

# ANNUAL REPORT

For the year ending December 31, 2023

## **69<sup>th</sup> Annual General Meeting of the Dunbar Community Centre Association held on Wednesday April 24 2024**

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



## Land Acknowledgement

*The Dunbar Community Centre Association acknowledges that it is situated on the unceded traditional territories of the x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam Indian Band), Sk̓wx̓wú7mesh (Squamish Nation) and səlilwətəł (Tsleil-Waututh Nation)*

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## Agenda

1. Call to Order and Welcome
2. Land Acknowledgement
3. Approval of Agenda
4. Circulation and Approval of the Minutes of the 68<sup>th</sup> Annual General Meeting held on April 26 2023
5. Auditor's Report and Treasurer's Report – to approve the Financial Statements of the Association for the fiscal year ended December 31 2023 and re-appoint Tompkins Wozny LLP, the auditors for the Association
6. Appointment of Directors
7. Association Reports:
  - i. President's Report
  - ii. Governance Report
  - iii. Communications Report
  - iv. Apiary Update
8. Park Board Reports:
  - i. Community Recreation Supervisor
  - ii. Recreation Programmer – Adults and Seniors
  - iii. Recreation Programmer – Preschool, Children and Youth
  - iv. Community Youth Worker
9. Adjournment

## 68<sup>th</sup> Annual General Meeting Current Board of Directors of the Dunbar Community Centre Association

<b>President:</b>	Vivian Xu
<b>Vice President:</b>	André Ladouceur
<b>Treasurer:</b>	Ain Li
<b>Corporate Secretary:</b>	Stanley Chiu
<b>Current Directors at large:</b>	Benjamin Effa Bijun Wu James Fraser Shany Mo Vivi Li

### ***Directors that left in 2023:***

*Harsimran Kapoor  
Tina Leung*

# Draft Minutes of the 68<sup>th</sup> Annual General Meeting of the Dunbar Community Centre Association

Held at 6:00pm on Wednesday April 26 2023 by Zoom

Andre Ladouceur chaired and opened the meeting at 6:02pm.

## 1. Approval of Agenda

The agenda was approved.

## 2. Approval of the Minutes of the 67<sup>th</sup> Annual General Meeting

The Minutes of the 67<sup>th</sup> Annual General Meeting were approved.

## 3. Auditor's Report – Erik Allas

Mr. Allas was in attendance and presented the audited financial statements. and spoke to the financial statements and thanked management and staff. Clean smooth process and good audit with a favourable report for the fiscal year.

Working back towards pre COVID number, nice bounce back this year. Program operations increased as did comparative expenses and offset last year's deficit well.

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

The audited financial statements were approved. **MOTION CARRIED.**

Tomkins, Wozny LLP were reappointed as the auditors for the Dunbar Community Centre Association. **MOTION CARRIED.**

## 4. President's Report

A written report is included in the Annual Report.

Thank you to volunteers, patrons and staff, our CRS and Programmers and PB staff for their efforts and teamwork. Thank you to Laurel, her efforts are appreciated as is the level of work she does to maintain the affairs of the Association and work with the Board and PB.

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 staff who have worked hard to offer quality programming.

## 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

- Stanley Chiu
- Ain Li

Tina Leung stepped down at the AGM.

It was **MOVED** and **SECONDED** to approve the Director's slate by acclamation. **MOTION CARRIED.**

## 7. **Adjournment**

There being no further business, the meeting adjourned at 6:16pm.

## Dunbar Community Centre Association Reports

### President's Report

On behalf of the Board, I am pleased to present our annual report and take a look back at our year and see all the positive groundwork laid out for new projects and using our guiding principles and mission statement in all we do. We read these statements out at each Board meeting to guide us in our volunteer efforts to represent and advocate for the recreational, social, and educational interests of our community

At the time of writing this it is drawing close to National Volunteer Week, with this year's theme being "Every Moment Matters" which resonates soundly. As we look back over so many positive experiences, it's the teamwork that truly stands out. This teamwork flows from the strong relationship the Board has with our PB partners CRS and staff and our volunteers. Together we have been able to provide quality day to day programming opportunities and also special events, such as the Holiday Craft Fair and Tree Lighting, Easter event, Breakfast with Santa, the Dunbar youth haunted house.

