

Kitsilano War Memorial Community Association



Annual General Meeting 2019

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BOARD OF DIRECTORS

Executive	President	Jerry Fast
	Secretary	Alfred Lam
	Treasurer	Arlene Brown
	Vice President	Heidi Henderson / Rho Tuttle
	Vice President	Don Shaw
	Past President	Robert Haines

Members at Large	Liz Cochran
	Sue Ann Sargent
	Nona Thompson
	Annette Whitehead
	Adriana Suarez
	Shauna Leung
	Brenda Watson
	Ben Land
	Stephen Cooke
	Rochelle de la Giroday

Honourary Life Member	Peg Hillman
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KITSILANO COMPLEX STAFF

Community Recreation Supervisor	Tony Syskakis/Silvia Laforges		
Recreation Programmer II	Grant Matsuda Heather Rooke Eric Yu		
Acting Recreation Programmer II	Jennifer Taylor	Paula Parman	
Recreation Program Assistants	Mark Cartwright	Heidi Licsko	Paula Parman
	Noah Thrush	Jacky Mah	
Fitness Programmer	Jody Gunderson/Audrey Mak		
Rink Programmer	Maegan Montemayor		
Recreation Facility Clerk	Sam Wilson		
Cashier Receptionist (RPT)	Katie Bolt		
Program Assistant II (RFT)	Filled with Auxiliary Staff		
Cashier Receptionists & Program Assistant II's	Katie Bolt	Oliver Hack	
	Keisha Callender	Kelley Hindley	
	Joanne Carman	Riley Keevil	
	Ben Cheung	Kristina Lim	
	Shayle Riggs	Janice Kwan	
	Kim Cook	Jessie Mann	
	Erin Green	Ian McLellan	
	Tonya Allen	Michael Chiu	
Fitness Centre Worker (RPT)	Mark Cartwright		
Cashier Clerk Typist (RFT)	Filled with Auxiliary Staff/Katie Bolt		
Youth Leaders	Paula Parman	Andy Park	Jacky Ly
	Jessie Mann	Keith Nath	
Association Bookkeeper	Tanya Donaldson		
Community Engagement Coordinator	Jennifer Taylor		
Fitness Centre Staff	Eugene Bayot	Karen Everall	Patrick Wong
	Ran Shpanya	Matthew Leung	Dan Vaida

Rink Staff	Preston Li	Curtis Hutson	
	Edward Balase	Marilyn Everett	Kim Neal
	Amber Bell	Adora Kwong	Jayde Randle
	Natasha Chau	Erik Lee	Kailin Tang
	Thomas De Mello	Jodie Leong	Courtney Tam
	Daniel De Le Giroday	Frank Mah	Vasi Spiropoulos
	Kristy Delorme	Amber Olak	Lori Whitham
	Angela Karellas	Shireen Charania	Jessica Fosbrook
Tiggy Winkle Preschool Supervisors			
TLC Special Needs Youth Program	Coordinator Leaders	Jessie Mann	
		Erin Green	Alfred Lee
		Diane Lao	Andy Park
		Chris Loo	Bettina Rillera
		Kim Nguyen	
Maintenance Technician	Peter Evans		
Maintenance Lead Hands	Chris Evans	Achilles Porras	Peter Veljickovic
	Willem Muller	Peter Thiel	
Building Service Workers	Dante Andres	Rey Gamatan	
	Nicetas Caringal	Ranjit Purewal	

2018 A.G.M MINUTES

Kitsilano Community Centre Ice Rink and Fitness Centre

2690 Larch Street, Vancouver, BC V6K 4K9

Telephone: 604.257.6976

Jointly Operated by Vancouver Board of Parks and Recreation and
Kitsilano War Memorial Community Centre Association
2018 AGM

Minutes of Meeting Held in Snowy's Lounge, at Kitsilano Community Centre on
Thursday, April 19, 2018

The meeting was called to order at 1905 hrs. with Jerry Fast in the Chair. A quorum was present.

1. Call to Order

Jerry Fast called the meeting to order.

2. Approval of 2017 AGM Minutes of Meeting

Arlene Brown made motion to accept the Minutes of the AGM Meeting for 2017.

Moved by Arlene Brown
Carried

Seconded by Nona Thompson

Motion

3. Auditor's Report and Financial Statements

Jerry Fast called upon Arlene Brown, the Treasurer, to introduce the auditor to present the 2017 Financial Statements.

Arlene Brown introduced Erik Allas from the accounting firm of Tompkins Wozny, LLP

Erik gave a detailed review of the finances for 2017.

Jerry Fast asked for a motion to accept the audited financial report.

Moved by Arlene Brown
Carried

Seconded by Annette Whitehead

Motion

4. **Appointment of the Auditor for 2018 - 2019**

Jerry Fast asked for a motion to retain Tompkins Wozny LLP as auditors for 2018/19.

Moved by Arlene Brown
carried

Seconded by Rho Tuttle

Motion

5. **PRESIDENT'S REPORT for 2017** A written report was submitted

Jerry Fast gave the President's report.

6. **AMENDMENTS TO THE KCC CONSTITUTION and BYLAWS**

Jerry Fast explained the reasons for the amendments to the Constitution and By-laws as recommended by our retained lawyer, Martha Rans. These changes are in part required to bring the Association Constitution & Bylaws into compliance with the new BC Societies Act (2016).

The written recommendations were submitted.

The recommended changes have been approved by the Association Board of Directors.

First major change is to the membership provisions. Currently, all patrons who register for a program at KCC automatically become members of the Association. Our lawyer recommends that the Association create a discrete list of members who voluntarily opt-in to membership based on their desire to take part in the governance of the Association. The Board of Directors would approve memberships. This change is consistent with the requirements under the new Joint Operating Agreement (JOA).

The next major issue has to do with the quorum for the AGM. The lawyer considers the current number of twenty members too high. A figure of fifteen members is recommended for the quorum. It is also recommended that we change the age requirement from 19 to 16 for membership.

It is recommended that the AGM elect the Directors who would then choose the Executive Officers from amongst the elected Directors. The current practice is to have the AGM elect both the Directors and the Executive Officers.

It is further recommended that the number of Directors be reduced from the current twenty-two to fifteen members, and that the quorum for Directors meetings be reduced from seven to five Directors.

A final requirement of the new Societies Act is to have a section in the Bylaws which deals with the inspection of documents and records. Part 12 Inspection of documents and records is therefore added.

There was a discussion regarding the reasons for having three Vice-Presidents. Jerry replied that each will often be assigned a specific duty or responsibility, and since all are volunteers, it is important not to overload Executive members.

Jerry asked for a motion to adopt the recommended changes to the Constitution & Bylaws.

Moved by Arlene Brown
Carried

Seconded by Annette Whitehead

Motion

7. **COMMITTEE REPORTS for 2017**

- **Programme Committee** A written report was submitted
- **Seniors Committee** A written report was submitted
 - **Building Committee** A written report was submitted
 - **Garden Committee** A written report was submitted

8. **MARKETING REPORT** A written report was submitted

9. **COMMUNITY ENGAGEMENT REPORT** A written report was submitted

10. **RINK REPORT** A written report was submitted.

11. **FITNESS REPORT** A written report was submitted

12. **SUPERVISOR'S REPORT** A written report was submitted

Tony Syskakis gave the Recreation Coordinator's report.

13. **ELECTION OF OFFICERS**

Arlene Brown presented the slate of nominees for Officers for the 2018 – 2019 Kitsilano War Memorial Community Centre Association.

The nominees were declared elected by acclamation.

14. **OATH OF OFFICE**

Jerry called upon Erin Shum, the Park Board Liaison Commissioner, to conduct the Oath of Office for the Officers of the Kitsilano War Memorial Community Centre Association for 2018 - 2019.

