

ANNUAL REPORT

For the year ending December 31, 2018

64th Annual General Meeting of the Dunbar Community Centre Association held on Wednesday, April 24, 2019

Operated by the Dunbar Community Centre Association and the Board of
Parks and Recreation City of Vancouver, BC



Agenda

1. Call to Order and Welcome
2. Approval of Agenda
3. Circulation and Approval of the Minutes of the 63rd Annual General Meeting held on April 25, 2018
4. Auditor's Report and Treasurer's Report – to approve the Financial Statements of the Association for the fiscal year ended December 31, 2018 and re-appoint Tompkins Wozny LLP, the auditors for the Association
5. Remembering Gerry Massing
6. President's Report
7. Association AGM Reports:
 - i. Programming Committee
 - ii. Communications Committee
 - iii. Governance/HR Committee
 - iv. Facilities and Safety Committee
8. Staff Reports:
 - i. Community Recreation Supervisor
 - ii. Preschool and Children's Programs
 - iii. Adults and Senior's Programs
 - iv. Community Youth Worker
 - v. Volunteers
9. Dunbar Memorial Preschool Report
10. Adjournment

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64th Annual General Meeting Board of Directors

President: Colleen McGuinness

Past President: Gerry Massing

Vice-President: John Halldorson

Treasurer: Victor Huang

Corporate Secretary: Jonathan Weisman

Directors: Peter Delaney
Brian Evans
Peggy Griesdale
ErinRose Handy
Bill Hooker
André Ladouceur
Dave Pasin



Draft Minutes of the 63rd Annual General Meeting of the Dunbar Community Centre Association

Held at 6:30pm on Wednesday, April 25, 2018 at the Dunbar Community Centre

A quorum being present, Gerry Massing opened the meeting at 7:06pm.

1. Approval of Agenda

It was **MOVED** by Dave Pasin and **SECONDED** by Bill Hooker TO approve the Agenda. **MOTION CARRIED.**

2. Approval of the Minutes of the 62nd Annual General Meeting

It was **MOVED** by Colleen McGuinness and **SECONDED** by John Halldorson TO approve the minutes of the 62nd Annual General Meeting. **MOTION CARRIED.**

3. Auditor's Report – Erik Allas

Mr. Allas was in attendance and presented the audited financial statements. A copy of the financial statements are included in the Annual Report.

It was **MOVED** by John Halldorson and **SECONDED** by Peggy Griesdale TO approve the audited financial statements to December 31, 2017. **MOTION CARRIED.**

It was **MOVED** by Dave Pasin and **SECONDED** by Peggy Griesdale TO reappoint Tompkins Wozny LLP as the auditors for the Dunbar Community Centre Association. **MOTION CARRIED.**

4. Bylaw Amendments

A copy of a summary document and 2018 revisions were provided at the meeting. The 2018 Revisions document is also available online.

The DCCA has to go complete a transition filing, included in these revisions.

The Joint Operating Agreement (JOA) was signed with Park Board in September 2017. In order to be compliant with the new JOA, there are some changes that we have to make to the text of the Bylaws.

Highlights:

- One of our goals was to permit the Board to have Directors who are under the age of 19. The *Societies Act* allows for age 16.
- Conduct business between meetings more effectively and set up a process for written resolutions between meetings that will allow the Board to pass ordinary resolutions by a simple majority.
- Transitional Provisions under new the *Societies Act* – take items that are no longer permissible and under the amended *Act*, we move them to the end of the Bylaws and state that they were previously unalterable and become part of the Bylaws.

All of these items have been discussed and approved by the Board for consideration by the membership and were circulated in a document with the Notice of Annual General Meeting.

It was **MOVED** by Colleen McGuinness and **SECONDED** by Jonathan Weisman TO approve Directors joining the Board that are under the age of 19, provided that the majority of Board members are over the age of 18. **MOTION CARRIED.**

Note that Dave Pasin voted against this motion.

It was **MOVED** by John Halldorson and **SECONDED** by Colleen McGuinness TO approve amendments in compliance with the amended *Societies Act* by deleting previous clauses and moving them to the end of the bylaws and adding the phrase “this provision was previously unalterable. John/Colleen. **MOTION CARRIED.**

There was discussion regarding the proposed resolution that would allow the Board to pass resolutions between meetings. Brian Evans noted that there are times when members cannot be reached and wanted to confirm that Directors will have all voted ‘yes’ or ‘no’ before a resolution is passed. Jonathan Weisman advised that once a majority is reached, whether in a meeting, or by special resolution, it would be enough to pass a motion. Further, not all Board members are in attendance at each meeting and motions are still passed provided there is a quorum and a majority vote is reached, regardless of every Board member being in attendance or not.

It was **MOVED** by John Halldorson and **SECONDED** by Jonathan Weisman TO enable the Board to pass resolutions between meetings by way of written ordinary resolution, with proposed Articles 52, 52, 54 from the attached 2018 Revisions document inserted into the bylaws. **MOTION CARRIED.**

5. **President’s Report**

Gerry Massing spoke to his President’s Report, which is included in the Annual Report. Highlights are that the JOA was signed in September 2017.

6. **Staff and Committee Reports**

Mr. Massing thanked all staff for providing their services to the Centre, the Association and the public. He thanked Jennifer Swan, CRS for her excellent service. He thanked the programmers for their hard work and participation.

Staff and Committee reports are included in the Annual Report.

