

ANNUAL REPORT

For the year ending December 31, 2022

68th Annual General Meeting of the Dunbar Community Centre Association held on Wednesday April 26 2023

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 67th Annual General Meeting held on April 27 2022
4. Auditor's Report and Treasurer's Report – to approve the Financial Statements of the Association for the fiscal year ended December 31 2022 and re-appoint Tompkins Wozny LLP, the auditors for the Association
5. Appointment of Directors
6. Association Reports:
 - i. President's Report
 - ii. Governance Report
 - iii. Communications Report
 - iv. Apiary Update
7. Park Board Reports:
 - i. Community Recreation Supervisor
 - ii. Recreation Programmer – Adults and Seniors
 - iii. Recreation Programmer – Preschool, Children and Youth
 - iv. Community Youth Worker
8. Adjournment

Table of Contents

Agenda	1
Table of Contents.....	2
Current Board of Directors	3
Draft Minutes of the 67 th AGM	4
DCC Association Reports:	
President's Report.....	6
Audited Financial Statements.....	7
Governance Report.....	8
Communications Report.....	9
Apiary Update.....	10
DCC Reports:	
CRS Report.....	12
Adults & Seniors Programming Report	15
Preschool/Children/Youth Programming Report	16
Youth Programming & Volunteers	17

68th Annual General Meeting

Current Board of Directors of the Dunbar Community Centre Association

President:	Vivian Xu
Vice President:	André Ladouceur
Treasurer:	Victor Huang Vivian Xu Harsimran Kapoor
Corporate Secretary:	Stanley Chiu
Current Directors at large:	Ain Li Benjamin Effa James Fraser Shany Mo Tina Leung
<i>Directors that left in 2022:</i>	<i>Victor Huang Cheryl Ziola</i>

Draft Minutes of the 67th Annual General Meeting of the Dunbar Community Centre Association

Held at 6:00pm on Wednesday April 27 2022 by Zoom

A quorum being present, Vivian Xu opened the meeting at 6:08pm.

1. **Approval of Agenda**

The agenda was approved.

2. **Approval of the Minutes of the 66th Annual General Meeting**

The Minutes of the 66th Annual General Meeting were approved.

3. **Auditor's Report – Erik Allas**

Mr. Allas was in attendance and presented the audited financial statements. Mr. Allas advised that the statements present fairly and are a good clean opinion. Very little adjustments were required. Thank you to the management team, Board and Victor as Treasurer for his oversight.

There is some work to get back to baseline pre COVID but things are headed in the right direction.

The audited financial statements are included in the [Annual Report](#).

The audited financial statements were approved by Zoom polling and member consent. **MOTION CARRIED.**

Tomkins, Wozny LLP were reappointed as the auditors for the Dunbar Community Centre Association by Zoom polling and member consent. **MOTION CARRIED.**

4. **President's Report**

A written report is included in the Annual Report.

Thank you to volunteers, patrons and staff for being nimble and understanding of policy mandates in the centre. Everyone contributes to make it an inviting and respectful environment. Thank you for keeping our finances in good shape.

The Annual Report includes all committee reports.

5. **Staff and Committee Reports**

The CRS Report prepared by Kristi Douglas, Dunbar's CRS, is included in the Annual Report. Thank to all, 2021 was a challenging year and we pivoted through health orders and thank you to staff and Board as we navigated this look forward to 2022 and rebuilding the operations.

6. **Director's Slate**

The following Directors wish to continue volunteering on the Board and will maintain their positions:

- Vivian Xu
- André Ladouceur
- Shany Mo
- James Fraser
- Benjamin Effa
- Harsimran Kapoor

- Stanley Chiu

Cheryl Ziola and Victor Huang have completed three-year terms and the Board gives its thanks and appreciation for their service.

MOTION CARRIED.

7. Adjournment

There being no further business, the meeting adjourned at 6:21 pm.

Dunbar Community Centre Association Reports

President's Report

Time flies when we are having fun. As I write this report, the financial statement (unadjusted for audit) was just released. As an accountant, I can't help but turn my attention to the financials. The numbers are not just numbers to me, they tell a story for the year we had. A very good one judging by the outcome. Thank you to our programmers, CRS, support staff, and volunteers who went above and beyond to turn a deficit budget into a positive one.

