

# Kitsilano War Memorial Community Association



ANNUAL REPORT 2021

# AGENDA

- **Welcome from Jerry Fast, President, KCCA**
- **Approval of 2019 AGM minutes**
- **Auditor's Report and Financial Statement**
- **Appointment of Auditor for 2021**
- **President's Report**
- **Committees and Task Force Reports**
  - Program Committee
  - Marketing Committee
  - Seniors Committee
  - Building Committee
  - Community Needs Assessment Task Force
  - Sustainability & Climate Action Task Force
- **Community Recreation Supervisor's Report**
- **Election of Directors**

Current Directors with two years remaining on their two-year term:

- Alfred Lam
- Annette Whitehead
- Christy Frisken
- David Brooks
- Elizabeth Cochran
- Jerry Fast
- Nona Thompson

Current Directors with one year remaining on their one-year term:

- Alisia Adams
- Arlene Brown
- Claire Johnson

- Clinton McGuire
- Ella Chan
- Gabriel Vieira
- Ian Jeske
- Joan Andersen

Association members nominated to become Directors:

- Anne Rooney
- Suzanne Narvey
- Faisal Mirza

- **Oath of Office**
- **Lifetime Honorary Membership for Robert Haines**
- **Other Business**
- **Adjournment**

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# BOARD OF DIRECTORS

## **Executive**

Jerry Fast	President
Don Shaw	Vice-President
Joan Andersen	Vice-President
Elizabeth Cochran	Vice-President
Arlene Brown	Treasurer
Alfred Lam	Secretary
Robert Haines	Past President

## **Members at Large**

Nona Thompson	Director
Annette Whitehead	Director
Christy Frisken	Director
David Brooks	Director
Alisia Adams	Director
Claire Johnson	Director
Clinton McGuire	Director
Ella Chan	Director
Gabriel Vieira	Director
Ian Jeske	Director

## **Honorary Life Member**

Peg Hillman

# KITSILANO COMPLEX STAFF

<b>Community Recreation Supervisor</b>	Silvia Laforges
<b>Recreation Programmer II</b>	Heather Rooke
<b>Recreation Programmer III</b>	Eric Yu
<b>Fitness Programmer</b>	Casey LeFler
<b>Rink Programmer</b>	Maegan Montemayor
<b>Recreation Facility Clerk</b>	Beatriz Becerra
<b>Cashier Receptionist (RFT)</b>	Kathryn Bolt
<b>Cashier Receptionist (RPT)</b>	Jessie Mann
<b>Cashier Receptionists &amp; Program Assistant II's</b>	Limited due to COVID
<b>Fitness Centre Worker</b>	Mark Cartwright (RPT) Patrick Wong (RPT)
<b>Youth Leaders</b>	Paula Parman
<b>Youth Worker</b>	N/A
<b>Association Bookkeeper</b>	Tanya Donaldson
<b>Association Administrator</b>	Kelly Rolland/Natalia Ramirez
<b>Fitness Centre Staff / Rink Staff</b>	Limited due to COVID
<b>Tiggy Winkle Preschool Supervisors</b>	Angela Karellas Jessica Fosbrook
<b>TLC Special Needs Youth Program</b>	Shawna Balshin - Coordinator
<b>Maintenance Technician</b>	Peter Evans
<b>Maintenance Lead Hands</b>	Willem Muller (RFT) Easton Dustin (RFT) Nicetas "Ness" Caringal (RFT)

**Building Service Workers**

Rey Gamatan

Ranjit Purewal

Gauvain Gonzales



# 2019 A.G.M MINUTES

**Kitsilano Community Centre  
Ice Rink and Fitness Centre**

2690 Larch Street, Vancouver, BC V6K 4K9

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Telephone: 604.257.6976

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

2019 AGM

Kitsilano War Memorial Community Centre Association

Minutes of Meeting Held in Snowy's Lounge, at Kitsilano Community Centre on  
Thursday, April 18, 2019

## **1. CALL TO ORDER**

The meeting was called to order at 1908 hrs. with Jerry Fast in the Chair. A quorum was present.

## **2. APPROVAL of 2018 AGM MEETING MINUTES**

Jerry Fast made a motion to accept the Minutes of the AGM Meeting for 2018.

**Moved by Arlene Brown      Seconded by Nona Thompson      Motion Carried**

## **3. AUDITOR'S REPORT and FINANCIAL STATEMENTS**

Jerry Fast called upon Arlene Brown, the Treasurer, to introduce the auditor to present the 2018 Financial Statements.

Arlene Brown introduced Erik Allas from the accounting firm of Tompkins Wozny, LLP  
Erik gave a detailed review of the finances for 2018.

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

**Moved by Don Shaw      Seconded by Rho Tuttle      Motion Carried**

#### **4. APPOINTMENT OF THE AUDITOR for 2019 - 2020**

Jerry Fast asked for a motion to retain Tompkins Wozny LLP as auditors for 2019/20.

**Moved by Arlene Brown      Seconded by Don Shaw      Motion carried**

#### **5. PRESIDENT'S REPORT for 2018**

A written report was submitted

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

Jerry Fast explained the reasons for the amendments to the By-laws which didn't include non profit status as recommended by Canadian Revenue Agency (CRA). These changes are in part required to bring the Association Constitution & Bylaws into compliance with the new BC Societies Act (2016) and defined within the Joint Operating Agreement with Vancouver Parks Board.

The written recommendations were submitted.

One amendment is with regards to 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.

Second amendment is with regards to 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.

Last amendment was regarding membership and the "opt in" provision stated in the Joint Operating Agreement. The lawyer recommended membership should be reserved to individuals that are interested in Association governance. It was proposed to slightly change the language 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. "

This change is consistent with the requirements under the new Joint Operating Agreement (JOA).

No questions were presented

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

**Moved by Rho Tuttle      Seconded by Nona Thompson      Motion Carried**

## **7. PRESIDENT’S REPORT AND LETTER TO VANCOUVER SCHOOL BOARD**

The written recommendations were submitted detailing the current “handshake agreement” regarding access to schools and programming space within the Centre. Jerry Fast has explained a recommendation presented through the Association President’s Group (APG) to formalize and document the current arrangement. The President’s Report included the letter presented to Vancouver School Board for further information.

