



Cornwall Curling Club

Annual General Meeting

Committee Reports

May 16, 2024

Annual General Meeting
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President's Report

It has been a fantastic year for the Cornwall Curling Club and its membership! With just under 400 members, the Board of Directors worked diligently to ensure that it offered members a variety of league play options, entertaining bonspiels and social events, and a welcoming Club environment.

I want to personally thank each of the members of the Board for their dedication and commitment to making the Club the best place to curl on PEI!

Executive:

Vice President - Debbie Rhodenizer

Vice President – Bryan Sutherland

Treasurer - Lisa Indris

Past President & Secretary - Shauna McGill

Members at Large:

Nelson Dougay

Chase MacMillan

Bill McGuire

Sue Pollard

Mike Rouleau

Alan Stefanik

Cody Whynot

Lastly, I want to acknowledge the hard work, dedication, and unbridled enthusiasm of our Club Manager, Travis Jones. The Board was very honored to have you join our team in 2022 and we look forward many more years under your leadership and direction to ensure the long-term success of our Club.

Included in this package are reports from each of the Board Directors and staff on the work completed this season in their assigned committees. I am very grateful for the accomplishments, mostly with volunteer hours, to create exciting events, programs and initiatives for the 2023-2024 season.

I'm happy to announce the Club has just signed a lease on the building until March 2029. Cheers to many more years operating as the "best Club on PEI"!

Respectfully submitted by the President of the Cornwall Curling Club

Kim Nickerson

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Bonspiels & Socials Committee Report

It was another great year at the Cornwall Curling Club for bonspiels and socials. Three successful bonspiels were hosted by the Club, the Ice Queens, the Kenmac, and the Red and Blue.

The first event was in November with the Ice Queens Women's Funspiel. Thank you to Murphy's Pharmacies for sponsoring the event. It ran for one day and had eight teams participate. It was so successful that it may become a 2-draw event in the future. Next was the Kenmac Bonspiel held in January. This two-day event had a full roster of 96 curlers on the ice and was sponsored by Kenmac Energy.

Lastly, the season wrapped up with the Red and Blue Bonspiel. In the week leading up to the bonspiel, events were held with Novice and Junior curlers, the U18 learn to curl, and the stick curlers which contributed points to the final tally. The weekend event saw a mix of daytime and evening curling teams participate together with a full three draws of 96 curlers. After some hard-fought matches, Team Red prevailed and won the event.

Thank you to the staff who helped make the events run smoothly and efficiently. Special thanks to our Club Manager, Travis Jones who really went above and beyond to make these events be so successful. Travis you were a joy to work with and we couldn't have done it without you.

Thank you to the rest of the board of directors for their support in making these events happen.

Thank you to all the sponsors who contributed prizes and support to our events. Please make sure to support them in the future as they are so important to our club.

Thank you to the members who volunteered, participated and donated prizes for the event. As always, these events would not have been a success without you.

Respectfully Submitted by the Directors of the Bonspiels and Socials Committee
Sue Pollard and Shauna McGill

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Bylaws Committee Report**

A Special General Meeting was held on Wednesday November 8, 2024. Two items in the bylaw were approved during the meeting.

- REMOVED
 - 2.1.8 No Director shall be eligible for election to more than two consecutive three-year terms.
- AMENDED
 - 4.1.5 Notice of the Annual Meeting shall be given by posting a notice on the Club web site and social media channel(s) at least two (2) weeks before the date of the meeting. The notice shall be advertised a second time one (1) week before the date of the meeting.
- AMENDED
 - 4.2.2 Notice of such a meeting shall be given by posting a notice on the Club web site and social media channel(s) at least one (1) week before the date of the meeting.

Additional Bylaw changes are being recommended for review at the Annual General Meeting on May 16, 2024.

Respectfully submitted by the Director of the Bylaw Committee

Bryan Sutherland

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Curl PEI Report

On October 06, 2023 Curl PEI held their AGM. The executive of the association is as follows.

President - Jane DiCarlo

First Vice-President – Ryan Giddens

Second Vice-President- Daniel MacFadyen

Treasurer - Michael D'Agostino

Secretary – Travis Jones

Executive Director – Amy Duncan

CurlTopia sessions were offered to the Island Clubs on True Sport & Safe Sport, HR, and How to Manage Your Team, Staff and Volunteers.

Curl PEI are looking for sponsorship, three to five years plan from business to offset Provincial events expenses. Some past sponsors have dropped their sponsorship. For example (Kruger Products) to Provinces.

Staff for the year are Peter Gallant and Craig Savill. Peter will help teams and individuals develop their game for a small fee. Craig Savill is back to help develop the Junior program.

This year is Curl PEI 90th Anniversary. Over the last few weeks some of the Hall of Fame Inductees have been posted on their website. Arlene Harris and Sean Ledgerwood were Inducted into the PEI Curling Hall of Fame from the Cornwall Curling Club this year.

Curling fees increased from \$15.00 to \$18.00.

Jane DiCarlo and Amy Duncan did a U18 Learn to Curl program at the Cornwall Curling Club, numbers were down a bit from last year.

Membership is up at all Curling Clubs this season.

The Club hosted three Provincial events:

- Mixed Stick, December 6-8, 2024
 - Winners Ruth Stavert & Roy Coffin
- Stick Curling, Women February 1-4, 2024
 - Winners Elaine Hughes & Etta Reid
- Stick Curling, Men February 1-4, 2024
 - Winners Bob Matheson & Clair Sweet
- Mixed Curling, February 14-18
 - Winners Tyler Smith Team

For the 24-25 season the Club will host U13 and Club Championships both in March.

This past curling season Cornwall had 12 Provincial Championships winners. Congratulations to all. They can be found on the large plaque board at the bottom of the steps.

At the National U18 Robbie Lenentine was awarded the Balance Plus Fair Play Award voted on by the Officials. Reid Hart received the Fair Play Award at the New Holland Juniors also voted on by the Officials. Congratulations to you both.