The members of the Kitsilano War Memorial Community Centre Association for 2017 – 2018 are as follows:

Current Directors with one year remaining:

Liz Cochran
Jerry Fast
Gen Findlay
Heidi Henderson
Alfred Lam
Rho Tuttle
Annette Whitehead

Nominees for a two year term:

Arlene Brown
Sue Ann Sargent
Nona Thompson
Adrianna Suarez

Past President - Robert Haines

Honourary Life Member – Peg Hillman

15. Other Business

There was a query regarding community centre revenues and the comparison with other centres in Vancouver. It was noted that not all centres are able to generate sufficient revenues to run all their programs, so these centres apply for grants and other sources of revenue to balance their books.

There was a query regarding who is responsible for fee increases for the aerobics program, and for looking after the washing of walls in the gymnasium.

There was a discussion regarding the destination pool proposed for KCC under the Park Board's 25 year VanSplash strategy.

Tony Syskakis introduced Silvia LaForges as the new Community Recreation Supervisor who will be coming to KCC soon and on a full time basis.

ADJOURNMENT

The meeting adjourned at 2002 hrs.

Motion to Adjourn by Nona Thompson

Minutes of Meeting taken by Alfred G. Lam, Association Secretary

AUDITOR'S REPORT AND FINANCIAL

www.twmca.com

FINANCIAL STATEMENTS

KITSILANO WAR MEMORIAL COMMUNITY CENTRE ASSOCIATION

December 31, 2018

Limited Liability Partnership



Tompkins Wozny
Chartered Professional Accountants

INDEPENDENT AUDITOR'S REPORT

To the Members of
Kitsilano War Memorial Community Centre Association

Opinion

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

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

Basis for Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

INDEPENDENT AUDITOR'S REPORT

- 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.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

Report on Other Legal and Regulatory Requirements

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

Josephine Wozny LLP

Vancouver, Canada
March 21, 2019

Chartered Professional Accountants

As at December 31

	2018		2017	
	Operating Fund \$	Capital Asset Fund \$	Totals \$	Totals \$
ASSETS				
Current				
Cash - operating	263,585	—	263,585	198,597
- gaming	613	—	613	613
Accounts receivable <i>[note 4]</i>	45,833	—	45,833	36,828
Prepaid expenses	12,773	—	12,773	8,412
Total current assets	322,804	—	322,804	244,450
Long-term investments <i>[note 3]</i>	448,440	645,000	1,093,440	1,057,190
Capital assets <i>[note 5]</i>	—	2,379	2,379	3,577
Total assets	771,244	647,379	1,418,623	1,305,217
LIABILITIES AND FUND BALANCES				
Current liabilities				
Accounts payable and accruals <i>[note 6]</i>	99,432	—	99,432	87,980
Deferred contributions and grants	25,656	—	25,656	7,045
Unearned revenue	112,140	—	112,140	99,529
Total liabilities	237,228	—	237,228	194,554
Fund balances				
Unrestricted	184,016	—	184,016	607,086
Invested in capital assets	—	2,379	2,379	3,577
Internally restricted <i>[note 7]</i>	350,000	645,000	995,000	500,000
Total fund balances	534,016	647,379	1,181,395	1,110,663
Total liabilities and fund balances	771,244	647,379	1,418,623	1,305,217

Commitments *[note 10]*

See accompanying notes to the financial statements

Kitsilano War Memorial Community Centre Association

STATEMENT OF CHANGES IN FUND BALANCES

Year ended December 31

	Operating Fund \$	Invested in Capital Assets \$	Internally Restricted \$	Total \$
			<i>[note 7]</i>	
2018				
Balance, beginning of year	607,086	3,577	500,000	1,110,663
Revenue over (under) expenses for the year	71,930	(1,198)	—	70,732
Interfund transfer	(495,000)	—	495,000	—
Balance, end of year	184,016	2,379	995,000	1,181,395
2017				
Balance, beginning of year	517,410	175,993	500,000	1,193,403
Revenue over (under) expenses for the year	91,958	(174,698)	—	(82,740)
Investment in capital assets	(2,282)	2,282	—	—
Balance, end of year	607,086	3,577	500,000	1,110,663

See accompanying notes to the financial statements

STATEMENT OF OPERATIONS

Year ended December 31

	2018			2017
	Operating Fund	Capital Asset Fund	Totals	Totals
	\$	\$	\$	\$
REVENUE				
Program operations <i>[schedule]</i>	947,651	—	947,651	970,724
Rentals	36,788	—	36,788	40,213
Interest	19,747	—	19,747	18,895
Shower program	3,760	—	3,760	—
Vending, promotions and other	3,022	—	3,022	5,220
Donations	1,729	—	1,729	4,828
	1,012,697	—	1,012,697	1,039,880
EXPENSES				
Program operations <i>[schedule]</i>	635,402	—	635,402	658,373
Group One wages	149,839	—	149,839	113,470
Community engagement	41,155	—	41,155	63,731
Credit card merchant fees and bank charges	29,399	—	29,399	18,381
Advertising	22,956	—	22,956	29,656
Minor equipment	19,891	—	19,891	18,609
Shower program	10,440	—	10,440	11,798
Promotion and other	7,965	—	7,965	9,357
Accounting	7,772	—	7,772	7,800
Audit	6,970	—	6,970	6,870
Rentals	4,198	—	4,198	4,490
Insurance	3,058	—	3,058	3,003
Amortization of capital assets	—	1,198	1,198	34,576
Supplies and postage	945	—	945	475
Garden Project	777	—	777	1,079
Education	—	—	—	830
	940,767	1,198	941,965	982,498
Revenues over expenses before other item	71,930	(1,198)	70,732	57,382
Other item: disposal of assets <i>[note 5]</i>	—	—	—	(140,122)
Revenue over (under) expenses for the year	71,930	(1,198)	70,732	(82,740)

See accompanying notes to the financial statements

STATEMENT OF CASH FLOWS

Year ended December 31

	2018 \$	2017 \$
OPERATING ACTIVITIES		
Revenue over (under) expenses for the year	70,732	(82,740)
Items not affecting cash:		
Amortization of capital assets	1,198	34,576
Write-down of capital asset	—	140,122
Changes in non-cash working capital:		
Accounts receivable	(9,005)	13,614
Prepaid expenses	(4,361)	(1,720)
Accounts payable and accruals	11,452	(28,127)
Unearned revenue	31,222	4,405
Cash provided by operating activities	101,238	80,130
INVESTING ACTIVITIES		
Net purchase of investments	(36,250)	(107,190)
Acquisition of capital assets	—	(2,282)
Cash used in investing activities	(36,250)	(109,472)
Increase (decrease) in cash during the year	64,988	(29,342)
Cash, beginning of year	199,210	228,552
Cash, end of year	264,198	199,210
Cash consist of:		
Cash - operating	263,585	198,597
- gaming	613	613
	264,198	199,210

See accompanying notes to the financial statements

SCHEDULE OF PROGRAM OPERATIONS

Year ended December 31

	2018 \$	2017 \$
Program revenue		
Adult	238,195	218,845
Children	112,554	145,381
Aerobics	50,417	51,725
Preschool	225,091	222,310
Senior	32,331	19,686
Special events	10,010	13,695
Special needs	62,931	77,873
Summer	79,227	87,165
Tiggy Winkle Preschool	131,124	130,791
Youth	5,771	3,253
	947,651	970,724
Direct program expenses		
Adult	155,252	135,413
Children	74,158	93,241
Aerobics	39,201	40,036
Preschool	142,238	156,195
Senior	19,679	21,845
Special events	12,712	25,916
Special needs	56,007	49,904
Summer	51,111	53,612
Tiggy Winkle Preschool	83,049	80,165
Youth	1,995	2,046
	635,402	658,373
Net contribution from programs	312,249	312,351

See accompanying notes to the financial statements

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

1. PURPOSE OF THE ASSOCIATION

The Kitsilano War Memorial Community Centre Association (the "Association") is a not-for-profit organization incorporated under the Society Act of British Columbia. The Association, operating in conjunction with the Vancouver Park Board, provides activities to area residents on a user fee basis.