## **8. COMMITTEE REPORTS for 2018**

- **Program 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

## **9. SUPERVISOR’S REPORT**

A written report was submitted inclusive to the Rink and Fitness Centre by Centre Supervisor, Silvia Laforges.

## **10. COMMUNITY ENGAGEMENT REPORT**

Jerry Fast briefly discussed the written report submitted by Jennifer Taylor, the past Community Engagement Coordinator.

## **11. ELECTION OF OFFICERS**

Jerry Fast introduced John Irwin, Parks Board Commissioner Liaison, questions were proposed surrounding VanSplash. Report to be published at a later date (June) as well as an update regarding introduction of artificial turf for fields and parks. A discussion ensued surrounding transit planning and implications towards Community Centres proposing more thorough community engagement. He clarified that the intention of the VanSplash advisory group is to enhance service offering rather than diminishing services ensuring that there will be a robust consultation with Association and surrounding community as a whole.

Arlene Brown presented the slate of nominees for Officers for the 2019 – 2020 Kitsilano War Memorial Community Centre Association.

The nominees were declared elected by acclamation.

## **12. OATH OF OFFICE**

John Irwin, the Park Board Commissioner Liaison, will conduct the Oath of Office for the Officers of the Kitsilano War Memorial Community Centre Association for 2019 - 2020 at the next Board meeting held Thursday, May 16th.

The members of the Kitsilano War Memorial Community Centre Association for 2019 – 2020 are as follows:

**Current Directors with one year remaining:**

- ***Arlene Brown***
- ***Nona Thompson***

**Nominees for a two year term:**

- ***Joan Andersen***
- ***Jerry Fast***
- ***Rho Tuttle***
- ***Don Shaw***
- ***Alfred Lam***
- ***Annette Whitehead - not in attendance***
- ***Liz Cochran - not in attendance***

**Past President - *Robert Haines***

**Honourary Life Member – *Peg Hillman***

**13. Other Business**

**ADJOURNMENT**

The meeting adjourned at 1951hrs.

**Motion to Adjourn** by Don Shaw.

**Moved by Don Shaw                      Seconded by Kris Klaasen                      Motion Carried**

Minutes of Meeting taken by Kelly Rolland, Association Administrative Assistant.

[www.twmca.com](http://www.twmca.com)

## FINANCIAL STATEMENTS

### **KITSILANO WAR MEMORIAL COMMUNITY CENTRE ASSOCIATION**

**December 31, 2020**

Limited Liability Partnership



**Tompkins Wozny**  
Chartered Professional Accountants

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## INDEPENDENT AUDITOR'S REPORT

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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, 2020, and the statements of operations, changes in fund balances 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, 2020, 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.

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## INDEPENDENT AUDITOR'S REPORT

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- 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.

*Tompkins Wozny LLP*

Vancouver, Canada  
March 18, 2021

Chartered Professional Accountants



**Tompkins Wozny**  
Chartered Professional Accountants

**Kitsilano War Memorial Community Centre Association**  
Incorporated Under the Society Act of British Columbia

**STATEMENT OF FINANCIAL POSITION**

As at December 31

	2020		2019	
	Operating Fund \$	Capital Asset Fund \$	Totals \$	Totals \$
<b>ASSETS</b>				
<b>Current</b>				
Cash - operating	171,536	—	171,536	216,122
- gaming	574	—	574	574
Accounts receivable [note 4]	81,337	—	81,337	61,889
Prepaid expenses	2,246	—	2,246	13,470
<b>Total current assets</b>	<b>255,693</b>	<b>—</b>	<b>255,693</b>	<b>292,055</b>
Long-term investments [note 3]	469,396	378,626	848,022	1,213,471
Capital assets [note 5]	—	9,629	9,629	8,940
<b>Total assets</b>	<b>725,089</b>	<b>388,255</b>	<b>1,113,344</b>	<b>1,514,466</b>
<b>LIABILITIES AND FUND BALANCES</b>				
<b>Current liabilities</b>				
Accounts payable and accruals [note 6]	19,430	—	19,430	94,497
Deferred contributions and grants	63,615	—	63,615	36,184
Unearned revenue	30,717	—	30,717	136,713
<b>Total liabilities</b>	<b>113,762</b>	<b>—</b>	<b>113,762</b>	<b>267,394</b>
<b>Fund balances</b>				
Unrestricted	211,327	—	211,327	292,523
Invested in capital assets	—	9,629	9,629	8,940
Internally restricted [note 7]	400,000	378,626	778,626	945,609
<b>Total fund balances</b>	<b>611,327</b>	<b>388,255</b>	<b>999,582</b>	<b>1,247,072</b>
<b>Total liabilities and fund balances</b>	<b>725,089</b>	<b>388,255</b>	<b>1,113,344</b>	<b>1,514,466</b>

Commitments [note 10]

COVID-19 [note 12]

See accompanying notes to the financial statements

On behalf of the Board:

Director

Director

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 \$
			[note 7]	
<b>2020</b>				
Balance, beginning of year	292,523	8,940	945,609	1,247,072
Revenue over (under) expenses for the year	(243,856)	(3,634)	—	(247,490)
Investment in capital assets	(4,323)	4,323	—	—
Interfund transfer	166,983	—	(166,983)	—
<b>Balance, end of year</b>	<b>211,327</b>	<b>9,629</b>	<b>778,626</b>	<b>999,582</b>
<b>2019</b>				
Balance, beginning of year	184,016	2,379	995,000	1,181,395
Revenue over (under) expenses for the year	68,741	(3,064)	—	65,677
Investment in capital assets	(9,625)	9,625	—	—
Interfund transfer	49,391	—	(49,391)	—
<b>Balance, end of year</b>	<b>292,523</b>	<b>8,940</b>	<b>945,609</b>	<b>1,247,072</b>