Curl PEI ADL Awards night will be held on June 11-24, 2024. It has been five years since the Awards were held.

Last year Cornwall received five awards.

- Outstanding Athlete of the year – Ella Lenentine
- Team of the year – Team Lenentine
- Coach of the year – Robbie Lenentine
- Junior True Sport Award – Chase MacMillan & Makiya Noonan

Respectfully submitted by the Director of the Curl PEI Committee
Debbie Rhodenhizer

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Daytime Committee Report**

Cornwall Daytime curlers had a very busy year.

The league had over 115 members taking part in drop in curling in the morning and stick curling in the afternoon. There was a large amount of interest in the stick curling and was at times very crowded. Thanks to Club Manager, Travis as he arranged a league so that all could play as the game was intended (two on two). Players liked the option of having set times to play and hopefully this will continue next year.

Our Club curlers were very competitive in provincial playoffs. The Women's Team won the tournament and our Men's Team finished second to advance to the maritime playoffs in Mill River. We were not as fortunate in the Maritimes. We had two women's teams take part in the Nationals. One team lost out in a playoff to the team that won the bronze medal.

Through the funds raised from the daytime coffee fund, Daytime Curlers were able to once again help teams from Cornwall going off island to compete. The Daytime Committee also sponsored two new rock handles for the Club.

Our sincere thanks to Travis and the staff who make this club such a warm and welcoming place. Thank you!

Respectfully submitted by the Director representing the Daytime Curling Committee

Bryan Sutherland

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Development Programs Report

Little Rocks

This year, we had 10 curlers in our Little Rock program. This was a big increase from last season when we only had two curlers. We started following the Curling Canada Rockstars practice plan for U8 curlers. These plans were very well received by our coaches. They appreciated that the plans explained the drills in simple terms and gave suggestions for how to adjust the drills depending on skill level.

Novice

This year we had 16 novice curlers. On Sundays we followed the Curling Canada Rockstars practice plans for U12 curlers. Like the Little Rock plans, these were very well-received by the coaches. On Tuesdays we played short 2-3 end curling games. I am hopeful that a few of our older novice curlers will be moving up into our junior programs next season.

Sunday Juniors

This year, we introduced a new Sunday program for curlers ages 12-18. The program was very well-received, and 20 curlers signed up for the program and we had about 16 curlers coming every week.

The program was designed to create a gap in programming and allow young juniors to take part in structured programming. Practices were designed to allow 45 minutes for skill development and 45 minutes to play a short game. Overall, the program was very successful and should continue to grow in the future. I am looking forward to working on some new ideas for practices this fall and working with the coaches and kids again next season.

This season, our Junior membership options allowed juniors to sign up for either two one-hour practice sessions on evenings throughout the week or our Sunday program and a one-hour session. However, some of our junior team curlers this season were younger than 12. When they asked to sign-up for the Sunday session, we told them that we had decided on 12 as our minimum age for Sunday Juniors, but that they could sign-up for Sunday Novice. I am in favour of keeping our junior registrations this way. While I don't see a problem with parents moving their kids to junior team practices early, I do think we need to keep the age range for Sunday Juniors from 12-18. However, I would have no problem with junior curlers under 12 signing up for Sunday Novice practices.

Learn to Curl

We had another successful Learn to Curl season! In our second session, we had eight curlers registered. David Ross helped me coach all season and he did a great job. All of the curlers were very pleased with the program and I was very impressed with how quickly they picked up on the sport and what great questions they asked us every week.

Curling Canada recommends a ratio of one coach per every eight curlers for adult Learn to Curl; our ratio was one coach per every four curlers. I think that we should aim to keep this ratio next season. It allows

curlers to get more reps in during drills and get more attention from the coaches. Our participants expressed that they preferred the 1:4 ratio and I think it was a very strong point in our program.

Due to the provincial events and a snow day, our Learn to Curl program after Christmas only had seven sessions. Curlers were disappointed that there was not a make-up session. Next season, I think it would be a good idea to plan for storm days if possible, to ensure participants get as many sessions as they paid for.

Parasport

Our Parasport program had low participation this season. We had two participants all season, one who came for a couple of weeks at the beginning of the season and one who came after the Christmas break. After Christmas, Travis and the Parasport Coordinator discussed the possibility of having a meet and greet between the Parasport Athletes and the curling club. I think we should discuss this again at the beginning of next season.

End of the Season Party

Our end of the season party was phenomenal! We had around 50 kids sign up to come and had a fun afternoon eating pizza, watching the world men's finals, skating, and playing games on the ice. All the kids also got to take home a prize thanks to some generous donations from our members. I can't take very much credit for the success of the party as the structure of the afternoon and many of the games we played were Travis' idea.

Coaching

We were very fortunate to have several coaches who attended Novice and Little Rock practices every Sunday. Having consistent coaches allowed the kids to be more comfortable with the adults on the ice and made it easier to move the coaches around when necessary.

Sunday coaches, Shawn Martin, Shaun Martin, Luke Butler, Paul Neima, and Gloria Turner were all very knowledgeable and great with the kids.

Some of our junior curlers helped to coach the younger kids this year. Luke Butler, one of our older juniors, helped coach almost every Sunday and Tuesday. Lily Whalley, one of our younger juniors, helped us coach on several Sundays. A few of the juniors have also expressed interest in coaching Novice and Little Rocks next year.

As Development Coordinator, I am very happy with the coaching staff we had this year. All regular Sunday and Tuesday coaches were kind, knowledgeable, and had a lot of fun with the kids. They also communicated well if they were going to miss practice.

One issue we had with coaching was that it was sometimes difficult to find coaches on Sundays where a few regular coaches were absent. I think that next year it might be helpful if we could look for coaches to join a spare list. This would be less of a commitment for those who may be interested in helping out but cannot come every Sunday.