7. **Nominating Committee Report**

The following members were elected as Directors at the last AGM:

André Ladouceur
Bill Hooker
Brian Crowther
Colleen McGuinness
Gerald Massing

James Dai
John Halldorson
Jonathan Weisman
Kathy Mullen
Peggy Griesdale

Through the course of the intervening year, three Directors resigned (Brian Crowther, Kathy Mullen, James Dai), one Director was appointed to a one-year term (Dave Pasin) and another to a two-year term (Victor Huang).

There are presently eight director positions to be filled. Seven of those positions are for two-year terms. One of those positions is for a one-year term.

Continuing Board Members, with one year to go of a two-year term:

John Halldorson

Bill Hooker

Andre Ladouceur

Gerry Massing

Victor Huang

Candidates for a two-year term – 3 incumbents (I) and 5 new candidates (N), up to 7 positions available:

Peggy Griesdale (I)

Dave Pasin (I)

Jonathan Weisman (I)

Peter Delaney (N)

Brian Evans (N)

ErinRose Handy (N)

Candidates for a 1-year term, one position available:

Colleen McGuinness (I)

It was **MOVED** by John Halldorson and **SECONDED** by Bill Hooker by THAT the persons listed as standing for election as Directors in the Nominating Committee Report be declared elected by acclamation. **MOTION CARRIED.**

8. Committee Reports & Preschool Report

Copies of all Committee Reports are included in the Annual Report. The Preschool Report is also included.

9. Adjournment

It was **MOVED** by John Halldorson and **SECONDED** by Brian Evans THAT the 63rd Annual General Meeting be adjourned. **MOTION CARRIED.**

The meeting adjourned at 7:42 pm.

Remembering Gerry Massing

It is with deep sadness that we announced our Past President, Gerry Massing, passed away on September 10, 2018. Gerry served as President of the Dunbar Community Centre Association for many years with passion and devotion. He was immersed in the well-being of its patrons and the community.

Gerry committed his life wholly to the service of his family, his profession and his community.

Gerry was born on December 18, 1950 in Ponoka, Alberta, where his family had homesteaded in 1907. His first love was his bicycle which provided him freedom to stretch his imagination as he explored the countryside. Gerry attended several schools in Lloydminster before his family moved to the Kelowna area. He graduated from Rutland Senior Secondary School and proceeded to UBC in 1969, taking Honours English and where he met his wife to be, Wendy. They were married in 1974.

Graduating from UBC Law in 1975, he took articles with the WCB Legal Services Department where he was



recruited by the Board after his call to the Bar in 1976. He was appointed Associate General Counsel in 1995 and remained there until his retirement in 2014. Along the way he skillfully represented the Board in various legal forums, including appearances at the trial and appellate courts in BC, and also before the Supreme Court of Canada. Gerry continuously acted as a mentor to young lawyers and organized legal education programs for Board employees. Using his legal and interpersonal skills, he was especially effective in working with bringing competing interest groups together.

In 1981 Gerry and Wendy chose Savary Island for their summer retreat. In 1995 he became a Director of the SSID at Savary.

When the Savary Island Committee was formed in 1996 he was elected, became a mainstay while in office and continued to be an éminence grise thereafter. He was admired and respected by all.

Gerry's dedication and advocacy for community was unwavering. He was first elected to the Kerrisdale Community Centre Society Board in 1982. He served six terms as President at Kerrisdale from 1985-1990. In 1994, he was recognized by Park Board as Volunteer of the Year.

In 1990 when Gerry and Wendy became proud parents to Dana his focus shifted. He took up positions with local softball and soccer associations and eventually graduated to chief juggler, joker and cheerleader to Kitsilano High School girls basketball games.

He joined the DCCA Board in 2011 where he has served as President until July of 2018. Gerry was one of the leads in the negotiations with Park Board to renew the Joint Operating Agreement that took over six years to complete. He spent hundreds of hours with his Community Centre Associations colleagues adding commentary, direction and insight to the position the CCAs put forth.

That accomplishment finally came to a close this year. Although it was a major achievement, this is just part of Gerry's legacy, in leaving the community he represented better than it was before.

He is survived by his wife, Wendy, daughter Dana, sister Eileen and brother Wayne nephews Colten, Connor and Kaden Bettger. He is missed by all who knew him.



Thank you for your service Gerry, you are deeply missed.

Dunbar Community Centre Association AGM Reports

President's Report – Colleen McGuinness

2018 was a transition year for the Dunbar Community Centre Association. It was my first year in office as President of the Association and our first year of operation under the city-wide Joint Operating Agreement that is now the foundation of the relationship between all the City's community centre associations and the Parks Board. To quote Gerry Massing's report from last year, "In simple terms the Parks Board provides, maintains and operate the physical facilities and the Association provides programs."

This year was financially successful but going forward we will have financial obligations to the Parks Board that we will have to address. This will put extra pressure on the Directors as we seek ways to generate more income without putting too much pressure on the registration fees.

The staff at the Centre is a hardworking team who are dedicated to seeing that there are a variety of activities for all ages and abilities. These are professionals who want to see that Dunbar residents' needs are met in the community. Our success rests on the shoulders of this crew of talented and hardworking individuals.

Approval was recently given to renovate two facility kitchens to make it possible to offer a new range of classes and rentals that include food preparation. We hope to have the work commence soon and completed so we can offer fall programs involving food preparation. Fingers crossed that the renovation moves forward quickly.