The **Programming** Committee continues its work to provide longstanding popular programs and inventive new opportunities, special events, workshops and community engagement. We are very pleased to announce that Dunbar was successful in applying to host a two-year pilot for Artists in Communities (AIC) in 2024 and 2025. Thank you to **James Fraser**, for participating in the AIC selection process and always offering to help with programming and community outreach. The AIC program is based on principles of community cultural development. Its purpose is to encourage a wide variety of interactions between artists and community members. The intention of an artist residency is to create a lasting physical and/or social legacy, whether it involves a new understanding of creative processes, the development of collaborative skills or an artwork which remains in the community. This AIC residency will be youth focused. We are pleased to share that Aaron Friend Lettner was the successful artist for our two-year pilot for Artists in Communities (AIC) in 2024 and 2025. We are very excited to see what his residency will bring. Keep an eye out for him at our upcoming special events and in the Centre!

We are excited to continue our relationship with AMICA for the Seniors Social Club. There will be tea, light snacks and interesting conversations, including special guest speakers joining in some session with topics covering emergency preparedness, health and wellness, food and entertainment, home services and more. Check out our bulletin board for the speaker's schedule.

Music in the Park patron appreciation event was held at the end of August. We will be hosting this event again this year.

**Governance** continues to lend their expertise, care and time to look out for the Association's best interest and best practices. Thank you to our Governance team, Stanley Chiu, Benjamin Effa and James Fraser for their thoughtful oversight and updating the Terms of Reference for the Board and Committees.



The **Finance Committee** continues to be led by our very capable and thoughtful Treasurer, Ain Li. Her thoughtful approach highlights areas we can improve policy and her oversight ensures we monitor our finances and undertake best practices and fiduciary responsibility. We continue to manage our internally restricted funds with professionals, with regular oversight.

Thank you to André Ladoucer our Vice President and Chair of **Communications** for his continued leadership in ensuring we remain current and connected by way of our refreshed website, social media and other avenues. A special thanks to Andre for his long time Board volunteer commitment and service.

**Apiary overview** - we were fortunate to have a healthy honey yield and sold both the Spring and Fall varieties at the Holiday Craft Fair and Tree Lighting event. Thank you to Diane, our head beekeeper, and our beekeeping volunteers.

Thank you to the DCC CRS, staff and programmers who work so hard and collaboratively to meet the patrons' and community needs.



Thank you to my fellow Board members, the members of the Dunbar Community Centre Association, Association staff, Centre staff and volunteers. Thank you to our Administrator Laurel for her dedication and administrative management. Thank you to our patrons for your ongoing patronage and support. Finally, thank you to our community partner Stong's, and our new community partner, Amica, for their enthusiasm and support of senior's initiatives, we appreciate all your help and support of 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.

**FINANCIAL STATEMENTS**

**DUNBAR COMMUNITY CENTRE  
ASSOCIATION**

**December 31, 2023**



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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, 2023, 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, 2023, 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 13, 2024

Chartered Professional Accountants



STATEMENT OF FINANCIAL POSITION

As at December 31

	2023	2022
	\$	\$
<b>ASSETS</b>		
<b>Current</b>		
Cash and cash equivalents	851,375	1,302,282
Investments <i>[note 3]</i>	570,346	—
Accounts receivable <i>[note 4]</i>	45,794	39,809
Prepaid expenses	11,242	12,007
<b>Total current assets</b>	<b>1,478,757</b>	<b>1,354,098</b>
Property and equipment <i>[note 5]</i>	38,738	46,117
	<b>1,517,495</b>	<b>1,400,215</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Current liabilities</b>		
Accounts payable and accruals <i>[note 6]</i>	109,729	98,016
Deferred revenue <i>[note 7]</i>	157,900	119,385
Canada Emergency Business Account loan <i>[note 12]</i>	7,500	30,000
	<b>275,129</b>	<b>247,401</b>
<b>Net assets</b>		
Invested in property and equipment	38,738	46,117
Internally restricted <i>[note 8]</i>	1,000,000	1,000,000
Unrestricted	203,628	106,697
<b>Total net assets</b>	<b>1,242,366</b>	<b>1,152,814</b>
	<b>1,517,495</b>	<b>1,400,215</b>

Joint operating agreement *[note 11]*

See accompanying notes to the financial statements

On behalf of the Board:



Director: Ain Li, Treasurer



Director: Vivian Xu, President

**STATEMENT OF CHANGES IN NET ASSETS**

Year ended December 31

	Invested in Property & Equipment \$	Internally Restricted \$	Un- restricted \$	Total \$
<b>2023</b>		<i>[Note 8]</i>		
<b>Balance, beginning of year</b>	46,117	1,000,000	106,697	1,152,814
Revenues over (under) expenses	(12,144)	—	101,696	89,552
Investment in property and equipment	4,765	—	(4,765)	—
<b>Balance, end of year</b>	<b>38,738</b>	<b>1,000,000</b>	<b>203,628</b>	<b>1,242,366</b>
<b>2022</b>				
<b>Balance, beginning of year</b>	38,374	1,000,000	44,486	1,082,860
Revenue over (under) expenses	(13,623)	—	83,577	69,954
Investment in property and equipment	21,366	—	(21,366)	—
<b>Balance, end of year</b>	<b>46,117</b>	<b>1,000,000</b>	<b>106,697</b>	<b>1,152,814</b>

*See accompanying notes to the financial statements*

**STATEMENT OF OPERATIONS**

Year ended December 31

	2023	2022
	\$	\$
<b>REVENUES</b>		
Program operations <i>[schedule]</i>	925,159	695,219
Room rental	32,136	26,663
Grants	250	20,965
Investment income	17,795	12,611
Unrealized gain on investments	2,720	—
Vending and other	6,904	5,760
Special needs	4,896	4,910
Wage subsidy - government assistance	—	4,764
	<b>989,860</b>	<b>770,892</b>
<b>EXPENSES</b>		
Program operations <i>[schedule]</i>	538,405	389,151
Group One wages <i>[note 10]</i>	144,501	129,989
Office staffing	93,126	91,041
Office and other	15,322	21,057
Operation fee <i>[note 11]</i>	14,362	—
Professional	18,286	15,861
Bank and credit card charges	20,462	14,876
Amortization of property and equipment	12,144	13,623
Advertising and brochures	19,772	10,924
Subscription fee <i>[note 11]</i>	11,563	8,524
Initiatives	5,961	4,563
Investment management fees	4,225	—
Facilities maintenance	2,179	1,329
	<b>900,308</b>	<b>700,938</b>
<b>Revenues over expenses for the year</b>	<b>89,552</b>	<b>69,954</b>

Joint operating agreement *[note 11]*

*See accompanying notes to the financial statements*



**STATEMENT OF CASH FLOWS**

Year ended December 31

	<b>2023</b>	<b>2022</b>
	<b>\$</b>	<b>\$</b>
<b>OPERATING ACTIVITIES</b>		
Revenues over expenses for the year	<b>89,552</b>	69,954
Item not affecting cash		
Amortization of property and equipment	<b>12,144</b>	13,623
Changes in non-cash working capital items		
Accounts receivable	<b>(5,985)</b>	(6,150)
Prepaid expenses	<b>765</b>	(1,522)
Accounts payable and accruals	<b>11,713</b>	26,518
Deferred revenue	<b>38,515</b>	5,266
<b>Cash provided by operating activities</b>	<b>146,704</b>	107,689
<b>INVESTING ACTIVITIES</b>		
Acquisition of property and equipment	<b>(4,765)</b>	(21,366)
Repayment of Canada Emergency Business Account loan	<b>(22,500)</b>	—
Acquisition and sale of investments (net)	<b>(570,346)</b>	—
Redemption of term deposits	—	1,106,750
<b>Cash provided by (used in) investing activities</b>	<b>(597,611)</b>	1,085,384
<b>Increase (decrease) in cash and cash equivalents for the year</b>	<b>(450,907)</b>	1,193,073
Cash and cash equivalents, beginning of year	<b>1,302,282</b>	109,209
<b>Cash and cash equivalents, end of year</b>	<b>851,375</b>	1,302,282

*See accompanying notes to the financial statements*

## NOTES TO FINANCIAL STATEMENTS

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December 31, 2023

### 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.

Investment income includes interest, dividends, and gain (loss) on disposition of the Association's portfolio investments. Interest income is recognized in accordance with the terms of the underlying investment, which is generally the passage of time and dividends are recorded as revenue when received.

## NOTES TO FINANCIAL STATEMENTS

December 31, 2023

### 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, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash and accounts receivable.