I have also noticed that some of our volunteers don't always feel comfortable being called coaches. This stems from feeling that they don't have the curling knowledge or credentials to be called coaches. I've been wondering if this may be a barrier to potential volunteers coaching on Sunday or Tuesday. Over

the past 3 seasons, I've seen lots of coaches at our U12 practices, and everyone who has volunteered has done a great job. I would like to explore the possibility of holding an "Introduction to Coaching Session" early next season for anyone interested in coaching any of our developmental programs. I think giving potential volunteers an opportunity to learn about what we do at our programs, what's expected of them, and what resources are available that we could improve our volunteer coaching numbers.

Respectfully Submitted by the Development Program Coordinator

Sarah Doak

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Facilities Committee Report**

On September 25, 2023 the Board officially took over the facilities. Club Manager, Travis Jones and Ice Technician, Ron Mathers began work on that date. The Board decided to open the Curling Club a week early to pilot whether it could generate more rentals and interest in club members wanting to get on the ice.

This was the first year that Ron decided to use jet ice only to make the ice instead of getting the fire truck to flood. The ice was ready on October 9, 2023 with help from a few of our members.

Over this season Ron travelled to Montague, Fredericton, Sydney to speak with other Ice Technicians on how to improve our ice.

Much work was done to our facility including:

- Thank you goes to Ken Harrott for making four new white benches that are located around the ice surface. In the future with a sponsor they could have upholstery padded seating added.
- Hack protectors were serviced, and handles added at the far end. Two small broom brushes were bought per ice.
- The dehumidifier seemed louder than usual. Lowthers' were in a few times to clean and check for issues and work is ongoing.
- Updates were done on the main switch on the plant and brine pump, hopefully it will help with energy efficiency.
- Lastly, the ice shed needs paint on steps and ledges, miscellaneous boards on the walkways need to be fixed and the seal on the door going outside needs to be replaced. Hopefully over the summer the Town can get the work completed.

Along the way the Club ran into some hiccups that were fixed and things kept moving. For example, the dishwasher broke down. The part came from Italy and the repairman promptly got it fixed. The plant also shut down a few times and was able to be repaired before any melting affected the ice surface. Thanks to everyone who helped get it running as quickly as they did.

Plant was shut off on April 6th.

The ice has melted, decals are packed away, mop's laundered, and supplies ordered for the next season. It was a very busy and successful Curling season.

To Travis, Ron, Debby and the bar staff, Amanda, and Sarah. The Club couldn't run without each one of you. Thank you.

To our Volunteers that signed up for whatever is needed. You are the best. Thank you. Events don't just happen without Volunteers. I'm looking forward to 2024 – 2025. Good things to come.

Respectfully submitted by the Director of the Facilities Committee
Debbie Rhodenhizer

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Finance Report**

2023-2024 was a strong year for the club financially (see Appendices C & D). Membership revenue was up 9.7% aligning with a membership growth of 6.4% YOY (based on CurlPEI dues paid) and fee increases of 3.8% (normalized; \$10 per member). The bar is an excellent revenue source for the club bringing in net \$23k. Net bar revenue is down 1.8% from last year despite an increase in bar prices and an increase in membership. Bonspiels did exceptionally well this year, bringing in \$10k net income – a 2.7x increase over last year. The Rock ‘n Raffle continued its steady incline towards target bringing in an additional \$9k net this year. Adopt-a-Rock fundraiser concluded this year at \$5100 gross revenue. We look forward to ordering new handles and starting a new era of Red vs Yellow.

This winter, we successfully completed a review engagement of our 2022-2023 books. I am happy to report that the values presented last year are a fair representation of our current financial status.

Continuing the trend from last year, expenses are steadily increasing for the 2023-2024 fiscal year. Electricity, rent and labour have all increased again. Electricity is up 13.6% over last year due to Maritime Electric increases and a longer operating season. Rent tracks the PEI CPI resulting in another increase this year. Insurance is up a mere 4% after huge increases last year. Cost of goods have increased but were offset by a start of season retail price increase at the bar. Labour is up 13% comparatively due to increased wages and increased hours across the longer season.

Overall, 2023-2024 fiscal year net income is \$19,039.64 with an overall business value of \$172k and very comfortable debt to liquid asset ratio. As we look towards next year, we are in a steady position to start the club in the fall and invest in new capital assets.

A good season overall. Huge thank you to Travis and our bookkeeper, Angela Penney, for all their hard work and diligence to keep our books in line and attending to the review engagement. Thanks again to the whole club for coming out to curl this year and buy a bevvv from the bar.

Have a great summer.

Respectfully Submitted by the Club Treasurer
Lisa Indris

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Fundraising Committee Report**

Rock 'n Raffle

- After 3 years of fundraising via the Raffle:
 - Current net funds raised: \$28,122.00
 - Total prize money paid out \$5,250.00
 - Please note that a lot of the prize money was won by club members.

Fundraising action Items Completed

- PEI Small Grants Program
 - A grant was submitted November 26, 2023 to help fund the ParaSport Learn to Curl program at the Cornwall Curling Club
 - \$3,000.00 was requested from the Department of Fisheries, Tourism, Sport and Culture
 - The grant was approved on December 14, 2023
 - \$1,250.00 (41.7%) of the initial request of \$3000.00 was approved

Action Items In-Progress/Pending

- PEI Rural Growth Initiative
 - The Rural Growth Initiative grant, intended to help secure funds for new rocks (64 Ailsa Craig Common Green Granite with new Ailsa Craig Blue Hone Granite inserts on both sides) for the Cornwall Curling Club
 - The club is requesting \$67,797.40 of a total \$90,396.53 through the application and to help pay, at maximum 75%, for (4) new benches, \$1,075.00, in the ice shed
 - The application was submitted April 18, 2024
 - The application is still pending and should have more information by the middle of May 2024

Respectfully submitted by the Directors of the Fundraising Committee
Nelson Dougay and Cody Whynot

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Human Resources Committee Report

In anticipation of the 2023-2024 season, job descriptions were created for the following positions with the Club. In addition, contracts were created and signed by all staff members.