This past year we suffered the loss of Gerry Massing, Past President of the Association and champion of the Dunbar Community Centre. He had worked tirelessly through the negotiation of the Joint Operating Agreement and ensured that the final document respected the needs and wishes of the Dunbar community. Gerry is sadly missed and we are working on a fitting tribute that will be announced in due course.

Thanks to everyone who signed up for a program or course this year. Your support of the Centre is important. The next time you come, bring a friend. We want to welcome everyone in the neighbourhood to see the Dunbar Community Centre as a focal point in the Dunbar Village.

See you at the Centre.

Colleen McGuinness
President
Dunbar Community Centre Association

Audited Financial Statements

The audited financial statements of the Dunbar Community Centre Association, prepared by Tompkins Wozny LLP, are attached.

FINANCIAL STATEMENTS

**DUNBAR COMMUNITY CENTRE
ASSOCIATION**

December 31, 2018



INDEPENDENT AUDITOR'S REPORT

To the Members of
Dunbar Community Centre Association

Opinion

We have audited the financial statements of Dunbar Community Centre Association (the Association), which comprise the statement of financial position as at December 31, 2018 and 2017, and the statements of operations, changes in net assets and cash flows for the years then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2018 and 2017, and the results of its operations and its cash flows for the years then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audits in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audits of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



INDEPENDENT AUDITOR'S REPORT

- Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

As required by the British Columbia Societies Act, we report that the accounting principles used in these financial statements have been applied on a basis consistent with that of the preceding year.

Tompkins Wozny LLP

March 13, 2019
Vancouver, BC

Chartered Professional Accountants



STATEMENT OF FINANCIAL POSITION

As at December 31

	2018	2017
	\$	\$
ASSETS		
Current		
Cash	159,821	103,921
Short-term investments [note 4(i)]	954,896	567,940
Accounts receivable [note 3]	49,814	29,962
Prepaid expenses	19,513	18,838
Total current assets	1,184,044	720,661
Long-term investment [note 4(ii)]	380,000	760,000
Property and equipment [note 5]	65,491	81,057
	1,629,535	1,561,718
LIABILITIES AND NET ASSETS		
Current liabilities		
Accounts payable and accruals [note 6]	62,658	71,558
Deferred revenue and contributions	144,167	112,813
Total liabilities	206,825	184,371
Net assets		
Invested in property and equipment	65,491	81,057
Internally restricted [note 8]	1,106,356	1,106,356
Unrestricted	250,863	189,934
Total net assets	1,422,710	1,377,347
	1,629,535	1,561,718

See accompanying notes to the financial statements

On behalf of the Board:


 Director


 Director



STATEMENT OF CHANGES IN NET ASSETS

Year ended December 31

	Invested in Property & Equipment \$	Internally Restricted \$	Un- restricted \$	Total \$
2018		[Note 8]		
Balance, beginning of year	81,057	1,106,356	189,934	1,377,347
Revenues over (under) expenses	(17,257)	—	62,620	45,363
Investment in property and equipment	1,691	—	(1,691)	—
Balance, end of year	65,491	1,106,356	250,863	1,422,710
2017				
Balance, beginning of year	106,416	1,106,356	180,599	1,393,371
Revenue over (under) expenses	(56,335)	—	40,311	(16,024)
Investment in property and equipment	30,976	—	(30,976)	—
Balance, end of year	81,057	1,106,356	189,934	1,377,347

The allocation of the revenue over (under) expenses for the year to net assets invested in property & equipment is determined as follows:

	2018 \$	2017 \$
Amortization of deferred contributions relating to capital assets [note 7]	—	2,800
Amortization of capital assets	(17,257)	(29,441)
Disposal of assets [note 5]	—	(29,694)
	(17,257)	(56,335)

See accompanying notes to the financial statements



STATEMENT OF OPERATIONS

Year ended December 31

	2018	2017
	\$	\$
REVENUES		
Program operations <i>[schedule]</i>	781,318	781,386
Room rental	52,382	33,979
Interest	20,768	19,977
Grants	14,400	5,500
Vending and other	9,889	3,732
Special needs	7,924	5,508
Childminding	564	3,941
	887,245	854,023
EXPENSES		
Program operations <i>[schedule]</i>	460,062	479,060
Group One wages	142,780	101,692
Office staffing	56,410	61,041
Advertising and brochures	45,116	59,589
Office and other	39,623	21,194
Initiatives	36,169	22,669
Amortization of property and equipment	17,257	29,441
Bank and credit card charges	15,958	15,803
Professional	15,890	33,595
Special needs	7,059	9,735
Facilities maintenance	5,558	6,534
	841,882	840,353
Revenues over expenses before other item	45,363	13,670
Other item: disposal of assets <i>[note 5]</i>	—	29,694
Revenues (under) over expenses for the year	45,363	(16,024)

See accompanying notes to the financial statements



Dunbar Community Centre Association**STATEMENT OF CASH FLOWS**

Year ended December 31

	2018	2017
	\$	\$
OPERATING ACTIVITIES		
Revenues over (under) expenses for the year	45,363	(16,024)
Items not affecting cash		
Amortization of property and equipment	17,257	29,441
Amortization of deferred contributions related to property and equipment	—	(2,800)
Disposal of assets	—	29,694
Changes in non-cash working capital items		
Accounts receivable	(19,852)	834
Prepaid expenses	(675)	(303)
Accounts payable and accruals	(8,900)	6,415
Deferred revenue	31,354	23,514
Cash provided by operating activities	64,547	70,771
INVESTING ACTIVITIES		
Acquisition of property and equipment	(1,691)	(30,976)
Acquisition of short-term and long-term investments	(6,956)	(12,789)
Cash used in investing activities	(8,647)	(43,765)
Increase in cash for the year	55,900	27,006
Cash, beginning of year	103,921	76,915
Cash, end of year	159,821	103,921