See accompanying notes to the financial statements

Kitsilano War Memorial Community Centre Association

STATEMENT OF OPERATIONS

Year ended December 31

	2020		2019	
	Operating Fund	Capital Asset Fund	Totals	Totals
	\$	\$	\$	\$
<b>REVENUE</b>				
Program operations <i>[schedule]</i>	395,769	—	395,769	1,075,201
Wage subsidy - government assistance <i>[note 12]</i>	61,183	—	61,183	—
Interest	19,475	—	19,475	28,150
Rentals	18,022	—	18,022	55,217
Artist in Residence	7,000	—	7,000	—
Vending, promotions and other	1,171	—	1,171	4,100
Breakfast club program	568	—	568	2,790
Donations	—	—	—	5,158
Garden Project	—	—	—	500
	<b>503,188</b>	<b>—</b>	<b>503,188</b>	<b>1,171,116</b>
<b>EXPENSES</b>				
Program operations <i>[schedule]</i>	322,399	—	322,399	748,732
Community engagement	42,651	—	42,651	27,185
Group One wages	33,879	—	33,879	140,637
Operation fee <i>[note 10]</i>	20,489	—	20,489	8,975
Advertising	16,302	—	16,302	30,785
Promotion and other	13,448	—	13,447	11,157
Artist in Residence	12,100	—	12,100	—
Audit	7,047	—	7,047	6,700
Accounting	6,914	—	6,914	7,838
Equipment	6,349	—	6,349	12,735
Rentals	6,213	—	6,213	9,820
Credit card merchant fees and bank charges	5,778	—	5,778	22,446
Subscription fee <i>[note 10]</i>	4,410	—	4,410	11,715
Amortization of capital assets	—	3,634	3,634	3,064
Insurance	3,501	—	3,501	3,257
Breakfast club program	2,039	—	2,039	13,423
Supplies and postage	506	—	506	995
Education	210	—	210	2,235
Garden Project	11	—	11	1,904
	<b>504,246</b>	<b>3,634</b>	<b>507,879</b>	<b>1,063,603</b>
<b>Revenue over (under) expenses before other:</b>	<b>(1,058)</b>	<b>(3,634)</b>	<b>(4,691)</b>	<b>107,513</b>
Capital improvements <i>[note 11]</i>	<b>(242,799)</b>	<b>—</b>	<b>(242,799)</b>	<b>(41,836)</b>
<b>Revenue over (under) expenses for the year</b>	<b>(243,857)</b>	<b>(3,634)</b>	<b>(247,490)</b>	<b>65,677</b>

See accompanying notes to the financial statements

**Kitsilano War Memorial Community Centre Association**

**STATEMENT OF CASH FLOWS**

Year ended December 31

	2020 \$	2019 \$
<b>OPERATING ACTIVITIES</b>		
Revenue over (under) expenses for the year	(247,490)	65,677
Item not affecting cash:		
Amortization of capital assets	3,634	3,064
Changes in non-cash working capital:		
Accounts receivable	(19,448)	(16,056)
Prepaid expenses	11,224	(697)
Accounts payable and accruals	(75,067)	(4,935)
Unearned revenue	(78,565)	35,101
<b>Cash provided by (used in) operating activities</b>	<b>(405,712)</b>	<b>82,154</b>
<b>INVESTING ACTIVITIES</b>		
Net purchase of investments	365,449	(120,031)
Acquisition of capital assets	(4,323)	(9,625)
<b>Cash provide by (used in) investing activities</b>	<b>361,126</b>	<b>(129,656)</b>
<b>Decrease in cash during the year</b>	<b>(44,586)</b>	<b>(47,502)</b>
Cash, beginning of year	216,696	264,198
<b>Cash, end of year</b>	<b>172,110</b>	<b>216,696</b>
<b>Cash consist of:</b>		
Cash - operating	171,536	216,122
- gaming	574	574
	<b>172,110</b>	<b>216,696</b>

*See accompanying notes to the financial statements*

**NOTES TO FINANCIAL STATEMENTS**

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December 31, 2020

**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. 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.

Licensed preschool fee revenue is recognized in the month to which the services relate based on enrollment rates.

General program revenue is recognized over the period the related program operates.

Facility rentals revenue is recognized on the date the space is rented or over the period the space is rented out, if applicable.

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

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

## NOTES TO FINANCIAL STATEMENTS

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December 31, 2020

### 2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

#### 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.

#### 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.

#### 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.

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**Kitsilano War Memorial Community Centre Association****NOTES TO FINANCIAL STATEMENTS**

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December 31, 2020

**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 0.60% to 3.20% and have maturity dates ranging from November 19, 2021 to September 28, 2023.

**4. ACCOUNTS RECEIVABLE**

	2020 \$	2019 \$
Vancouver Board of Parks and Recreation - online registrations	13,118	41,142
Interest	4,338	9,129
Operations	63,881	11,618
	81,337	61,889
Allowance for doubtful accounts	—	—
	81,337	61,889

**5. CAPITAL ASSETS**

	Cost \$	Accumulated Amortization \$	Net Book Value \$
<b>2020</b>			
Furniture, equipment and computers	426,680	417,051	9,629
<b>2019</b>			
Furniture, equipment and computers	422,357	413,417	8,940

**Kitsilano War Memorial Community Centre Association**

**NOTES TO FINANCIAL STATEMENTS**

December 31, 2020

**6. ACCOUNTS PAYABLE AND ACCRUALS**

	2020	2019
	\$	\$
Government remittances - GST	(217)	1,657
- Payroll taxes	3,906	3,670
- WorkSafeBC	1,497	741
Wages payable	3,886	5,106
Vancouver Board of Parks and Recreation Operations	—	44,694
	10,358	38,629
	19,430	94,497

**7. INTERNALLY RESTRICTED FUND BALANCES**

	2020	2019
	\$	\$
Capital equipment and improvements	77,855	51,276
Spray Park project	—	300,000
Snowy's Lounge project	97,851	97,851
AV project	42,920	46,482
Needs Assessment	40,000	—
Website Development	20,000	—
Project contingency	100,000	100,000
Capital equipment and other improvements	378,626	595,609
Operating contingency	400,000	350,000
	778,626	945,609

**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, 2020.

**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**

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December 31, 2020

**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 REMUNERATION**

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 \$38,519 [2019 - \$158,439] which was paid to one contractor. This amount represents payment for several individuals. No amounts were paid to any members of the board.

**10. COMMITMENTS**

**Joint Operating Agreement (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 expired in 2019. The rate has remained unchanged for the duration of the year.

**11. CAPITAL IMPROVEMENTS**

The Association had committed to a cost share in the construction of a new water park with the City of Vancouver for which total contributions paid during the year was \$242,799. The prior year expense of \$41,836 related to various building improvements.

