

ANNUAL REPORT

For the year ending December 31, 2021

67th Annual General Meeting of the Dunbar Community Centre Association held on Wednesday April 27 2022

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 66th Annual General Meeting held on April 28 2021
4. Auditor's Report and Treasurer's Report – to approve the Financial Statements of the Association for the fiscal year ended December 31 2021 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. PAIII Update
8. Adjournment

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67th Annual General Meeting

Current Board of Directors of the Dunbar Community Centre Association

President:	Vivian Xu
Vice President:	André Ladouceur
Treasurer:	Victor Huang
Corporate Secretary:	Stanley Chiu
Current Directors at large:	Benjamin Effa Cheryl Ziola Harsimran Kapoor James Fraser Shany Mo

<i>Directors that left in 2021:</i>	<i>Peggy Griesdale Peter Delaney Bill Hooker Philippe Kruchten</i>
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Draft Minutes of the 66th Annual General Meeting of the Dunbar Community Centre Association

Held at 6:00pm on Wednesday April 28 2021 by Zoom

A quorum being present, André Ladouceur opened the meeting at 6:10pm.

1. **Approval of Agenda**

The agenda was approved.

2. **Approval of the Minutes of the 65th Annual General Meeting**

The Minutes of the 65th Annual General Meeting were approved.

3. **Auditor's Report – Erik Allas**

Mr. Allas was in attendance and presented the audited financial statements. He reported it was a clean opinion letter and thanked PB and Assoc. staff for their help in conducting the audit.

Mr. Allas reported on the Statement of Financial Position, which held up well in spite of COVID. The audited financial statements are included in the [Annual Report](#). The Board has internally restricted funds. It was a tough year, with the Centre being closed Mid March to Mid Sept. so drop in registration revenues, which was offset by decrease of expenses.

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**

André Ladouceur spoke to Peggy Griesdale's written report. Certain events were not able to be held safely but we are committed to revisit these events in future when it is safe to do so.

Thank you to staff, volunteers and Board members for the work they have done in these uncertain and tough circumstances and seeing things through. Thank you to our patrons for continuing to support us.

5. **Staff and Committee Reports**

The CRS Report prepared by Kristi Douglas, Dunbar's CRS, is included in the Annual Report. Thank you to staff and to the Board for their hard work and understanding as we navigated this, as well as thanks to Susan Mele for attending the AGM.

6. **Nominating Committee Report**

It was moved and seconded to appoint the following new Directors to the Board:

- Benjamin Effa
- James Fraser
- Harsimran Kapoor

The following Directors wish to continue volunteering on the Board and were reappointed to two-year terms:

- André Ladouceur
- Bill Hooker
- Cheryl Ziola
- Shany Mo
- Victor Huang
- Philippe Kruchten
- Vivian Xu

Peter Delaney tendered his resignation in advance of the meeting on April 28, 2021.

MOTION CARRIED.

7. **Adjournment**

There being no further business, the meeting adjourned at 6:32pm.

Dunbar Community Centre Association Reports

President's Report – Vivian Xu

2021 has been another year full of challenges and changes, I'd like to start off with thanking the DCCA team, PB team and the volunteers for their hard work and resilience they've shown throughout the year. I would also like to thank our past president Peggy Griesdale for her years of dedication and commitment to the centre.

Programming

The pandemic and the lockdowns surely took a toll on people's mental health, especially seniors who have less visits from their family and those who don't have access to digital devices. The success in two senior grant applications had allowed us to utilize the grant to facilitate senior activities such as forming the senior advisory committee (a sub-committee of programming committee), developing Needs Assessment, and partnering with South Granville Seniors Centres on the tablet rental program. We had received positive feedback from the seniors who benefited from these programs.

The Needs Assessment, led by Shany Mo, who has put in months of fieldwork and applied her expertise, is being finalized and will be distributed to the community. We are hoping to plan programs that are in line with the results from the Needs Assessment.

Governance

Under the leadership of the governance committee chair Cheryl Ziola, the board self-evaluation assessment was rolled out and the board attended the board assessment result session with Vantage Point. The assessment identified the strengths and weaknesses the board has and suggested some areas that the board can improve on. Our Governance Committee will be in very good hands under the guidance of Stanley Chiu, our thoughtful and capable Corporate Secretary.