See accompanying notes to the financial statements

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

1. PURPOSE OF THE ASSOCIATION

Dunbar Community Centre Association (the "Association"), incorporated under the British Columbia Societies Act, is a not-for-profit organization and a registered charity. The Association is exempt from income taxes. The objectives of the Association are to provide affordable and quality facilities and programming to meet the diverse needs of the people of the Dunbar Community and to encourage community use and participation of the Dunbar Community Centre. The Association carries out these objectives through the operation of the Dunbar Community Centre pursuant to a Joint Operating Agreement ("JOA") with the City of Vancouver Board of Parks and Recreation ("Vancouver Park Board").

2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO") and include the following significant accounting policies:

Use of Estimates

The preparation of financial statements in conformity with Canadian ASNPO requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the amounts of revenues and expenses reported during the year. Significant areas requiring the use of management estimates relate to the determination of net recoverable value of assets, in particular as it relates to useful lives of capital assets and the determination of the deferred portion of revenue. Actual results could differ from these estimates.

Revenue Recognition

The Association follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Revenue from other sources is recognized when the respective program or service is provided.

Unrestricted investment income is recognized as revenue in accordance with the terms of the underlying investment, which in the case of interest, is generally with the passage of time.



NOTES TO FINANCIAL STATEMENTS

December 31, 2018

2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Use of the Dunbar Community Centre and the Providing of Operating Expenses

Use of the Dunbar Community Centre premises as well as the providing of certain operating expenses, such as various staffing costs, are provided to the Association pursuant to a joint operating agreement with the Vancouver Park Board. The value of the use of the Dunbar Community Centre facilities as well as these additional operating expenses has not been reflected in the financial statements.

Measurement of Financial Instruments

The Association initially measures its financial assets and financial liabilities at fair value. The Association subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, accounts receivable, short and long-term investments (guaranteed investment certificates and term deposits).

Financial liabilities measured at amortized cost include accounts payable and accruals.

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Cash

Cash is defined as cash on hand and cash on deposit, net of cheques issued and outstanding at the year-end.

Statement of Cash Flows

The statement of cash flows is prepared on a net cash basis and cash flows from operating activities are reported using the indirect method.

Property and Equipment

Property and equipment is recorded at cost, less accumulated amortization, at the following rates:

- Computer equipment 5 years - Straight-line
- Web design 3 years - Straight-line
- Furniture and equipment 20% - Declining balance



NOTES TO FINANCIAL STATEMENTS

December 31, 2018

3. ACCOUNTS RECEIVABLE

	2018	2017
	\$	\$
Operations	39,743	22,374
Interest	10,071	7,588
	49,814	29,962
Allowance for doubtful accounts	—	—
	49,814	29,962

4. INVESTMENTS

i) Short-term investments consist of the following:

	2018	2017
	\$	\$
Term deposits	954,896	567,940

The short-term investments have interest rates varying from 0.90% to 2.20%. Maturity dates vary from July 2019 to December 2019.

ii) Long-term investments consist of the following:

	2018	2017
	\$	\$
Term deposits	380,000	760,000

The long-term investments have an interest rate of 2.15% and a maturity date of July 2020.



NOTES TO FINANCIAL STATEMENTS

December 31, 2018

5. PROPERTY AND EQUIPMENT

	Cost \$	Accumulated Amortization \$	Net Book Value \$
2018			
Computer equipment	1,237	730	507
Web design	10,711	7,061	3,650
Furniture and equipment	448,309	386,975	61,334
	460,257	394,766	65,491
2017			
Computer equipment	1,237	604	633
Web design	10,711	5,263	5,448
Furniture and equipment	446,618	371,642	74,976
	458,566	377,509	81,057

In 2017, a review of the assets previously capitalized under Association premises was determined to no longer meet the definition of an asset given the terms of the JOA and had therefore been deemed disposed and their value written off in the amount of \$29,694.

6. ACCOUNTS PAYABLE AND ACCRUALS

	2018 \$	2017 \$
Operations	20,566	34,266
Vancouver Park Board	38,423	33,913
Government remittances - payroll	1,766	2,519
Government remittances - GST	1,903	860
	62,658	71,558

7. DEFERRED CONTRIBUTIONS RELATED TO PROPERTY AND EQUIPMENT

Deferred contributions related to property and equipment represent the unamortized portion of restricted contributions with which property and equipment was acquired. The balance in the account is as follows:

	2018 \$	2017 \$
Balance, beginning of year	—	2,800
Less: Amount amortized to revenue	—	(2,800)
Balance, end of year	—	—

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

8. INTERNALLY RESTRICTED NET ASSETS

The Association has internally restricted the following amounts:

	Programming & Community Outreach	Property & Equipment	Building Improvements	Totals
	\$	\$	\$	\$
2018				
Balance, beginning of year	300,000	500,000	306,356	1,106,356
Restricted (unrestricted) during the year	—	—	—	—
Balance, end of year	300,000	500,000	306,356	1,106,356
2017				
Balance, beginning of year	300,000	500,000	306,356	1,106,356
Restricted (unrestricted) during the year	—	—	—	—
Balance, end of year	300,000	500,000	306,356	1,106,356

9. FINANCIAL INSTRUMENTS

The Association is exposed to various risks through its financial instruments. The following analysis presents the Association's exposures to significant risk as at December 31, 2018.

