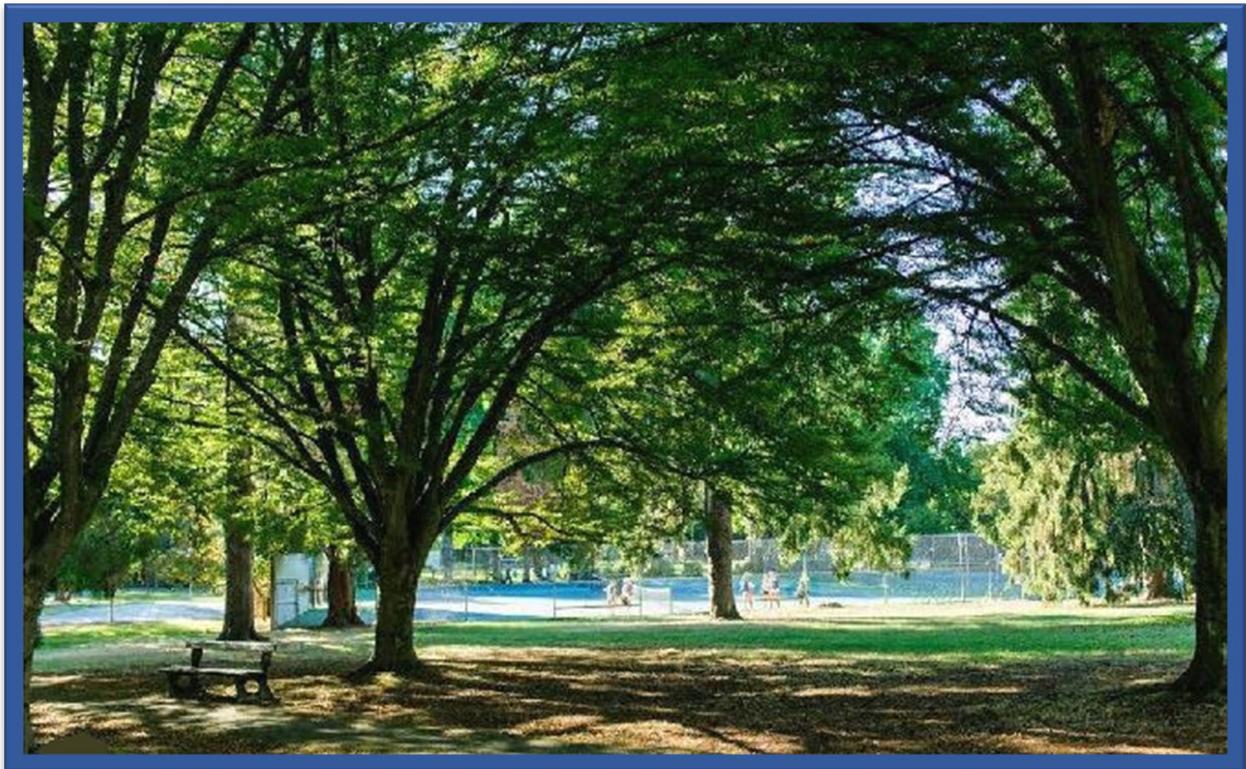


# ANNUAL REPORT

For the year ending December 31, 2019

**65<sup>th</sup> Annual General Meeting of the Dunbar Community  
Centre Association held on Wednesday, November 18, 2020**

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 64<sup>th</sup> Annual General Meeting held on April 24, 2019
4. Auditor's Report and Treasurer's Report – to approve the Financial Statements of the Association for the fiscal year ended December 31, 2019 and re-appoint Tompkins Wozny LLP, the auditors for the Association
5. Nominating Slate
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. Adjournment

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## 65<sup>th</sup> Annual General Meeting

### Current Board of Directors

<b>President:</b>	Peggy Griesdale
<b>Vice President:</b>	John Halldorson
<b>Treasurer:</b>	Victor Huang
<b>Corporate Secretary:</b>	Bill Hooker
<b>Current Directors:</b>	Stanley Chiu
	Peter Delaney
	Bill Hooker
	Philippe Kruchten
	André Ladouceur
	Shany Mo
	Vivian Xu
	Cheryl Ziola
<b>Directors that resigned in 2019:</b>	Brian Evans
	Sam Fung
	Jonathan Weisman
	Colleen McGuinness
	Dave Pasin



# Draft Minutes of the 64th Annual General Meeting (April 24, 2019) of the Dunbar Community Centre Association

## 1. Call to Order and Welcome

There being a quorum present, Colleen McGuinness, President, called the meeting to order at 6:33pm. The Annual Report, including the Financial Statements, was made available to all in attendance and will also be available on the DCCA's website.

Ms. McGuinness expressed our deep appreciation and thanks to the late Gerry Massing, Past President of the Dunbar Community Centre Association. A tribute to Gerry is included in the Annual Report.

Commissioner Dave Demers was in attendance and said a brief hello and welcome to those in attendance.

