



CAPILANO COMMUNITY
SERVICES

ANNUAL REPORT 2021/2022



Lions Gate Community Recreation Centre
1733 Lions Gate Lane

North Vancouver, B.C. V7P 0C7
Phone 604.988.7115

www.capservices.ca

MISSION STATEMENT

Capilano Community Services Society exists to meet the current and emerging needs of the community by delivering volunteer and staff based social services and programs to the residents of the North Shore.

BOARD OF DIRECTORS 2021 - 2022

Shirley Leong, PRESIDENT
Dave Matthews, VICE PRESIDENT
Joe Miller, TREASURER, resigned February 19, 2022
Elaine Grenon, SECRETARY
John Croockewit, DIRECTOR
Tricia Andrew, DIRECTOR
Jill Blair, DIRECTOR
Kirsten Hume Scrimshaw, DIRECTOR
Mike Lee, DIRECTOR

STAFF

Stephanie Aldridge, Executive Director
Miki Nash, Manager of Administrative Services
Maralyn Wild, Program Manager
Lise Pitt, Administrative Assistant
Marjorie Summerton, Volunteer Coordinator
Melanie Macauley, Seniors' Hub Program Coordinator
Fariba Ghaemi-Tehrani, Seniors' Hub Program Assistant
Amanda Pouliot, Seniors' Hub Program Assistant
Laura Peña, Youth Program Coordinator
Nick Avery, Youth Outreach Worker
Ashley Lougheed, Youth Outreach Worker
Jennifer Townsend, Children and Family Program Coordinator
Jennifer Dibnah, Program Coordinator, My Lions Gate Break

**Capilano Community Services
Minutes of the
Annual General Meeting
via on-line videoconference
May 20, 2021
2:00 pm**

1. WELCOME TO MEMBERS AND GUESTS

Shirley Leong, President of Capilano Community Services Society, chaired the meeting and welcomed Guests and Members of the Society to the 2021 Annual General Meeting online.

2. CONSTITUTION OF MEETING

As a quorum was present, Shirley declared the meeting properly constituted. There were 14 voting members in attendance. Shirley introduced the Directors and Staff of the Society.

3. MINUTES OF THE SEPTEMBER 17, 2020 ANNUAL MEETING

There being no corrections, Elaine Grenon made a motion **that the Minutes of the 2020 Annual General Meeting be approved.** Dave Matthews seconded the motion. CARRIED.
Shirley Leong declared that the 2020 minutes stand approved as circulated.

4. TREASURER'S REPORT

The President called upon David Heidt, our Accountant, to present the Society's financial report for 2020/2021. The Financial Report of Capilano Community Services Society was distributed to guests and members of the Society before the meeting. David reviewed the Financial Statements for the membership. Shirley Leong called for a motion to approve the Financial Report. Dave Matthews moved **that the Financial Report for the fiscal year of April 1, 2020 to March 31, 2021 be approved as circulated.** Jill Blair seconded the motion. CARRIED.

5. NOMINATION AND ELECTION OF OFFICERS

Shirley Leong called upon Kirsten Hume Scrimshaw to present the following nominating slate for the Board of Directors for the 2021-2022 term.

For a Two Year Term

Tricia Andrew
Mike Lee
Joe Miller

For a further One Year Term

Jill Blair

And returning for a further Two Year Term

John Croockewit
And herself, Kirsten Hume Scrimshaw

Hearing no further nominations from the floor, Kirsten Hume Scrimshaw declared that the
Capilano Community Services Society AGM 2021-2022

nominations were closed. Shirley Leong declared that these members were elected by acclamation and congratulated the Board members for the coming year. Shirley also thanked Joe Breau and Jennifer Bacon for their service, Joe Breau was a Director for the past seven years and Jennifer for the past four years. Both were presented with small gifts as a token of our appreciation. Shirley also congratulated Jennifer on the new addition to her family and presented her with a small baby gift.

6. NEW BUSINESS

No new business was presented.

7. ADJOURNMENT

As there was no further business, **Jill Blair moved to adjourn the business portion of the meeting at 2:20pm.** John Croockewit seconded the motion.
CARRIED.

