

## **BAC PPT Summary:**

- Management of ECA facilities
- What happens when Covid comes to call
- More fun & games: The Building envelope

## **Report Summary for AGM**

Historically, the Building Admin Committee of the ECA Board of Directors has been responsible for overseeing management of ECA facility operations. From January 2018 – June 2020 a General Manager in a paid position took on this role.

During the course of 2020, Covid realities necessitated a return to the BAC model, and a change in the staffing model away from highly siloed FT roles to more staff members, all PT, and all able to cover both office and building duties adequately or better. This provided the resiliency that was, and continues to be, needed. Above other considerations, safety of our staff and building users, and compliance with AHS and City requirements have been central to decision making.

With the discovery of moisture penetration behind the stucco, the state of the building envelope and the remediation needed has been at the top of the priority list for BAC. This project will continue through 2021, possibly into 2022, and there will be a Phase 2 in 2023. Oversight of this work will be the shared responsibility of ECA, Stantec, the City of Calgary, and, likely, a professional project manager. Funding will be sought to offset costs.

There are always jobs for volunteers, with the BAC, with the ECA board and it's committees, or the programs and projects we undertake in building a better community.

## **Building Admin Committee (BAC) Report for AGM 2021**

Historically, the Building Admin Committee of the ECA Board of Directors has been responsible for overseeing management of ECA facility operations. From January 2018 – June 2020 a General Manager in a paid position took on this role.

On March 16, 2020, with the first Covid Lockdown, the community centre was closed by order of the City of Calgary and the most necessary aspects of our operational planning became safety, affordability and flexibility. All part time (PT) staff was laid off temporarily, leaving us with 2 full time (FT) staff, a GM and an AA. In early April, whose hours were reduced. Our GM resigned in June and the BAC was reinstated.

At this point it became obvious that the model of full time, highly siloed positions was not serving us well under Covid conditions, with so much uncertainty and the scary but real possibility of a staff member being infected. We could be more resilient with more staff members, well trained in both office and building duties, backed up by board volunteers. With the opportunity for partial reopening beginning in July, BAC proceeded to put the new system in place with 4 long-time PT staff, and 3 new members hired in September. Processes and protocols were updated on an at least weekly basis in response to directives from AHS and the City, including limited access, signage, masks, waivers, etc. Two of our youngest volunteers, the Boucher boys, stepped up to apply spacing squares and arrows throughout the hallways of the community centre.

As the community centre started to reopen, an abundance of bleach was used, then we purchased an electrostatic cleaning system to meet high levels of sanitisation, while reducing staff and renter exposure to toxic chemicals.

Under the BAC staff has had their WHMIS training, and Work Alone Protocols have been expanded and formalised.

Not surprisingly, there was a radical reduction in revenue for 2020, with the community centre being fully closed from mid-March until August, then open to varying degrees for the remainder of the year. Cost mitigation included the above mentioned change to staffing model, and cancelling or suspending various contracted services (eg bookkeeper, janitorial, garbage pickup).

Karma wasn't done playing with us at this point, though. In August one of the exterior water supplies broke, and, when the wall was opened for repairs, we found that there was longstanding leakage in the north wall of a storage room. Further exploring showed that the problem was not just localised. We engaged Stantec Consulting to test and prepare a report on the state of the building envelope for us, which was finalised in April. At this point, we know that we are

looking at almost \$500,000 to remediate all aspects of the envelope integrity over the next 3 years. We're just in the beginning of our project, looking into funding and how to reduce impact on income while getting the job done. Stantec, the City and ECA will be involved in this project, and grants will be pursued to offset costs. We're hoping to get the work started and as much completed as possible while we are under Covid restrictions, in order to minimise the impact on our building user groups.

Thank you for your time and interest.