## 2. Approval of Agenda

It was **MOVED** by Dave Pasin and **SECONDED** by Peter Delaney THAT the Agenda be approved as amended to include the reappointment of Directors wishing to continue their terms. **MOTION CARRIED.**

Circulation and Approval of the Minutes of the 63rd Annual General Meeting held on April 25, 2018

It was **MOVED** by Bill Hooker and **SECONDED** by Peggy Griesdale THAT the Minutes of the 63<sup>rd</sup> Annual General Meeting of April 25, 2018 be approved as presented. **MOTION CARRIED.**

## 3. Auditor's Report and Treasurer's Report

Mr. Erik Allas, Audit Partner of Tomkins, Wozny LLP was in attendance to report on the 2018 Audited Financial Statements. The 2018 Audited Financial Statements are included in the Annual Report. Mr. Allas advised that Statement of Operations is stable in comparison to last year and room rentals helped to provide for a surplus of \$45,000. Expenses are similar. There is a note disclosing a lump sum payment to Parks Board for Group 1 employees as per the new Societies Act requirements.

It was **MOVED** by John Halldorson and **SECONDED** by Dave Pasin TO approve the 2018 Audited Financial Statements as presented. **MOTION CARRIED.**

It was **MOVED** by Peter Delaney and **SECONDED** by André Ladouceur TO reappoint Tompkins, Wozny LLP as auditors for the fiscal year ending December 31, 2019. **MOTION CARRIED.**

## 4. President's Report

Colleen McGuinness' President's Report is included in the Annual Report. Ms. McGuinness expressed her thanks and to Board members and Parks Board staff for their hard work and contributions to the Dunbar Community Centre and helping to make it a focal point of the community.

## 5. Association AGM Reports

The following Committee reports are included in the Annual Report:

Programming  
Communication  
Governance/HR  
Facilities and Safety

## Staff Reports

The following Staff reports are included in the Annual Report:

Community Recreation Supervisor Report  
Preschool and Children's Programs  
Adults and Seniors' programs  
Community Youth Worker  
Volunteers

## 6. Reappointment of Directors

Directors that have completed their terms are: Colleen McGuiness, John Halldorson, Bill Hooker, André Ladouceur and Victor Huang.

The above-noted Directors wish to continue to serve on the Board and are re-appointed to two-year terms.

It was **MOVED** by Dave Pasin and **SECONDED** by Brian Evans TO re-appoint Colleen McGuiness, John Halldorson, Bill Hooker, Andre Ladouceur and Victor Huang TO two-year terms as Directors of the Board of the Dunbar Community Centre Association. **MOTION CARRIED.**

## 7. Dunbar Memorial Preschool Report

The report from this affiliated group within the Centre is included in the Annual Report. The Dunbar Memorial Preschool operates in this Centre but is not part of the Dunbar Community Centre Association.

## 8. Adjournment

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

There being no further business, the Annual General Meeting was adjourned at 6:45pm.

# Dunbar Community Centre Association AGM Reports

## President's Report – Peggy Griesdale

### **About Dunbar Community Centre Association**

The Dunbar Community Centre Association (DCCA) is a volunteer-managed, non-profit society and registered charity. Along with the Vancouver Park Board (Park Board), we jointly operate the Dunbar Community Centre (DCC). Our mission is to work with the community of Dunbar, Park Board and DCC staff, to connect local residents and patrons with programs, services, events, and activities that foster social connection, learning opportunities, and physical and emotional health. Membership is composed of all those who registered for a DCC program in the past year.

### **Pandemic Impact**

The COVID-19 global pandemic brought unprecedented challenges to our country, city and community. In mid-March, with a few day's notice, the Park Board informed us the centre was closing to the public. We quickly notified patrons and instructors, processed refunds, and paid all required invoices for the term.

Following public closure, the staff moved furniture to storage, removed perishables, cleaned and mothballed the centre for an extended period. I'd like to thank Kristi, our Community Recreation Supervisor, for her excellent leadership and all her staff for a monumental effort during this stressful time.

In early April, the City of Vancouver temporarily laid off many employees, including all our centre staff, except Kristi, who worked several months on her own to admirably 'hold down the fort'.

This resulting staff capacity loss led to our difficult decision to cancel Salmonberry Days Fair and the Holiday Craft Fair. We explored virtual Craft Fairs and spoke to several other organizations who turned to this option. In the end, given our limited capacity of mostly volunteers, financial constraints and vendor interest, we opted for a third party to host our vendors on their Facebook page.

Our Board quickly pivoted to remote monthly meetings. Our Finance Committee met remotely and assessed cash flow projections, successfully obtaining federal subsidies. The All Presidents' Group (APG), composed of presidents of the Community Centre Associations, also met remotely with the common goal of safely reopening community centres to serve the most vulnerable. We worked closely with Park Board during this time and appreciated the mutual support.

### **Safe Reopening during Pandemic**

At the end of June, our collaborative efforts resulted in approval to run summer day camps, a major need confirmed by a recent public survey during the pandemic. Brittany, our children's Programmer, was recalled to oversee our day camp. Brittany left in early August on maternity leave, and Roy, our adult Programmer, took over management of this role. We wish Brittany all the best during her year on maternity leave and look forward to her return!

Towards the end of August, our careful COVID-19 safety preparations were approved, leading to Phase One reopening with priority for preschools, childcare, and vulnerable seniors. More staff were recalled to put up the COVID-19 safety signage and other precautionary measures. We are pleased that Dunbar Memorial Preschool, located on the bottom floor of our centre, re-opened in early September. The following week the fitness centre, run by Park Board, opened. One week after that, Phase One of programs opened.