Programming

For programming, we have the following highlights:

- Successful and full spring and summer Daycamps, as well, the support camp spaces were available again
- Finalized seniors needs assessment which will help the board make better decisions to enhance seniors program quality
- Held a Salmonberry Days fair event which included local vendors and BBQ by Stong's
- Return of the annual Holiday Craft Fair after a two-year hiatus. Thank you to all of our vendors and sponsors and to those who attended. Honey from our own apiary was harvested and sold at Craft Fair and we also sold pollen during the year.
- The Festive Tree Lighting with bagpiper was held at the close of the Craft Fair this year and was a great way to capture festive community spirit
- The beehives at the apiary have new roofs thanks to our the GCG grant.
- Expansion of youth offerings, including youth pottery, teen yoga, and Junior Achievement and Friday night drop-ins

Governance

As the Board welcomes new talents throughout the year, the Governance Committee had expanded in 2022 and is working on a board matrix to help identify the strengths and areas to improve to fill gaps. The ongoing self-assessment ensures we have a well-rounded/balanced board. Establishing new policies and fine-tuning the existing policies continue to be an ongoing task of the Governance Committee.

Finance

A shout out to the programmers who planned programs so diligently that each program not only did it meet the patrons' needs but also had room to support other initiatives that the centre has, such as expanding youth programming. It's always been our goal to be self-sufficient and provide accessible programming.

Thank you to my fellow Board members, the members of the Dunbar Community Centre Association, Association staff, Centre staff and volunteers for the hard work this year bringing back programs and services after close to two years of unsettled times due to the pandemic. Thank you to our patrons for your ongoing patronage and support. Finally, thank you to our community partner Stong's, who continue to support our events.

We look forward to another great year ahead.

Vivian Xu

**President and Chair of Programming
Dunbar Community Centre Association**

Audited Financial Statements

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

www.twmca.com

FINANCIAL STATEMENTS

DUNBAR COMMUNITY CENTRE ASSOCIATION

December 31, 2022

Limited Liability Partnership



Tompkins Wozny
Chartered Professional Accountants

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, 2022, 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, 2022, 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.



INDEPENDENT AUDITOR'S REPORT

- 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 8, 2022

Chartered Professional Accountants



Dunbar Community Centre Association**STATEMENT OF FINANCIAL POSITION**

As at December 31

	2022 \$	2021 \$
ASSETS		
Current		
Cash and cash equivalents	1,302,282	109,209
Short-term investments [note 4(i)]	—	1,106,750
Accounts receivable [note 3]	39,809	33,659
Prepaid expenses	12,007	10,485
Total current assets	1,354,098	1,260,103
Property and equipment [note 5]	46,117	38,374
	1,400,215	1,298,477
LIABILITIES AND NET ASSETS		
Current liabilities		
Accounts payable and accruals [note 6]	98,016	71,498
Deferred revenue and contributions	119,385	114,119
Canada Emergency Business Account loan [note 12]	30,000	—
Total current liabilities	247,401	185,617
Canada Emergency Business Account loan [note 12]	—	30,000
	247,401	215,617
Net assets		
Invested in property and equipment	46,117	38,374
Internally restricted [note 7]	1,000,000	1,000,000
Unrestricted	106,697	44,486
Total net assets	1,152,814	1,082,860
	1,400,215	1,298,477

COVID-19 [note 11]

See accompanying notes to the financial statements

On behalf of the Board:

DocuSigned by:

 F2A8042E4ED547B...
 Director

DocuSigned by:

 CFCA09F310F44A4...
 Director

Dunbar Community Centre Association**STATEMENT OF CHANGES IN NET ASSETS**

Year ended December 31

	Invested in Property & Equipment \$	Internally Restricted \$	Un- restricted \$	Total \$
2022	<i>[Note 7]</i>			
Balance, beginning of year	38,374	1,000,000	44,486	1,082,860
Revenues over expenses	(13,623)	—	83,577	69,954
Investment in property and equipment	21,366	—	(21,366)	—
Balance, end of year	46,117	1,000,000	106,697	1,152,814
2021				
Balance, beginning of year	47,170	1,000,000	105,428	1,152,598
Revenue under expenses	(9,983)	—	(59,755)	(69,738)
Investment in property and equipment	1,187	—	(1,187)	—
Balance, end of year	38,374	1,000,000	44,486	1,082,860

See accompanying notes to the financial statements

Dunbar Community Centre Association**STATEMENT OF OPERATIONS**

Year ended December 31

	2022	2021
	\$	\$
REVENUES		
Program operations <i>[schedule]</i>	695,219	386,933
Room rental	26,663	18,924
Grants	20,965	25,141
Interest	12,611	12,117
Vending and other	5,760	2,257
Special needs	4,910	579
Wage subsidy - government assistance <i>[note 11]</i>	4,764	45,411
	770,892	491,362
EXPENSES		
Program operations <i>[schedule]</i>	389,151	271,643
Group One wages <i>[note 9]</i>	129,989	117,029
Office staffing	91,041	77,684
Office and other	21,057	29,036
Professional	15,861	15,706
Bank and credit card charges	14,876	10,198
Amortization of property and equipment	13,623	9,983
Advertising and brochures	10,924	—
Subscription fee <i>[note 10]</i>	8,524	5,854
Initiatives	4,563	8,317
Facilities maintenance	1,329	15,217
Special needs	—	433
	700,938	561,100
Revenues over (under) expenses for the year	69,954	(69,738)