8. PRESIDENT'S MESSAGE

Shirley Leong proceeded with her message to the audience, and then Laura Peña, our Youth Program Coordinator shared a short video made by the United Way on the benefits of our Schools Out Program at Norgate Elementary School in North Vancouver. The video will be released to the public during the United Way Fall Campaign.

This concluded the annual meeting and Shirley thanked the Membership, Board and Staff for attending our virtual meeting and for supporting Capilano Community Services Society.

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## Presidents Message Shirley Leong

*"You have to know the past to understand the present."* This quote nicely sums up the year for me.

First and foremost, on behalf of the Board of Directors I want to thank all employees and volunteers at Capilano Community Services Society. We would not be here without each one of you, and your dedication to the society. Today we are in our beautiful new home located in a vibrant and growing community.

2021 has been a journey of new beginnings for Capilano Community Services Society. Collectively we welcomed a new Executive Director, Stephanie Aldridge, and prepared to move into our new home in early 2022. Along the way we hired new staff and started new programs. We also returned to pre-pandemic activities that help seniors and youth stay connected and planned for new programs to launch in our new centre.

As we move forward, I can't help but look back to where we came from. The vision of a new facility for CCSS began over 18 years ago. While the location and many other details changed numerous times, our passion for serving our community never wavered. Lions Gate Community Recreation Centre is our permanent home as a result of many meetings and countless hours of effort from dedicated staff, to whom we will be eternally grateful. Our staff and volunteers persevered to meet the needs of our clients not only through this time of uncertainty, but also through a pandemic. Each of you should have great pride that we kept our services going and continued to plan for our future throughout this trying time.

Looking forward we can build on our strong past to bring us to new heights in the future. Our foundation is strong. Our talented, forward-thinking leadership and passionate staff will lead us on this next journey. We will undoubtedly face new challenges and opportunities, but it is without a shadow of a doubt that I know we will innovate and succeed to meet the needs of our expanding community.

I am excited about 2022 and what it will bring. There is much work ahead of us but I'm confident with our dedicated staff, volunteers and board that we will reach new firsts together.

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CURRENT SLATE FOR THE BOARD OF DIRECTORS 2022-2023

Shirley Leong has called North Vancouver her home for the last 25 years. She lives in the Canyon Heights area with her husband and two grown sons. Shirley has a MBA and specializes in helping organizations focus on their customers through innovative marketing strategies and leveraging technology. She is involved in local community sports organizations in various volunteer positions. You will find Shirley hiking or running on a North Shore trail most weekends.

John Croockewit grew up on the North Shore and now lives in North Vancouver. He has been an active volunteer with Scouts, the Hollyburn ski club, and in the Lower Capilano neighborhood. John is a civil and water resources engineer.

Elaine Grenon has a Master's degree in Business Administration and several years of experience in acute and primary health care. From 2003 to 2009 she was a Director at Vancouver Coastal Health, working with primary care physicians and community providers to assist in Primary Health Care transformation. Over the last 20 years, she has been active as a community volunteer in support of the village centre development in the Lower Capilano neighbourhood.

Tricia Andrew grew up in Toronto where she attended university. She moved to the North Shore in 1975 and raised 5 children. She is now the proud grandmother to 10 wonderful grandchildren.

Recently retired from her position as Manager of Community Services with North Shore Neighbourhood House, Tricia brings an immense amount of experience working with seniors, youth, and volunteers in the non-profit sector.

She has chaired the North Shore Seniors' Coalition, Inter Agency Network, Together Against Violence, and continues to sit on the Homelessness Task Force, Community Housing Action Committee (CHAC), North Shore Immigrant Inclusion Partnership (NSIIP) and the Dundarave Festival of Lights.

Tricia feels like she has come full circle. Back in 1987, Tricia was hired as the Executive Director here at Capilano Community Services Society and nurtured the agency through the early years. Because of this, the organization has always held a special place in her heart.