2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

Use of Estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the amounts of revenues and expenses reported during the year. Significant areas requiring the use of management estimates relate to the determination of net recoverable value of assets, in particular as it relates to useful lives of capital assets and the determination of the deferred portion of revenues. Actual results could differ from these estimates.

Revenue Recognition

The Association follows the deferral method in 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 they are received or receivable if the amount receivable can be reasonably estimated and its collection is reasonably assured.

Revenue from all other sources other than direct access gaming is recognized when the respective program or service is provided.

Direct Access Gaming

Proceeds received from direct access gaming funding are recorded as revenue or deferred contributions related to capital assets, if applicable, in the year the related expenditures are incurred.

Fund Accounting

Revenues and expenses related to activities and other programs are reported in the Operating Fund.

The Capital Asset Fund reports the assets, liabilities, revenues and expenses related to the Association's capital assets.

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Use of Kitsilano War Memorial Community Centre and the Providing of Operating Expenses

Use of Kitsilano War Memorial 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 (JOA) with the Vancouver Board of Parks and Recreation. A new JOA was signed on January 1, 2018. The value of the use of the 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, long-term investments (term deposits) and accounts receivable. Financial liabilities measured at amortized cost includes accounts payable and accruals.

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

Cash

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

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

Capital Assets

Purchased capital assets are recorded in the Capital Assets Fund at cost. Contributed capital assets are recorded in the Capital Asset Fund at fair value at the date of contribution.

Amortization is provided on a straight-line basis at the following rates:

- Furniture, equipment and computers 5 years

Amortization expense is recorded in the Capital Asset Fund.

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Contributed Services

Volunteers contribute their time to assist the Association in carrying out its service delivery activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

3. INVESTMENTS

The Association's investments are term deposits which bear interest rates ranging from 2.00% to 2.20% and have maturity dates ranging from March 10, 2019 to November 19, 2021.

4. ACCOUNTS RECEIVABLE

	2018 \$	2017 \$
Vancouver Board of Parks and Recreation - online registrations	26,762	23,947
Interest	10,393	7,521
Operations	8,678	5,360
	45,833	36,828
Allowance for doubtful accounts	—	—
	45,833	36,828

5. CAPITAL ASSETS

	Cost \$	Accumulated Amortization \$	Net Book Value \$
2018			
Furniture, equipment and computers	412,732	410,353	2,379
2017			
Furniture, equipment and computers	412,732	409,155	3,577

In the prior year, a review of the assets previously capitalized under Association premises was determined to no longer meet the definition of an asset given the terms of the JOA and have therefore been deemed disposed and their value written off in the net amount of \$140,122.

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

6. ACCOUNTS PAYABLE AND ACCRUALS

	2018	2017
	\$	\$
Government remittances - GST	3,561	490
- Payroll taxes	2,739	6,196
- WorkSafeBC	612	1,092
Wages payable	2,804	4,942
Vancouver Board of Parks and Recreation	42,886	38,114
Operations	46,830	37,146
	<u>99,432</u>	<u>87,980</u>

7. INTERNALLY RESTRICTED FUND BALANCES

	2018	2017
	\$	\$
Capital equipment and improvements	75,000	330,000
Spray Park project	300,000	—
Snowy's Lounge project	100,000	—
AV project	70,000	—
Project contingency	100,000	—
Capital equipment and other improvements	645,000	330,000
Community engagement	—	120,000
Operating contingency	350,000	50,000
	<u>995,000</u>	<u>500,000</u>

8. FINANCIAL INSTRUMENTS - RISK INFORMATION

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

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.

NOTES TO FINANCIAL STATEMENTS

December 31, 2018

8. FINANCIAL INSTRUMENTS - RISK INFORMATION (CONT'D)

Interest Rate Risk

The Association has variable interest rate term deposit investments which are subject to periodic review. Changes in the bank's prime lending rate or other rates can cause fluctuations in interest payments and cash flows.

In the opinion of management, the Association is not exposed to other significant risk on its financial instruments.

9. DISCLOSURE OF RENUMERATION

Pursuant to the new British Columbia Societies Act, the Association is required to disclose contractor fees and wages paid to contractors and employees who were paid in excess of \$75,000 in each fiscal year. In this fiscal year, total Group 1 wages was \$168,198 [2017 - \$166,107] which was paid to one contractor. This amount represents payment for several individuals. No amounts were paid to any members of the board.

10. COMMITMENT

i) Spray Park project

The Association has committed to cost share in the construction of a new water park. Total commitments by the Association currently include \$150,000 for construction costs and \$20,000 for consulting fees.

ii) JOA

During the year, the Association signed a new JOA with the 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 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 pay a 1% subscription fee for the Registration System for the term of the Active Network Ltd. agreement expiring in 2019.

RECOMMENDED AMENDMENTS TO BYLAWS

Amendments to the Bylaws:

Part 2 – Membership

Amend

A person may apply to the Board in writing to become a member and on acceptance by the Board by Board resolution will be a member. Memberships are annual and are in effect from September 1st in any year to August 31st of the following year. All memberships expire on August 31st each year.

To read

A person must opt-in to become a member of the Association. This can be done at the time of registration for a program, or at any time by a person who would like to be involved in the governance of the Association who is, or is not, registered for a program. Memberships are annual and are in effect from September 1st in any year to August 31st of the following year. All memberships expire on August 31st each year.

Part 13 – Non-Profit Status

The organization will be carried on without purpose of gain for its members, and any profits or other gains to the organization shall be used in promoting its purposes.

Part 14 – Dissolution

After the organization dissolves and pays all its debts and liabilities, it will distribute or dispose of its remaining property to charities registered under the Income Tax Act.

PRESIDENT'S REPORT

It has been another exciting, event filled year at Kitsilano Community Centre. I have had the pleasure and honour to serve as President of the Kitsilano Community Centre Association (KCCA) for the past year, my third year as President.

Strategic Plan 2015-2020

I reported briefly last year on our progress to date with the Strategic Plan we completed four years ago in April 2015. Just to remind our readers, the Board of Directors of the Association felt it was time to reexamine our goals and direction, particularly with respect to our connections to the broader community of Kitsilano. Consultants Jessica Pautsch and Kevan Tisshaw were hired to co-facilitate the planning and consultation process for the KCCA Strategic Plan. The process was designed to capture the needs, interests and ideas of key stakeholders – staff, directors, schools, neighbourhood organizations, churches, sports groups, and business community – to inform the development of a 5 year plan for the period 2015-2020.

Six key areas were identified for priority action over this time frame: to bolster organizational health; to renovate the lobby space to establish a more dynamic active social hub; to build leadership and practices in sustainability; to generate more connections and engagement between Kitsilano residents; to cultivate stronger partnerships with Kits organizations; and to integrate more effectively with Kitsilano-based schools. Efforts are underway in all six areas to achieve these goals. Our redeveloped website at kitscc.com supports our work in all these areas.

Progress in these areas, particularly the last three, continues to develop with the renewed appointment for another year of Jennifer Taylor in September 2017 as the KCCA Community Engagement Coordinator. As an employee of the KCCA, Jennifer has worked closely with the Association Board of Directors and the KCC Park Board staff to develop connections and engagement across a broad spectrum of organizations providing services to Kitsilano residents of all ages. As a result, our Board is much more aware of how well existing services are meeting the needs of our residents, how we can collaborate with other service and program providers to enhance the provision of needed services and identify where the gaps in services and programs exist. This important work has helped us generate many ideas for new programs to serve the Kits community and we wish to acknowledge and thank Jennifer for her excellent work on behalf of the Association.

The priority identified in the Strategic Plan, to bolster organizational health, is one which does need our focused attention in 2019. We have several Board members who have served as Directors for many years while others serve for much shorter periods of time and move on. A healthy organization requires new thinking and energy in order to grow in a sustainable fashion, with Directors who have a passionate interest in the development of our operations. We will be looking for community members to join us who are committed to expanding our reach and services in Kitsilano.