## NOTES TO FINANCIAL STATEMENTS

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December 31, 2020

### 12. COVID-19

On March 16, 2020, the City of Vancouver announced the closures of all recreational facilities, including Kitsilano Community Centre, to help prevent the spread of Coronavirus.

All programs were suspended during the closure, including our childcare facility. Administrative staff continued to work offsite to support the Association and prepare for the Centre's re-opening. Administrative staff returned to work onsite in October 2020. The Community Centre began offering limited reduced capacity Summer Day Camp Programs in July 2020. Tiggy Wiggle, the Preschool and the rest of the building reopened at a reduced capacity in September 2020.

Initial fall programming began in September 2020 following all Provincial Health Orders. Programming will continue to increase or decrease due to Provincial Health Orders. The Association will continue to apply for the Canadian Emergency Wage Subsidy ("CEWS") while eligible.

**SCHEDULE OF PROGRAM OPERATIONS**

Year ended December 31

	2020	2019
	\$	\$
<b>Program revenue</b>		
Adult	91,995	318,282
Aerobics	15,455	61,691
Children	38,611	118,227
Preschool	68,740	237,506
Senior	9,377	25,681
Special events	2,441	11,791
Special needs	57,558	78,304
Summer	42,222	87,291
Tiggy Winkle Preschool	64,547	129,268
Youth	4,823	7,160
	<b>395,769</b>	<b>1,075,201</b>
<b>Direct program expenses</b>		
Adult	57,190	200,730
Aerobics	15,317	41,883
Children	26,087	72,729
Preschool	48,822	160,052
Senior	7,526	21,103
Special events	5,290	33,988
Special needs	51,931	67,717
Summer	41,789	53,972
Tiggy Winkle Preschool	66,390	91,925
Youth	2,057	4,633
	<b>322,399</b>	<b>748,732</b>
<b>Net contribution from programs</b>	<b>73,370</b>	<b>326,469</b>

*See accompanying notes to the financial statements*

# PRESIDENT'S REPORT

My report for this year's AGM provides an update on the report I prepared for the April 2020 AGM which was not held due to the COVID-19 pandemic. The Community Centre closed on March 16 and reopened (partially) on September 8, 2020. You can read my 2020 report below. Needless to say, this has been a unique year in our history with the pandemic dramatically affecting the lives of people around the world.

In spite of the major disruption to our operations, the Association Board and Park Board staff have been able to accomplish a great deal in 2020. In the Building Committee Report by Chair Alfred Lam you will see outlined the extensive list of major improvements to the building facilities completed during the shutdown and the first few months of 2021. We are currently working on an upgrading project in Snowy's Lounge.

The workshop discussions in December 2019 and the follow up meeting in January 2020, held to identify priorities for the Board and referred to in my report below, led to the formation of the Needs Assessment Task Force Chaired by Joan Andersen. The Task Force worked on research for several months and presented their draft report to the Board in April of this year. Follow up work may include the commissioning of a major survey to identify programming needs in our community which are not being met. See Joan's report to the AGM below.

A second priority area for development identified both in the workshop and subsequent meetings, which had also been highlighted in our five-year strategic plan, focuses on sustainability policies and practices. Claire Johnson agreed to Chair the newly formed Sustainability and Climate Action Task Force. You will find Claire's report below. We will be examining our own Community Centre policies and practices as well as working with other Community Centres in the City to coordinate policies and practices as we move towards a green future. A major improvement to our facility was the recent installation of the heat recovery system between the ice rink and main building which has reduced our greenhouse gas footprint by an estimated 80%.

The Marketing Committee Chaired by Don Shaw has been working for several months on a major upgrade to the Association website. The goal is to make it as easy as possible for patrons to identify and register for available programs. We hope to have this work completed in time for the fall registration in September of this year. See Don's more detailed report below.

As mentioned in my April 2020 AGM report, we enjoyed a major expansion of our Board of Directors last year from nine Directors to nineteen Directors. To accommodate the new Directors, we amended our Bylaws to increase the number of Directors from 15 to 20. The plan was to have the 10 new Directors elected at the April AGM, but because the AGM was postponed the new Directors were appointed to the Board in accordance with the Association Bylaws in October 2020 to fill the 11 existing vacancies on the Board until this AGM where elections will take place as they normally do.

Since our last AGM in April 2019, we have hired a new Association Administrator. Kelly Rolland joined us as our Administrator in April 2019 just prior to the AGM. Kelly did an outstanding job of putting the Association on a much stronger footing both administratively and financially. Her contributions have been invaluable in support of our volunteer Board of Directors, our several Committees, the Park Board staff, and of course our thousands of patrons who participate in our programs. The pandemic and shutdown could not have come at a worse time as Kelly was about to move to a full-time position with us in April 2020. Kelly continued to work with us during the shutdown on a part-time basis, but decided to move on in October to a full-time position to pursue her career interests elsewhere. We are so thankful of the time we did have with her and we wish her the very best in her future endeavours. A job search was held and we are pleased to report that Natalia Ramirez joined us as Association Administrator last October. We want to thank Kelly for her generous assistance and coaching during the transition as Natalia took over the many responsibilities of this position.

A big thank you to 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.

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 Recreation Supervisor Silvia Laforges, our Programmers Eric Yu and Heather Rooke, our special events and youth coordinator Paula Parman, and the reception and other support staff. I would also like to thank Nicole Bird and Luke Vasak for their amazing work with the Saturday Outreach Program. Paula has left us to take on new responsibilities elsewhere so a big thanks to her for her contributions to the success of our events and youth programs. Thanks also to Kristian Hildebrandt who has replaced Eric Yu as adult programmer while Eric is on a temporary assignment at Creekside Community Centre.

Finally, a big thank you to the Association staff, our bookkeeper Tanya Donaldson, who is leaving us after many years of service, and Shawna Balshin, who directs our TLC Program, for their dedication and hard work in support of the Association.

The Board of Directors in 2020 included Jerry Fast (President), Don Shaw (Vice President), Joan Andersen (Vice President), Liz Cochran (Vice President), Arlene Brown (Treasurer), Alf Lam (Secretary), Robert Haines (Past President), Nona Thompson, Annette Whitehead, Daniel Conrad, Holly Kretschmer, Claire Johnson, Christy Frisken, Ian Jeske, Ella Chan, David Brooks, Emily Boardman, Alisia Adams, Clint McGuire, and Gabriel Vieira.