Credit Risk

The Association is exposed to credit risk with respect to its bank deposits, accounts receivable and short and long-term investments. The Association assesses, on a continuous basis, accounts receivable on the basis of amounts it is virtually certain to receive and investments are invested with a large financial institution.

Liquidity Risk

Liquidity risk is the risk of being unable to meet cash requirements or fund obligations as they become due. It stems from the possibility of a delay in realizing the fair value of financial instruments.

The Association manages its liquidity risk by constantly monitoring forecasted and actual cash flows and financial liability maturities, and by holding assets that can be readily converted into cash.

Interest Rate Risk

The Association is exposed to interest rate risk on its short and long-term investments in so far that the initial rate may be higher than the current interest rate obtained on maturity and renewal.

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

10. DISCLOSURE OF REMUNERATION

Pursuant to the new British Columbia Societies Act, the Association is required to disclose contractor fees and wages paid in excess of \$75,000 in each fiscal year. In 2018 fiscal year, total Group One wages was \$156,619 [2017 - \$114,946] which was paid to one contractor. This amount represents payment for several individuals.

11. COMPARATIVE FIGURES

Certain of the 2017 comparative figures have been reclassified to conform to the presentation adopted in the current year.



Programming

David A. Pasin

The Dunbar Community Centre Association (DCCA) Programming committee has had an interesting year as the Committee endeavours to continue work on improving participation levels and program offerings at the Centre.

Our success was made possible by the hard work and dedication on the part of committee members, programmers, team leaders, Park Board staff, contractors and instructors. The DCCA is fortunate to have a group of highly committed recreation professionals to lead programs for our patrons. Their dedication allows us to offer a diverse array of courses and programs that provide very good value to the community the DCCA serves. The DCCA continues to improve current programs and services whilst attempting to introduce new



activities and products for our changing community. Our quest for improvement continues as we attempt to meet the challenges posed by retirement of instructors, an ever changing and evolving community and changing tastes for fitness, recreation and services.

I am pleased that we have begun to monitor patrons' feedback to ensure we meet customers' expectations, as well as their requests for programs and services that meet their wide array of interests.

The Committee has also begun a comprehensive review of room allocation and program services in order to better utilize space, offer a wider array of programs and better serve patrons and the community. We feel that this review will allow the DCCA to rationalize costs and better provide programs and services that are in demand by our users.

Like every other business and not-for-profit organization, the DCCA is greatly challenged by increased competition for customers and continuously rising operating costs. While we continually to work diligently in managing costs, we have unfortunately been forced to cut some programs and increase fees. Despite the strains on our revenue, we continue to offer programs and services that maintain value and quality for our patrons.

As Chair, I would like to thank committee members Peggy Griesdale, John Halldorson, Peter Delaney, Bill Hooker, Brian Evans and Colleen McGuinness for their support and hard work over the past year. I would be remiss if I didn't also thank the DCCA's Administrator – Ms. Laurel Giassa, for her hard work and dedication as well as that of our Park Board staff members and volunteers of the Dunbar Community Centre.

Respectfully submitted,

David A. Pasin

Chair, Programming

Dunbar Community Centre Association

Communications and Marketing

André Ladouceur

This past year was a year of redesign. We've been working hard to make it easier to use our website to sign up for new programs. Our committee has engaged with Park Board to make it a more efficient process to sign up for programs with a one-click solution which takes website visitors directly to the City's ActiveNet page for program signup. Our goal has been to make it as easy as possible to use our website to sign-up for these programs and we plan on continuing this service for our members.

Our online presence continues to be a very important medium for us, and we are continuing to focus on social media for awareness and engagement. Our efforts are often directed toward special events such as Salmonberry Days and our Holiday Craft Fair, but there is always something we are working on communicating.

Here are some stats from the past year:

- ❖ Over 33,000 website visitors
- ❖ Currently 568 Facebook likes
- ❖ Currently 811 Twitter followers



André Ladouceur
Chair, Communications
Dunbar Community Centre Association

Governance

Jonathan Weisman

The Governance/HR Committee makes sure that the Association has the rules and practices it needs to operate effectively. In practice, this often means crafting new policies for emerging issues or guiding the implementation of strategic plans or the Association's new Joint Operating Agreement with the Vancouver Park Board.

Gerry Massing, our Board's Past President, played a major role in the Governance Committee's work. His absence is truly felt and his prudence and common sense will be missed.

We were fortunate to have several new board members step up to the committee, each of whom has already begun to contribute to our work. Jointly with the Communications Committee, we have begun to improve our archiving and document management. We are helping the Board refine and improve its meetings and have been working on issues like program funding for refugees and underprivileged groups.

The new Joint Operating Agreement provides a stable base for the Association's next decade of operations. The Governance Committee will be working to ensure that the Association's strategic vision takes full advantage of that stability to provide our community with the gamut of recreational opportunities it needs.