Building Improvements

We continued with our efforts to upgrade Snowy's Lounge and construct a new water park. We hired a consultant to advise us on how to reduce the noise in Snowy's as a first step in making improvements to that space. The consultant estimated the cost at approximately \$500,000, so the Board decided to focus on some less expensive improvements such as replacing the plexiglass windows and installing a ceiling. We will continue with these efforts in 2019.

Considerable progress has been made on the design of our new water park which the Association is cost sharing with the Park Board (we have committed \$170,000 to date). The Park Board staff have looked at two options for dealing with the water system: one would recycle and filter the water, while the other would use a simple direct drain option. The decision has been made to proceed with the direct drain option because the cost of installing a recycling system is in excess of \$1,000,000 while the drain option would cost approximately \$450,000. Construction will take place in the fall of 2019 and completion is scheduled for May 2020.

KCCA Committees

The extensive work of the Board of Directors is conducted mainly through the work of the Board Committees, of which there are many: Finance, Program and Events, Seniors, Kitchen, Garden, Fitness, Marketing, and Building. These Committees report on their activities elsewhere in this Annual Report, but I would like to take this opportunity to thank the Committee participants for their dedication and hard work over the past year. Without this group of volunteers it would not be possible to provide the variety of programs and events that we organize and support at the KCC.

Community Centre Events

Each year we organize and sponsor many events at the Community Centre and in the Kits community. In 2018, these included:

Family Day event - February 12th
Easter Eggstravaganza March 31st
Kitsilano Secondary School Centennial Breakfast - May 12th
Patron Barbeque June 14th
Association /Staff Barbeque June 22nd
Greek Days June 24th
Khatsahlano Days July 7th
KitsFest August 10th – 12th
Movie Night August 26th
Halloween Howl October 27th
Diwali Festival November 4th
Toy & Clothing Sale November 11th
Breakfast with Santa December 15th

Park Board Staff

Staffing changes occurred in May when Programmer Grant Matsuda moved to take over as Rink Coordinator for the City Wide Services of Park Board. Jennifer Taylor began working part-time taking over some of his duties and working part-time for the Association. Part of his responsibilities were also given to Paula Parman who is our Youth Coordinator and Events Planner. In December, Grant's position was temporarily filled by Eric Yu and Jennifer moved to a full time temporary Programmer position at Creekside Community Centre.

We work as a team, the Park Board staff and the Association volunteers, in close collaboration to accomplish our goals and run our programs and events. I would like to recognize and thank the many Park Board staff who work with us throughout the year to keep the Kitsilano Community Centre a vibrant center of activities, especially our temporary Recreation Supervisor Tony Syskakis who very ably took over from Bob Hindley who retired in July 2017, Programmers Heather Rooke and Grant Matsuda, events planners Jeremy Quan and Paula Parman, youth coordinators Janice Kwan, Andy Park and Paula Parman, Recreation Facilities Clerk Sam Wilson, Fitness Programmers Larry Turko and Jody Gunderson, Fitness RPT and PAIII Mark Cartwright for his work with the seniors and kitchen, and the reception and other support staff. I would also like to thank Nicole Bird and Luke Vasak for their amazing support for the Shower Program, and Noah Thrush for his work in support of the Kitchen and Garden Committees.

On June 25th, Silvia Laforges took over from Tony as our permanent Community Recreation Supervisor. For the first time in several years, we now have a full time Supervisor to work with us. For years previous, our supervisor was responsible for both KCC and False Creek CC.

VanSplash, VanPlay, the whirlpool and Kitsilano Secondary School

Park Board has developed two very major, comprehensive 25 year strategies for the future of aquatic and recreational infrastructure and services in Vancouver, known respectively as VanSplash and VanPlay. VanSplash in particular has major consequences for our community centre because it calls for the addition of a 50 metre destination/competition swimming pool to be built on our site, along with a redevelopment of the centre. There has been considerable concern expressed in the Kits community about this proposed development, and certainly one aspect of concern relates to the absence of meaningful community consultation and engagement. The project would transform the scale of our current facility to something more like Hillcrest Community Centre. Long story short, the Park Board Commissioners have recognized the need for a more robust consultation, and they took the first step in that direction with the establishment of a Citizens Advisory Panel to review the recommendations in the VanSplash Report. That Panel is expected to report out sometime in 2019. Our Board has taken the position that, regardless of the Panel's recommendations, there must be meaningful consultation with the Kits community before any decisions are taken to reconfigure the community centre.

There has also been controversy concerning the future of the whirlpool. It was closed down while contractors worked on the new heat recovery system. Park Board staff completed a review of the future status of the whirlpools at Kits, Marpole and Dunbar, and recommended to Commissioners the permanent closure of the facilities. The decision to close our whirlpool was also based on Vancouver Coastal Health and Worksafe BC code requirements. Major structural changes would be needed to the building to bring the Kits whirlpool up to code. Commissioners decided to hold consultations at

Kits and Dunbar to hear from patrons. Strong opposition to the closures was expressed at both meetings. In the end, the decision was taken to reopen the whirlpool at our Community Centre. The required design work is underway and we expect to have the facility operational sometime in 2019.

Another issue we are trying to address is access to the facilities in Kitsilano Secondary School. We need more programming space and there is space at KSS in non-school hours which would be ideal. For many years we had a hand shake agreement with the school to use each others facilities at no cost. The agreement worked well. But recently, the Vancouver School Board (VSB) has taken the position that space will only be available on a paid rental basis. Again, long story short, the whole issue of community centre access to school facilities has been taken up at senior management levels of both the Park Board and the School Board, as we now know that many community centres want to access school space. We will be working closely with the other Centres throughout the year to resolve this matter.

For those who may be interested, I have attached to this report the letter the Association sent to the VSB outlining the history of our joint use of facilities with Kits Secondary, and our understanding of our use of space in the Neighbourhood Learning Centre in the completed rebuild of the school.

New Board Members

The Board of Directors consists of a maximum of 15 members: 8 Members-at-Large, and 7 Executive Members elected by the Directors consisting of the President, three Vice-Presidents, the Secretary, the Treasurer, and the Past President. Directors serve for a two year term which is renewable. Our goal is always to have a full complement of Directors consisting of Kitsilano residents who represent the broad diversity of our community. We need to know that we are serving the needs of all residents. We encourage our patrons to think about the many opportunities we offer for meaningful participation and leadership at KCC, and to consider joining our Board. This is one important element in our strategic goal to bolster organizational health.

We began the year with Board members Jerry Fast (President), Heidi Henderson (Vice-President), Arlene Brown (Treasurer), Alf Lam (Secretary), Robert Haines (Past President), Rho Tuttle, Nona Thompson, Annette Whitehead, Sue Ann Sargent, Liz Cochran, Stephen Cooke, Rochelle de la Giroday, Brenda Watson, Gen Findley and Ben Land. Ben and Rochelle resigned from the Board at the end of January. Stephen and Brenda did not stand for re-election at the AGM in April. Adriana Suarez joined the Board at the AGM. Gen and Heidi left the Board in June, while Shauna Leung and Don Shaw joined the Board in September.

My final thank you goes out to all who have served on the Board as Directors this year, and to the Association Bookkeeper Tanya Donaldson and Community Engagement Coordinator Jennifer Taylor. It has been a pleasure working with you to refine and implement our goals and to run our many events and programs. A job well done!

Jerry Fast
President

VSF LETTER RE: NLC

December 7, 2018

James Meschino
Director of Facilities,
Vancouver School Board.

Re: Partnership/Usage with Kitsilano Community Centre and Kitsilano Secondary School

Dear Jim,

For almost 30 years, the Kitsilano Community Centre Association (KCCA) and Kitsilano Secondary School (KSS) have been working in partnership to provide recreation service delivery to the Kitsilano community. Until this past June, the KCCA provided KSS daily gym space at no charge, each weekday, to a total of 11hrs per week. In exchange, KSS provided the KCCA with gym space in the evening to a total of 4.75hrs per week.