I want to extend my heartfelt thanks to the Directors who are stepping down who have generously volunteered their time to support the work of the Association. They are: Don Shaw, Daniel Conrad, Emily Boardman, Holly Kretschmer, Rho Tuttle and Robert Haines.

I would like to make special mention of the contributions of Robert Haines. Robert served as President of the Association for more than 20 years until 2016. He started his involvement with

Vancouver Community Centres at Champlain Heights in the early 1980s and joined the Board at Kits Community Centre a few years later. In recognition of his many years of service, the Directors decided to make Robert a Lifetime Honorary Member of the Association.

Respectfully submitted,

Jerry Fast

### **President's Report to the April 2020 AGM**

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 fourth year as President.

### **Strategic Plan 2015-2020**

I reported last year on our progress to date with the Strategic Plan we completed five 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.

In 2019, we continued to work in all six areas to achieve these goals. Jennifer Taylor, the Association Community Engagement Coordinator, left us in December 2018 to begin a full time temporary Programmer 1 position at Creekside Community Centre. Her important work helped us to connect with community groups and to 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. Her departure led the Board to rethink our path forward. The Board decided it needed to focus more on administration support for all its initiatives, so we advertised in the spring for a part time Administrative Assistant and were fortunate to hire Kelly Rolland in April. Kelly has become an invaluable member of our team. Her proficiency in supporting all aspects of the Association's work and responsibilities has made us a much more effective organization.

Kelly manages a diverse portfolio of Board Administration, Rental Management, Centre Marketing and Community Engagement. She has been focusing on improving the Centre's private rental offerings so that members of the community can rent space for special occasions, birthdays,

meetings and casual use. She has developed new merchandise to add to the Centre's repertoire, brochures for specific initiatives such as volunteer recruitment, rentals and programs, and enhanced our online presence on various social media platforms such as Twitter, Instagram and Facebook – follow us today so you do not skip a beat on what is currently being offered at the Centre throughout the Fall. She has developed a newsletter to keep our patrons and community informed, which currently (April 2020) has approximately 3,100 subscribers, while Association membership is close to 900, and social media followers total 3,200.

When the fall programs began in September, we hosted a Patron Appreciation event. The event took place in the Centre Lobby and was an opportunity for you to meet the people – Association Directors and Park Board staff – who are working for you. The event also provides a chance to learn about our programs, to give us your input, to find out what's new at our Centre, and to learn about how you can be involved in the governance of the Association. We plan to continue with this event at the start of each program season.

The priority identified in the Strategic Plan, to bolster organizational health, is one which we identified as a focus for 2019. We have several Board members who have served as Directors for many years while others have served for much shorter periods of time and moved 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 launched a social media campaign to recruit new volunteers and potential Board members and were more than a little surprised when we received interest from sixteen people. Interviews followed in October which resulted in firm commitments from ten people. The immediate concern was how to structure the work of the Association so the new people could play a constructive role which utilized their impressive range of skills and experience.

It was decided to conduct a one day workshop on September 7<sup>th</sup> with the current and prospective Board members to develop the structure and goals for the Association. We were very fortunate to have Kevan Tisshaw, our Strategic Plan consultant, lead the group through a process to explore options for strengthening the organization and identifying future goals. Everyone agreed it was a very successful undertaking, so we feel well positioned to move forward in 2020. Further refinement of the organizational structure and goals were developed at a second workshop with Kevan in January.

## **Building Improvements**

We continued with our efforts to upgrade Snowy's Lounge and construct a new water park. The first step in the improvements to Snowy's Lounge, the replacement of the plexiglass windows, has been completed, which has greatly improved the appearance of the windows and dramatically reduced the noise coming from the rink.

The design of our new water park was finalized after several meetings with the architect, and construction will begin in the new year with completion expected by June 1<sup>st</sup>. The Association is cost sharing this project with the Park Board. The Association share of costs is \$235,000.

We learned that the whirlpool in the Fitness Centre will be rebuilt. The initial recommendation by Park Board to permanently close the facility was reversed by the Park Board Commissioners after strong opposition to the closure was expressed by residents. The work is expected to be completed sometime in 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 2019, these included:

Family Day event. February 18<sup>th</sup>  
Easter Eggstravaganza April 20<sup>th</sup>  
Greek Days June 23<sup>rd</sup>  
Khatsahlano Days July 6<sup>th</sup>  
KitsFest August 9<sup>th</sup> – 11<sup>th</sup>  
Movie Night August 25<sup>th</sup>  
Halloween Howl October 26<sup>th</sup>  
Diwali Festival November 3<sup>rd</sup>  
Toy & Clothing Sale November 10<sup>th</sup>  
Breakfast with Santa December 14<sup>th</sup>

### **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 Recreation Supervisor Silvia Laforges, our Programmers Eric Yu and Heather Rooke, our special events and youth coordinator Paula Parman, 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.

Finally, a big thank you to the Association staff, Kelly Rolland, Tanya Donaldson and Shawna Balshin for their dedication and hard work in support of the work of the Association.

### **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 issued its report in July. The Panel recommended the need for meaningful consultation with the Kits community before any decisions are taken to reconfigure the community centre. In late October, the Commissioners adopted an amended VanSplash report which included a timeline of 2030 for the redevelopment of KCC.

Another issue we are still 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 handshake agreement with the school to use each other's 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 2020 to resolve this matter.

### **New Board Members**

We began the year with Board members Jerry Fast (President), Don Shaw (Vice President), Rho Tuttle (Vice President), Arlene Brown (Treasurer), Alfred Lam (Secretary), Robert Haines (Past President), Nona Thompson, Annette Whitehead, Sue Ann Sargent, Liz Cochran, Adriana Suarez and Shawna Leung.

During the year, Sue Ann, Adriana and Shawna left the Board. Joan Anderson and Daniel Conrad joined the Board at the April AGM.

To accommodate the ten new prospective Board members, the Association's Bylaws will need to be amended at the April AGM to expand the number of Directors to twenty.

My final thank you goes out to all who have served on the Board as Directors this year. 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!