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. INVESTMENTS

Investments consist of the following:

	2023	
	Cost	Market Value
	\$	\$
Short-term investments	287,023	290,212
Fixed income	26,040	26,522
Equities	254,563	253,612
	<b>567,626</b>	<b>570,346</b>

NOTES TO FINANCIAL STATEMENTS

December 31, 2023

4. ACCOUNTS RECEIVABLE

	2023	2022
	\$	\$
Operations	45,235	40,554
Government receivable - GST (payable)	559	(745)
Interest	—	—
	<b>45,794</b>	<b>39,809</b>
Allowance for doubtful accounts	—	—
	<b>45,794</b>	<b>39,809</b>

5. PROPERTY AND EQUIPMENT

	Cost	Accumulated Amortization	Net Book Value
	\$	\$	\$
<b>2023</b>			
Computer equipment	7,002	3,437	3,565
Web design	20,961	16,046	4,915
Furniture and equipment	468,915	438,657	30,258
	<b>496,878</b>	<b>458,140</b>	<b>38,738</b>
<b>2022</b>			
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
	<b>492,113</b>	<b>445,996</b>	<b>46,117</b>

6. ACCOUNTS PAYABLE AND ACCRUALS

	2023	2022
	\$	\$
Operations	48,985	43,507
Vancouver Park Board	55,323	45,734
Wages	5,421	8,775
	<b>109,729</b>	<b>98,016</b>

NOTES TO FINANCIAL STATEMENTS

December 31, 2023

7. DEFERRED REVENUE

	2023	2022
	\$	\$
Programs - pre-registration	157,710	112,782
Rentals	190	6,603
	<b>157,900</b>	<b>119,385</b>

8. INTERNALLY RESTRICTED NET ASSETS

The Association has internally restricted the following amounts:

	Programming & Community Outreach \$	Property & Equipment \$	Building Improvements \$	Totals \$
<b>2023</b>				
Balance, beginning of year	250,000	500,000	250,000	1,000,000
Restricted (unrestricted) during the year	—	—	—	—
<b>Balance, end of year</b>	<b>250,000</b>	<b>500,000</b>	<b>250,000</b>	<b>1,000,000</b>
<b>2022</b>				
Balance, beginning of year	250,000	500,000	250,000	1,000,000
Restricted (unrestricted) during the year	—	—	—	—
<b>Balance, end of year</b>	<b>250,000</b>	<b>500,000</b>	<b>250,000</b>	<b>1,000,000</b>

9. FINANCIAL INSTRUMENTS

The Association is exposed to various risks through its financial instruments. The following analysis presents the Association's exposures to significant risk as at December 31, 2023.

**Credit Risk**

The Association is exposed to credit risk with respect to its bank deposits, accounts receivable and 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.

## NOTES TO FINANCIAL STATEMENTS

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December 31, 2023

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

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 investments in so far that the initial rate may be higher than the current interest rate obtained on maturity and renewal.

#### Market Risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The Society is mainly exposed to interest rate risk and other price risk on its term deposit and portfolio investments.

### 10. 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 \$144,501 [2022 - \$129,989] which was paid to one contractor. This amount represents payment for several individuals. Also, in 2023 fiscal year, one employee was paid \$84,654 [2022 - \$84,475].

### 11. 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, 2022 operating fee was waived.

## NOTES TO FINANCIAL STATEMENTS

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December 31, 2023

### **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 January 18, 2024, and then interest accrues at the rate of 5% until December 31, 2026, when the loan is due. If the loan is repaid on or before January 18, 2024, \$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 January 18, 2024, the 25% forgivable portion of the loan or \$10,000, was taken into 2020 income.

During the year, the Association repaid \$22,500 of the loan. Subsequent to the year, the Association repaid the remaining \$7,500.

## SCHEDULE OF PROGRAM OPERATIONS

December 31, 2023

	2023			2022		
	Revenues	Expenses	Net Income (loss)	Revenues	Expenses	Net Income (loss)
	\$	\$	\$	\$	\$	\$
Preschool	79,585	58,241	21,344	67,604	43,416	24,188
Children	305,611	187,567	118,044	165,016	101,427	63,589
Youth	9,336	6,404	2,932	3,270	2,366	904
Adult	175,356	90,351	85,005	157,270	73,903	83,367
Senior	62,195	23,332	38,863	36,566	24,021	12,545
Fitness	142,028	66,781	75,247	112,078	57,135	54,943
Special events	37,036	13,724	23,312	34,809	10,323	24,486
Summer	114,012	92,005	22,007	118,606	76,560	42,046
	<b>925,159</b>	<b>538,405</b>	<b>386,754</b>	<b>695,219</b>	<b>389,151</b>	<b>306,068</b>

*See accompanying notes to the financial statements*



## Governance Report

The Committee this year undertook a review of the Terms of Reference for the Board and committees and updated them. There was also a collaborative look at Board skill sets. We continue to choose practices that align with the DCCA's values and mission. We continue to advocate for facility renewal at Dunbar.