Jonathan Weisman

Chair, Governance/HR

Dunbar Community Centre Association

Facilities and Safety Committee

John Halldorson

Once again, the Facilities Committee along with Parks Board Staff are working hard to improve the facilities at Dunbar Committee Centre. I would like to thank everyone involved for their hard work. The DCCA is in the final stages for renovations on the main floor kitchen, room 113, including a new access door to room 112 and walling in the old connecting door to the crafts room. The kitchen on the second floor is also being done. The upgrades include bringing the kitchens up to the standards required by Coastal Health Authority, including separate hand washing sinks and new commercial grade dishwashers. It has been a long and intense process. We are hoping to have the work started and completed this summer, with both kitchens being done at the same time. The renovations are being managed by the City's Real Estate Management Group. We have redone the washroom in the Board room and donated a new water fountain by the gym. The Facilities Committee is looking into partnering with the Parks Board in getting new lockers in the Fitness Centre's change room later this year.

The Roof Top Honey project with Hives for Humanity (H4H) was a great success, with the fruits and labours of our bees being sold out at the Holiday Craft Fair. Hopefully you have noticed the new apiary on the lawn on the north side of the Community Centre. The design was made to further increase community interest in the importance of bees to our environment. There are plans to increase to four hives this year as well. We are planning to continue in partnership with H4H again in 2019.



The DCCA's donation to DEEP has allowed DEEP to expand their programming and community footprint with several exercises at the Disaster Support Hub (Sea Container). These exercises are well attended by community groups and local community members, leading to a more prepared community. DEEP's Disaster Support Hub is fully operational now. DEEP is looking for some assistance from medical practitioners to assist with First Aid and Triage during an emergency.

DEEP/DCCA is one of four community centres asked to participate in Vancouver's 100 Resilience City Project, which is funded by the Rockefeller Foundation. The 100 Resilience City Project is nearing its completion, with DEEP fine tuning the Disaster Support Hub Program.

Please remember if there are items that could make our Centre more welcoming, useable and comfortable, feel free to leave me a note with the day staff. Once again, I would to thank the committee members and PB staff for their hard work.

John Halldorson

**Vice President and Chair of Facilities/Safety Committee
Dunbar Community Centre Association**

Staff Reports

Community Recreation Supervisor's Report

Kristi Douglas

In August 2018, I returned to my position at Dunbar Community Centre after maternity leave. I would like to thank Jennifer Swan for covering from July 2017-July 2018 as the Acting Recreation Supervisor and the hard work she did while in the position. This was another busy year with many facility improvements, exciting programs and wonderful special events!

This past September Gerry Massing, Past President of the Dunbar Community Centre Association, passed away. Gerry was a wonderful advocate for the community and a volunteer for over 20 years with the DCCA. He always provided knowledge and support to staff and was a cheerleader for all new initiatives and events. We miss his friendly face around the Centre and keep him in our thoughts. In December, the annual tree lighting ceremony was dedicated to Gerry and I think of him smiling at us as we lit the tree for the season.

Personnel

This was a time of continued change at Dunbar with staff movement in various positions.

Brittany Walsh (Recreation Programmer II) went on maternity leave in March and we welcomed Geoff Langan to act in her position for one year. Geoff hit the ground running upon his arrival and oversaw the busy summer daycamp program as well as the various activities within the preschool and children's portfolio. I would like to thank Roy Liu for his support during this transition.

In May, our Utility Maintenance Worker (UMW) Jimmy Norono transferred to Kensington Community Centre. Although he had not worked at Dunbar for very long, he was a positive asset to our team and we thank him for his hard work.

Facility

This year we were able to accomplish many facility improvements at the community centre. I want to thank the Facilities Committee for their energy and enthusiasm towards these projects as well as the Park Board trades for their hard work.

This past summer, an apiary in front of the building was built for our bees and the bee hives were moved from the roof to the apiary. The new apiary will open in spring 2019. We look forward to another successful summer of beekeeping and seeing the results (honey!) for sale at the annual Dunbar Craft Fair.

We also expanded operating hours at the Centre this past year with Saturday openings in the Summer and Sunday openings during the school year. This has allowed staff to increase programming and for patrons to access the Centre to take part in programs or even to visit our Games Room.

Other facility improvements include: organizing a dumpster day to get rid of old and broken equipment, new main lobby furniture, a new eating area in the main lobby, new water fountains in the fitness centre and outside the gymnasium, wainscoting in the upstairs lobby, a propane cage built outside the building, floor refinishing in room 212 and gymnasium.

We will continue in 2019 to work to improve the centre and offer a welcoming environment for patrons.

Programs & Events

I always enjoy attending events at Dunbar and especially having the opportunity to meet community members at two of our signature annual events, the Salmonberry Days Fair and the Dunbar Craft Fair.

Salmonberry Days Fair was held on Sunday, May 27 and was a fun-filled day of carnival games, food, arts & crafts, entertainment and much more. Over 2000 people enjoyed the day as it is always an event that the community looks forward to.

The annual Dunbar Craft Fair was held on Saturday, November 24 and showcased over 150 vendors with various items for sale from knitted goods to food items. Dunbar Community Centre was transformed into a holiday wonderland with decorations, music, food and of course plenty of shopping. I would like to thank Alysha Manhas (Program Assistant III) for her work on organizing this event which was truly enjoyed by both community members and the public from all over Metro Vancouver.

Overall, I would like to thank the Board of Directors for their support and the staff team for their hard work and dedication to Dunbar Community Centre!

Respectfully submitted,

Kristi Douglas

Community Recreation Supervisor

Dunbar Community Centre



Preschool and Children's Programs

Geoff Langan

This past year has been a busy year of learning and offering new programs and activities each season in the Preschool and Children's area. Some of the new programs include Arts & Crafts Birthday Parties, Chinese Calligraphy, Japanese for Kids, Yoga Adventures Camp, Game Designer Camp, Violin & Viola Lessons and Birthday Party Themed Decorations as an add-on to the birthday parties.