See accompanying notes to the financial statements

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

Year ended December 31

	2022	2021
	\$	\$
OPERATING ACTIVITIES		
Revenues over (under) expenses for the year	69,954	(69,738)
Item not affecting cash		
Amortization of property and equipment	13,623	9,983
Changes in non-cash working capital items		
Accounts receivable	(6,150)	(17,821)
Prepaid expenses	(1,522)	(5,840)
Accounts payable and accruals	26,518	27,979
Deferred revenue	5,266	99,563
Cash provided by operating activities	107,689	44,126
INVESTING ACTIVITIES		
Acquisition of property and equipment	(21,366)	(1,187)
Redemption (acquisition) of short-term investments	1,106,750	(5,015)
Cash provided by (used in) investing activities	1,085,384	(6,202)
Increase in cash and cash equivalents for the year	1,193,073	37,924
Cash and cash equivalents, beginning of year	109,209	71,285
Cash and cash equivalents, end of year	1,302,282	109,209

See accompanying notes to the financial statements

Dunbar Community Centre Association**NOTES TO FINANCIAL STATEMENTS**

December 31, 2022

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.



Dunbar Community Centre Association**NOTES TO FINANCIAL STATEMENTS**

December 31, 2022

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 20% - Declining balance
- Web design 33% - Declining balance
- Furniture and equipment 20% - Declining balance

3. ACCOUNTS RECEIVABLE

	2022	2021
	\$	\$
Operations	40,554	27,109
Government receivable - GST (payable)	(745)	1,153
Interest	—	5,397
	39,809	33,659
Allowance for doubtful accounts	—	—
	39,809	33,659



Dunbar Community Centre Association**NOTES TO FINANCIAL STATEMENTS**

December 31, 2022

4. INVESTMENTS

Short-term investments consist of the following:

	2022	2021
	\$	\$
Term deposits	—	1,106,750

5. PROPERTY AND EQUIPMENT

	Cost	Accumulated Amortization	Net Book Value
	\$	\$	\$
2022			
Computer equipment	7,002	3,306	3,696
Web design	20,961	13,537	7,424
Furniture and equipment	464,150	429,153	34,997
	492,113	445,996	46,117
2021			
Computer equipment	3,859	2,357	1,502
Web design	10,711	9,613	1,098
Furniture and equipment	456,178	420,404	35,774
	470,748	432,374	38,374

6. ACCOUNTS PAYABLE AND ACCRUALS

	2022	2021
	\$	\$
Operations	43,507	22,958
Vancouver Park Board	45,734	44,734
Wages	8,775	3,806
	98,016	71,498



Dunbar Community Centre Association**NOTES TO FINANCIAL STATEMENTS**

December 31, 2022

7. INTERNALLY RESTRICTED NET ASSETS

The Association has internally restricted the following amounts:

	Programming & Community Outreach \$	Property & Equipment \$	Building Improvements \$	Totals \$
2022				
Balance, beginning of year	250,000	500,000	250,000	1,000,000
Restricted (unrestricted) during the year	—	—	—	—
Balance, end of year	250,000	500,000	250,000	1,000,000
2021				
Balance, beginning of year	250,000	500,000	250,000	1,000,000
Restricted (unrestricted) during the year	—	—	—	—
Balance, end of year	250,000	500,000	250,000	1,000,000

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, 2022.

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.

Dunbar Community Centre Association**NOTES TO FINANCIAL STATEMENTS**

December 31, 2022

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 2022 fiscal year, total Group One wages was \$129,989 [2021 - \$117,029] which was paid to one contractor. This amount represents payment for several individuals. Also, in 2022 fiscal year, one employee was paid \$84,475 [2021 - \$77,791].

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.

Due to the COVID-19 pandemic, the Vancouver Park Board has waived the operation fee based on prior years revenues for the calendar year ending December 31, 2020 and December 31, 2021. As a result, the December 31, 2021 and December 31, 2022 operating fee is waived.

11. COVID-19

In the Fall of 2021 a COVID-19 vaccine passport program was put into place by public health. Staff at the community centre were required to check vaccine passports for those participating in adult programming and special events. The City of Vancouver/Vancouver Park Board also passed a motion requiring all staff and contractors working in their buildings to also show proof of vaccination. The Dunbar CCA adopted this motion for their employees and contractors. This would continue into 2022. In January 2022, there was a public health order still in place which kept the fitness centre and fitness programs suspended. That changed in February with all public health orders suspended and regular programming and services were able to continue. In April 2022, public health directed services to stop checking vaccine passports for those participating in programming or attending events. We continued into the rest of 2022 without any COVID-19 restrictions in place, with the exception of employees and contractors requiring proof of vaccination.