Respectfully submitted,



Jerry Fast  
President

### **Program Committee:**

#### **Winter/Early Spring 2020**

The year got off to a great start, with a combined Winter and Spring registration and brochure. Programs ran successfully through January, February and into March, with many programs running at max capacity, such as adult aerobics classes, Yoga classes and many of the children and preschool programs. We received orders on March 16<sup>th</sup> that our operations had to stop and the Centre had to be closed. As a team, we cancelled all programs and issued refunds the following week, with the exception of spring break day camps. The camps ran that week until March 20<sup>th</sup>, as they were deemed essential.

#### **Summer 2020**

##### **Summer Outdoor Day Camps**

The Canada Summer Day Camp program, Kits Kids Day Camps (6-12 years) pivoted to run six weeks of outdoor weekly day camps. Much work went into organizing and planning the safe return of day camps for 2020. Camps took place outside the community centre on Connaught Park. Tents and tarps helped to create a safe and inviting place for the children. Out trips were limited to nearby parks, playgrounds and beaches within walking distance. Each week was limited to twenty children, divided into four pods of five children each. All 6 weeks were fully registered. The leaders did an amazing job to offer a fun, creative and stimulating camp experience. Guest instructors were included to offer art, dance parties, science and sports. Summer 2020 Outdoor Day Camps were enjoyed and appreciated by both parents and the children who attended. Thank you to everyone who helped to make the summer camps a success.

**Outdoor Aerobics:** There were 4 classes that ran outdoors on Connaught Field. These classes included Cardio Combo, Cardio Interval and Gentle Fit. These courses did not have to operate within a maximum, other than being less than a 50 person gathering. Registration was strong, with at least 20 participants in each class. The courses were well received and appreciated. All courses required participants to fully register, and saw us move away from drop-ins, which would continue for the remainder of the year and into 2021.

## **Fall 2020**

The transition from Summer to the Fall season allowed for staff to return, and allowed us to broaden the scope of what we could offer. Registration for this season was unlike any other, as we moved away from a physical brochure, and did not advertise on our website. Rather, the Parks Board had a mandated registration date of September 3<sup>rd</sup>, which they advertised. We also advertised on our social media platforms, and the public was receptive to this. The children's programs were affected by new health orders, specifically programs that could not maintain social distancing or operate without the use of shared equipment. Some examples of these programs included Taekwondo, Gymnastics, and Parent and Tot Gym. The adult and senior classes were similarly impacted, and programs such as adult sports, cooking classes and card groups such as bridge were unable to run. Adult aerobics, seniors aerobics, seniors racquet sports and all 'socialization' courses such as yoga and art were able to run until November. New classes were added that were popular which included Ukulele group lessons and Table Tennis lessons and table rentals. The seniors lunches were able to operate successfully in September, October and November.

## **November PHO Update**

In November, we received another update that impacted our programming capacity. All high intensity adult programs, all adult sports such as pickleball and badminton, and all socialization programs were cancelled. Children's programs were also impacted, with dance and tennis lessons being cancelled.

## **Community Garden**

The garden was making great strides in terms of offering more programs and expanding its reach in the community in early 2020. Village Vancouver taught 2 programs using our space, and the garden manager Noah Thrush taught a Gardening 101 class which was full with 30 participants and 4 on the waitlist. Plans were made to improve the condition of the garden, which included new mulch, new flower beds and a new compost bin and storage area. Unfortunately, the momentum gained in this season was halted abruptly due to the closure of the centre, and no further activities were planned with the space. Future plans include the expansion of the space with new planter boxes, continuing to widen the scope of programming in the space and directing more of the produce grown into our seniors lunches and various programs.

## **TLC-Youth with Special Needs**

The TLC program had to move to function as an online only program during the summer, and the program was very popular, with Fridays in particular having high attendance (10 youth or more). Shawna, the TLC Leader, did 1:1 check-ins with youth at parental request, which was also popular. She noted that it was helpful for both parents and youth to be able to have a safe space to talk

about Covid related fears and questions. The program has grown in size since our reopening in September. 8 youth have joined that continue to utilize the program. There were 3 youth who were unable to attend due to Covid related issues or fears from parents or guardians. Moving into 2021, TLC will continue to offer a safe and positive space for youth and to push to become a desired destination for more families in the community.

### **Artists in Community**

The Art & Fungi Project is a community engaged living laboratory facilitated by Willoughby Arevalo and Isabelle Kirouac, where everyone is invited to create artistic work, share artistic experiences and participate in engaging activities inspired by fungi and how they help to shape and connect our world.

Throughout the Artist in Communities residency, learn about fungi and their ecological roles through art and play. Together, we use all our senses to connect with each other and with nature. Activities include walking, cooking, moving, drawing, writing, talking, mapping, crafting, gardening, listening, and more.

Here is a list of the activities offered in 2020:

- Self-guided mushroom audio walk of the neighbourhood
- Embodied meditation inspired by fungi
- Felted Mushrooms / Neighbourhood Fungal Map (online + in person)
- Mushroom ID Clinic (online)
- Plant Walk facilitated by T'uy't'tanat-Cease Wyss (in person)
- Living Mushroom Hand Sculpture (in person)
- Forest Movement Practice (multiple sessions, in person and online)
- Spore Print Stencilling (in person)
- Mushroom and Art Walks (multiple sessions, in person)
- Mushroom Paper Mache Puppets (in person)
- Craft your own mushroom grow jar (in person)
- Mushroom Reading Circle (in person)
- Felted Mushroom Pins (in person)
- Stories, movements and songs inspired by fungi – for preschoolers (in person)

### **Tiggy Winkle Preschool (licensed)**

Tiggy Winkle Corner Preschool has been an integral part of the Kitsilano Community Centre and the community for many years. Tiggy Winkle Preschool offers a morning and afternoon learning and social opportunity for 3 year olds and 4 year olds. The preschool year runs from September to June.

The 2020 year began well attended largely due to the credit of the experienced, caring and committed ECE teachers Angela Karellas, and Jessica Fosbrook. In March, the Preschool closed its doors along with the community centre due to Covid-19. The Preschool reopened for a new school

year in October with fewer toys, a decreased maximum to allow more room for social distancing and enhanced cleaning procedures as part of the safety plan. The Monday/Wednesday/Friday morning 4 year old program continues to be the most popular with 16 children attending. Tuesday/Thursday morning and afternoon programs for 3 & 4 year olds each had 8 registered. Thanks to our teachers, Tiggy Winkle Preschool is a vibrant, creative learning place for preschoolers in the Kitsilano Community Centre and an important, foundational start to a child's educational journey.