We are currently planning for our Second Phase of programming, with further hours being added and a priority for children's and adult programming, not available in Phase One.

Thanks for your patience and civility as we did our best to adapt to this new normal. We will keep you posted on additional programs and services as they open. Please check our website frequently for updates.

### Staff Updates

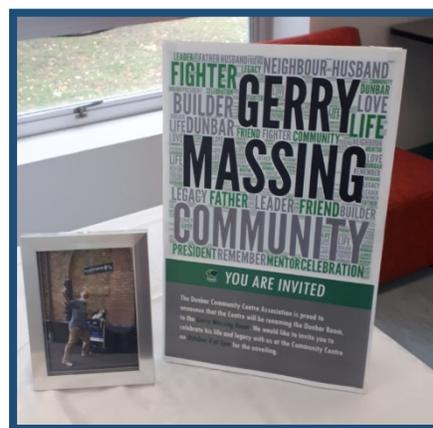
In 2019, Geoff Langan was with us for a year while covering Brittany's maternity leave. He quickly learned the ropes, fit in well and was a great addition to our Dunbar team. Thank you Geoff for all your hard work and commitment. We were pleased to welcome Brittany back in the Spring of 2019. Casey Lefler, a long-time fitness centre staffer, then fitness supervisor, has moved on to a new site. We are sad to see her go, wish her all the best, and hope she will be able to return to Dunbar.

### Strategic Plan Refresh

In 2019, we held two strategic planning sessions facilitated by Vantage Point, an organization that supports non-profits through training and consulting. We completed and approved our new Strategic Plan in March 2020. The plan offers guidance in decision making and a forward vision over the next 3-5 years. Additionally, we earmarked funds for a community needs assessment, narrowing our selection process to two potential contractors, when the pandemic paused this in March 2020. When appropriate, we will revisit and complete this valuable outreach initiative.

### Governance

The Governance Committee has been very active this year to update our oversight policies. Policies were updated in Harassment and Bullying, Board Code of Conduct and Board Recognition. The Governance Committee is continuing their policy work, including board evaluation to identify capacity gaps and progress on our strategic plan. They are also undertaking a committee refresh, including terms of reference, to better meet the needs of our programs, matched to suitable volunteers.



### Events/Activities

In 2019 the DCCA hosted the: Salmonberry Days Fair, Craft Fair, holiday party for staff on site, Tree Lighting Ceremony, and the renaming of the Dunbar Room to the Gerry Massing Room, to pay tribute to a long-term community champion. We are pleased to see our dear Past-President's name on the drop-in room for youth. Our first Patron Appreciation Event was scheduled to take place in April, but this was also cancelled due to the pandemic.

This Fall, we extended our operating hours and offered an all-day Sunday opening. This summer, we opened on Saturday mornings with further plans to trial extending that to afternoons.

### **Centre Improvements**

We are very pleased that our kitchen renovations were completed this year after several years of planning. Thank you to John Halldorson, our Facilities Committee Chair, for spearheading this project. The costs was paid through our retained earnings, bringing our kitchens up to code and allowing for activities such as cooking classes and group rentals.

### **Financial Outlook**

Financially, this is the first year we pay the one per cent Activenet fee, based on our Joint Operating Agreement with Park Board. Although program revenues are indeed down understandably given the circumstances, we are optimistic a bounce back can occur through safe re-opening as patrons return.

### **Environment**

Together with Park Board's support, the APG is including Climate Action as one of our priorities. This lines up with the Greenest City Action Plan. We had planned two green-themed workshops for Earth Day, which were postponed due to the pandemic. We will continue to offer programs that strengthen environmental sustainability when we can do so safely.

### **A Big Thanks to Volunteers and Staff**

Thank you to the following board members who resigned in 2019: Jonathan Weisman, Dave Pasin, Colleen McGuinness, ErinRose Handy and Brian Evans. ErinRose competently led our Strategic Plan renewal and chaired the Special Events Committee. Jonathan served over 5 years on our Board, and was our Governance Chair and Corporate Secretary, where he led the implementation of updating our Terms of Reference for Committees, assisted with negotiations of the joint operating agreement with Park Board, and many other contributions.

Thank you to our Board members who volunteer their time for the good of our community. Thank you to the DCC centre staff, an amazing and hard-working group of individuals who truly care about our centre patrons. Thank you to Liz, our Bookkeeper, who keeps our finances in balance. A huge thank you to Laurel, our Administrator, who keeps our Board running smoothly and seamlessly. We appreciate your dedication to us and the Dunbar community.

### **Peggy Griesdale**

**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, 2019**



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## INDEPENDENT AUDITOR'S REPORT

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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, 2019, and the statements of operations, changes in net assets and cash flows for the year 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, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### *Basis for Opinion*

We conducted our audit 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 audit 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.
- 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.

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## INDEPENDENT AUDITOR'S REPORT

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- 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, in our opinion, the accounting principles used in these financial statements, Canadian accounting standards for not-for-profit organizations, have been applied on a basis consistent with that of the preceding year.