Activities planned for this year include review of onboarding materials and recruitment. We continue to work on director recruitment and onboarding and relevant policies that aid in best practices.

The Governance Committee works with the Finance Committee to ensure our internally restricted funds are managed by an investment professional and regularly reviewed. Committee members volunteer their time on projects and administrative review and governance matters in between meetings.

Thank you to the Committee and fellow Board members for their volunteer time and efforts in sharing their expertise and fiduciary responsibilities.

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

## Communications Report

With an updated and fully functional website rebuilt last year, the DCCA's online presence has never been better. We're able to offer patrons the info they're looking for right up front without digging around on our website for simple, high-queried items like our current program guide, preschool programs, and fitness programs like pickleball. Not to mention our Centre hours and separately, our fitness room hours.

Knowing that patrons are using mobile devices to visit our website more frequently than traditional computers, we've ensured that not only our website is fully optimized for mobile traffic, but our social media strategy is active and current, engaging both with patrons, the neighbourhood and community partners.

Please don't hesitate to get in touch with us through our website or follow us on social media for answers to questions about our Centre, or to hear the latest on how the Centre and the DCCA are involved in the Dunbar community!

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



dunbarcomcentre



@DunbarCC



Dunbar Community Centre Association

## Apiary Update

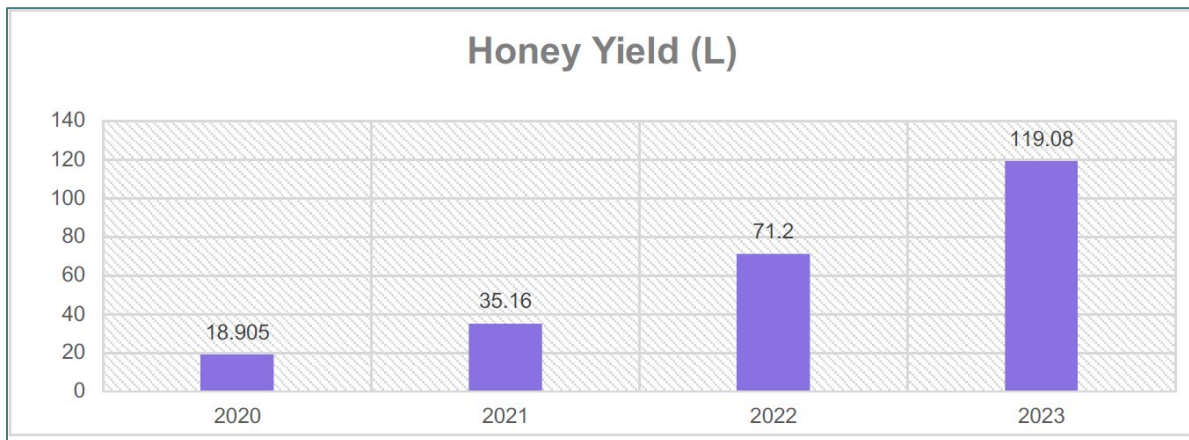
### Honey Bee Health

The Dunbar Community Hives did very well this year. We maintained the four strong hives and did not have any swarms. Careful weekly attention to the honeybee life cycle and pre-emptive measures were the means used to prevent swarms. The honey yields in Spring and Summer 2023 were higher than ever (see graph below). This can be attributed to the weather, the health of the honeybees and

to the increase in honey supers used. These honey supers were purchased by the head beekeeper (personal funds and on loan to the DCC for the honey season) to ensure adequate room for the honey the bees



brought in. We had a good group of regular beekeeper volunteers that helped with hive inspections. In addition, we installed a drip irrigation system that can better water the plants in the apiary. These plants provide forage for both the DCC bees as well as the large number of native bees living nearby.



### Grant Update

This year, we received two grants from the Neighborhood Small Grants and the Greenest City Grants. These provided funds for mite treatments, the drip irrigation, and a special demo hive (see photo below). We offered “Honeybee Info days” on three separate weekend days.

These were offered free to the community and they were a great success (see photo below).