Birthday parties continue to be popular here at Dunbar. Our Arts & Crafts parties have picked up as we moved through the year. Our Pro-D camps have continued to be popular and provide a fun and safe activity for kids when the schools have a professional day.

This past year we said good-bye to a couple of instructors. Cammy Nielsen, our long-time instructor for preschool programs retired after teaching at Dunbar for 25 years. She had taught and nurtured a whole generation of children in our community. She now spends part of her year

in Ecuador with her husband. We also said good-bye to Takao Izumi who has retired from teaching Judo at Dunbar. He had taught here for 10 years.

Our Adventurers Day Camps for children 6-12 years were extremely successful this year. We had an excellent staff team who put together a stimulating schedule of activities and out trips. The camps went to places like Science World, Aquarium and Big Splash. They also got to meet kids from other camps around the city at events like the sandcastle contest at Spanish Banks and the sports day event at Killarney. The leaders worked very hard to ensure that the camp was fully inclusive for all our campers.

There were a number of individuals responsible for making sure the preschool and children's portfolio was administered this past year. Brittany Walsh started the year before going on maternity leave. Roy Liu and Alysha Manhas looked after the portfolio for a couple months before I took over for the remainder of the year. Together we worked with the DCC Board of Directors to provide the Dunbar community with a wide range of activities.

Geoff Langan

Acting Preschool and Children's Programmer

Dunbar Community Centre

Adults/Seniors Programs

Roy Liu

The staff have been working hard to offer new and exciting programs and activities and 2018 was another eventful year, as we continue to make adjustments and changes to our programming lineup. Our Adults, Seniors, and Group Fitness programs continue to improve, offering a variety of new programs in addition to the returning programs to continue striving to meet the needs of the community. Some new programs include Medical and Chair Qigong, NIA, Adult Beginner Tap, Spanish Flamenco Dancing, Pottery Drop-ins, Gardens for Pollinators, and Putting Your Garden to Bed.

Ongoing program evaluation in order to best serve the community continues. Some of the more popular programs this



year include Pickleball, Hatha Yoga, Yoga for Men, Changing Aging, Pilates, Basketball, Tai Chi with Nathan, Adult Beginner Tap, Pottery Wheel Throwing, and Weaving Our Way. We continue to look for feedback from patrons, staff, and instructors to improve our programs and to serve our dynamic and diverse community.

On a sad note, this year saw the unexpected passing of Gerry Massing, the past President of DCCA. He was a great supporter of all the programs here at Dunbar and was a well-respected leader for this community. Last Summer, we also lost our long time Badminton volunteer supervisor, Alex Chang. Alex had been involved and volunteered for the badminton

program for many years. He was well loved by the badminton community, extremely dedicated to the program, and continued to help with the program even through his health challenges.

We continue to build relationships and partnerships in our community. One of these community partners we have had the pleasure of working with the past few years is **Langara College**, through which we are able to offer exciting Lecture Series for the community. This past year presented the topic “Mad Men”, from Nero to Henry VIII, and Winston Churchill to Donald Trump. The series



overall have been extremely popular since its outset, with this year averaging over 80 people attending each lecture. The partnership includes the DCCA donating part of the proceeds towards a scholarship for Langara students.

In addition to Langara College, we are grateful to all of our community partner organizations, such as **Stong's, Dunbar Dental Centre, Vancouver Public Library, EVO Car Share, and Save-On-Foods**, who continue to support us. We look forward to building more partnerships with other

organizations to help this community and the Centre grow stronger.

Roy Liu

Adults/Seniors Programmer

Dunbar Community Centre

Community Youth Worker

Gogo Lalli

Winter 2018

Dunbar Youth Group applied for and received a Youth Week Grant from the Vancouver Park Board. DYG's application was selected to receive the grant by vote by the City-Wide Youth Council. Dunbar worked with local community businesses including Dunbar Theatre and Subway to host a youth-only showing of a teen classic film: 10 Things I Hate About you.

Spring 2018

Dunbar Youth Group celebrated Earth Day 2018 by hosting their second Zero-Waste Electronics Recycling Drop-Off in the Dunbar Lawn Bowling Parking Lot. This year's event more than doubled in items received from the previous year, making it Keeping Vancouver Spectacular's largest drop-off event in Vancouver in 2018.

Summer 2018

Dunbar ran another successful summer of Youth Bootcamp at West Memorial Park. Led by youth leaders and the CYW, Dunbar youth were invited to drop-in for outdoor mixed workouts and healthy snacks twice a week all summer long. Youth celebrated the end of summer with a barbecue and water fight at Balaclava Park.

Fall 2018

Dunbar Youth Group worked on several special events in support of the DCCA. In October, they hosted a sold-out Indoor Trick-or-Treat for local families. In November, they volunteered their time to aid in the setup and execution of Craft Fair. Craft Fair volunteers helped vendors unload and step away for breaks. DYG also offered coat check and giftwrapping to guests, and coffee delivery to vendor booths. In December, DYG dedicated their time to setting up and cleaning up Breakfast with Santa. DYG also worked as breakfast servers and organized crowd-pleasing personalized crafts and activities for Breakfast with Santa.