Finance

Thank you to the Treasurer Victor Huang and our bookkeeper Liz Holstein-Sjerdal for their hard work on keeping track of the wage subsidy applications and ensuring the financial sustainability.

As I write this report, I reflected upon past board minutes and noticed the everchanging PHO orders (and how it would impact our programs) were mentioned in almost every meeting. The DCCA team had worked tirelessly to keep up with those changes. Therefore, I'd like to end this with special thanks to Laurel, Kristi and Roy for their ongoing dedicated efforts and being nimble and adaptive to these challenges. We thank our newest members, Benjamin, James and Harsimran, who have jumped quickly into offering their time and assistance on new projects and lending their thoughtful expertise. Thank you to André, a long-standing Board member, who continues to guide us on our marketing and communications efforts and will look to undertake a website update this coming year.

With the pandemic restrictions gradually being lifted, we look forward to a more prosperous year ahead.

Vivian Xu

President, Dunbar Community Centre Association

Finance Committee Report - 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, 2021



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, 2021, 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, 2021, 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 9, 2022

Chartered Professional Accountants



STATEMENT OF FINANCIAL POSITION

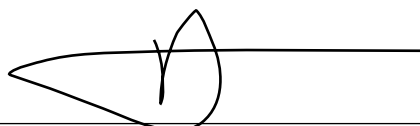
As at December 31

	2021	2020
	\$	\$
ASSETS		
Current		
Cash	109,209	71,285
Short-term investments [note 4(i)]	1,106,750	721,735
Accounts receivable [note 3]	33,659	15,838
Prepaid expenses	10,485	4,645
Total current assets	1,260,103	813,503
Long-term investment [note 4(ii)]	—	380,000
Property and equipment [note 5]	38,374	47,170
	1,298,477	1,240,673
LIABILITIES AND NET ASSETS		
Current liabilities		
Accounts payable and accruals [note 6]	71,498	43,519
Deferred revenue and contributions	114,119	14,556
Total current liabilities	185,617	58,075
Canada Emergency Business Account loan [note 12]	30,000	30,000
	215,617	88,075
Net assets		
Invested in property and equipment	38,374	47,170
Internally restricted [note 7]	1,000,000	1,000,000
Unrestricted	44,486	105,428
Total net assets	1,082,860	1,152,598
	1,298,477	1,240,673

COVID-19 [note 11]

See accompanying notes to the financial statements

On behalf of the Board:



Director



Director

STATEMENT OF CHANGES IN NET ASSETS

Year ended December 31

	Invested in Property & Equipment \$	Internally Restricted \$	Un- restricted \$	Total \$
2021		<i>[Note 7]</i>		
Balance, beginning of year	47,170	1,000,000	105,428	1,152,598
Revenues 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
2020				
Balance, beginning of year	59,362	1,106,356	41,561	1,207,279
Revenue under expenses	(12,192)	—	(42,489)	(54,681)
Interfund transfers	—	(106,356)	106,356	—
Balance, end of year	47,170	1,000,000	105,428	1,152,598

See accompanying notes to the financial statements

STATEMENT OF OPERATIONS

Year ended December 31

	2021	2020
	\$	\$
REVENUES		
Program operations <i>[schedule]</i>	386,933	213,322
Wage subsidy - government assistance <i>[note 11]</i>	45,411	61,271
Grants	25,141	10,944
Room rental	18,924	9,971
Interest	12,117	17,724
Vending and other	2,257	1,087
Special needs	579	1,312
	491,362	315,631
EXPENSES		
Program operations <i>[schedule]</i>	271,643	141,687
Group One wages <i>[note 9]</i>	117,029	34,865
Office staffing	77,684	64,984
Office and other	29,036	30,861
Professional	15,706	15,065
Facilities maintenance	15,217	6,912
Bank and credit card charges	10,198	2,070
Amortization of property and equipment	9,983	12,192
Initiatives	8,317	7,440
Subscription fee <i>[note 10]</i>	5,854	2,822
Special needs	433	3,066
Advertising and brochures	—	31,179
Operation fee <i>[note 10]</i>	—	17,169
	561,100	370,312
Revenues under expenses for the year	(69,738)	(54,681)