Angela Christensen, originally from Calgary Alberta, Angela moved to Vancouver in 1991 to be closer to family and in 1994 moved to the City of North Vancouver where she currently resides. Angela holds a Master's Degree in Public Administration from Dalhousie University and works for the Surrey Police Services as the Senior Manager Human Resources where she is responsible for leading human resources, labour relations and OH&S strategies and programs. In her spare time, she enjoys cycling, trying different fitness classes, and socializing with friends and family.

Kirsten Hume Scrimshaw is originally from Australia but has lived in Canada since the 1990s, and she settled in North Vancouver in 2010 to raise her children in the Edgemont and Grousewoods neighbourhoods.

Kirsten practices employment and labour law and is very active in the BC Branch of the Canadian Bar Association. In her spare time, she is busy with her children's music, sports and other activities, and enjoys time in the North Shore mountains.

Mike Lee was born and raised in Lynn Valley, North Vancouver. He lives in Coquitlam with his Wife Leane and their two children. His Grandma and Grandpa on his Mother's side were one of the first Chinese born couples to settle and live in West Vancouver.

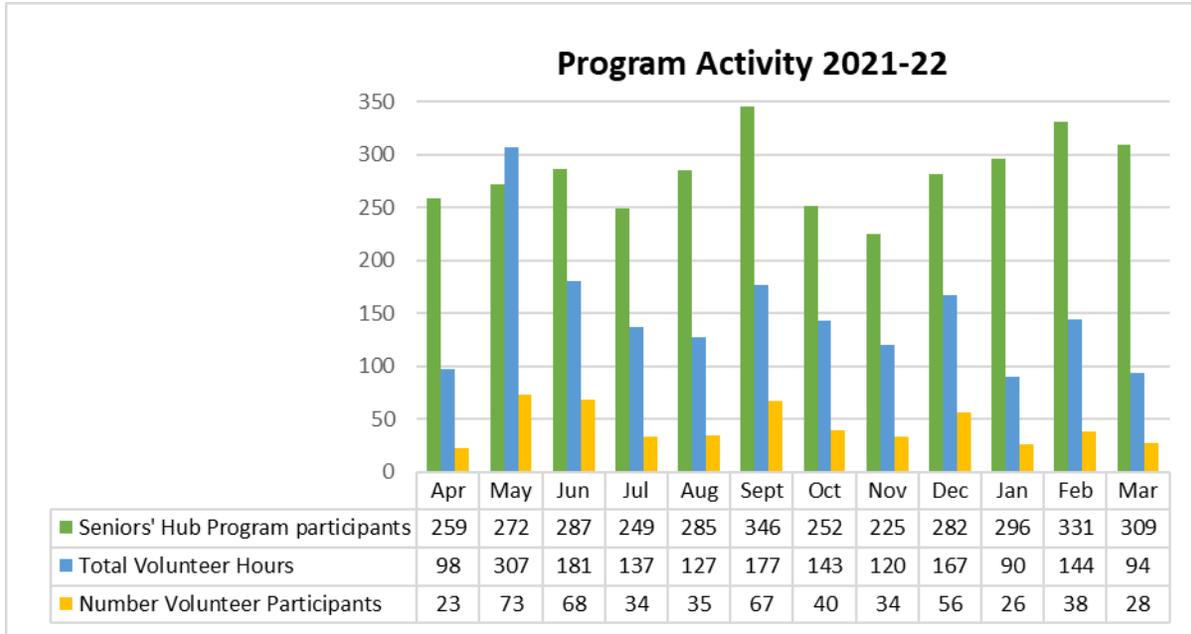
Mike is a Physiotherapist, having previously worked for Vancouver Coastal Health Authority.

Prior to this, he worked in Private Practice in Vancouver and in Richmond.

Paying back to the Community is one of his daily goals.

David (Dave) Matthews has lived in North Vancouver for the past 12 years and resides in the Grousewoods area with his wife and daughter. His career has been in finance and life sciences, having spent the past 25 years or so as an executive in this industry. Dave has an MBA and a CMA designation. He is also a volunteer with Vancouver Adaptive Snow Sports. He and his family enjoy hiking, skiing and biking all around our beautiful city.