- Club Manager
- Ice Technician
- Facilitator of Development Programs
- Bookkeeper
- Head Bartender
- Bartender
- Cleaner

The Club created a Respectful Workplace Policy (see Appendix A). The policy was approved by the Board and all members of the Board and staff read and signed the Policy.

On September 8, 2024 the Board approved Bereavement Notification Guidelines (Appendix B).

With grant funding, the Club hired a human resources consultant to create a Diversity and Equity Policy. Work is ongoing with this project.

The Club participated in mediation process regarding a complaint submitted to the PEI Human Rights Commission. The mediation resulted in a settlement between the parties.

Respectfully submitted by the Director of the Human Resources Committee

Kim Nickerson

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Membership & Draws Report

An excellent year for memberships rounding out at 397 fully registered members, up 6.4% over last year. Monday Mixed, Tuesday Competitive League, Wednesday Daytime and Wednesday Night Ladder League were fully registered. Great games and good fun was had all around. Congratulations to all our league winners! Thank you to all our new and returning draw masters as these leagues are not possible without your time and energy.

Another very successful year for our U18 and Adult Learn to Curl programs. We are very happy to welcome all our new curlers into the club and hope to see you in league play next year.

Respectfully submitted by Director of Membership and Draws
Lisa Indris

**Annual General Meeting
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Publicity Committee Report**

It's been a busy and successful season at the Cornwall Curling Club, my third year on the board and first since moving to publicity chair after two seasons in development. Sarah Doak is our new Development Program Facilitator and has done a great job in that role.

Much of the news involving daily and weekly club events, team results and bonspiels were ably handled by our club manager Travis Jones who kept members informed and updated on a daily basis. Many thanks to Travis.

With exciting news coming from this annual meeting from our president Kim Nickerson and other committee chairs there'll be lots of other stories to write this summer to keep members updated prior to the start of the new season.

With the decline in local sports coverage by PEI media, the importance of the club's website, Facebook and X accounts are more important than ever. It's essential to keep members informed about events and news at their club. Feedback from members has been positive and supportive.

Thanks to President Kim Nickerson, other directors of the board and manager Travis Jones for their support and co-operation over the past season.

Following are some of the curling highlights and events that I covered over the past year on our website:

- Results of our 2023 annual meeting last May, inaugural volunteer of year recipient Landon Warder, and new club executive positions;
- Feature interview with club member Jeremy MacAulay and his Sport4TV company (with his dad Ian MacAulay) on winning \$25,000 Innovation PEI award to Island entrepreneurs and businesses for seed capital for new innovative business ventures or products. Their Sports4TV company uses technology for the curling industry that creates and tracks data as a curling rock travel on an ice surface. The data will be used to enhance broadcasts for the curling viewer, help data collection and practicing for competitive curlers, and help club curlers enhance their abilities at home;
- Feature story on club member Rob Doherty taking lead publicity and on-ice role with the Grand Slam of Curling ("GSOC"); which also incorporated Jeremy's Sport4TV's permanent involvement with Sportsnet and GSOC tour coverage using his company's new technology;
- Helped Curl PEI with final coverage of the Tankard and Scotties provincial finals at Silver Fox in Summerside this winter;
- Feature story on the Cornwall Curling Club's final Red and Blue season-closing bonspiel morphing to Red and Yellow next season (with our new yellow handles);
- A salute to our many sponsors who supported over 20 events in Cornwall and who play a crucial role in the success of the club;
- Coverage of press conference, with story and photos for our website on the GSOC's Hearing Life season opening bonspiel coming to UPEI this October 1-6 with 64 teams;
- Follow up feature story on Cornwall's Lauren Lenentine and her retiring skip Jennifer Jones who were on hand for the GSOC announcement at Charlottetown City Hall; and

- Feature story on GSOC being sold; Jennifer Jones' involvement in the tour; and the sale having no impact on PEI's tour stop.

Respectfully submitted by the Director of the Publicity Committee

Bill McGuire

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Volunteer Committee Report

The hard work and dedication of the volunteers at the Cornwall Curling Club are some of the biggest contributors to the success of the Club. An immeasurable amount of time and effort the volunteers offer does not go unnoticed. We acknowledge each and every one who helps out around the Club.

From the earliest days of the season to the very last day the Club is open, volunteers help with preparing the Club for opening, and “packing it away” at the end of the season. Volunteers also help with social events, bonspiels, League play, junior programs, Learn to Curl Program, and much more! Some of the things our gracious volunteers do include, but are not limited to: preparing food, setting up the Club for events, scorekeeping and timekeeping, scraping the ice, making draw schedules, making lesson plans for new curlers, and cleaning up and maintaining the reputable club we have achieved.

In recognition of those who dedicate their time to the Club, we award a deserving volunteer for their undeniable dedication to the Cornwall Curling Club. A selection committee was created, including a Founding member of the Club, the Club Manager, and the Volunteer Committee Chair on the Board of Directors. This year, we received five nominations for the award: Angela Sanderson, Gloria Turner, Linda Fairhurst, Myrna Sanderson, and Paul Neima. While we recognize the substantial efforts and dedication of all the nominees, we have made our selection for the recipient of the award this year.

We are proud to award **Myrna Sanderson** the Founders Award for the 2023–2024 curling season! Congratulations!

Respectfully submitted by the Director of the Volunteer Committee
Sue Pollard

Appendix A

Cornwall Curling Club Respectful Workplace Policy

Purpose

The Cornwall Curling Club, under the direction of the Board of Directors, is committed to an inclusive, healthy, safe and caring work environment for all employees, its members as well as the general public who access the facility. We all have a role to play in creating a safe and respectful workplace. The Respectful Workplace Policy outlines information about expectations, roles and responsibilities of employees, members, and the general public to prevent and manage inappropriate workplace behaviour. The Policy provides a framework for addressing disrespectful behaviour, harassment and discrimination.