*Tompkins Wozny LLP*

Vancouver, Canada  
March 11, 2020

Chartered Professional Accountants



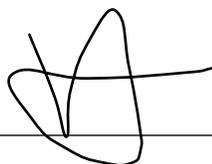
**STATEMENT OF FINANCIAL POSITION**

As at December 31

	2019	2018
	\$	\$
<b>ASSETS</b>		
<b>Current</b>		
Cash	83,219	159,821
Short-term investments <i>[note 4(i)]</i>	757,010	954,896
Accounts receivable <i>[note 3]</i>	80,485	49,814
Prepaid expenses	21,286	19,513
<b>Total current assets</b>	<b>942,000</b>	1,184,044
Long-term investment <i>[note 4(ii)]</i>	380,000	380,000
Property and equipment <i>[note 5]</i>	59,362	65,491
	<b>1,381,362</b>	1,629,535
<b>LIABILITIES AND NET ASSETS</b>		
<b>Current liabilities</b>		
Accounts payable and accruals <i>[note 6]</i>	72,049	62,658
Deferred revenue and contributions	102,034	144,167
<b>Total liabilities</b>	<b>174,083</b>	206,825
<b>Net assets</b>		
Invested in property and equipment	59,362	65,491
Internally restricted <i>[note 7]</i>	1,106,356	1,106,356
Unrestricted	41,561	250,863
<b>Total net assets</b>	<b>1,207,279</b>	1,422,710
	<b>1,381,362</b>	1,629,535

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 \$
<b>2019</b>		<i>[Note 7]</i>		
<b>Balance, beginning of year</b>	65,491	1,106,356	250,863	1,422,710
Revenues under expenses	(15,433)	—	(199,998)	(215,431)
Investment in property and equipment	9,304	—	(9,304)	—
<b>Balance, end of year</b>	<b>59,362</b>	<b>1,106,356</b>	<b>41,561</b>	<b>1,207,279</b>
<b>2018</b>				
<b>Balance, beginning of year</b>	81,057	1,106,356	189,934	1,377,347
Revenue over (under) expenses	(17,257)	—	62,620	45,363
Investment in property and equipment	1,691	—	(1,691)	—
<b>Balance, end of year</b>	<b>65,491</b>	<b>1,106,356</b>	<b>250,863</b>	<b>1,422,710</b>

*See accompanying notes to the financial statements*

**STATEMENT OF OPERATIONS**

Year ended December 31

	2019	2018
	\$	\$
<b>REVENUES</b>		
Program operations <i>[schedule]</i>	803,764	781,318
Room rental	44,033	52,382
Grants	42,100	14,400
Interest	21,969	20,768
Special needs	7,889	7,924
Vending and other	2,751	10,453
	<b>922,506</b>	<b>887,245</b>
<b>EXPENSES</b>		
Program operations <i>[schedule]</i>	470,968	460,062
Group One wages	144,258	142,780
Office staffing	70,462	56,410
Initiatives	60,109	36,169
Advertising and brochures	46,599	45,116
Office and other	41,678	30,711
Professional	16,388	15,890
Bank and credit card charges	16,016	15,958
Amortization of property and equipment	15,433	17,257
Subscription fee <i>[note 10]</i>	8,650	8,912
Operation fee <i>[note 10]</i>	8,284	—
Special needs	7,200	7,059
Facilities maintenance	6,892	5,558
	<b>912,937</b>	<b>841,882</b>
Revenues over expenses before other item	9,569	45,363
Other item: kitchen renovations	225,000	—
<b>Revenues (under) over expenses for the year</b>	<b>(215,431)</b>	<b>45,363</b>

*See accompanying notes to the financial statements*

**STATEMENT OF CASH FLOWS**

Year ended December 31

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
<b>OPERATING ACTIVITIES</b>		
Revenues over (under) expenses for the year	<b>(215,431)</b>	45,363
Items not affecting cash		
Amortization of property and equipment	<b>15,433</b>	17,257
Changes in non-cash working capital items		
Accounts receivable	<b>(30,671)</b>	(19,852)
Prepaid expenses	<b>(1,773)</b>	(675)
Accounts payable and accruals	<b>9,391</b>	(8,900)
Deferred revenue	<b>(42,133)</b>	31,354
<b>Cash provided by (used in) operating activities</b>	<b>(265,184)</b>	64,547
<b>INVESTING ACTIVITIES</b>		
Acquisition of property and equipment	<b>(9,304)</b>	(1,691)
Acquisition of short-term and long-term investments	<b>197,886</b>	(6,956)
<b>Cash provided by (used in) investing activities</b>	<b>188,582</b>	(8,647)
<b>Increase (decrease) in cash for the year</b>	<b>(76,602)</b>	55,900
Cash, beginning of year	<b>159,821</b>	103,921
<b>Cash, end of year</b>	<b>83,219</b>	159,821

*See accompanying notes to the financial statements*

## NOTES TO FINANCIAL STATEMENTS

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December 31, 2019

### 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 include the determination of allowance for doubtful accounts relating to accounts receivable and the estimated useful lives of capital assets. 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, 2019

### 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.

#### 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

### 3. ACCOUNTS RECEIVABLE

	2019	2018
	\$	\$
Operations	70,511	39,743
Interest	9,974	10,071
	<b>80,485</b>	49,814
Allowance for doubtful accounts	—	—
	<b>80,485</b>	49,814

**NOTES TO FINANCIAL STATEMENTS**

December 31, 2019

**4. INVESTMENTS**

i) Short-term investments consist of the following:

	2019	2018
	\$	\$
Term deposits	<b>757,010</b>	954,896

The short-term investments have interest rates varying from 1.7% to 2.15%. Maturity dates vary from July 2020 to August 2020.

ii) Long-term investments consist of the following:

	2019	2018
	\$	\$
Term deposits	<b>380,000</b>	380,000

The long-term investments have interest rates varying from 1.8% to 2.52% and a maturity date of July 2022.