Seniors' Hub Program Melanie Macauley



With the ongoing COVID-19 pandemic the scope of our senior's programs continued to be in "pivot" mode. Our in-person programs were all cancelled, and we maintained connection to the seniors in other ways, one of those being our "Telefriend" program, i.e., friendly check in calls made by our volunteers. These calls were still very much needed last spring as our seniors were still sheltering in place. The volunteers would refer anyone needing assistance with groceries, prescription pickups etc. to me and I would dispatch someone to assist. As BC started re-opening many of the seniors have become less reliant on this call but many are still in need of this weekly check in.

With the help of funding from the West Vancouver Community Foundation we were also able to maintain our monthly drop offs to our WV clients in supported housing and affirming that we were there for them if they needed anything. For example: in May we organized a spring planter. We had 5 volunteers show up with their trowels and gardening gloves and help with the potting of 100 geraniums. I received pictures over the months that followed showing how they had been nurtured and grown. We also delivered a "Canada Day" care package, a Canada Mug, chocolate "loonies" and a \$25 grocery gift card.

Over the holidays We delivered a total of 96 Care Packages or baskets to our seniors in North and West Vancouver. We had our volunteers each make a batch of their favorite Holiday cookies and packaged them together with chocolate and a \$20 gift card. We were also very lucky to be the recipients of 26 "Helping Hands" baskets from Amica Seniors Living which we also distributed to the clients.

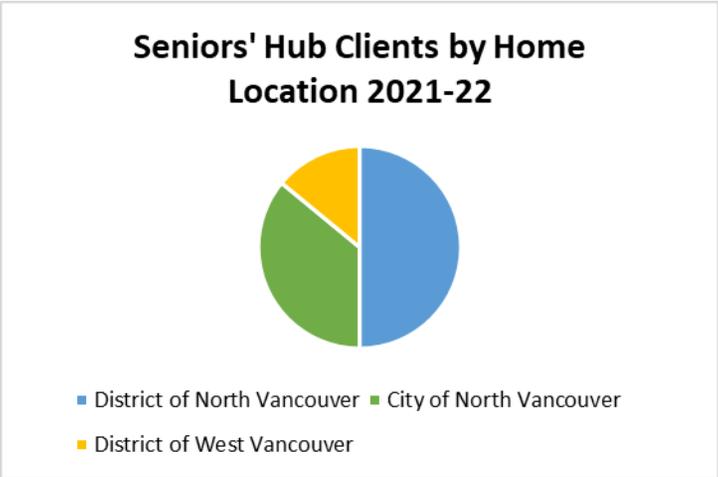
With a "Covid-19 Relief Assistance" grant from the District of West Vancouver we have been able to continue to treat our WV seniors in supported housing to door drops and lunches out.

We had our annual Chinese lunch in January, the seniors really enjoy this as with so many people in attendance they get variety and a chance to socialize over a meal out.

Some comments from the seniors' recipients of these care packages:

Thank you for the green plant delivered to my door, and thanks to all the volunteers for their service. It is a trying time right now but nice to know that you are bringing a little cheer to people.

Many thanks for the cheerful pink box. It was a real grab bag of goodies. Amazingly it does help cheer one up to receive a nice, unexpected surprise. Life is a bit of a bore right now, but one must remember to be grateful for what we have. So hopeful to see you in the future with heartfelt thanks again



SHOPPING PROGRAMS:

When first stage of BC’s reopening plan was announced in May we were able to get the bus back on the road with protocols in place, running at 50% capacity, seats blocked off for social distancing, mandatory mask wearing and hand sanitizing. Everyone was very excited to be back. With the capacity restrictions lifted this past February we are back to “normal” capacities, masks strongly recommend, and we continue to sanitize touch points before and after use.

MEDICAL RIDES:

This program had a decrease in numbers over the past year due to Dr.’s moving to telephone/video appointments. We had had a surge last spring while helping our seniors get to the vaccination clinic for their C19 vaccines. We had a team of volunteers that phoned all the seniors to make sure they knew how to register for their vaccines and to ensure they had transportation, if they didn’t, we arranged a volunteer driver for them.