Additionally, we again received a grant from Stong's Market to provide sugar supplemental feeding for our bees in the fall/winter. This is the third year running that Stong's Market has supported us.

### **The year ahead**

For this next year, we plan to offer four individual beekeeping sessions to open our volunteering to more people in the community. These workshops will be structured such that one or more than one can be taken to expand on the knowledge that interested volunteers might have. The presence of the apiary is unique to the DCC and it is a valuable place to offer instructional courses to the community.

We are also preparing a community talk for the Salmonberry Days on June 1st.

Finally, the DCC might want to explore other options concerning what to do with all the honey. There is a local person who purchases bulk honey at \$8/lb or selling larger 1kg jars would also be an option. I find many people want to purchase larger amounts of honey at a time.

### **The Break In**

Unfortunately, last September the apiary box was broken into and some of our equipment was stolen. I have already written and received one grant to replace some of the bee veil hats. There is still some other equipment that will need to be replaced and the box is not secured as before. The plastic tab that the lock fits in has been torn and there is not an easy fix for this. New boxes cost upwards of \$500. For now, I will keep the new veils in the community centre, but this is not optimal.

**Dr Diane Martin**  
**Head Beekeeper**

## Dunbar Community Centre Reports

### Community Recreation Supervisor's Report

This year was the first since 2020 when we did not have to navigate the ever-changing landscape of the COVID-19 pandemic and resulting health orders from the Provincial Health Authority. It was exciting to continue to build back the programs and special events and even add some new options for our patrons. It felt as if we were definitely back to a "new normal!"

#### Personnel

This year at Dunbar Community Centre staffing remained consistent. We did welcome one new staff person to the team and said goodbye to two members of our group.

In May, we welcomed back Dustin Hodgson (Program Assistant III) from his temporary promotional opportunity at False Creek CC as a Programmer. Dustin got back to work quickly on the plans for the annual Craft Fair and winter holiday events.

In September, Monica Kochhar was hired into the regular full-time Recreation Facility Clerk at Renfrew CC. We thank her for all the hard work, especially during the early days of pandemic restrictions. The full-time Cashier position was filled through the end of the year with auxiliary staff. Thank you to Marc Klobucar (RFC) and the auxiliary front desk staff for their support and professionalism working with our patrons.

The annual all-staff in-service was held on September 28. Staff reviewed emergency procedures and policies as well as took part in a fire drill.

In October, Mark Cartwright (Regional Fitness Programmer) moved to another group of centres so a new Fitness Programmer, Kinga Wdowiak, joined the Dunbar team. Kinga works at Dunbar and West End Fitness Centres and is at Dunbar three days per week.

#### Programs & Events

I always enjoy attending events at Dunbar and especially having the opportunity to meet community members. This year many successful programs ran as well as signature special events such as the Holiday Craft Fair, Breakfast with Santa and a new Patron Appreciation event.

The new Patron Appreciation event ran on Saturday, August 26 from 11am-2pm. Some great musical acts were enjoyed by the many who attended. Patrons enjoyed the caricaturist, balloon artist and the BBQ provided by Stong's. Approximately 350 people attended and we look forward to growing the event in 2024.

The annual Holiday Craft Fair on Saturday, November 25 went very well with over 2000 visitors attending and 145 vendors. Some of the changes we added this year worked well such as opening the

Gerry Massing (Games) Room for seating and using lighter weight tables for vendors (to ease the set up and clean up). Thank you to the staff for their hard work organizing the Fair and to Laurel and the Board members who supported. We also had 60 amazing youth volunteers who were a tremendous help at the Craft Fair and received great feedback from the vendors. We look forward to planning the 40th Dunbar Holiday Craft Fair in 2024!

The Dunbar CCA was successfully selected to host a two-year artist residency in partnership with the Park Board. This residency will have a youth focus and Vanna (Community Youth Worker) is the staff liaison for this project. Thank you to Vanna and James (DCCA Board Youth Liaison) who participated in the jury of applications, interviews and selected an artist to work with Dunbar. The project begins in Spring 2024 with artist Aaron Friend Lettner.

### **Facility**

By the end of the year, the EV charging station project was finally completed in the community centre parking lot. The parking lot has four new electric car charging stations installed and Dunbar is the first westside centre to have these in place.

Other facility improvements done this year include: annual gymnasium floor refinishing, replacement of lightbulbs as needed and carpet cleaning throughout the building.