See accompanying notes to the financial statements

STATEMENT OF CASH FLOWS

Year ended December 31

	2021	2020
	\$	\$
OPERATING ACTIVITIES		
Revenues under expenses for the year	(69,738)	(54,681)
Item not affecting cash		
Amortization of property and equipment	9,983	12,192
Changes in non-cash working capital items		
Accounts receivable	(17,821)	64,647
Prepaid expenses	(5,840)	16,641
Accounts payable and accruals	27,979	(28,530)
Deferred revenue	99,563	(87,478)
Cash provided by (used in) operating activities	44,126	(77,209)
INVESTING ACTIVITIES		
Acquisition of property and equipment	(1,187)	—
Acquisition of short-term and long-term investments	(5,015)	35,275
Cash provided by (used in) investing activities	(6,202)	35,275
FINANCING ACTIVITIES		
Proceeds from Canada Emergency Business Account loan	—	40,000
Canada Emergency Business Account loan – forgiveness of debt	—	(10,000)
Cash provided by financing activities	—	30,000
Increase (decrease) in cash for the year	37,924	(11,934)
Cash, beginning of year	71,285	83,219
Cash, end of year	109,209	71,285

See accompanying notes to the financial statements

NOTES TO FINANCIAL STATEMENTS

December 31, 2021

1. PURPOSE OF THE ASSOCIATION

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

2. SIGNIFICANT ACCOUNTING POLICIES

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

Use of Estimates

The preparation of financial statements in conformity with Canadian ASNPO requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the amounts of revenues and expenses reported during the year. Significant areas requiring the use of management estimates include the determination of allowance for doubtful accounts relating to accounts receivable and the estimated useful lives of capital assets. Actual results could differ from these estimates.

Revenue Recognition

The Association follows the deferral method of accounting for contributions.

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

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

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

NOTES TO FINANCIAL STATEMENTS

December 31, 2021

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

	2021	2020
	\$	\$
Operations	27,109	4,590
Government receivable - GST	1,153	5,163
Interest	5,397	6,085
	33,659	15,838
Allowance for doubtful accounts	—	—
	33,659	15,838

NOTES TO FINANCIAL STATEMENTS

December 31, 2021

4. INVESTMENTS

i) Short-term investments consist of the following:

	2021	2020
	\$	\$
Term deposits	1,106,750	721,735

The short-term investments have interest rates varying from 0.2% to 2.52%. Maturity dates vary from July 2022 to August 2022.

ii) Long-term investments consist of the following:

	2021	2020
	\$	\$
Term deposits	—	380,000

5. PROPERTY AND EQUIPMENT

	Cost	Accumulated Amortization	Net Book Value
	\$	\$	\$
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
2020			
Computer equipment	3,859	1,857	2,002
Web design	10,711	9,073	1,638
Furniture and equipment	454,991	411,461	43,530
	469,561	422,391	47,170

NOTES TO FINANCIAL STATEMENTS

December 31, 2021

6. ACCOUNTS PAYABLE AND ACCRUALS

	2021	2020
	\$	\$
Operations	22,958	14,755
Vancouver Park Board	44,734	27,119
Wages	3,806	1,645
	71,498	43,519

7. INTERNALLY RESTRICTED NET ASSETS

The Association has internally restricted the following amounts:

	Programming & Community Outreach	Property & Equipment	Building Improvements	Totals
	\$	\$	\$	\$
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
2020				
Balance, beginning of year	300,000	500,000	306,356	1,106,356
Restricted (unrestricted) during the year	(50,000)	—	(56,356)	(106,356)
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, 2021.

Credit Risk

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

NOTES TO FINANCIAL STATEMENTS

December 31, 2021

8. FINANCIAL INSTRUMENTS (CONT'D)

Liquidity Risk

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

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

Interest Rate Risk

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

9. DISCLOSURE OF RENUMERATION

Pursuant to the new British Columbia Societies Act, the Association is required to disclose contractor fees and wages paid in excess of \$75,000 in each fiscal year. There were no contractors or employees paid in excess of \$75,000 in 2020. In 2021 fiscal year, total Group One wages was \$117,029 which was paid to one contractor. This amount represents payment for several individuals. Also, in 2021 fiscal year, one employee was paid \$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. As a result, the December 31, 2021 operating fee is waived.