Respectfully submitted,

Heather Rooke

Eric Yu

Kristian Hildebrandt

Recreation Programmers

COVID-19 and the accompanying restrictions and guidelines have certainly limited KCCA programming at the Centre and, as a consequence, we suspended the production of our printed seasonal program guides which for many years have been a mainstay in our marketing program. In addition, Provincial Health Orders have resulted in cancellations or adjustments to numerous programs. In order to keep patrons up to date, our staff have utilized our KCCA website, social media, emails, newsletters, fliers and signage to efficiently market and inform our patrons of available and proposed programming.

During this down time, we are embarking on improvements to our KCCA website. We shall upgrade to WordPress Event Calendar which will provide patrons with a more efficient means to locate and register for programs as well as provide a fresh and engaging Home Page.

Over the past couple of years, the improved marketing of our room rentals has provided the KCCA with additional bottom line income. The investment made in audio visual has aided in the marketing of these facilities, and we are now investing in upgrades to Snowy's Lounge. The new ceiling, retractable wall, windows, improved storage, plus the new PB HVAC system, will provide for a more attractive, flexible and functional space, perfect for a variety of rentals, programs and activities.

We are looking forward to life after COVID-19 and to resuming our direct community engagement and marketing through our participation in such popular events as Greek and Khatsahlano Days, KitsFest, Movie in the Park, and our own KCCA events such as Picnic in the Park, Breakfast with Santa, Halloween Howl, Easter Eggstravaganza, and the Patrons BBQ.

Thank you to our KCC staff for being there on the front line throughout this pandemic and for providing patience, compassion, knowledge and service to our many patrons during these challenging times.

Thank you to the members of the Marketing Committee, Jerry, Kelly, Natalia, Silvia, Heather and Eric for developing and implementing the various strategies and options showcasing the programs, events, and services that contributed towards the KCC being selected as the Best Community Centre in Vancouver in 2020.

Respectfully submitted,



Don Shaw, Chair  
Marketing Committee

### **Multicultural Programs January to June 2020**

In our 18th year of celebrating this Multicultural country, many volunteers have provided more than 200 hours each month to run this unique program at Kitsilano Community Centre. We have made many new friends as they showcase their cultures through a presentation, a dance or music class, a craft class, a cooking class, and a luncheon. We engage the Lower Mainland to locate and have the people and resources come to make these events authentic.

We are able to celebrate the Maritimes, Multicultural Canada, Luna New Years, and Peru in January, February and March.

Cambodia, Vietnam, Southern Italy, and Haida Gai were in the final preparation stage then the pandemic hit.

Social Crust Catering was preparing our luncheons.

### **Older Adult Meetings and Lunches**

In spite of the winter weather, our Monthly Complimentary Lunches and meeting were well attended.

We are grateful for the continuing support of our Board and our Centre staff for helping to make this possible. Thanks to Silvia Laforder, Heather Rooke, and Eric Yu for their preparation and serving our Social Crust lunches.

Respectfully submitted,



Nona Thompson, Chair  
Seniors Committee

This past year has been busy and interesting especially with the pandemic lockdown. The Centre has been quiet and lightly attended enabling major renovations and repairs to be easily completed without disrupting regular programming.

The existing floor in the gymnasium has been completely replaced with new material and facilities were added to accommodate pickleball.

The new Spray Park with a new walkway and landscaping was completed.

The Dance Studio floor was refinished.

A new floor covering was installed in the Lobby and Lobby Room, and as well as downstairs in the Multipurpose Room and adjoining hallways. The hallway flooring adjoining the Dance Studio was also replaced.

Major improvements to Snowy's Lounge are now underway.

The whirlpool has been rebuilt and will be available for use when the building fully reopens.

The heat recovery project has been completed. It recovers heat from the skating rink refrigeration system to heat the main building and to provide hot water including for the whirlpool.

Respectfully submitted,



Alfred G Lam, Chair  
KCCA Building Committee

## Community Needs Assessment Task Force

The Board of the Kitsilano Community Centre Association (KCCA) set up a Community Needs Task Force in the Fall of 2020 to identify, using an equity lens, new and continuing community needs with respect to programs, services, activities, and policies that further the goals of the Association and best serve the Kitsilano community.

Five KCCA Board members currently sit on the Task Force – Joan Andersen, Gabriel Berenguer, Ella Chan, Liz Cochran and Christy Frisken.

The KCCA decided to undertake this project in order to better understand and respond to the needs of Kitsilano residents today. The last KCCA needs assessment was done ten years ago. In addition, the KCCA is interested in understanding the impact the COVID-19 pandemic might have on the services and programs residents need from their community centre.

To date, the Task Force has reviewed the previous needs assessment and the ways in which we currently determine and respond to community needs. We have collected and/or reviewed data on current usage of the community centre and the demographic characteristics of Kitsilano residents and from other relevant sources. The Board approved some preliminary recommendations from the Task Force regarding creating a higher level of awareness of the Leisure Access Program which offers financial assistance for lower income individuals and families wanting to use the Centre. We are also working on a more systematic way of gathering feedback on our programs and services from our existing users. We are planning to launch a comprehensive needs assessment project later in 2021.

Respectfully submitted,



Joan Andersen, Chair  
Community Needs Assessment Task Force

## Sustainability and Climate Action Task Force

The Sustainability and Climate Action (SCA) Task Force was inaugurated in February 2020 after the Board identified SCA as a strategic priority.

During the last year, members of the Task Force worked on the following items:

- Earth Day 2020 Celebration: while this event did not occur due to the COVID-19 pandemic, the planning process facilitated a strengthening of relationships within the community, including Tapestry, Cool 'Hood Champs and West Side Family Place, who were among the organizations set to host a table at our celebration. We look forward to planning another environmental celebration in the future.
- Relationship building with a sustainability-focussed organization in the community, Cool 'Hood Champs: two Task Force members followed Cool 'Hood Champs' online program which centered on learning about tree canopy cover, neighbourhood level brainstorming, and empowering community members to take tangible action on climate. This relationship will be key for hosting SCA programs at KCC in the future.
- KCCA Climate Declaration: the Board adopted a climate declaration created by the Task Force. This Declaration is the first step on the road to our commitment to SCA at KCC.
- Contributions to the C4CH Report (link when finalized): Task Force members were involved in interviews and editing of Sarah Lusina's Communities 4 Climate Hope report, which outlines strengths and opportunities within the Vancouver recreation model for greater synchronization and action on climate. CCs have a significant role to play in kick starting action from the ground up that aligns with City of Vancouver and larger climate targets.