We will continue in 2024 to work to improve the centre and offer a welcoming environment for patrons. There will also be an upgrade to the HVAC system for the building which will include partial cooling.

Thank you to our building maintenance team: Fernando, Edwin, Manuel and Hercoles for keeping Dunbar CC so clean and welcoming!

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 this year. 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

After a few years of interruptions and changes brought by COVID-19 Health Orders, this past year in 2023, we were finally able to see program numbers rising and have some stabilization to our programs, which is a great sight to see. Because of the stabilization, we see growth in our revenue and finally getting closer to what we had before the pandemic.

Quite a few programs have done well this year, including Group Fitness, Health & Fitness, Dance, Martial Arts, and Arts. Our sports programs, in particular, pickleball and badminton, have continued to be popular, with the Gymnasium fully booked the majority of the time.

In 2022, we saw the return of all our Community Events, and in 2023 we continue building on the success of those events, included Easter Egg Hunt in Spring, Halloween and Breakfast with Santa. Our biggest events, the Dunbar Holiday Craft Fair, has been as popular as ever, with 150 plus tables and saw thousands of shoppers from throughout the City came to do their Holiday shopping. This year, we again combined the Tree Lighting to the Craft Fair, so



there were more activities for people to enjoy. One change this year was the addition of Music in the Park, a patron appreciation event in the Summer, filled with live music, entertainment, and barbeque.



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, who continue to support the community in Dunbar.

In addition, we are very grateful to add a new partnership with Amica, and with their support, we are building up our seniors programs. We thank all of our partners 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



2023 was very busy with people returning and registering in our many programs. Each season there were new and diverse program offerings. Some new programs we provided include Spanish, Baking Club, Italian Cooking Camps, Badminton, Drawing and Painting and much more. I also worked closely with the Access

Services team to offer an adapted K-pop dance class for children once a week.

Our piano programs have increased to 6 days a week and we also introduced Taekwondo 4 days a week.

The Taekwondo program has been very successful, and it's been great seeing these program continue to grow each season. Our art and music programs have



been very popular as well in both the Preschool and Children's areas with a few new instructors. As always, our birthday parties, Winter /Spring / Pro-D Camps have been thriving with enrollment being full.



The Dunbar Apiary has been great this year with the bees working hard and our honey doubling from last year.

Honey was sold at the Dunbar Holiday Craft fair and we

are continuing to sell it.

**Brittany Walsh**  
**Recreation Programmer**  
**Dunbar Community Centre**



## Youth Programming & Volunteers Report

### Summer Day Camps Report

Our Summer Day Camps for children ages 6-12 was extremely successful this year with a waitlist occurring on the first week of Spring/Summer registration. We had an exceptional day camp team with fairly new leaders who worked really hard to provide an exciting summer for the kids by planning a variety of different activities. We continued to provide supported camp spaces this Summer which encouraged the leaders to ensure that the camp provided a safe, fun, and inclusive environment for all our campers. We invited onsite contractors to run in-house activities with our program at the community centre. Some of the activities that took place were Sportball, baking, dance parties, and much more. The camps went to out-trips such as Science World, Vancouver Aquarium, City Central Fun



Park, Playland, and Big Splash. They also got to meet children from other camps by attending the annual City-wide Sports Day event at Killarney Community Centre.

Dunbar gained many youth programs this year, let alone youth-led programs. In 2023, we brought in new instructors to the community centre to run many programs such as RainCity Basketball Club, French Lessons, Bike Shop Clinics, Drama Club, and more. The youth also attended a citywide snowtubing out-trip to Cypress Mountain

with over 50+ youth from other community centres. Of course, our Youth Council continues to see strong attendance every Friday night alongside our drop-in programs such as Youth Basketball and Youth Badminton. The games room has been heavily utilized by teens from nearby schools. We have seen an influx of youth all throughout the week, especially our Friday nights and now our Saturdays! With an approximate 70% increase of youth participants from last year entering through the doors this year, our programs and space that we provide continue to be successful. Below are some highlights of what our youth achieved in 2023:

### Winter 2023

In January, 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 compile hygiene packages to a women's relief shelter. These packages were distributed to women in need of new items for their transition house and rape crisis centre. In February, our Youth Council hosted an Anti-Bullying Day event in our main lobby. Here, we had pink lemonade, cookie decorating, button making, and a kindness board.