**5. PROPERTY AND EQUIPMENT**

	Cost	Accumulated Amortization	Net Book Value
	\$	\$	\$
<b>2019</b>			
Computer equipment	3,859	1,356	2,503
Web design	10,711	8,265	2,446
Furniture and equipment	454,991	400,578	54,413
	<b>469,561</b>	<b>410,199</b>	<b>59,362</b>
<b>2018</b>			
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

**NOTES TO FINANCIAL STATEMENTS**

December 31, 2019

**6. ACCOUNTS PAYABLE AND ACCRUALS**

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
Operations	<b>16,106</b>	20,566
Vancouver Park Board	<b>53,279</b>	38,423
Government remittances - payroll	<b>898</b>	1,766
- GST	<b>1,766</b>	1,903
	<b>72,049</b>	62,658

**7. INTERNALLY RESTRICTED NET ASSETS**

The Association has internally restricted the following amounts:

	<b>Programming &amp; Community Outreach</b>	<b>Property &amp; Equipment</b>	<b>Building Improvements</b>	<b>Totals</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>2019</b>				
Balance, beginning of year	<b>300,000</b>	<b>500,000</b>	<b>306,356</b>	<b>1,106,356</b>
Restricted (unrestricted) during the year	—	—	—	—
<b>Balance, end of year</b>	<b>300,000</b>	<b>500,000</b>	<b>306,356</b>	<b>1,106,356</b>
<b>2018</b>				
Balance, beginning of year	300,000	500,000	306,356	1,106,356
Restricted (unrestricted) during the year	—	—	—	—
<b>Balance, end of year</b>	300,000	500,000	306,356	1,106,356

**8. 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, 2019.

**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.

## NOTES TO FINANCIAL STATEMENTS

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December 31, 2019

### 8. FINANCIAL INSTRUMENTS (CONT'D)

#### 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.

### 9. DISCLOSURE OF RENUMERATION

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 2019 fiscal year, total Group One wages was \$145,867 [2018 - \$156,619] which was paid to one contractor. This amount represents payment for several individuals.

### 10. JOINT OPERATING AGREEMENT ("JOA")

In 2018, the Association signed a new JOA with the Vancouver Park Board effective January 1, 2018 for ten (10) years with one five (5) year renewal term. Under the agreement, the Association will pay an operation fee to the Vancouver Park Board starting in year 2 for 1% of prior year's gross facility-generated revenue and in years 3-10 for 2% per year of the previous year's gross facility-generated revenue. Effective January 1, 2018, the Association will also pay a 1% subscription fee for use of the ActiveNet registration system.

## SCHEDULE OF PROGRAM OPERATIONS

December 31, 2019

	2019			2018		
	Revenues	Expenses	Net Income (loss)	Revenues	Expenses	Net Income (loss)
	\$	\$	\$	\$	\$	\$
Preschool	87,993	46,348	41,645	96,710	51,265	45,445
Children	169,507	109,468	60,039	159,606	102,829	56,777
Youth	5,789	9,173	(3,384)	8,024	7,540	484
Adult	156,380	77,548	78,832	159,234	67,981	91,253
Senior	72,904	49,102	23,802	66,731	44,849	21,882
Fitness	185,438	91,380	94,058	170,324	88,865	81,459
Special events	32,740	20,258	12,482	35,735	19,719	16,016
Summer	93,013	67,691	25,322	84,954	77,014	7,940
	<b>803,764</b>	<b>470,968</b>	<b>332,796</b>	<b>781,318</b>	<b>460,062</b>	<b>321,256</b>

*See accompanying notes to the financial statements*

## Programming

### Peggy Griesdale

The Programming Committee has continued to work together to offer quality programs for the patrons of our Centre.

One highlight of this past 2019 year is the completion of our kitchen renovations in late Fall. While this construction project impacted some programs in the short-term, the makeover means we can now offer expanded cooking options in the new year for birthday parties and other events.

To align with the Community Centre Association's declaration of climate hope and strengthening environmental sustainability, we are incorporating that lens in program planning and special events. For Earth Day celebrations, we offered two green-themed workshops: Green up your Home with Essential Oils and Beeswax Cloth Making. These new choices were made possible through Roy, our adult programmer, who attended the Bold Actions for a Climate Emergency workshop, hosted by the City of Vancouver.



Preschool children have also benefited from new programs launched this year. Our sold-out event: Paw Patrol Meet and Greet was a huge hit with preschoolers who met some of their favorite characters! Our popular family events continued this year and were well-attended, including the: Easter Egg Hunt, Halloween event, Tree Lighting Ceremony, and Breakfast with Santa. We also marked Chinese New Year.

A new, first-time workshop offered this spring was the VPD (Vancouver Police Department) self-defense workshop for women. This is something patrons have requested. We heard and delivered. Speaking of patrons, we planned a special Patron Appreciation Event, featuring a green-themed craft activity for children, mobile espresso maker for the adults, and snacks. A suggestions board was to be included to collect feedback from those in attendance. Although it was postponed due to the pandemic, we hope to see it return when safe to do so.