NOTES TO FINANCIAL STATEMENTS

December 31, 2021

11. COVID-19

In September 2020, community centres across City of Vancouver reopened for programming and services but had to operate under public health orders restrictions, including limited capacity and types of programs offered. Children's programs resumed operations as well as low intensity group fitness classes. Programs and services including rentals, fitness centre, adult sports, special events, and high intensity fitness classes remained suspended until August 2021. The centre continued to operate with reduced hours.

During the year, the Association received Canada Emergency Wage Subsidies in the amount of \$45,411 [2020 - \$61,271].

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, has been taken into 2020 income and is included in grant revenue.

SCHEDULE OF PROGRAM OPERATIONS

December 31, 2021

	2021			2020		
	Revenues	Expenses	Net Income (loss)	Revenues	Expenses	Net Income (loss)
	\$	\$	\$	\$	\$	\$
Preschool	46,911	24,906	22,005	14,045	10,128	3,917
Children	119,318	91,188	28,130	36,595	25,436	11,159
Youth	245	1,875	(1,630)	2,194	2,176	18
Adult	72,490	33,081	39,409	41,588	17,427	24,161
Senior	19,758	22,726	(2,968)	20,907	15,900	5,007
Fitness	45,642	25,590	20,052	53,483	30,524	22,959
Special events	1,215	1,906	(691)	455	3,486	(3,031)
Summer	81,354	70,371	10,983	44,055	36,610	7,445
	386,933	271,643	115,290	213,322	141,687	71,635

See accompanying notes to the financial statements

Governance Report

Your volunteer Directors at the Dunbar Community Centre have been keeping focused on improvements to the Centre's facilities, programs, governance, director onboarding and policy while another pandemic year passed by.

A number of achievements and ongoing priorities are below.

- **Director Onboarding:** a more robust framework is in place to recruit and onboard talented volunteer directors, with the following components:
 - updated FAQ and comprehensive flow chart to better distinguish DCCA & Park Board roles
 - a buddy system for orientation
 - board fundamentals workshop (virtual) to both new and seasoned directors

Our additional bench strength with two new Human Resources professionals and another legal expert helped round out some of our skills gaps this past year as we navigated vaccine protocols and ever-changing health orders that impacted people, programs, and our bottom line. We are still seeking additional volunteers from business and financial management backgrounds ideally who can spare a few hours a month. These vacancies are posted on our website, volunteer portals and will also be on LinkedIn. Please reach out if you know any suitable candidates. *Our bylaws state a minimum of 3 and maximum of 13 directors permitted.*)

- **Board Assessment:** Led by an independent, external facilitator, we conducted a standard board self-assessment to quantify our strengths and weaknesses with recommendations for improvement, that we are already acting upon.
- **Program Needs Assessment:** This much-anticipated, formal community outreach program was rebooted in 2021, finalizing the work undertaken prior to the pandemic. Polling is about to start shortly through a service provider. Results of public feedback on current programs, future needs and more will be shared later in 2022, ensuring our programs reflect diverse community preferences that inform our strategic plan, now and into the future. Please consider signing up for a Dunbar Community program or follow us on social media to get those results or participate in the poll.
- **Investment Policy:** Typical of many charities, the board has begun development of a formal investment policy to ensure our internally restricted funds and those earmarked for future center needs are stewarded by an investment professional with suitable board oversight. This will help diversify our revenue and grow our capital, presently held in a low- or no-growth portfolio.

Thanks as always to the volunteer leaders on the Governance Committee and the entire Board, all of whom lent capable hands and insights to keep a senior administrative lens on finances and activities during what was another atypical year. We hope to see you in person once again as the coming year is anticipated to bring some level of normalcy to our lives and community centre programs, restoring those events, like our *Holiday Craft Fair* and *Salmonberry Days*, we all know and love.

Cheryl Ziola, Governance Chair
Dunbar Community Centre Association

Communications Report

Over the past couple years, the DCCA has worked to leverage our digital platforms through our website and social media channels in the absence of being able to communicate and engage directly face to face throughout this period. This is evidenced through a 25% increase in visitors to our website during 2021.



Understanding the growing need for users who wish to engage with us digitally, planning is underway to redevelop our website to adapt to better serve our product and deliver the information our community is looking for when they reach our website. We will continue to integrate digital program guides within our new website to streamline the search and registration process for our users while saving on paper and printing fees wherever possible.

The Board as a whole has provided valuable input into not only the impending website redevelopment, but our communications strategy as a whole. As such, the Communications Committee and Board have a singular, unified strategy moving forward as we hope to return to our normal lives moving forward but also have the ability to pivot and lean on our established digital platforms whenever necessary.