We look forward to initiating education & awareness campaigns on sustainability and climate change when the time is right and we welcome any community members interested in sustainability and climate action to join our task force.

Respectfully submitted,



Claire Johnson, Chair  
KCCA Sustainability and Climate Action Task Force

# SUPERVISOR OF RECREATION SERVICES REPORT

2020 started out with a fabulous range of programs, events and activities. In true form, the staff team, alongside the Kitsilano Board members, worked hard to ensure the Kitsilano Community Centre continued to offer high quality programming and services to our community.

Winter 2020 brought the hopes of new programs and events continuing for the balance of the year, however a global pandemic had other ideas. Sadly, in response to Vancouver's State of Emergency status as a result of the COVID19 pandemic, Kitsilano, along with every community centre in Vancouver (and so many other organizations and businesses) saw its doors closed in the hopes of stopping the spread of the virus. This was no easy task and it required a joint effort on everyone's part. I want to thank my staff team and the Kitsilano Community Centre Association for managing this unprecedented situation with professionalism, and support for staff, board and community.

Unfortunately, most Park Board Union and CCA staff were laid off at different points between March and September 2020.

We are appreciative of the efforts that PB management and the CCA worked on facilitating the operation of an Outdoor Summer camp. There was a lot to work on, including the development of a Safety Plan and logistics, as the use of the inside of the Community Centre was not permitted. With that being said, with very little notice the camps filled up for all 6 weeks with lower ratios for the safety of the staff and children and enhanced protocols in running the program.

Once the Outdoor Summer camps were up and running, the PB and CCA continued to expand the Safety Plan and logistics for general outdoor programming. We were successful in running a few programs, although there was still hesitation from instructors to teach during the pandemic.

On September 8<sup>th</sup> we were able to re-open our facilities to the public, which allowed us to recall staff that were laid off a few weeks before opening. Program capacity was limited to meet the PHO guidelines, in addition to the hesitation from instructors to teach during the pandemic.

I would like to take this opportunity to thank our dedicated staff teams (both Association and Park Board staff), who together have contributed in so many ways throughout this past year, and all their struggles to see us succeed through so much adversity.

Thank you to the Kitsilano Community Centre Association Board of Directors for their support and efforts over this past year to assist our staff in providing the highest quality of service to our community. As volunteers, their contribution and continued commitment to the staff, instructors, programs and community is vital to the success of Kitsilano. It is a pleasure to work with such a dedicated group. I hope the coming year will see us all healthier, safer and stronger

## **Facilities**

### **Community Centre**

Our onsite Maintenance Technician, Maintenance team and our Real Estate and Facilities Management Division (REFM) carefully maintained our facility. This past year, mostly during the closure we were able to attend to some repairs and upgrades, which included:

- Sauna Rebuild (pre-closure)
- Gymnasium - hardwood floor replacement (during closure)
- Dance Studio – Hardwood sanding and refinish
- Floor replacement in the following room/locations: Main building - Lobby Room, Youth Lounge and Lobby (during closure), South side building – Hallway, Board room, Maddies Lounge.
- Spray Park (co funded with the CCA) during closure
- Whirlpool (pre closure and continue through closure)
- Painting throughout whole facility (during closure)

Our Heat Exchange Project was extended to include the whirlpool heating. The project's purpose is to take used/wasted heat from the Ice Rink plant and redirect it to be used in the Community Centre to limit the usage of the boilers to heat the Community Centre & whirlpool, which will reduce the greenhouse emissions. We have noticed cuts in greenhouse gas emissions by over 80% using ice rink heat recovery and look forward to seeing the benefits of the whirlpool addition.

[https://www.prismengineering.com/about\\_us/prism\\_news/kitsilano-community-centre-heat-recovery](https://www.prismengineering.com/about_us/prism_news/kitsilano-community-centre-heat-recovery)

### **Fitness Centre**

Starting in 2020 the Fitness Centre saw some changes when the backroom was redesigned in late 2019 to support accessible equipment in a universally accessible layout. Several single station pieces of equipment were removed in the redesign. Install of mirrors, TV relocation and painting were also a part of the back room changes. The new layout was opened to the public at the beginning of January 2020.

The sauna was also given a full rebuild and was opened for users mid/late January.

Unfortunately, as a result of COVID-19 pandemic, the Fitness Centre was shut down mid March through to September 2020. Kitsilano Fitness Centre was one of six Park Board Fitness Centres to reopen on Sept 14, 2020 with modified operations. The fitness centre was opened independent of community centre hours with separate entry/exit locations.

Modified operations included:

- Limited access – hours of operation were modified to 7:30am-8pm weekdays and 9am-3:45pm weekends and stats; 8 one hour registered sessions were offered with 15 spots available in each session
- Limited equipment – equipment was removed and layout was re-designed to meet PHO guidelines for safe use; amenities restricted (no whirlpool, sauna, change room access); equipment use guidelines implemented (equipment pods created)

- Mandatory operational changes - entry check-in procedures (contact tracing for drop-ins); health declarations at entry; staffed at all times; cleaning protocols (patron cleaning instructions, hand sanitizer and mandatory breaks between sessions for disinfecting/cleaning equipment by staff)

The fitness community responded as most of the sessions had been fully booked since re-opening. Fitness centre operations continue to be modified in response to current PHO.

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.

### **Ice Rink**

Jan-March: Regular operation of Public skates and lessons

March-Oct: Unfortunately, as a result of Covid-19 pandemic, the Ice Rink was shutdown

Oct-Dec: Rink re-opened with limited programs/services which included Public skate and Stick, Puck and Rink and Minor Sport groups.

### **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 2021....**

- We are looking forward to having a new position of a Community Youth Worker be a part of our staff team & services.
- 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