During the year, the Association received wage subsidies in the amount of \$4,764 [2021 - \$45,411].

Dunbar Community Centre Association

NOTES TO FINANCIAL STATEMENTS

December 31, 2022

12. CANADA EMERGENCY BUSINESS ACCOUNT LOAN

In 2020, the Association applied for and received a \$40,000 loan under the Canada Emergency Business Account. The loan is non-interest bearing until December 31, 2023, and then interest accrues at the prime rate until December 31, 2025, when the loan is due. If the loan is repaid on or before December 31, 2023, \$10,000 of the loan will be forgiven.

As the Association has met and expects to continue to comply with the loan's terms and conditions and expects to repay the loan on or before December 31, 2023, the 25% forgivable portion of the loan or \$10,000, was taken into 2020 income.



Dunbar Community Centre Association**Schedule****SCHEDULE OF PROGRAM OPERATIONS**

December 31, 2022

	2022			2021		
	Revenues	Expenses	Net Income	Revenues	Expenses	Net Income
	\$	\$	(loss)	\$	\$	(loss)
	\$	\$	\$	\$	\$	\$
Preschool	67,604	43,416	24,188	46,911	24,906	22,005
Children	165,016	101,427	63,589	119,318	91,188	28,130
Youth	3,270	2,366	904	245	1,875	(1,630)
Adult	157,270	73,903	83,367	72,490	33,081	39,409
Senior	36,566	24,021	12,545	19,758	22,726	(2,968)
Fitness	112,078	57,135	54,943	45,642	25,590	20,052
Special events	34,809	10,323	24,486	1,215	1,906	(691)
Summer	118,606	76,560	42,046	81,354	70,371	10,983
	695,219	389,151	306,068	386,933	271,643	115,290

See accompanying notes to the financial statements

Governance Report

Our dedicated volunteers continue to lend their time, talent and expertise to contribute to the Governance and are represented well with individuals who bring their HR and legal expertise, in connection with their desire to keep policies, practices and best practices up to date and collaborative.

The Committee this year undertook a needs assessment by way of a Board matrix to ensure we are doing our best to represent the Association broadly. We continue to embrace diversity, inclusion, and respect, and ensure we choose practices grounded in our values and mission. Directors at the Dunbar Community Centre Association have been focusing on contributing to the success of the Centre's facilities and programs. We continue to work on director recruitment and onboarding and relevant policies that aid in best practices. We participated in the PB's and City's process to assess and quantify facility renewal needs and continue to advocate for this for Dunbar.

The Committee is currently reviewing Terms of Reference as part of normal policy review and to keep up to date with best practices.

The Committee is reviewing the results of our Board matrix to ensure we remain robust, diverse, and can best represent the Association now and in the future. This process will lay groundwork for future Governance members to utilize.

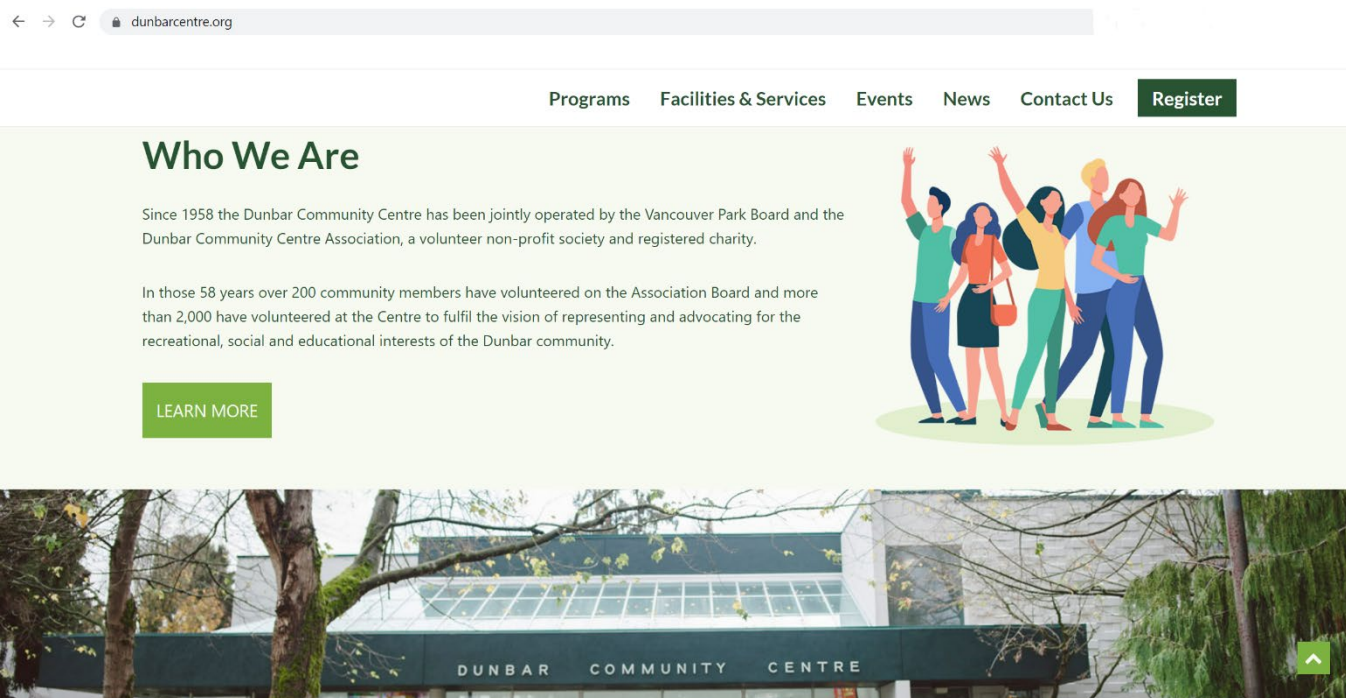
We continue to practice fiduciary responsibility to ensure our internally restricted funds are managed by an investment professional.