André Ladouceur
Vice President and Chair of Communications

Apiary Update

Apiary Updates and Bee Health

This year, we had three of the four hives make it through the winter of 2021. We were quickly able to split a hive and re-established the four hives of the apiary. These four hives all did very well this year. They were managed for mites when necessary and fed in the fall to ensure adequate supply of honey stores until Spring of 2022. I have monitored their health and as of now, they are all doing well. I will continue to mite treat, feed and actively support the hives until spring has arrived.



Summary of Grant Activities

- This year we received two grants. The IAF grant was the largest. This provided support for the following:
 - Pollen monitoring throughout the season (results detailed in attached report for IAF)
 - Apiary signage installed
 - Workshops given by Hives 4 Humanity included: (1) *Replacing Lawns with Bee Friendly Alternatives*, (2) *Beekeeping for healthy bees*, (3) *Native Bee identification*, (4) *Winter Gardens for Pollinators*
 - We increase forage by having volunteers build four new planter boxes and filling them with pollinator friendly plants
 - We increased forage throughout the community by planting Bee Turf
 - We did regular website and newsletter updates

For the Greenest City Grant:

- We used these funds to pay for soil and plants and part of the wood for the planter box construction
- We made a detailed pollinator flyer and distributed this throughout the fall with Bee Turf 1m2 planting kits
- We purchased necessary treatments and supplies

Honey Sales and Plans for 2022-2023

- Honey yield this year approximately double that of last year and we hope for another 25% gain for this upcoming year.

- We hope to apply for at least 2 city grants to obtain the funds to carry on with bee related activities, hive maintenance and community outreach including:
 - We need to update our rain roofs
 - Mite treatments and supplements
 - Equipment
 - Sugar for fall and winter support (donated by Stong's this year)
- I hope to find a way to sell the pollen this year. This is dependent on the means to adequately clean and jar it. I think there would be a good market though for pollen in the Dunbar area.
- I would like to work with our volunteer beekeepers to continue to do outreach and education and would of course like to be able to obtain funds for workshops with Hives 4 Humanity.

Diane Martin
Head Beekeeper

Dunbar Community Centre Reports

Community Recreation Supervisor's Report

This year we continued navigating the ever-changing landscape of the COVID-19 pandemic and resulting health orders from the Provincial Health Authority.

COVID-19 Pandemic

In January 2021, Dr. Bonnie Henry announced a continuation of the set of public health orders from November 2020 until February 5, 2021 and then changed it to continue indefinitely. We continued to suspend high intensity health & wellness, sports and fitness programs. The fitness centre remained open. During this time, we were only offering some children and youth programming as well as lower intensity adult and seniors health and wellness classes. On a positive note, in January we reopened the community centre and fitness centre on Saturdays.

In March, vaccination clinics opened around the City and staff and patrons began getting their first COVID-19 vaccinations. People remained hopefully that the pandemic was ending and that we would move quickly through the Province's Restart Plan.

On July 1, BC moved into Step 3 of the Province's Restart Plan and with that came many changes at the community centre. For example, we were able to remove most of the COVID-19 signage including one-way directional and room occupancy signs. Masks were no longer mandatory in the facility, however recommended. The public was welcome to be in the building even if they were not attending a program so we were able to return furniture to the lobby.

The City and our community centre safety plans were replaced with a single Communicable Disease Plan. This plan highlighted how we will continue to keep the workplace safe for both staff and the public. Indoor events continued to be restricted to 50 people or up to 50% of a venue's seating operating capacity as per fire safety regulations, whichever is greater.

Unfortunately, on August 24 the Province announced that they were returning to some of the previous restrictions. This included the reinstating of the mask mandate Province-wide. Therefore, masks returned to being mandatory in the community centre however could be removed while participating in exercise programs or in the fitness centre. The Province also announced a Proof of Vaccination requirement for participants of non-essential services.

In September, we began working through the implementation of the Proof of Vaccination requirement (the Vaccine Passport) which continues to this date. We are required to check the passport and photo ID for participants of adult indoor sports and fitness classes as well as for patrons of the fitness centre who are 12 years and older. In December, this requirement extended to all adult and seniors (and adults

in parent participation classes) attending programs. Masks became mandatory indoors for everyone five years of age or older (previously twelve years of age or older).