Our program brochure is published three times a year. This year, the spring and summer brochures were combined to better align with spring break for school-aged children.

Our goal for next year is to run and complete a needs assessment for our Centre and use the results to help guide programming goals for the next few years.

Thank you to all the dedicated programming committee members, which includes voluntary Board members and programming staff, for your hard work and dedication.

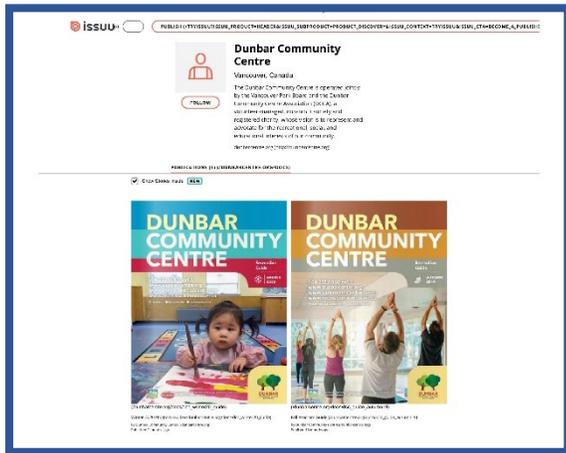
**Peggy Griesdale**  
**Chair, Programming**  
**Dunbar Community Centre Association**

## Communications and Marketing

André Ladouceur

Picking up on the changes we underwent in 2018-2019, we continue to modernize our strategies and provide an increasing amount of digital capabilities for our members to both browse and register for the programs we offer.

A big goal we achieved this past year was the integration of a digital program guide to help streamline the search and registration process. Although we still offer our traditional hardcopy program guides, we understand the need to supplement this with a digital option both to leverage technology and save paper and resources where possible.



This past year, the Communications Committee has been very fortunate to have enlisted some newer Board members. These Board members with communications experience and skill sets, and the Board as a whole, have been strong assets in helping us achieve our goals. With the additional help of our excellent administrative support and Community Centre staff, we look forward to continuing our

success in 2020 and supporting the Board and the Dunbar community as a whole.

**André Ladouceur**

**Chair, Communications**

**Dunbar Community Centre Association**

## Governance

### Cheryl Ziola

This past fiscal year, the Dunbar Community Centre Association (DCCA) Board of Directors embarked on some ambitious policy updates to ensure contemporary governance practices are embedded in its operating oversight and fiduciary roles. Along the way, the Board gained some new volunteers from diverse backgrounds and cultures to help, from engineering and law to marketing and education and more.

As one of Britain's most famous statesmen Winston Churchill once said: *"You make a living by what you get. You make a life by what you give."*

DCCA has been very successful in recruiting people who give their time and talent to the Board, supporting the community centre's valuable programs and services for all ages and abilities. Additional [volunteers at the Centre](#) are always welcomed, subject to the new pandemic restrictions of course. This opportunity offers a great learning experience and resume builder for youth, for ongoing professional networking or an engaging post-retirement activity. Please stay current on Board Director vacancies [on our website](#).

In keeping with modern association and workplace practices, we updated or developed policies such as *Harassment and Bullying*, *Board Code of Conduct* and a *Board Recognition* policy for outgoing directors who've tirelessly served in a voluntary role, some for many years. Currently underway:

- Enhancing our Governance Committee Terms of Reference
- Updating our Board Orientation manual to onboard new directors
- Building a best practices board evaluation tool.

In the past year, we also undertook the first steps to launch a **comprehensive community needs assessment** to gain insights from Dunbar residents, existing customers, and those in bordering neighbourhoods, on programs required now and into the future. This feedback is necessary to support our strategic plan and identify areas we do well or where we can improve our services. While the pandemic curtailed this effort temporarily, we will regroup when time and resources permit. This important outreach will ensure our centre is truly reflective of the evolving community we serve and the new COVID operating reality we must all work within.

Please consider signing up for a Dunbar Community program or simply become a member at no cost to [ensure you receive the latest news](#) and can participate in the needs assessment when that's available in future. Thank-you for your interest and support of our vibrant community centre.

We look forward to a less eventful year ahead and continued, safe re-opening of our cherished center and its respected programs.

**Cheryl Ziola**

**Chair, Governance/HR**

**Dunbar Community Centre Association**

## Facilities and Safety Committee

### John Halldorson

As usual the Facilities Committee and Parks Board Staff have worked hard to continue to improve the facilities at Dunbar Community Centre. 2019 saw the completion of the kitchen renovation in the main floor kitchen Room #113 and on the second floor in Room # 201. The kitchens look fantastic with the face lifts and new kitchen equipment. Coastal Health Authority have issued the necessary approvals.

Projects that are on hold which were planned for 2020 include a new electronic Readerboard outside, a wall mural on the east wall of the centre and freshening up the kitchen in the Boardroom, Room 204.

The new apiary received a lot of interest during the season and the DCCA beekeepers and our head beekeeper worked hard to split the two hives into four productive hives. DCCA bought the bees and they were wintered on site this year. All reports indicate the colonies survived through the winter. You can keep up to date on the hives on our website here: [The Beehives at the DCC](#).