Thank you to the Committee and Board who lend their time and expertise to ensure a solid governance foundation for the Board to govern by.

Stanley Chiu
Corporate Secretary and Chair of Governance
Dunbar Community Centre Association

Communications Report

For the Communications Committee, 2022 was a year of renewal. Renewed foot traffic into the Centre was accompanied by matching interest in our website and social media. Website traffic alone increased 45% from 2021, and a continued increase in mobile devices as the most popular platform online visitors use to view our website has led us to adapt our digital presence to meet this need.



Resulting from this and our commitment to provide a fast, user-friendly website, we have completed a full website redevelopment in 2022 thanks to wonderful work from our vendor. We are pleased to have launched our new website near the end of 2022 and we have received positive feedback as a result. This project enables us to better cater to the needs of our community while displaying a modern and responsive look and feel to our primary online presence.

Our social media presence has also grown, with referrals from social media increasing across the board from 2021. We will stay committed to this growing traffic channel in 2023.

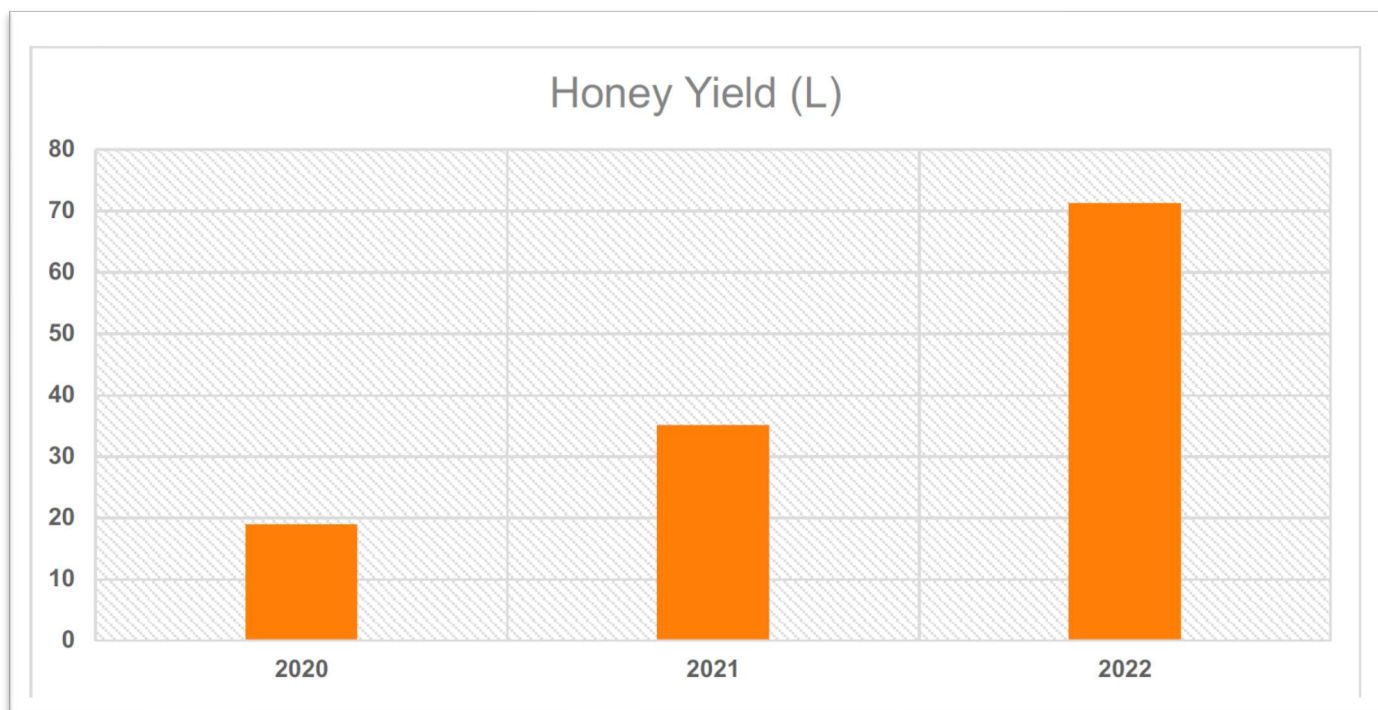
As we have seen from 2022, we expect continued growth and awareness for the Dunbar Community Centre in 2023.