Policy Statement

The Cornwall Curling Club (the “Club”), under the direction of the Board of Directors (the “Board”), is committed to providing a workplace in which all persons can expect to be treated with dignity and respect. A disrespectful workplace undermines an individual’s self-respect and adversely affects work performance and well-being. The Board will ensure, as far as reasonably practicable, that no employee, member, or the general public will be subjected to disrespectful behaviour, harassment or discrimination, and shall take corrective action respecting any person under the Board’s authority who subjects a person to these types of behaviours.

Definitions

Complaint is an allegation of harassment which is based on actions defined as harassment in this policy.

Complainant is an employee, member, or the general public who believes that they have been a victim of harassment and who has filed a complaint under this policy.

Discrimination is an action or a decision that treats a person or a group badly for reasons such as their race, age or disability. These reasons, also called grounds, are protected under the Canadian Human Rights Act.

Harassment means any inappropriate conduct, comment, display, action or gesture or any bullying that the person responsible for the conduct, comment, display, action or gesture or the bullying knows, or ought reasonably to know, could have a harmful effect on an employee, member, or the general public’s psychological or physical health or safety.

Harassment in the workplace includes a single or repeated occurrence of personal harassment, sexual harassment and abuse of authority.

Without limiting the generality of the above, harassment under this policy includes personal harassment, sexual harassment or abuse of authority as defined below:

- a) **Personal Harassment** means any inappropriate conduct, comment, display, action, gesture or bullying that is known or ought reasonably to be known to be unwelcome. It includes any inappropriate comment, conduct, gesture or display that does or is intended to demean, intimidate, bully or cause embarrassment to another person. Personal harassment includes, but

is not limited to, harassment on the basis of a person's age, colour, creed, disability, ethnic or national origin, family status, gender expression, gender identity, physical size or weight, marital status, political belief, race, religion, sex, sexual orientation, pregnancy, or source of income.

- b) **Sexual harassment** includes inappropriate sexual conduct that is known, or ought reasonably to be known, to the person responsible for the conduct to be unwelcome, including, but not limited to sexual solicitations or advances, sexually suggestive remarks, jokes or gestures, circulating or sharing inappropriate images, or unwanted physical contact and includes conduct that might, on reasonable grounds, be perceived by the recipient as placing a condition of a sexual nature on employment or on any opportunity for training or promotion.
- c) **Abuse of authority** means an individual's use of power and authority inherent in the position held in a manner which serves no legitimate work purpose, and which ought reasonably to be known to be inappropriate. It includes misuses of power which are intimidating, coercive or demeaning. The legitimate and proper exercise of the employer's right to supervise or manage (for example, performance reviews, work evaluation and disciplinary measures taken for any valid reason) does not constitute harassment under this policy.

General Public includes persons who visit or utilize the Club such as community volunteers or organizations (i.e. Town of Cornwall employees, Parasport PEI), contractors, fee-for-service individuals, governing bodies (i.e. Curl PEI), sponsors, stakeholders, or other persons who are not an employee.

Respondent is an employee, member, or the general public who has been accused of Harassment.

Workplace includes but is not limited to the actual work site, work-related social gatherings, or other location where an employee, member, or the general public is engaged in activity associated with employment, such as on-line communication (i.e., emails, social media).

Workplace Conflict is any ongoing inappropriate and disrespectful behavior at the workplace and/or a dispute or a communication breakdown between two or more individuals that impacts their ability to work productively and cooperatively in the workplace, and potentially results in a hostile work environment.

Objectives

This policy aims to foster, maintain and provide guidance for a respectful workplace free of disrespectful behaviour, harassment or discrimination, where all employees, members, and the general public:

- treat others with respect, dignity and fairness; and
- have a clear understanding of their responsibilities, the options and the process for reporting and addressing violations of this policy.

Responsibilities

While it is recognized that all employees, members, or the general public share responsibility for creating a harassment-free workplace, it is important to emphasize that the Board and the Club Manager, by virtue of their authority, carry a greater responsibility for maintaining this type of work environment.

The Board is responsible for ensuring that the provisions of this policy are implemented in the organization. This responsibility includes:

- a) ensuring that all managers, supervisors and other employees in the organization are informed of the policy and are advised of their responsibilities and rights;
- b) providing leadership in the prevention of harassment in the workplace by fostering a climate of mutual respect;
- c) monitoring compliance with the policy in the organization;
- d) ensuring that prompt and appropriate action is taken when they become aware of instances of disrespectful behaviour;
- e) ensuring fair and equitable procedures for all parties to a complaint process;
- f) taking disciplinary or other corrective measures, where necessary; and
- g) determination if a complaint should be investigated by an external, third-party investigator to ensure the process remains free of bias.

Employees with Supervisory and/or Management Responsibility are responsible for incorporating the intent of this policy in their daily activities and ensuring that the policy is adhered to by:

- a) becoming fully informed of the provisions of the policy and of the nature of a respectful workplace;
- b) maintaining a high standard of personal conduct in their dealings with all employees, members, and the general public;
- c) ensuring that all employees, members, and the general public are advised of their rights and responsibilities under this policy and the courses of action open to them; and
- d) providing opportunities for education and training related to respectful workplace behaviour to all employees under their supervision.

All **employees, members, and the general public** are responsible for:

- a) treating all persons in the workplace in a manner that is respectful and that respects individual differences;
- b) changing their own behaviour when given indications that the behaviour is offensive or disrespectful to others;
- c) taking action, where possible, should they feel they or another person are being subjected to disrespectful behaviour; and
- d) cooperating fully with all those responsible for dealing with a complaint under this policy.