DCCA has continued its support of Dunbar Earthquake and Emergency Preparedness (DEEP). DEEP continues to bring awareness, workshops and exercises to help prepare our community in case of a disaster. One of the spin-offs from DCCA participating in Vancouver 100 Resilience City project in 2019 is the start-up of the Dunbar Resilience Action Plan (DRAP). DRAP is a group of several community groups including; DCCA, DRA, DBIA, local churches working on areas of concern in Dunbar, some of which were identified in the 100 Resilience City Project for Dunbar.

Please remember if there are items or ideas that could make our centre more welcoming, useable and comfortable. feel free to contact DCCA at our email or leave a note with the day staff. I would like to thank the committee members and the PB staff for their continued hard work in 2019 and always, especially as we navigate the current climate of the COVID-19 pandemic.

**John Halldorson**

**Vice President & Chair of Facilities/Safety Committee**

**Dunbar Community Centre Association**

## Staff Reports

### Community Recreation Supervisor's Report

**Kristi Douglas**

This was another busy year with many facility improvements, exciting programs and wonderful special events!

#### **Personnel**

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

In late 2018, Beatriz Becerra (full time cashier) left for Kitsilano CC to act in a Recreation Facility Clerk (RFC) position for one year and we hired Mitch Parmar to cover her position. Mitch left Dunbar CC in the summer for a position with Translink and I would like to thank him for his energy and enthusiasm as well as excellent customer service. At the end of 2019, we hired Monica Kochhar to cover the rest of Beatriz's leave and we look forward to working with her through 2020. Thank you to Marc Klobucar (RFC) and the auxiliary front desk staff for their support navigating these staff changes and their professionalism working with our patrons.

With the Dunbar CCA's support, we hired Dustin Hodgson into an auxiliary Program Assistant III role in March. Dustin hit the ground running, organizing the annual Salmonberry Days Fair and jurying for the Holiday Craft Fair. He is also responsible for rentals and special events held throughout the year.

We were excited to welcome back Brittany Walsh (Recreation Programmer II) from her maternity leave in April. I would like to thank Geoff Langan for his hard work covering Brittany's portfolio while she was on leave as well as Roy Liu for his support to the Programming team. Gogo Lalli (Community Youth Worker) continued her great work at the centre as well as city-wide and brought on a new Youth Leader (Dylan) to run Friday night programming.

In May, our new Utility Maintenance Worker (UMW) Demetri Kulik was hired and his responsibilities include both janitorial tasks and keeping the whirlpool operating. He has already done a lot of work streamlining procedures and identifying preventative maintenance items which is appreciated. Together with Stanley Lim, Myrna Buada and Kerwin Flores, the building is well looked after.

In September, the annual all staff in-service was held where the staff team came together to learn about various topics including health and safety, emergency procedures and office policies. We also had a safety presentation from the City's Fire Safety office and reviewed our evacuation procedures.

In December, the DCCA hosted a lovely holiday party at the community centre which allowed staff, instructors and Board members to come together to celebrate the successes of the year.

#### **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 spring, the new apiary in front of the building that was built for our bees opened. It was another successful summer of beekeeping and we saw the results (honey!) for sale at the annual Dunbar Craft Fair.

In late Spring the designs and permits were approved for the renovations in the main floor and upstairs kitchens to bring them up to commercial standard as class two cooking operations. The renovations began in July and the kitchens were ready by late October for occupancy. New additions to the kitchens include stainless steel countertops and backsplashes, new LED lighting, new commercial dishwashers and updated plumbing and electrical work. I would like to thank the DCCA for their financial support of this project and the staff team for assisting me in the logistics as we rearranged programming and answered patron questions during the renovation period. We all look forward to many years of enjoyment in these new kitchens with improved food programming and rental opportunities.



In August, the gymnasium was closed for two weeks so that the wooden floor could be completely sanded down and recoated. The sport court lines were also repainted, including the “kitchen” line which made our pickleball players very happy! In October, the Games Room was renamed to “The Gerry Massing Room” and a dedication took place including unveiling a new room sign and plaque. Gerry Massing, Past President of the Dunbar Community Centre Association, passed away in 2018 and was a wonderful advocate for the community and a volunteer for over 20 years with the DCCA. The room re-naming is a wonderful way to remember him and his service.

Other facility improvements done this year include: organizing a dumpster day to get rid of old and broken equipment, second floor fire gate retrofitting, new toilet, vanity and counter in the room 204 bathroom, air vent cleaning throughout the building and a fitness centre shutdown for one week in March for maintenance and deep cleaning.

We will continue in 2020 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 26 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. Special thanks to Dustin Hodgson and Roy Liu for their support organizing the event and the DCCA’s Special Events Committee.

The annual Dunbar Craft Fair was held on Saturday, November 23 and showcased over 150 vendors with various items for sale from knitted goods to food items. This year for the first time we also had a farmer’s market within the craft fair for home-based food vendors. Dunbar Community Centre was transformed into a holiday wonderland with decorations, music, food and of course plenty of shopping. I would like to thank Dustin Hodgson (Program Assistant III) for his hard 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

### Brittany Walsh

This past year has been busy with offering new and exciting programs and activities each season in the Preschool and Children's area.



to offer flexibility for families.