### Spring 2023

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 Bubble Tea and Ramen Event in our main lobby. They also ran some mini games which included charades, an obstacle course, and a relay race. I would also like to congratulate Sidney Thanh Mai Ho for receiving \$1400 to University of British Columbia (UBC) and being the first recipient of the Altruition Scholarship at Dunbar Community Centre Association. This scholarship is dedicated to students who face financial barriers but continue to give back to their community through volunteerism. Scholarships are earned based on the amount of time volunteered. After graduation from high school, the accumulated scholarship credit will be available for students to pursue their higher education aspirations at eligible post-secondary B.C. schools and institutions.



### Summer 2023

Our PA II – Youth Leader, Elizabeth (Liz) Huynh ran and revived our Girls+ on the Go Mentorship program to run various activities with female identifying pre-teens on Friday nights. The purpose of this program was to assist preteen gain tactile skills, create connections with others, and have fun! Liz did a great job taking the lead on this program with full attendance.

### Fall 2023

Dunbar's Youth Council prepared for several special events in support of the DCCA. In October, they made goody bags and created activities, games, and arts and crafts for a sold-out Halloween event for local families with registration numbers increased to nearly double of last year. In November, the youth also helped set up over 150+ chairs and tables the night before our Holiday Craft Fair. In December, the youth dedicated their time decorating our main lobby, the Christmas trees, and setting up for our Breakfast with Santa event.

### Volunteers

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 continuing to use our Dunbar Youth Instagram page and outreaching to nearby schools such as Lord Byng, Prince of Wales, and Saint George Secondary School to promote, we garnered over 100+ youth volunteers supporting various programs this year. From Day Camps, Special Events, to Children's Programs, we continue to have volunteers assist all throughout the year. In November, we hosted our first Catch Basin Community Cleanup in partnership with the Engineering Department of City of Vancouver. Here, community members alongside our youth volunteers assisted with cleaning out catch basins filled with leaves blocking the drainage system. We had 60+ youth throughout the day for our annual Holiday Craft Fair to assist vendors with carrying their items to their designated area, supporting their booths, and cleaning up at the end of the day. For Breakfast with Santa, the youth dedicated their time with set up, clean up, serve breakfast, and lead arts and crafts with children.

The amazing youth volunteers continue to make a positive impact on the Dunbar community with their keenness and dedication. As the number of youths continue to grow and become even more exceptional each year, they are one of the many reasons why our programs and special events are so successful.

**Vanna Nguyen**  
**Community Youth Worker**  
**Dunbar Community Centre**



## Special Events

The first event held for 2023 was the Easter Egg Hunt on April 8<sup>th</sup>. The event sold out with 95 children attending who participated in arts & crafts, games and an Easter egg hunt.

The Dunbar Community Centre Association sponsored a new “Music in the Park” patron appreciation



event on August 26<sup>th</sup> with approximately 500 people attending. This event was to replace Salmonberry Days as our new community event for the public. As it was our first Music in the Park event, we kept the event mainly at the front of the community centre. There was live music, face painting, balloon twisters, a caricature artist and the youth had games for the children to play. Promotional items like reusable bags and flying discs made with the

Dunbar logo were handed out. Vanna coordinated youth volunteers who were a wonderful help and also had the Kerrisdale Oakridge-Marpole community policing group set up a booth. Thank you to Stong's for providing the food for the B BQ as it was a popular feature of the event.

November 25<sup>th</sup> was the annual Dunbar Holiday Craft Fair with 143 vendors and over 2200 visitors. Overall the event went well and thank you to Kristi, Roy,



Brittany, Vanna and Laurel for their support. This was the first year we decided to use six-foot plastic tables, the vendors didn't seem to have an issue with it and it also made moving the tables easier before and after the event. The event was busy through the day and we

received positive feedback about the vendors, items available for sale and the live music and snacks

provided by Amica and Stong's. We also held the annual tree lighting event on the same day as the Craft Fair, since there were a lot of people that were already attending the craft fair. It was a great kick off to the holiday season.

On December 9<sup>th</sup> we held the Breakfast with Santa event. The event sold over 80 tickets and many happy families attending to see Santa and enjoy breakfast. The Vancouver Public library attended the event and read a story between breaks with Santa Claus. We had a photobooth set up for photos with Santa and snow even began to fall outside while the children enjoyed the event.

Thank you to the Dunbar Staff and Dunbar CC Association for their support of these great special events!

**Dustin Hodgson**  
**Program Assistant III**

**This concludes the 2023 Annual Report**



**Thank you for your patronage and support!**