In addition to the spirit of community that underlines the priorities of the KCCA, the latter phase (2010 onwards) of continued support was actively sought and received by KSS and the VSB in the context of logistical planning and financial commitments for the large-scale renewal of KSS. As outlined in the documents referenced with [Partnerships BC](#), this project was undertaken with the specified consultation and backing of both the Vancouver Park Board and the KCCA. The above-referenced VSB project brief documents the stakeholder consultation completed with the KCCA and Vancouver Park Board, with the stated inclusion of the Neighbourhood Learning Centre, and an identified priority of creating "stronger connections with the Kitsilano War Memorial Community Centre". With construction now complete, [Government of BC indexes](#) currently classify Kitsilano Secondary as a Neighbourhood Learning Centre (NLC), including "Community Sport & Recreation, Community Use" as unique features of the space.

The VSB and Kitsilano Secondary actively canvassed the community, and specifically the KCCA to gain support for the inclusion of a Neighbourhood Learning Centre, which would in turn grant an extra 15% (approximately 9.3 million dollars) to the project budget.

Jim, while you have noted that the NLC lacks a definition, [this article](#) from 2010 clearly references the publicly-stated intention of the BC Government funding of NLC's:

"Our schools are public buildings and public spaces which should be maximized for public use ... they're there for community use and that's been our goal. Our challenge, of course, is to find resources for programming to do that."

Mike Lombardi, VSB Trustee 2010

And programming is where the community can and does support this goal. Documentation from school districts including [Sooke](#) and [New Westminster](#) confirms the responsibilities of collaborative creation of community programming that come with NLC funding. These histories clearly echo the information that is recollected by the Vancouver Park Board Supervisor of Recreation Services, KCCA members and Chris Atkinson, the KSS Principal at the time of consultation, who were all present at public conversations around the rebuild.

"the NLC isn't an entity that the VSB owns and the community access. It is created from a successful community partnership."

Chris Atkinson, Former Kitsilano Secondary School Principal

Looking at the success of BC Neighbourhood Learning Centres like [Oak Bay](#), the Vancouver Park Board and KCCA enthusiastically supported both the rebuild, and request for additional provincial funding. The KCCA partnership with KSS was continued in good faith, including the time period from Summer 2017 – Fall 2018, when construction did not allow for any community programming in the gym at KSS, while KSS continued to use both the gymnasium at KCC, and KSS staff were invited to park in the KCC Fitness Centre parking lot, daily, and free of charge.

Unfortunately, as the construction drew to a close, requests for basic information around future access to space were postponed and delayed from September 2017 through March 2018. When a meeting was finally secured between the current KSS Principal, and the Supervisor of Recreation Services from KCC, the KCC was told that accommodation at KCC was no longer needed by KSS, and that any previous 'partnership' would be functionally ending now that construction had been completed. When the Supervisor clarified that the partnership between KCC and KSS had existed well before, and completely separate from, the construction, the Principal stated that she was unaware of any previous partnership, and that any future arrangements for space use would be facilitated through VSB rentals.

In the time that has elapsed since this disappointing conversation, the KCCA has provided evidence, upon request, around the extent of the partnership on several occasions to staff from VSB and KSS. To summarize:

	KCCA @ KSS	KSS @ KCCA
Per year	4.75hrs Sept-Aug (50wks) 237.5 hrs	11 hrs Total 375.75
2017-2018	0	11 hrs Total 375.75
X 25 years (approximately)	5700 hours	9393.75 hours

In a follow-up meeting in Spring 2018, which included Ranjit Bains, Tara Hamar-Hayley and Kent Grier, the KCC staff received clarification that the rental process and contract was primarily for indemnification; that the call out fee for an engineer (approx. \$75/hr) would likely be necessary in cases of programming on weekends or any time outside of the regular engineer schedule (6am-11pm), however during other times, there is no additional cost incurred to VSB/KSS as the engineer is already scheduled. At this same meeting Mr Grier stated that KSS was the last school to receive funding under the NLC arrangement, and that in acknowledgment of the earmarked provincial funding for this project, consideration for space use should be made outside of overarching agreements between the Vancouver Park Board and VSB.

In the interim, and in stated consideration for KCCA's accommodation of KSS needs during construction, the Principal at KSS agreed to allow KCCA the use of gym facilities for a limited span (15 weeks) with the directive to contact rentals for all future arrangements.

As I'm sure you will agree, this is in stark contrast to the standard and documented practice of established NLC's, where NLC spaces are programmed collaboratively and in consultation with Community Centres and community members.

In an effort to continue consistent service delivery to our community, the KCCA has entered into a \$5000 rental agreement at KSS for 4hr/week use of space from January – June 2019, exclusively during times when an engineer is already scheduled and other programming is happening throughout the building. As a not-for profit Association, providing recreation for the community, this is an unsustainable arrangement. We do not consider this fee to be 'cost recovery' – rather it appears to be profiting at the expense of the Community Centre Association and the Community itself.

We are writing to request that the VSB and KSS provide a clear and timely policy framework around the fulfilment of the Neighbourhood Learning Centre funding to the residents and organizations in Kitsilano, including the Vancouver Park Board and Kitsilano Community Centre Association, who committed to support its \$9.3million dollar funding based on the belief that the intention and promise of this funding was for the space to be **programmed collaboratively**, for the benefit of the community. The decision to direct community programming opportunities to rentals, as is the practice with any other VSB space, in no way acknowledges or honours the unique commitment that was made to Kitsilano in exchange for \$9.3 million dollars.

The KCCA remains ready and eager to fulfill the original intention and commitment of the Neighbourhood Learning Centre's mandate. Our Programmers are prepared with the requests that have come for additional programming that cannot currently be accommodated within the Community Centre. Our immediate opportunities to support include:

- Drop in sports including badminton, volleyball, pickleball
- Adult Arts/Culture programming
- HIIT Training
- Afterschool Programs for grades 6-7 (relieving pressure on afterschool care at Tennyson and other local schools)
- Wraparound portfolio of Youth programming for grades 8-12
- Children's dance/theatre programs
- Voice/music lessons

We still have the opportunity to save this valuable partnership for the benefit of our community, and fulfil the original intentions of the Neighbourhood Learning Centre. As the above examples show, the intent is for individual NLC's to **work with their community** to layout the framework for how the NLC will be used. We would like to invite you to take this opportunity to do the same.

Sincerely,

Jerry Fast
President
Kitsilano Community Centre Association

COMMITTEE REPORT

Program Committee

Tiggy Winkle Preschool (licensed)

Tiggy Winkle Licensed Preschool continues to be well attended largely due to the credit of the experienced, caring and committed ECE teachers. The program offers a morning and afternoon learning and social opportunity for 3 year olds and 4 year olds. The morning programs continue to be more popular, however the afternoon programs are also well attended, but not at maximum registration. A big thank you to; Angela Karellas, Shireen Chandra and Jessica Fosbrook who have continued to work hard to provide a stimulating, creative, nurturing, safe and friendly environment for Preschool children. Each well planned week included an array of learning and educational activities including art, story, dance, and occasionally special guests. Tiggy Winkle Preschool is an integral part of the Kitsilano Community Centre and the community, creating an important, foundational start to a child's educational journey.

Preschool Programs

There are many families with young children who chose to enjoy a variety of wonderful and engaging programs at Kits CC. Anyone looking into the Gymnasium on a Parent & Tot day will see just how many families make the community centre part of their family recreation experience. Programs are well attended. Many parents chose to register for Parent & Tot programs with their preschooler. Music and Dance continued to be very popular, followed by Physical Activity programs such as Gymnastics, Sportball and Soccer.

Children's Programs

Seasonal times continued to remain the most intense participation periods for this age group. Spring Break was well attended with a variety of camp opportunities as were the summer camps. The Canada Summer Day Camp program, Kits Kids Day Camps (6-12 years) were once again very successful, offering 50 children per week, eight weeks of fun and exciting indoor and outdoor experiences. During the rest of the year, active programs such as Dance, Rookie Rugby, and Gymnastics continued to be strong program areas. Music Lessons such as Private Piano and Violin continued to be popular. Veg heads Cooking and Creative Cooks as well as a Mixed Media art program rounded out the recreation opportunities for this age group.