PRINCIPLES

- a) All employees, members, or the general public shall be treated equitably under this policy and shall be advised of the provisions of this policy and of the procedures available to them.
- b) All matters arising under this policy shall be dealt with in a fair, unbiased, and timely manner.
- c) Either party to a complaint may object to the participation of a person in the administration of this policy on grounds of conflict of interest or reasonable apprehension of bias.
- d) Any Complainant who wishes to seek resolution of a complaint must be prepared to be identified to the Respondent.
- e) All parties must be given the opportunity to present evidence in support of their positions and to defend themselves against allegations.
- f) All formal complaints, responses, comments, and decisions pursuant to this policy shall be made in writing.
- g) Employees with supervisory and/or management responsibility will take immediate action to report or deal with incidents of harassment that come to their attention, whether or not a formal complaint has been made.

- h) The Board shall not reprimand, seek reprisal or discriminate against an employee, member, or the general public who has made a complaint in good faith.

CONFIDENTIALITY

All complaints under this policy and any information and materials related to the complaints will be treated on a confidential basis. The Board shall not disclose any identifying information about a person involved or the circumstances relating to the complaint to any person unless disclosure is necessary for the purposes of investigating the complaint or taking corrective action with respect to the complaint or permitted by law.

ASSISTANCE

A person who is faced with problems relating to a respectful workplace may wish to obtain assistance or advice in deciding the best course of action to follow. Sources of assistance are recommended below.

An employee may seek help from any of the following:

- a) their immediate supervisor, if appropriate; or
- b) the Board.

It should be recognized that management has an obligation to take follow-up action when instances of possible harassment are brought to its attention.

Members and the general public may seek advice or assistance from:

- a) the Club Manager, if appropriate; or
- b) the Board.

PROCEDURE

Early & Informal Resolution Process

The objective of early resolution is to resolve any situation or conflict as soon as possible in a fair and respectful manner without having to resort to the formal complaint process. Every effort should be made to resolve problems early, with open communication and in a cooperative manner. The use of problem resolution mechanisms can prevent situations from escalating to the point where filing a formal complaint is necessary.

It is important that the Complainant make the issue known to the Respondent as soon as possible in an attempt to resolve the problem.

- a) If the Complainant feels comfortable, they should do so directly, either in person or in writing.
- b) If the Complainant feels uncomfortable, they should do so with help from a Manager, Supervisor, or a Board member.

Formal Resolution Process

If early and informal resolution is not successful or is not desired or considered appropriate by either party, the Complainant has the right to file a formal complaint.

Step 1 - Filing a complaint

The Complainant will submit a complaint in writing to the Board.

The complaint should include the nature of the allegation; the name of the Respondent; the relationship of the Respondent to the Complainant (for example: supervisor, member); the date and a description of

the incident(s); and, if applicable, the names of witnesses. The information provided should be precise and describe any attempts to resolve the situation.

Complaints should be submitted in as timely a manner as is comfortable for the Complainant, keeping in mind that the more time that elapses, the more difficult it is to substantiate the complaint. It is the Complainant's responsibility to check the timelines in any other forums they wish to pursue, for example, PEI Human Rights.

The Board will acknowledge receipt of the complaint and may enact interim measures which may be requested by either the Complainant or the Respondent.

The Board will also review the complaint to determine it needs to seek the services of an external, third party to investigate the complaint.

Step 2 - Investigation

All investigations will be led by a team of two Board members or an external third part investigator.

Once the Investigator has been appointed, contact will be initiated with the Complainant and the Respondent within 30 days. During the interview process the Investigator will obtain written statements from the Complainant, the Respondent, and any named witnesses.

At the end of the investigation the Investigator will submit a final report stating whether, on a balance of probabilities, the complaint is substantiated. This report may include recommendations and will be submitted to the Board.

Step 3 - Resolution & Corrective Action

a) Remedies

Each case will require individual and impartial consideration. Remedies may include a range of actions. The Board will make every reasonable effort to remedy the effects of the complaint and to ensure a positive work environment.

After reviewing the report submitted by the Investigator, the Board will determine the corrective measures to be taken. Other remedial or disciplinary measures will follow when necessary.

b) Discipline

Any disciplinary action taken will be based on the circumstances surrounding the situation and the severity of the behavior. Penalties can be very serious. In appropriate cases, suspension, dismissal, or termination of membership can occur.

Circumstances which could result in disciplinary action include, but are not limited to:

- a finding that disrespectful behaviour has occurred;
- inaction of an employee with supervisory or managerial responsibilities who is aware of a situation of disrespectful behaviour;
- a threat or retaliation against a person who lodges an informal or formal complaint of harassment, or who assists in any way with the administration of this policy;
- a false allegation that is made in bad faith or is retaliatory in intent.

Step 4 - Written Decision

The Investigator shall forward a written report to the Board. The Board will notify the Complainant and the Respondent of the results of the investigation and the implementation of recommendations.

I acknowledge that I have received a copy of the Respectful Workplace Policy which outlines the Cornwall Curling Club Board of Directors' commitment to create an inclusive, healthy, safe and caring work environment for all employees, members, and the general public.

Since the Respectful Workplace Policy is subject to change, I acknowledge that revisions to the policy may occur. Such revised information may supersede, modify or eliminate the existing policy. The Cornwall Curling Club Board of Directors shall have sole authority to add, delete or adopt revisions to the policy. Any written or oral statement by a supervisor or manager contrary to the policy is invalid and should not be relied upon by any employee.

I understand that I should consult the Cornwall Curling Club Board of Directors if I have questions.

I understand and agree that I will read and comply with the policy and any revisions and that my continued employment is contingent on following this policy.

Name (printed)

Signature

Date

Appendix B

Cornwall Curling Club Bereavement Notification Guidelines

On behalf of the members of the Cornwall Curling Club, the Board of Directors will post a bereavement notification on the Club website and social media platforms for the following:

- Past and present Club members and staff;
- Present Club members and staff's immediate family members which include spouse, parent, guardian, child and sibling; and
- Individuals who have made a monetary donation to the Club.

Any requests from members, staff or the public for a bereavement notification on the Club website or social media platform, outside the above guidelines, will require the Board of Directors to review and approve the request.