André Ladouceur
Vice President and Chair of Communications
Dunbar Community Centre Association

Apiary Update

Honey Bee Health

The hives did amazingly well last year. The 2022 yield doubled the honey production of the 2021 (see graph), this was due to the good health of the honey bees going into the season and the fact that we had a long spring and summer with relatively mild weather. The lack of extreme temperatures made for better honey yields. The fall was a challenging time of year with extreme mite levels. This was also due to the mild fall weather where the bees produced young late into the season. To combat the high mite levels, I introduced a new method of control, oxalic acid vaporization. I hope that the hives will be producing as well this year as last, however, the weather has much to do with how much honey the hives produce each year. The late cold spring will certainly affect the honey production timeline.



Grant Update

This year, we received a grant from Greenest City Grants. This provided funds for mite treatments and to replace the roofing material (new roofs seen below). We also provided “look into the hive” days where the public could join and ask questions about the honey bees and hive maintenance. One of these took place on Salmonberry days and we had an enthusiastic crowd of onlookers engaging with the volunteer beekeepers.

Additionally, we received a grant from Stong’s Market to provide sugar supplemental feeding for our bees. This is the second year running that Stong’s Market has supported us.

The year ahead

For this next year, we look forward to growing our volunteer beekeeper and apiary garden volunteer base. We have plans to install a drip irrigation system to allow easier watering of the garden. Additionally, the possibility exists for having some of the summer camps come and learn more about beekeeping. I will be applying to the Neighborhood Small Grants again to fund the mite control and other needs of the apiary.

Diane Martin
Head Beekeeper



Dunbar Community Centre Reports

Community Recreation Supervisor's Report

This year began by continuing to navigate the ever-changing landscape of the COVID-19 pandemic and resulting health orders from the Provincial Health Authority. However, with health orders dropped in the Spring, we were able to move towards the “new normal.” It was exciting to be offering many programs and special events that has been paused since 2020, especially the annual Craft Fair!

COVID-19 Pandemic

In the Fall of 2021, a COVID-19 vaccine passport program was put into place by public health. Staff at the community centre were required to check vaccine passports for those participating in adult programming and special events. The City of Vancouver/Vancouver Park Board also passed a motion requiring all staff and contractors working in their buildings to also show proof of vaccination. The Dunbar CCA adopted this motion for their employees and contractors. This would continue into 2022.

In January 2022, there was a public health order still in place which kept the fitness centre and fitness programs suspended. That changed in February with all public health orders suspended and regular programming and services were able to continue. In April 2022, public health directed services to stop checking vaccine passports for those participating in programming or attending events. We continued into the rest of 2022 without any COVID-19 restrictions in place, with the exception of employees and contractors requiring proof of vaccination.

Personnel

This year at Dunbar Community Centre we welcomed some new staff to the team.

In February, Vanna Nguyen began part-time in the Community Youth Worker position and we were thrilled that she was successful in the regular full-time position when it was posted in June. Vanna has brought new energy and ideas to the youth portfolio and Dunbar has seen a huge growth in the amount of engagement with young people.

Also in February, Michele Rideout (Regional Fitness Programmer) retired and we welcomed Mark Cartwright to the team. I thank Bonnie Kramer (RPT Fitness Worker) for her hard work while acting in the role before Mark started.

In May, Dustin Hodgson (Program Assistant III) left Dunbar for a temporary promotional opportunity at False Creek CC as a Programmer. We look forward to welcoming him back to Dunbar in April of 2023. During the Fall season, Dalton Seto supported the Program Assistant III portfolio.

