocols. There was overwhelming support for future events with similar protocols in place. The staff, Ny, Josephine, Nataly, are commended for what they were able to put together. Mount Pleasant was the only centre to offer the event across the City. Special thanks to Thomas for his help with the donation of 60 free pumpkins from Buy Low Foods.

### E. Childcare Committee

- Programs are coming along and have been going good. 3 Corners has circulated a contingency plan it was ever affected by staffing shortages as a result of pandemic related issues. Classes would be divided into cohorts and a cohort would take turns staying at home.
- At the last committee meeting, there was discussion to deemphasize Christmas in programming as not all families celebrate it. Celebrations of other cultures are encouraged and families are asked for their input and suggestions.
- 3 Corners is looking at extending hours close to what it was historically, 730AM to 6PM. Currently, the centre is open from 8AM to 5PM. Management is looking at extending those hours while balancing the additional duties and longer hours worked by staff. Additional staff have been hired to help clean, taking away cleaning obligations from ECE.

### F. Executive Committee

- The outdoor structure for 3 Corners will need to be replaced, which will be a big expense down the road.
- A quote was received for masks. The masks will go to centre staff, childcare staff and Board Members. Budget has been included in the budget under Board Expenses for masks. All Park Board staff working on site have been provided a 2 ply masks that has been branded. Regular staff have been provided 2 masks and auxiliary staff have been provided 1.
- The email for the Mount Pleasant Association is being setup by Kristiina.
- The Executive Committee are arranging an appreciation gift for staff. Gift cards were decided as the most appropriate and easiest option. The gift cards will be purchased from local businesses and each staff will receive a total value of \$25. Thomas and Meghan are looking at different vendors that can be approached to purchase gift cards.

## VII Staff Reports

### A. Kate

- A few individuals are being hired to step into 3 Corners to help with cleaning and other COVID related tasks that the ECE staff have taken on. The position is 5 days a week and there are a few candidates that will be selected by the end of the week.
- Numbers have been consistent. Licensing came in Oct to 3 Corners, OSC and preschool. Everything was good with inspection with only the outdoor play structure and fencing at 3 Corners being cited. The cost of repairs for the OH play structure is going to be taken on by Park Board and it will be done in the next few months. There was a temporary fix for the play structure at 3 Corners that was completed on Monday. The fencing will be repaired by City.
- Staff are trying to determine the maintenance for the ESC Automation Board in the building. There isn't a long term plan in place for the unit. There should be a maintenance contract with a schedule built for every year. This has gone through a couple of Coordinators, but nothing had transpired. Kelly has reached out to few different people, but has trouble figuring out who she should be connecting with. If any Board Members have details, please let Kate know.
- Public Health has contacted Kate and directed her to self-isolate. Kate doesn't have any symptoms, but will be working from home for the time being. Support will be provided to Becky while she manages while Kate is away.

### B. Brenda

- Public health orders that were released on November 8 to November 23 have affected programming. Group fitness, indoor sports, martial arts, yoga, dance and anything programs that elevate heart rates, have been suspended. It was stated that programs and organizations can move forward with an approved safety plan. There isn't actually a clear process as to how to get safety plans approved though. There will be BCRPA meeting that will host directors and managers from organizations affected across the region that have been affected. Discussion will be on what the next steps are for recreation and what the confirmed process is for the safety plan. Management is working with BCRPA and the Public Health Authority to have a clear process. Brenda will keep the Board posted, but it is likely that the suspension could be extended.
- Staff are working on winter programming and planning. Programs are being shaped to the new norms. Registration for the next season is in December and more information will be provided then. Nataly is working on a mini day camp for youth during the holiday break.
- Brenda has been in touch with Kristiina regarding the new website. She will be reaching out to the Program Committee to update the website with topics. There will be a page audit over last few weeks in December and the goal is to launch in January.
- The financial audit is still in process with a few final requests from Adam. Members can expect a draft available for voting soon.

### C. President's Report

- The APG had been in discussion about reducing ActiveNet costs due to current situation. Representatives are talking with Park Board right now to change the 2% to 1%.
- 3 candidates have submitted their interest via email to join the Board. Rod emailed them back, asking for more details about why they want to join and the nomination form was sent to them. The three nominees are Jiechun Steve Qu, Bianca Cowan, and Kelly Cramb. There may be another candidate that will be coming in later. Committee reports are to be submitted. The AGM will be short with the appointment of the auditors and short summaries of the reports. Gary Wozny assured audit that will be completed by on or before AGM. There needs to be 20 attendees to meeting quorum for the AGM.

## VIII New Business

### IX Adjournment

- Meeting adjourned at 8:34pm. Next Board meeting to be scheduled on December 15<sup>th</sup>, 2020 at 7:10pm.

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