Youth Programs

This year saw some new and exciting programs for our youth as well as some staffing changes and new additions. With the support from the British Columbia Recreation and Parks Association After School Grants, Paula was able to introduce two new preteen programs in the fall, Preteen Chill and Preteen Leadership. The free program offered youth a space to hang out, do homework, learn and

develop their leadership skills and make new friends, while making use of the youth lounge. These two programs were staffed by our Youth leaders who provided direct program delivery. In addition, Paula reintroduced the Kits Youth Council in the fall, which has been a great success. The council meets biweekly and have supported with the planning of our Special Events such as Halloween Howl and Breakfast with Santa. With what began with 4 youth at the beginning of September has now steadily increased to a consistent 15-20 youth coming out to every meeting. The council aims to increase youth visibility and participation in the community and provide more opportunities for their peers to get involved. Lastly, our Youth Friday nights are now staffed with our Youth Leaders who provide direct program delivery and ensure that our youth are fully engaged all afternoon and evening. Paula and the youth staff provide healthy snacks for the youth and have the youth lounge, lobby room and gymnasium open for them to hang out and get acquainted with the centre. Friday youth nights typically see about 30 youth coming out consistently, with youth now beginning to move into scanning in with their OneCards and getting to know both youth and front desk staff. We look forward to seeing youth programming increase in this New Year.

TLC – Youth with Special Needs

The TLC program continues to provide consistent programming under the staff team's collaboration and leadership. This past year saw a few long-time staff members move on to new ventures (Erin Green, Andy Park and Diane Lao), but saw new staff members join the team, (Keith Nath, Bettina Rillera, and Kim Nguyen). The Ministry of Children and Family Development (MCFD) continues to fund the TLC program and has secured this funding to 2020. With this funding, TLC is able to provide full time staffing and activities for our youth.

This year saw the TLC program intake youth with a wider array of disabilities. The program aims to create a more inclusive and inviting space and opportunity for youth of all disabilities to access the service and thrive in the program.

Being a champion for youth with disabilities and illustrating what TLC is doing and what it can become, our staff team has strengthened our relationship with the Ministry of Children and Family Development. Future goals for TLC are to explore lowering the age from 13 to 12 year olds as well as continuing to accept youth with autism on the lower spectrum. We look forward to TLC becoming a desired location for more families and leading innovative practices in the Lower Mainland.

Kitchen

The kitchen continues to be a great commercial space for successful such as Peter Ciuffa's PastaBoy Peter classes. His courses have continued to fill up and are highly requested season after season. Our kitchen also sees consistent use for our more popular Special Events such as Diwali and Breakfast with Santa as well as our long-running Seniors' Multicultural luncheon. Future plans for the kitchen include other user groups utilizing the space such as our youth and children's programs and local community groups to collaborate a partnership with the kitchen space.

Adult Programs

Maintaining the Adults portfolio (sports, movement, group fitness) along with Older Adults and Kitchen/Garden from May through December 2018 was both a great opportunity for development and learning for me, and growth and transition for Kits.

A significant change during this time was that Kitsilano Secondary School & the VSB changed the space use agreement with the Kits CCA. We took this opportunity to bring our entire core Adult

Sports portfolio within the Community Centre itself, working to ensure dependability of delivery from season to season. Simultaneously, the Adult Sport schedule was standardized so that all sports are charged fairly and equally in relation to the time slots. Also in adult sports, the CCA launched a process of formalizing and recognizing the role of volunteer sports facilitators in CCA Adult Sports programming, which carried over into 2019.

In **Adult Movement**, a substantial amount of analysis of registration & drop-in was completed, resulting in the cancelation of classes that had previously continued for many season with numbers below CCA guidelines, with resulting room space allowing for some experimentation and opportunity for new programming. In **Adult Fitness**, Sam Wilson, Katie Bolt & the entire front office team worked (extremely hard) to transition our Group Fitness class passes to the One Card system, allowing for greater opportunity to examine and understand usage patterns for this popular segment of our programming.

Our **Older Adults** programming saw some functional change – for example, transitioning the Osteofit instructor to an hourly rate so that the price point could remain competitive with other nearby facilities who had recently introduced heavily subsidised Osteofit programming, along with new programming including the highly-demanded *Learn to Play Bridge*, and *Changing Aging* (in partnership with UBC).

Kitchen & Garden programming continues to develop, from Peter Ciuffa's popular & Entertaining *Hands on... Italian* cooking classes, to the frequent "work bees" in the gardening boxes.

With these opportunities and transitions, both the entire Adults & Older Adults Portfolio saw growth during 2018. It was exciting, eventful times, with so much potential for continued future growth and opportunity to serve Kitsilano.

Special Events & Volunteers

Paula has been further developing our volunteer numbers at our site. Every special event sees about 20-30 youth volunteers supporting the event. Each volunteer must submit a volunteer application form, which is then reviewed by Paula and inputted into our volunteer database. Since Paula has been hired last October, she has developed and revamped our volunteer application form and intake with feedback from the CCA and Program Committee. We hope to see further growth in this area and to provide more opportunities for our patrons to be connected with and involved in our community.

Special events throughout the year continue to be popular especially for family events such as Family Day, Easter Eggstravaganza and Breakfast with Santa.

2018 continued to see events successfully run with the support and collaboration of the KCCA and Special Events coordinator.

The following events took place at Kitsilano in 2018.

1. Family Day (February) – Mon, Feb 12 from 10:30 AM – 1:30 PM
 - a. Free event that was grant funded by BCRPA (\$1000) with about 250-300 people in attendance.
 - b. Other fun activities such as Bingo, Arts & Crafts, Parent and Tot, Face painting and free popcorn were also offered.

2. Easter Eggstravaganza (April)
 - a. This event was nearly sold out and was very popular! Our Easter bunny was a hit and our activities and dance party was enjoyed by all.
3. Family Toy and Clothing Sale (May & Nov)
 - a. Vendor tables were sold out for both events and many customers attended.
4. Customer Appreciation BBQ (June)
 - a. This event ran for two hours in the evening and had registration for our customers. This event is to say thank you to the customers that use the facility and live in the neighbourhood.
5. Staff and Association presence at Kits Fest, Greek Fest and KhatsFest
6. Halloween (October) – Sat, Oct 27, 2018
 - a. Fun activities were offered: arts and crafts, mini pumpkin patch, haunted house, bouncy castle, Halloween Balloon Arch photo booth, face painting, games, and free popcorn.
7. Breakfast with Santa (December) – Dec 15, 2018
 - a. This event had two seatings that were both sold out early in the registration time.
 - b. White Spot on West Broadway was very generous in cooking all of the food on site in our beautiful Ken's kitchen and Starbucks on West Broadway and Larch sent a few staff to volunteer their time to support with serving the food.
 - c. This event continues to be extremely popular with our families and is always enjoyed by everyone.
8. Movie in the Park (August) is the largest special event of the year celebrating our community business partnerships, providing the community with a carnival atmosphere, promoting programs in the centre and encouraging new patrons. This year saw the merging of our former Picnic in the Park event and Movie Night event to turn it into Movie in the Park. The KCCA partners with the West Broadway BIA to run this event held in Connaught Park. The movie for this year was "Coco" which had Paula and Michelle Barile from the BIA working together to centre the theme and activities on the movie. There was a talented jam-packed line up of local musicians (Music with Marnie, Will's Jams, Michael Avril, Las Estrellas) to kick off the event and entertain families at our pre-show outdoor concert. Although there were concerns about having to move the event indoors to due inclement weather, the event turned out to be a success with the sun coming out and providing families with a fun evening to end off a great summer.