Any requests or information regarding a death that come forward to a Board or staff member should be sent immediately to the President and Publicity Chair. The President, Vice President and Publicity Chair will review the request and determine whether a bereavement notification will be posted.

Those not included in the bereavement notification guidelines include:

- Past Club member immediate family
- Businesses who have made a monetary donation to the Club

Appendix C

Cornwall Curling Club Balance Sheet End of Year 2022-2023 vs Previous Year 2021-2022

ASSET

	EOY 2023-2024	EOY 2022-2023	Change
Current Assets			
Cash/Coin Float	0.00		
Royal Bank	45,937.36	\$ 51,203.78	-0.10
Royal Bank GIC	76,730.77	\$ 41,888.77	0.83
Total Cash	122,668.13	\$ 93,092.55	0.32
Visa Receivable		\$ -	
Accounts Receivable	3,212.56	\$ 3,063.89	0.05
Curling IO Receivable		\$ -	
Total Receivable	3,212.56	\$ 3,063.89	0.05
Prepaid Expenses	4,367.33	\$ 3,883.41	0.13
Total Current Assets	130,248.02	\$ 100,019.85	0.30
Inventory Assets			
Inventory Bar	1,375.91	\$ 1,439.56	-0.04
Inventory Pro Shop	4,444.72	\$ 7,958.15	-0.44
Total Inventory Assets	5,820.63	\$ 9,397.71	-0.38
Capital Assets			
Ice King NEO Scaper	25,566.95	\$ 25,566.95	0.00
Accum Amort - Ice King NEO	-11,888.97	\$ - 6,818.01	-0.75
Net - Ice King NEO	13,667.98	\$ 18,748.94	-0.27
Furniture & Equipment	69,743.86	\$ 69,743.86	0.00
Accum. Amort. -Furn. & Equip.	-50,254.30	\$ -43,009.20	0.17
Net - Furniture & Equipment	19,489.56	\$ 26,734.66	-0.27
Heaters, Cameras & Ice Equipment	15,231.32	\$ 15,231.32	0.00
Accum. Amort. -Camera, Heat & Ice	-11,929.46	\$ -10,702.02	0.11
Net - Heaters, Cameras & Ice Equip	3,301.86	\$ 4,529.30	-0.27
Total Capital Assets	36,459.40	\$ 50,012.90	-0.27
TOTAL ASSET	172,528.05	\$ 159,430.46	0.08
LIABILITY			
Current Liabilities			
Accounts Payable	1,340.46	\$ - 635.50	3.11
Accrued Payables	2,200.00		
Visa Payable	509.79	\$ -127.67	4.99
Total Credit Card Payables	509.79	\$ -127.67	4.99
Unearned Revenue	1,000.00		
Vacation payable	0.10	\$ 891.53	-1.00
EI Payable	328.80	\$ 214.25	0.53
CPP Payable	779.88	\$ 529.64	0.47
Federal Income Tax Payable	753.56	\$ 631.96	0.19
Total Receiver General	1,862.24	\$ 1,375.87	0.35
GST/HST Charged on Sales	31,909.77	\$ 29,174.09	0.09
GST/HST Paid on Purchases	-22,357.96	\$ -13,800.70	-0.62
GST Owing (Refund)	9,552.21	\$ 15,373.39	-0.38
Gift Certificates payable	905.54	\$ 1,473.22	-0.39
Total Current Liabilities	17,370.33	\$ 18,350.84	-0.05
TOTAL LIABILITY	17,370.33	\$ 18,350.84	-0.05
EQUITY			
Owners Equity			
Retained Earnings - Previous Year	136,118.06	\$ 137,931.56	-0.01
Current Earnings	19,039.64	\$ 3,148.04	5.05
Total Owners Equity	155,157.70	\$ 141,079.60	0.10
TOTAL EQUITY	155,157.70	\$ 141,079.60	0.10
LIABILITIES AND EQUITY	172,528.03	\$ 159,430.44	0.08

Generated On: 05/15/2024 Generated On: 05/13/2023

Appendix D

Cornwall Curling Club			
End of Year Income Statement			
2023/2024	EOY 2023-2024	EOY 2022-2023	Change
<u>REVENUE</u>			
Sales Revenue:			
Beer	16,510.95	\$ 15,343.68	0.08
Draft Beer	10,507.19	\$ 9,049.61	0.16
Liquor	7,113.20	\$ 1,725.20	3.12
Coolers	9,649.81	\$ 5,433.80	0.78
Wine	3,230.30	\$ 3,422.93	-0.06
Pop, Fruit juice, Water	6,148.65	\$ 5,388.35	0.14
Chips, Bars and Gum	2,815.45	\$ 2,094.47	0.34
Coffee & Hot Chocolate	782.35	\$ 613.01	0.28
Prepared Food	2,301.95	\$ 3,033.94	-0.24
Total Bar Sales	\$ 59,059.85	\$ 46,104.99	0.28
Membership	\$ 106,227.96	\$ 96,870.14	0.10
Net Membership Income	\$ 106,227.96	\$ 96,870.14	0.10
Drop in Fees	\$ 3,527.81	\$ 2,391.70	0.48
Ice Rentals	\$ 23,252.06	\$ 14,682.51	0.58
Total Ice Rentals	\$ 26,779.87	\$ 17,074.21	0.57
Lockers	\$ 3,664.80	\$ 3,940.00	-0.07
Pro Shop	\$ 17,091.92	\$ 14,425.07	0.18
Total Pro Shop/Lockers	\$ 20,756.72	\$ 18,365.07	0.13
Fundraising:			
50/50 proceeds	\$ 2,891.55	\$ 2,310.49	0.25
Advertising, Signs, ice logos	\$ 10,069.90	\$ 7,580.00	0.33
Rockin' Fundraiser	\$ 11,190.00	\$ 10,836.00	0.03
Adopt-a-Rock Handle Fundraiser	\$ 8,118.00	\$ 5,100.00	0.59