In August, Fernando Realina was hired into the regular full-time Building Worker position after many years of auxiliary work at the community centre. We are happy to have him join the team!

In September, Monica Kochhar was hired into the regular full-time Cashier Receptionist job but soon went to Creekside CC for a promotion as a temporary Recreation Facility Clerk. We look forward to welcoming Monica back to Dunbar in the summer of 2023. 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.

The annual all-staff in-service was held on December 1. Staff reviewed emergency procedures and policies as well as took part in a fire drill.



Programs & Events

I was thrilled to see our two signature annual events, Salmonberry Days Fair and the Dunbar Craft Fair, return this year after a hiatus. I always enjoy attending events at Dunbar and especially having the opportunity to meet community members.

Salmonberry Days Fair was held on Saturday, May 28 from 11am-3pm including a BBQ provided by Stongs, entertainment, arts & crafts, and new this year: a small craft fair component.

The annual Dunbar Craft Fair was held on Saturday, November 26 and showcased over 150 vendors with various items for sale from knitted goods to food items. This year we also continued the 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 Roy Liu and Brittany Walsh (Recreation Programmer IIs) for their support of this event as well as Laurel Giassa and Dalton Seto. Approximately 2400 people came through the doors for the Fair and it was truly enjoyed by both community members and the public from all over Metro Vancouver. This year we tried something new by doing the annual tree lighting during the Craft Fair. It was a successful way to kick off the holiday season as we had many individuals already gathered.

The community centre also hosted two sets of elections in 2022: in April for the Vancouver-Quilchena by-election and in October for the municipal elections.

Facility

Through working with the City's Security Department and Park Board I was able to secure funding for safety upgrades around the building. In early Fall the new exterior lighting was installed as well as a CCTV system including interior and exterior cameras. The amount of vandalism and issues around the centre have decreased as a result and it was a quiet Halloween with no incidents this year.

Other facility improvements done this year include: replacement of tube lights in the gymnasium, annual gymnasium floor refinishing, installation of new tampon/pad dispensers in all washrooms around the building and roofing upgrades.

It is expected that by the end of 2023, the community centre parking lot will also have four new electric car charging stations installed; Dunbar will be the first westside centre to have these in place.

We will continue in 2023 to work to improve the centre and offer a welcoming environment for patrons.

Overall, I would like to thank Laurel Giassa and the DCCA Board of Directors for their support as well as the staff team for their hard work in returning community centre operations and reactivating programs and events after the hiatus due to the pandemic. I continue to be impressed with the team of people that make Dunbar Community Centre such a wonderful place to work!

Respectfully submitted,
Kristi Douglas
Community Recreation Supervisor
Dunbar Community Centre

Adults and Seniors Programming Report and Special Events

This past year in 2022, we were finally able to begin rebuilding our programs, after the many interruptions and changes brought by COVID-19 Health Orders in 2021 and the first couple of months of 2022. We saw a rise in both our programs and people returning to our Centre, which is a great sight to see after these past difficult years.

Throughout this past year, most of our programs, including Group Fitness, Health & Fitness, Dance, Martial Arts, and Arts have returned. Unfortunately, there were programs that could not return, and the rebuilding process is continuing, as we are slowly getting the Centre back to pre-COVID operation. We thank everyone – patrons, instructors, staff, and DCCA for their understanding, patience, and support.

Finally, this past year saw the return of all our Community Events! The returning events included Easter Egg Hunt and Salmonberry Days Fair in Spring, Halloween and Breakfast with Santa in the Fall. Our biggest event, the Dunbar Holiday Craft Fair, returned as popular as ever, with 150+ tables and thousands of shoppers from throughout the City came to do their Holidays shopping. We also combined the Tree Lighting with the Craft Fair this year, so there were more activities for people to enjoy.

We continue to build partnerships in our community and we are very grateful to all of our community partner organizations, such as Stong's Market, Starbucks, and Save-On-Foods, who continue to support the community in Dunbar. We thank them for their support and contribution this past year and hope this will continue for years to come. Their support is vital to our community events and programs at Dunbar and we look forward to building more partnerships with other organizations to help this community and the Centre grow stronger.

Roy Liu

Recreation Programmer

Dunbar Community Centre

Preschool / Children / Youth Programming Report

2022 was a busy year with people returning to programs and events after covid-19. Some of the programs that were successful include: Birthday Parties, Piano, Children's Sports, Professional Day

Camps and Winter / Spring Break Camps. Some new programs this year include; Parents Night Out, Pottery Birthdays, Fabric Painting and Sewing. Our seasonal and family events / programs were very well attended and we hope to continue this in the future. Some of these include; Free Craft Time in the Lobby, Pumpkin Carving, Gingerbread House Making and our Holiday Presents. Instructors have been really patient and



eagerly waiting for their programs to be back up and running successfully.