Programs that continue to be successful are the birthday parties that take place on Saturdays and Sundays. We offer a bouncy castle, cooking and arts & crafts party. Our children's Pro D Day Camps, sewing, piano, Kids Night Out and Craft Time in the Lobby have also been very popular. Some new preschool programs that have been added include our Paw Patrol event, music, education and art classes. Adding more drop-in based programs is something we have implemented

We are constantly working hard to offer a variety of different programs to meet the needs of community and give them a chance to try something new. Currently we are promoting programs through our seasonal brochure, website, social media (Facebook, Instagram), our in-house TV's, reader board, posters, and flyers.

Our Adventurers Summer Day Camps for children ages 6-12 was very successful this year with record attendance. Our day camp team was exceptional and worked really hard to provide an exciting summer for the kids by planning a variety of different activities. Some of these included Big Splash, Playland, bowling, science experiments, sports day and much more. They created a safe, fun, and inclusive environment for all the kids to have the best summer possible.

**Brittany Walsh**  
**Preschool and Children's Programmer**  
**Dunbar Community Centre**



## Adults/Seniors Programs

### Roy Liu

2019 was a busy year, as we continue to make additions and changes our programming lineup.

The staff has been working hard to offer new and exciting programs and activities. Our Adults, Seniors, and Group Fitness programs have continued to improve from 2019, with a great variety of new programs in addition to the returning programs which meets the needs of the community. Some new programs include Total Body Conditioning for Women, Gentle Somatic Yoga, Iyengar Yoga, Bollywood Fitness, Netball Co-Ed League, Pickle lessons (both indoors and outdoors), Computer classes for Seniors.

We continue to evaluate our programs to better serve our community. Some of the more popular programs this year include Pickleball, Hatha Yoga, Changing Aging, Basketball, Canadian Institute of Tai Chi with Chelsea, Adult



Beginner Tap, Pottery Wheel Throwing, Ling Dancing, Table Tennis, 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.

For Group Fitness, we were sad to see long time and popular instructor Bonnie Kramer give up the Friday Step n' Muscle class, as she has accepted another job opportunity at the beginning of the year. This was a very popular class and we did struggle to find a replacement. After searching for a few

months, we were able to secure Alannah Lori and change the class to Cardio Sculpt. We hope to rebuild the program and the consistency of our Group Fitness lineup.

We also continue to build partnerships in our community. One of these community partners we have worked with in the past few years is Stong's Market, who continues to support many of our community events, including Salmonberry Days, Dunbar Holiday Craft Fair, and Breakfast with Santa. We appreciate their support and contribution to us and to the community.

In addition to Strong's Market, we are grateful to all of our community partner organizations, such as Langara College, 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 2019

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. The event: The Games Room Rumble was an invitation for youth to participate in free gaming tournaments and receive gift cards for winning. We held tournaments in table tennis, billiards, foosball, Connect 4 and Mario Kart Racing. Over 40 youth participated in this event and had fun celebrating Youth Week in what is now the Gerry Massing Games Room.

#### Spring 2019

Dunbar Youth participated in a citywide Mental Health Fair at Killarney Community Centre. Youth participated in workshops including mindfulness training led by Dr. Vo, meditation and healthy habits. Dunbar youth supported by the CYW also secured donations from local vendors and businesses. These donations were used to create wellness take-away totes for every participant at the fair.

#### Summer 2019

Dunbar Youth Group planned and implemented a Canada Day Scavenger hunt for local families to celebrate within the community. This fun activity took place outdoors at West Memorial Park and included ten riddles as clues to lead teams around the park. Every team received a Canada Day themed participation prize for completing the hunt.

#### Fall 2019

In addition to supporting all of DCCA's seasonal holiday events, the Dunbar Youth Group worked on several fundraising projects to help those living in the DTES prepare for the cold winter months. The Dunbar Youth Group secured items donated from local businesses and vendors to create 50 care packages that were then donated to the Life Skills Centre in the DTES. Care packages included items such as thick socks, mitts, toques, snack bars, and hygiene products.

#### Gogo Lalli

Community Youth Worker

Dunbar Community Centre

## Volunteers

### Dustin Hodgson

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 Fair. In the Fall, the volunteers worked on decorating the Centre for holiday events, the Holiday Craft Fair and Breakfast with Santa.

Throughout the 2019 events/programs we had many volunteers come and dedicate their time to help with set up, event duties and clean up. The Holiday Craft Fair Vendors sent emails saying how amazing the volunteers were and how appreciative they were for all their help. As the Program Assistant III position was filled early 2019, a new group of reliable volunteers had to be established. By the Fall, a dedicated core group of volunteers were established. Throughout the year, Gogo Lalli was a big help with providing additional volunteers for events. The volunteers that come to help with events at the Dunbar Community Centre are one of the many reasons why events are so successful. Refreshment and food are always provided to the youth who volunteer, as well as the youth who came to the volunteer orientations. The volunteer orientations are held seasonally and attendance is required in order to receive volunteer opportunities. Registration numbers vary from 8-14 depending on the season. During the volunteer orientation, ice breakers are used 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 includes 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. The goal for 2020 will be to continue to create new relationships as well as to strengthen ties with the current volunteers.

**Dustin Hodgson**  
**Program Assistant III**  
**Dunbar Community Centre**

**This concludes the 2019 Annual Report.**