Total Fundraising	\$ 32,269.45	\$ 25,826.49	0.25
Bonspiels:			
Bonspiel Entry	17,352.17	\$ 9,428.36	0.84
Bonspiel Sponsors	2,308.70	\$ 2,384.78	-0.03
Total Bonspiels	\$ 19,660.87	\$ 11,813.14	0.66
Miscellaneous:			
Misc Sales	\$ 105.97	\$ 867.61	-0.88
Cash over or short/Misc	\$ 994.73	-\$ 23.71	42.95
Net Sales	\$ 1,100.70	\$ 843.90	0.30
Other Revenue			
Interest Revenue	\$ 1,222.62	\$ 436.10	1.80
Government Grants	\$ 1,111.00		
Donations & Grants	\$ 1,987.78	\$ 8,629.00	-0.77
Total Other Revenue	\$ 4,321.40	\$ 9,065.10	-0.52
TOTAL REVENUE	\$ 270,176.82	\$ 225,963.04	0.20
EXPENSE			
Cost of Goods Sold			
Beer, Liquor, Wine & Coolers	\$ 22,204.58	\$ 15,226.97	0.46
Chips, Bars & Gum	\$ 2,047.80	\$ 1,735.62	0.18
Pop, Juice & Water	\$ 3,212.83	\$ 2,757.66	0.17
Coffee, Tea and Hot Chocolate	\$ 1,153.31	\$ 692.81	0.66
Cups and Misc. Bar Supplies	\$ 2,148.21	\$ 1,095.45	0.96
Total Bar Supplies	\$ 30,766.73	\$ 21,508.51	0.43
Food/Kitchen			
Food Purchases	\$ 4,578.41	\$ 536.41	7.54
Kitchen Supplies	\$ 686.77	\$ 591.67	0.16
Total Food/Kitchen	\$ 5,265.18	\$ 1,128.08	3.67

Advertising/Signs/Ice			
Rockin' Fundraiser Expenses	\$ 2,037.71	\$ 1,985.35	0.03
Sign and Ice Logo expense		\$ 180.00	-1.00
Total Advertising/Signs	\$ 2,037.71	\$ 2,165.35	-0.06
Pro Shop Purchases			
Pro Shop Purchases	\$ 20,561.69	\$ 11,669.01	0.76
Total Pro Shop Purchases	\$ 20,561.69	\$ 11,669.01	0.76
Equity Grant Expenses			
Equity Grant Expenses		\$ 2,688.95	-1.00
CPRA Grant Expense (\$1250 2023/24)	\$ 750.00	\$ 2,688.95	-0.72
Total Equity Grant Expenses	\$ 750.00	\$ 2,688.95	-0.72
Bonspiel Expense:			
Bonspiel food	\$ 4,278.39	\$ 6,803.89	-0.37
Bonspiel prizes	\$ 4,820.45	\$ 1,320.00	2.65
Bonspiel Misc		\$ 860.34	-1.00
Total Bonspiel	\$ 9,098.84	\$ 8,984.23	0.01
Total Cost of Goods Sold	\$ 68,480.15	\$ 48,144.13	0.42
Payroll Expenses			
Wages & Salaries	\$ 55,539.64	\$ 69,304.86	-0.20
El Expense	\$ 1,280.87	\$ 1,038.79	0.23
CPP Expense	\$ 5,110.58	\$ 2,058.12	1.48
WCB Expense	\$ 314.15	\$ 563.09	-0.44
Junior Honourarium	\$ -	\$ 320.00	-1.00
Ice Maintenance Honourarium	\$ 29,849.40	\$ 27,659.00	0.08
Coach Honorarium	\$ 150.00	\$ 1,354.80	-0.89
Employee Benefits	\$ 618.00	\$ 465.00	0.33
Contracted Services	\$ 10,533.04	\$ 9,866.00	0.07
Total Payroll Expense	\$ 103,395.68	\$ 112,629.66	-0.08

General & Administrative Expenses			
Accounting & Legal	\$ 1,961.00	\$ 5,816.50	-0.66
Advertising & Promotions	\$ 832.82	\$ 90.48	8.20
Amortization Expense	\$ 4,051.04	\$ 5,001.29	-0.19
Bad Debts	-\$ 375.75		
Business Fees & Licenses	\$ 270.00	\$ 584.98	-0.54
Cleaning Supplies	\$ 974.90	\$ 1,096.65	-0.11
Club Supplies	\$ 906.17	\$ 64.50	13.05
Courier & Postage	\$ 953.50	\$ 1,041.61	-0.08
Credit card charges	\$ 3,368.36	\$ 311.80	9.80
Electricity	\$ 24,466.30	\$ 21,536.34	0.14
Event Supplies	\$ 42.25		
Ice Supplies	\$ 4,970.85	\$ 3,543.29	0.40
Insurance	\$ 6,441.04	\$ 6,190.00	0.04
Interest & Bank Charges	\$ 2,947.06	\$ 5,615.85	-0.48
Office Supplies	\$ 1,896.31	\$ 1,633.23	0.16
Propane	\$ 1,559.68	\$ 1,546.00	0.01
PEICA Dues	\$ 274.00	-\$ 120.00	3.28
Recognition Prizes	\$ 233.44	\$ 110.00	1.12
Misc. Prizes	\$ 58.00		
Misc. Expense	\$ 221.53	\$ 292.00	-0.24
Rent	\$ 16,785.40	\$ 13,867.65	0.21
Repair & Maintenance	\$ 4,729.45	\$ 2,231.01	1.12
Telephone & Internet	\$ 1,694.00	\$ 892.11	0.90
Total General & Admin. Expenses	\$ 79,261.35	\$ 71,345.29	0.11
TOTAL EXPENSE	\$ 251,137.18	\$ 232,119.08	0.08
NET INCOME	\$ 19,039.64	-\$ 6,156.04	4.09