In November, The City of Vancouver announced the policy that all City employees and volunteers need to be fully vaccinated against COVID-19. I was responsible for checking all Dunbar staff by December 6 to ensure they were in compliance.

Personnel

This year at Dunbar Community Centre we did say goodbye to some staff due to retirement and transfers to other locations. We also sadly lost the Park Board Director of Recreation, Daisy Chin after a brief but courageous battle with cancer.

In June, Stanley Lim (Building Service Worker) retired after working at Dunbar for twelve years. I thank him for his many years of dedication and service to the centre and community.

Brittany Walsh (Recreation Programmer II) returned to work in September after a one year maternity leave. We said goodbye to Erik Price who returned to West Point Grey CC after covering her position. I thank Erik for his support and the hard work especially during such a challenging time.

In late October, Demetri Kulik (UMW) transferred to Templeton Pool and I thank him for his service at Dunbar.

In December, Gogo Lalli (Community Youth Worker) resigned her position with the City to go back to school to pursue her Master's degree. We thank her for the seven years of service at Dunbar and her support of the youth in the community.

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

Facility

Despite the setbacks in programming due to the pandemic, we were able to complete some facility improvements around the community centre. The kitchen countertop and sink were replaced in room 204 and shelving was installed in the old lapidary room to improve the storage capacity of the centre. The centre received an entire upgrade to the fire alarm system including a new annunciator panel and fire equipment. The fire safety plan was updated to reflect changes to the centre and a new fire plan box was installed at the front entrance. The gymnasium floor was refinished at the end of August and broken floor tiles were replaced in room 006.

Unfortunately, this year we have seen an increase in vandalism around the building and community centre grounds. On Halloween night in particular, there were large groups of people on the premises

who caused damages to the centre as well as within the park. I remind all of our members to report any suspicious activities to the police.

Through working with the City's Security Department and Park Board I was able to secure funding for safety upgrades around the building. Therefore, in 2022 we look forward to installation of new lighting around the exterior as well as a CCTV system including interior and exterior cameras.

By the end of 2022, 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.

As the year ended, we continued to follow the direction of the Provincial Health Authority and were only offering some children and youth programming as well as lower intensity adult and seniors' health and wellness classes. We are hopefully 2022 will bring a decrease in health orders so we can work towards building back the programs and services that have been paused since the start of the pandemic.

Overall, I would like to thank the DCCA Board of Directors for their support as well as the staff team for their hard work and resiliency during this challenging and unprecedented time. I continue to be impressed with the team of people that make Dunbar Community Centre such a wonderful place to work, even in the midst of a pandemic!

Respectfully submitted,
Kristi Douglas, Community Recreation Supervisor
Dunbar Community Centre

Adults and Seniors Programming Report

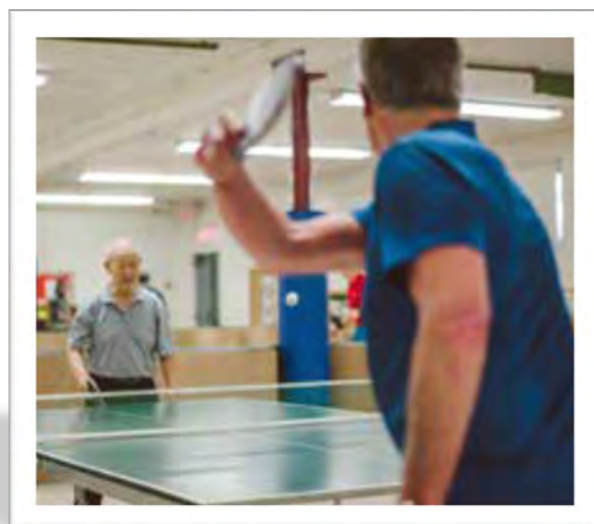
This past year, 2021, has been a difficult year in terms of program planning, as we continue to work around the constant changes and implementation of the COVID-19 Health Orders by BC Provincial Health.