Our Summer Day Camps for children ages 6-12 was very successful this year with every week being full with a waitlist. The Support Camp spaces were available again as well with almost every week being full. The staff team was really strong and worked



extremely hard to provide a safe and fun camp for the kids. We had a large group of volunteers that Vanna provided to assist with the camp this year. Camp went back to doing a mix of on-site contractors and out trip activities. Some examples of these were – Sportball, Dancing, Science World, Vancouver Aquarium, Swimming, Skating and much more.

Brittany Walsh
Recreation Programmer
Dunbar Community Centre



Youth Programming & Volunteers Report

Our 2022 has been busy with reviving our youth portfolio by bringing in new programs and instructors to the community centre. Some of the youth programs that had strong attendance include Youth Council, Youth Basketball, and Youth Badminton. Some revived programs that were brought back include Teen Games Lounge Birthday Parties, Youth Pottery, and Teen Yoga. Some new programs we offered this year include many youth-led projects such as Pre-teen Leadership Club, Teen Tutoring/Homework Club, and Youth K-pop. Our games room has been heavily utilized mainly by pre-teens from nearby elementary schools and teens from nearby secondary schools. Friday evenings have been very busy with youth participating in programs such as Youth Dance, Youth Basketball, Youth Badminton and using our space to spend time with their friends. With up to 90+ youth participants entering through the doors on Friday evenings, these programs have continued to be successful throughout the year. Below are some highlights of what our youth achieved this year:

Winter 2022

Dunbar's Youth Council applied for a Youth Week Grant from the Vancouver Parks Board where their application was selected to receive the grant voted by the City-Wide Youth Council. The youth decided to run a City-Wide Youth Games Night in our gymnasium. They ran a badminton tourney, a relay race, and musical chairs. After, we ended the evening off with Happy Meals!



Spring 2022

Dunbar's Youth Council was very active this year with numbers growing up to 30-35 youth consistently attending the weekly meetings. As our first special event back since the pandemic, our Easter event had crafts and activities that were planned and led by the youth. We even had multiple youth take turns being the Easter bunny!

Summer 2022

Dunbar's Youth Council applied for and received a Youth-Neighbourhood Small Grant of \$500 from the Vancouver Foundation. The youth at Dunbar used the grant to work on their youth-led community Summer Slam and celebrated the end of summer with pizza, fruits, freezies, juice, and baked goods. Community members were invited for food, outdoor music, a dance performance by youth, crafts, games, and activities.

Fall 2022

The youth at Dunbar worked on several special events in support of the DCCA. In October, they hosted a sold-out Halloween event for local families. Overall, the event was a success as registration increased to nearly double of last year! They worked hard to create games and activities for the children with prizes and crafts. Youth Council helped set up over 150+ chairs and tables the night before our Holiday Craft Fair. The next day, we had 50+ youth throughout the day to assist vendors with carrying their items to their designated area. For Breakfast with Santa, the youth dedicated their time with set up, clean up, serve breakfast, and organize arts and crafts with children.

Volunteering Overview

This year, we were able to hold three youth volunteer orientations. These orientations are held seasonally by Vanna Nguyen and attendance is required in order to sign-up for upcoming volunteer opportunities. Registration numbers vary from 20-40 depending on the season. During the volunteer orientation, Vanna leads ice breakers to warm up and get the group engaging with one another. A site tour is also conducted to allow the volunteers to familiarize themselves more with the community centre.

By using our new Dunbar Youth Instagram page and outreaching to nearby schools such as Lord Byng

Secondary School to promote, we had nearly 100+ youth volunteers for various programs. The volunteers were keen, very dedicated and took every opportunity they could to volunteer at the centre. Since starting at Dunbar Community Centre in February 2022, there have been youth from many west side schools such as from Lord Byng, St. George's, University Hill, and Prince of Wales Secondary School to support our programs and events.



From juice boxes, hot chocolate, to pizza and Starbucks, food/snacks are often provided to the youth who volunteer for

our special events and attend our Youth Council meetings. Our volunteers contributed greatly to our events and programs this past year. In the spring/summer we had our Day Camps, Easter event, and Salmonberry Fair Days. In the fall, we had our Halloween Event, Holiday Craft Fair, and Breakfast with Santa. The Craft Fair Vendors, patrons, staff, and even Board members left many positive comments on how amazing the volunteers were and how appreciative they were for all their help. Throughout the year, the number of youth 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.

Vanna Nguyen
Community Youth Worker
Dunbar Community Centre



**This concludes the 2022 Annual Report.
Thank you for your patronage and support!**