Gogo Lalli

Community Youth Worker

Dunbar Community Centre

Volunteers

Alysha Manhas

Our volunteers contributed greatly to our events and programs this past year. In the spring and summer, there were pro-d day camps, Spring Break day camps, the Easter event, and Salmonberry Days. In the fall, there was the Harvest Festival, Decorating the Centre for holiday events, the 36th Annual Craft Fair and Breakfast with Santa. Throughout the 2018 events/programs we had many volunteers come and dedicate their time to help with set up, event duties and clean up. As like in 2017, the Craft Fair Vendors in 2018 left notes/emails with how amazing the volunteers were and how appreciative they were for all their help. A group of dedicated youth was formed in 2017 and throughout



2018 it grew and became even more exceptional. The volunteers that come to help with events at Dunbar Community Centre are one of the many reasons why they are so successful.

Food/snacks are always provided to the youth who volunteered as well as the youth who came to the volunteer orientations. From juice boxes, granola bars, fruit, Timbits and pizza. The volunteer orientations are held seasonally by Alysha Manhas and attendance is required in order to receive volunteer opportunities. Registration numbers vary from 8-14 depending on the season. During the volunteer orientation Alysha leads ice breakers to warm up and get the group engaging with one another. A volunteer manual was created which covers Dunbar Community Centre's policy, mission, vision and goals. It went through the coordinator's expectations, the role of a volunteer and a breakdown of the current season's events. Participants were also given worksheets with questions asking why they would like to volunteer, their availability, and from a list to pick what they believed were traits/duties of a volunteer and to explain why. A site tour was also conducted to allow the volunteers to familiarize themselves more with the Community Centre.

As for 2019, there will be a new staff placed in the volunteer coordinator role and will begin connecting and recruiting more volunteers to attend the next volunteer orientation sessions. The goal for 2019 will be to continue to create new relationships as well as to strengthen ties with the current volunteers.

Alysha Manhas
Program Assistant III
Dunbar Community Centre



Dunbar Memorial Preschool

Dunbar Memorial Preschool (DMP) continues to be a vital community of families dedicated to offering an enriched play-based experience for 2, 3, and 4-year olds, led by keen, qualified teachers. Our teachers follow an emergent curriculum, where the interests of our students lead the curriculum.

Community Centre Use

DMP and its members use Dunbar Community Centre (DCC) in a variety of ways:

Classroom: During the school year, we rent room 006 Monday to Friday mornings to provide a program which engages 2, 3, and 4-year olds in learning through play.

Storeroom: Every day our teachers and parents set-up and pack away our supplies and equipment in our storeroom. They move large, lockable cupboards on wheels out of the way against the walls.

Playground: Teachers regularly lead the children to the playground and the back wooded area of the park.

Other Community Centre Services and Programs: Many DMP families regularly use the fitness centre, and participate in fitness classes. Many also enroll in one or more of the programs offered at the centre, particularly programs offered after our preschool hours, or programs during preschool hours geared towards younger siblings. Additionally, many families enjoy eating lunch in the lobby together after preschool. The families have especially enjoyed the new play area by the stairwell on the main floor. It has become a meeting spot for families before and after preschool.

Community Connections

We provide opportunities for our families to connect with others in the community:

Charities: Our families host a food drive every spring with the Food Bank. This year we hope to do a fundraising event in form of a bike parade at our end of school picnic. The funds to go towards a charity of the Preschools choice.

Dunbar Special Events: Many families attend the various special events at DCC including but not limited to: Breakfast with Santa, Christmas tree lighting, Saturday Craft day, Easter Egg Hunt, and Salmonberry Days. We sponsored a bouncy castle last year at the Salmonberry fair and will do something similar again this year.

Parent Education: We continue to work together with our neighbourhood preschools, Crown and Tom Thumb, and hold our parent education seminars together three times a year. We have opened these to the general public for a fee and the community response continues to be positive.

Programming

This is our fourth year as a parent involvement preschool. This change has been well received and families are pleased that volunteer hours during class time are optional, and not required as in the past. As we are a parent-run preschool, we still require the help of all our families to run the school smoothly. All parents take on jobs, which, for the most part, can be done at home and can fit within the schedules of working families.

Our main program is for 3 & 4-year olds. It runs Monday-Thursday mornings for 3 hours. We offer flexible scheduling where families can choose 2-4 days/week of attendance. We have had full or near full enrolment for our main program this year.

We continue to offer our outdoor class on Wednesday and Thursday afternoons. This class is offered to the general public, in addition to those students already in our morning class.

Our drop-off 2s class has had good enrolment since its introduction in January 2015. With only eight students to 2 teachers, this class offers a gentle introduction to a preschool setting.

Financial Situation

Due to high enrolment in all our programs, we are in a strong financial situation this year. Over the past few years, we have made changes to our program to better serve our community. These changes have made a positive impact on our enrolment.

Working Together

DMP is very grateful to the support of the DCCA Board and the staff at DCC. We've developed a strong collaborative relationship and hope to continue to do so in the future. DMP is proud to be a part of the DCC community and feels lucky to be situated in this vibrant, evolving center. The maintenance staff are exceptional and are so friendly and warm to our little people.

DMP is a warm, inclusive preschool that highly values community spirit. Our families' work together to provide a welcoming, safe, and fun learning environment for preschoolers in our community. Families develop strong relationships and often continue their friendships long after the children have graduated from preschool.

We look forward to continuing to work with the DCCA Board and the DCC staff to provide a strong start for young children and their families in the Dunbar area.

Respectfully submitted by Joanna Thomsing, DMP President

This concludes the 2018 Annual Report.

**Thank you for your support and we look forward to serving
the community in 2019 and beyond!**