Respectfully submitted,

Heather Rooke
Jennifer Taylor
Paula Parman
Recreation Programmers

COMMITTEE REPORT

Seniors Committee

2018 was a busy year in our Multicultural Program and in our Older Adults' Meetings and Complementary Lunches.

Our Multicultural program is in its 16th year. In 2018, we celebrated Scandinavia, Lunar New Year in Southeast Asia, Israel, Cherry Blossom time in Korea, Syria, Musqueam First Nations, Colombia, Poland, and our Year End Celebration

Around 50 Volunteers provide many hours each month to run this unique program here at Kitsilano Community Centre. We continue to be fortunate to live in a city where so many cultures take pride in showcasing their history, food, dance and their experiences with us. We have made many new friends and learned so much since we began these adventures in 2003. A presentation about the country: food, cooking, craft, dance and a luncheon event for each country was expertly run by our seniors along with help from the Israeli, Latin American, Slovakian, Polish, First Nations communities, Cultural and Business organizations,.

Our Seniors Committee organizes and runs our nutritious free lunch at all our Older Adults monthly meetings. More than 35 people attend each month. We also celebrated 6, 90 years and over Birthdays. This year we began celebrating 80 and 85th Birthdays. Our meetings provide information concerning local activities and events. Speakers at our monthly meetings included David Eby, our MLA and Attorney General.

Long time free programs Mah Jong, the Book Club and Scrabble continue.

We are very grateful for the commitment of Kitsilano Community Centre staff members, particularly Jennifer Taylor, who kept us well organized and helped so much in the smooth running of our events.

Respectfully submitted,

Nona Thompson

COMMITTEE REPORT

Building Committee

There were a few facility repairs that occurred during the past year.

Some minor facility upgrades were carried out.

The Building Committee carried out the following during the past year:

1. New room and directional signs were installed throughout the complex;
2. Further discussion regarding Audio-Visual installations in certain areas such as: Board Room, Lobby Room and Multi-Purpose Room;
3. Discussion with Park Board staff regarding the upgrade to the spray park, which the Community Centre Association agreed to fund up to the amount of \$150,000;
4. Repairs to the gas range in Ken's Kitchen;
5. Further discussion regarding sound abatement in Snowy's Lounge;
6. Discussion regarding the installation of heat reflecting film on the skylights above the ice rink lobby;
7. Discussion regarding the replacement of the north side windows with new sound proof windows, accordion door to divide room, ceiling and lighting improvements in Snowy's Lounge;
8. Discussion of repairs to the thermostat on deli table in Ken's Kitchen;
9. Repairs to the basketball backboard with the replacement of new motor to raise and lower the backboard in the gymnasium;

Respectfully submitted,

Alfred G Lam, Chair
KCCA Building Committee

COMMITTEE REPORT

Garden Committee

The Garden

The collaborative garden south of the rink continues to add interest for visitors to the Centre. The vegetables, flowers, and fruit-bearing shrubs and trees in the garden demonstrate very well that edibles can be ornamental.

Over the 2018 season, 15 community members participated, ten of them for at least two terms. The group held 9 monthly planning meetings and organized the same number of work parties where four to eleven people participated. The garden needed support after producing several harvests since being established in 2014. We spread additional topsoil, used mulch, and planted cover crops in two of the beds in the fall to amend the soil for 2019.

The gardeners maintain the whole area between the walkway and the rink, not just the raised beds. This year, we topped up the wood chips along the paths, cut back the overgrown fig tree to a manageable size, and rebuilt the rocky slope at the base that had become sunken. The honeyberry bushes we planted will bear fruit for future gardeners.

Building Community

Four of the gardeners represented the garden at the organic gardening open house at the Kitsilano Branch of the Vancouver Public Library on Earth Day. We welcomed youth from a Leadership and Resilience Program to use a section of the garden. They enjoyed taking home peas, basil and zucchini to share with their families. The plans included surprises to invite conversation with the public. A bed near the sidewalk became a rainbow of edible flowers and a bed near the parking lot had a few unusual plants like peanut (it yielded three peanuts at harvest), soybeans, and red shiso, a Japanese "green".

The gardeners, mostly newcomers to the community, were diverse in many ways - age, place of origin, and economic circumstances. The garden gave us a wonderful way to learn about gardening in this climate zone, problem-solve together, and experience social connectedness.

Thank you to:

The gardeners want to thank many who have made our work possible and rewarding.

- Vancouver Park Board and the Kits CC Association for their ongoing support for the gardening program
- Hunter's Garden Centre for their advice and 10% discount
- Our staff liaison, Noah Thrush, for his wisdom, knowledge, and hard work
- Community members who stopped to chat and thank us for our efforts.

Submitted by Wilda Bostwick, member of the garden group and 2018 leader

COMMUNITY ENGAGEMENT REPORT *Fall 2015 – Spring 2018*

Looking back on the 2 and a half years the Kitsilano Community Centre Association spent pursuing Community Engagement on a full-time employment opportunity basis, the first thing that comes to mind are the challenges in place that led to the creation of the role. From the 2015 Strategic Plan undertaken by the Association:

- Despite a 50+ year presence, the surrounding community was not aware of the Community Centre and what it has to offer.
- There was a lack of awareness and partnership with other local service providers.
- There was a sense that programming was not accurately reflecting the unique needs of the community.
- There was a sentiment that the Community Centre functioned more as a collection of private clubs, than a community-oriented space.

As most of you will remember, the role was initially created as a one year position; however in my application, I proposed a three-year plan of:

- 1) building relationships with genuine and lasting foundation with staff, association and the community
- 2) slowly introducing change
- 3) moving forward with growth as new opportunities presented themselves through the partnerships created

As a whole, we worked remarkably close to the initial timeline that you supported. Some notable successes are the working relationships created with Kitsilano Neighbourhood House, West Side Family Place, teaching staff from Kitsilano Secondary School, Westcoast Child Care Resource Centre, Vancouver Public Library, the Vancouver Foundation, West 4th BIA and Kits on Broadway BIA. You now are familiar enough with people from these organizations to greet each other by name, we have actively participated in their events and activities, as they have in ours. Many of these relationships began through presence and participation at various network hubs, including the West Side Seniors Hub, West Side Childhood Development Hub, West Side Newcomers Hubs, etc.

New opportunities, and change was agreed upon. Some examples, the Picnic in the Park, which had seen dwindling numbers for a few years was scaled back and merged with our Outdoor Movie partnership with the Kits on Broadway, creating an exciting new opportunity to engage a broader spectrum of the community. Children's programming partnerships were developed with Kits Neighbourhood house and West Coast Child Care Resource Centre, resulting in new families coming to the Centre. A gap in service provision for Adults at a "Learn to Play" stage was identified in both Adult Sports (ie. Pickleball) and Social activities (Bridge), instructors were actively sought out, and the programming that was implemented was an instant success.

Marketing materials were created and implemented. Kitsilano CCA now has one of the largest & most active audiences across social media channels, including Facebook, twitter and Instagram. We have a Mailchimp mailing list of over 2,000 subscribers. We designed and created our beautiful, branded event tent, tablecloth, banner flags, completely overhauled the web site and the recreation guide, and of course the super-cool KITS hats (my legacy piece ;). A study of Kits Adult programming trends lead to the development of a drop-in calendar, which saw a notable increase in the bottom line of our Adult and Older Adult programming from 2017-2018.

People are starting to know who we are... and I'm so sad to not be there right now!

When I started to share that I would be leaving, many of you, and many of our contacts in the Community asked "but who will 'do' Community Engagement now?" From what I have learned, there was a time when the Rec Supervisor 'did' Community Engagement; and from what I hear, in an ideal world, it is best practice for Programmers to 'do' Community Engagement, to ensure the programming is meeting the needs of the surrounding community. The APG saw the Kits CCA as borderline groundbreaking to hire someone to 'do' Community Engagement for almost 3 years. And I had a moment of cold fear, when I was part of a discussion about the newly-created administration position, noted as different from my role, as Community Engagement has been 'done' now.