Our staff worked hard to reopen the Community Centre in September 2020 and brought back a select amount of programs, mostly educational and low intensity fitness, and by November that year we increased the amount of programs offered. However, that same month saw changes to the Health Orders as the number of COVID-19 cases rose, which led to the pause of all fitness programs. This continued to the Winter 2021 season and most of Spring 2021 season, and fitness did not return until



June 2021. Other Health Orders implementations including a mask mandate, which was relaxed in the Summer 2021 season, but re-implemented again in the Fall 2021 season, and the vaccine passport mandate in the Fall 2021 season. The programs were again interrupted at the very end of the year, with COVID-19

cases rising again due to the Omicron variant, but it was fortunate that most of the programs were already completed by that time. Overall, it was very unfortunate that the adults and seniors programs saw many interruptions throughout the year, and only a very small number of programs were able to run throughout the entire year. We thank everyone – patrons, instructors, staff, and DCCA for their understanding, patience, and support as we navigated and pivoted through all the changes. Our programming is still limited due to the continuation of COVID-19, however, we are slowly increasing our program offerings, even though we are very conscious of the Health Orders change and interruption.



For the second year in a row, we had to cancel some of our biggest community events, including Salmonberry Days Fair and Dunbar Holiday Craft Fair. Community events finally made a return in December 2021, with Festive Tree Lighting and Breakfast with Santa. We had to implement some changes to operate these events because of health

restriction, like lessening the amount of attendees. Both events were very successful and set a positive statement of welcoming community and the events back to Dunbar.

We continue to build partnerships in our community, and we were very privileged to begin a partnership with Qualex-Landmark this year. They supported our Breakfast with Santa event this year that allowed us to provide better decorations and professional photography. We thank them for their support and contribution and hope to continue our partnership in 2022 for the community.

In addition to **Qualex-Landmark**, 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 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

Preschool / Children / Youth Programming Report

2021 has been busy with bringing programs and instructors back to the community centre throughout this challenging year of covid-19. Some of the preschool and children's programs that came back with strong registration are: piano, engineering, dance, and our professional day camps. Some new programs we offered this year include; drawing workshops, tap dance and coding classes. Although we faced many different changes with the public health orders; our instructors and patrons remained patient and understanding throughout the whole process.

Our Summer Day Camps for children ages 6-12 was very successful this year. Our day camp team was

exceptional and worked really hard to provide an exciting summer for the kids by planning a variety of different activities. Most of the activities were on-site with contractors coming to the community centre. Some of the in-house activities that took place were: sportball, dance parties, yoga, petting zoo, a caricaturist and much more. Some out-trip activities were – Kits beach, Jericho beach and Granville Island waterpark. We were also able to bring back the supported camp spaces this summer which was great.

The Dunbar Youth were actively involved in the Youth Council this year. They worked together to



develop and execute the Indoor Halloween Trick or Treat event. Although capacity was limited during this time, the event was a success. They worked hard to create games and activities for the children with prizes and crafts. The youth also volunteered for the Breakfast with Santa event and were key factors in the success of this event. They helped with set up, decorating, crafts, serving food, clean up and much more. The Friday night basketball has also continued to be a successful program throughout the past year.

Brittany Walsh
Recreation Programmer

PAIII Update – Dustin Hodgson

Volunteers

Due to COVID restrictions and health orders, we were only able to hold one volunteer orientation in 2021. We had 16 youth sign up for the orientation but only 8 people attended. The volunteers were very dedicated and took every opportunity they could to volunteer at the centre especially at the December events. During the Breakfast with Santa Event, we did have more youth volunteers attend including the Dunbar Youth Council and some youth from St. Georges School.

We would like to thank our volunteers who joined the Seniors Advisory Committee to assist in developing and implementing initiatives for seniors, working with the New Horizons Grant for Seniors which we were fortunate to receive.



Special Events

Unfortunately, due to COVID restrictions, we were unable to host Salmonberry Days Fair or the Craft Fair in 2021. Fall 2021 was the first time we were able to plan and hold special events since the beginning of the pandemic as restrictions eased. The Tree Lighting and Breakfast with Santa events went ahead in December and

both were successful with the restrictions we had to have in place. We welcomed two new sponsors this year. Starbucks provided coffee and hot chocolate as well as entertainment for both events. Qualex Landmark made our sold out Breakfast with Santa event even better by providing professional decorations for the event and a photographer. The families who attended enjoyed the great breakfast, arts & crafts activities as well as time with Santa.

Dustin Hodgson

Program Assistant III



**This concludes the 2021 Annual Report.
Thank you for your ongoing patronage and support!**