With the centralized Park Board staffing system, as we have seen, Supervisors, programmers and staff can change just like *that*. It's the CCA that is in place to be the consistent voice of the Community. My hope for Kits is that the work I did will be looked back upon as a boost. Not something that is 'done', but something that gave a little focus and extra gas to the good work that was in place through the Association, and enriched the opportunities for the future. Community Engagement is not 'done'. As I repeated like a mantra throughout my season with you, regardless of how extensive my personal network is, it's the combination and coordination of everyone's network that will bring continued success to Kits, and that is an ongoing project.

Looking forward, and speaking functionally, Kits CCA is just about due for a next strategic plan. Based on my experience with you, I would encourage you to potentially use this time to revisit your mission and vision to be sure it is current and accurately reflects who you want to be in the community, and then use that as a compass to guide your choices.

- Be willing to meet our community where they are, even if – and especially if - where they are is outside of our building. Those Neighbourhood Hubs are worth the time and investment, and events like Kits Fest that were birthed in our community and attract our neighbours deserve our support.
- Continue to be aware of what other service organizations in our community are offering. Not so that we can compete or replicate, but so that we can complement.
- When you look around the Centre, and the table, in addition to seeing, and celebrating who's there, take a moment to notice who's not. What demographics are we having the trouble meeting the needs of & who's voices are we not hearing?
- Consider alternate methods of feedback and engagement with community members who cannot commit to monthly Board meetings

Always being mindful of the ever changing landscape of private clubs, leagues, studios and online options... who does Kits need to be now?

Thank you for everything.

Respectfully submitted,

Jenn Taylor
Community Engagement Coordinator

SUPERVISOR OF RECREATION SERVICES REPORT

Kitsilano Community Centre was a vibrant and busy location in 2018. Our staffing compliment has undergone a number of changes. Tony Syskakis, Community Recreation Supervisor continued overseeing Kitsilano CC along with another CC for the first half of the year. Later in the year Park Board made the decision of removing the twinning of Supervisors from overseeing multiple Community Centres. Late June, I took over as the full time Community Recreation Supervisor of Kitsilano Community Centre. My employment with Park Board started back in 1996 where I worked in multiple positions. I have been a Community Recreation Supervisor for West End CC, Hastings CC and False Creek.

I would like to say thank you to the Community Centre staff and Kitsilano Community Association Board for making me feel very welcome and helping me learn the great qualities this community has to offer.

Additional staffing changes contributed to a busy year:

Personnel Changes

Recreation Programmer Position (Adults/Seniors): In May, Grant Matsuda took on a Temporary Full Time (TFT) position as our Rink Coordinator for City Wide Services. He will work in that capacity until the middle of 2019. The immediate replacement for this position was filled by Jennifer Taylor and Paula Parman who shared the programming portfolio from May to mid-December. In Dec, Eric Yu, was appointed the TFT for this position and will hold the position until it is posted as a permanent position.

Fitness Programmer: In April, Jody Gunderson took on a TFT Community Recreation Supervisor position at Douglas Park. She will continue to work in that capacity until mid 2019. The immediate replacement for this position was filled by Mark Cartwright (who was our Regular Part Time (RPT) Fitness Attendant. In Nov, Audrey Mak was appointed the TFT position and will hold the position until it is posted as a permanent position.

Cashier Receptionist: Kathryn Bolt was the successful candidate of our RPT position which eventually took on our RFT cashier position.

Building Service Worker: Dante Andres, retired in September after 16 years of full-time status of employment. His position is being temporary filled by Aux staff and will be permanently filled in 2019.

Facilities

Community Centre

Our onsite Maintenance Technician, Maintenance team and our Real Estate and Facilities Management Division (REFM) carefully maintained our facility for another year. The gymnasium hardwood floors received a new clear coat of varnish during the summer closure. Then during the winter closure the walls and bleachers received a new coat of paint with a new colour. In addition during the winter break, the HVAC system throughout the Community Centre received cleaning and the floors got a new coat of wax.

Our Heat exchange project was approaching its final stages in 2018 with some minor work to be completed 2019. The project purpose is to take used/wasted heat from the Ice Rink plant and re-direct it to be used in the Community Centre to limit the usage of the boilers to heat the community centre. The net savings in energy have been immediately significant.

Programs and Services

Program participation was steady when compared to the previous years as the stability with staff has allowed us to maintain our patron base and put programs in place for future growth. Grant Matsuda, Jennifer and Paula (Adults and Seniors) and Heather Rooke (Children and Youth) continue to work to meet the needs of our community (see the programs committee report for further details).

I would also like to recognize our front office team, led by RFC Sam Wilson, for their work serving the needs of our patrons in accessing the many programs and services they participate in. I would like to thank all the front line staff, Cashiers and Program Assistants for doing such a great job in making Kitsilano a fun and welcoming place to recreate.

Ice Rink

This past August, the Vancouver Gem and Mineral Show returned to Kitsilano Arena. With its success, the Vancouver Gem and Mineral Show has established itself as an annual event at Kitsilano Arena

Summer 2018 also brought new LED lighting and the much needed installation of a new chiller to update our refrigeration system. Thankfully due to the amazing maintenance team we were able to get the ice up and running on time.

We continued running multiple hiring sessions per season to maintain our staffing levels. Despite these efforts we did fall short of our goal of running 6 instructors every set. While we may not have been able to run as many lessons we maintained safety and quality for all of our patrons.

While there were many ups and downs this year, we continued to offer our regular programs and services with great success! As always, the rink team is dedicated to ensuring the successful completion of future projects along with our regular programming in 2019!

Respectfully Submitted,

Maegan Montemayor
West Regional Arena Programmer

Fitness Centre

Another busy year with an increase number of users at the fitness center. During January 2018, we had a total of 17,053 fitness center users. We have made improvements to our fitness consultation service by hiring new fitness staff and providing a fitness center worker on site during our operational hours. We continued to update more fitness equipment by adding a new Octane Lateral X, Octane AirdyneX bike and a Ski Erg. A plan is in place to update the back room to increase functional space for training and to make it aesthetically appealing while also creating a top notch safe and healthy environment for both our staff and our patrons. We provided an update white board to notify our users with any equipment repairs and fitness center changes.

Our promotions this year were very popular in comparison to past years and well used. We offered the \$30 dollars for 30 days in January; \$50 gift cards that came with complimentary gift certificates and also the \$50 savings on annual pass purchases. With a saving of \$50 for personal training, our requests for our personal training services have increased and have been successful.

As of February 2019, the fitness center has discontinued the use of red washable towels and replaced them with disposable paper towels for the cleaning of fitness equipment. We provided non-touch paper towel dispensers and installed 5 throughout the fitness center.

There have been efforts to make Kitsilano Whirlpool operational. Mechanical assessment and space design review have been completed to confirm minimum upgrades required to comply with BC Public Health Act Pool Regulations. If the proposed upgrades are approved by Vancouver Coastal Health, staff will finalize the design and start construction by mid-summer of 2019. The anticipated time of installation is 6 months.

I would like to take this opportunity to thank the Association members for their ongoing support, the fitness centre staff who continue to provide excellent programming support to the members of this vibrant community and the Kits CC staff who help to support the fitness operations.

Respectfully Submitted,

Audrey Mak
Regional Fitness Programmer

Contributions of the Kitsilano Community Centre Association Directors

- KCCA President, Jerry Fast, led the KCCA board through continual board development and growth.
- The Board continues to guide the policies of the KCCA to ensure the delivery of a full range of recreation, leisure, childcare and family enrichment services to the residents of the Kitsilano neighbourhood.

Into 2019.....

- This past year working with the Kitsilano Board of Directors and Park Board staff has been positive and rewarding; I look forward to another year with the same outcome.
- We will continue to work together to meet the needs of the Kitsilano community.
- We will continue to understand the changing needs of our community.
- We will continue to be open to feedback
- We will WELCOME new patrons into our Community Centre all the time.

Respectfully submitted,

Silvia Laforges
Community Recreation Supervisor