COFFEE GROUP

The Wednesday “in-person” Coffee meet-up morphed into a hybrid of conference call and in-person on Wednesdays (afternoon and evening). This gave the seniors the opportunity to get

together by phone when the restrictions were still in place. These seniors often send me messages saying that this call with Riba once per week has been a lifeline during the pandemic.

MY LIONS GATE BREAK

In July we hired a Program Coordinator for My Lions Gate BREAK and in September started an in-person program one day per week at Parkgate Community Society. This provided not only a venue but also a mentor to train our new PC and Volunteers. There was a new intake of members and volunteers that would move together to a two-day program on Mondays and Wednesdays in the Lions Gate Community Recreation centre.

VIRTUAL PROGRAM

Over the last year we continued to deliver virtual programming to our frail and shut-in seniors. This started with a need for caregivers with potential in-person “My Lions Gate BREAK” loved ones to have some exercise, brain games, virtual walking tours style of programming to share with their loved ones and because of its success we started a 2nd weekly program. The additional programming was for more active seniors that were sheltering in place but also needed some online entertainment without having to go looking for it. The program was delivered via a weekly email describing the content with a link directly to the program on our website.

SPECIAL EVENTS (Socials/Out Trips):

In July we had our first out trip in 17 months, we took a group of seniors (2 buses at 50% capacity) to Van Dusen Gardens for a self-guided tour and lunch. They were thrilled. We also had a drive to Squamish for lunch, and just before the holidays we took a group out to “Potters Christmas Market”.

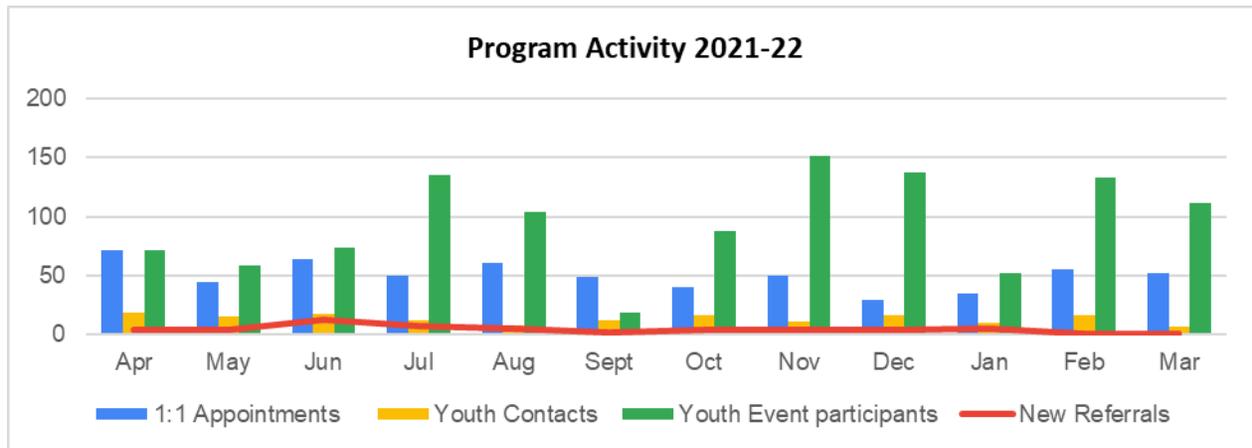
We were very fortunate to have tents in the parking lot at Delbrook (kindly supplied by Family Services of the North Shore /Christmas Bureau) We had two very successful outdoor socials and a “garden party” with musical entertainment and an afternoon tea.

We paused our socials between November and March due to low numbers, Omicron, and no venue, but made up for lost time in March. We are looking forward to having our very first Social in May in our new space.

In October we had a small Harvest lunch with our long harvest table down the hallway, we had one of the senior’s favorite entertainers. It was our last event there and a fun bittersweet



Youth Program
Laura Peña,
Nick Avery
Ashley Lougheed



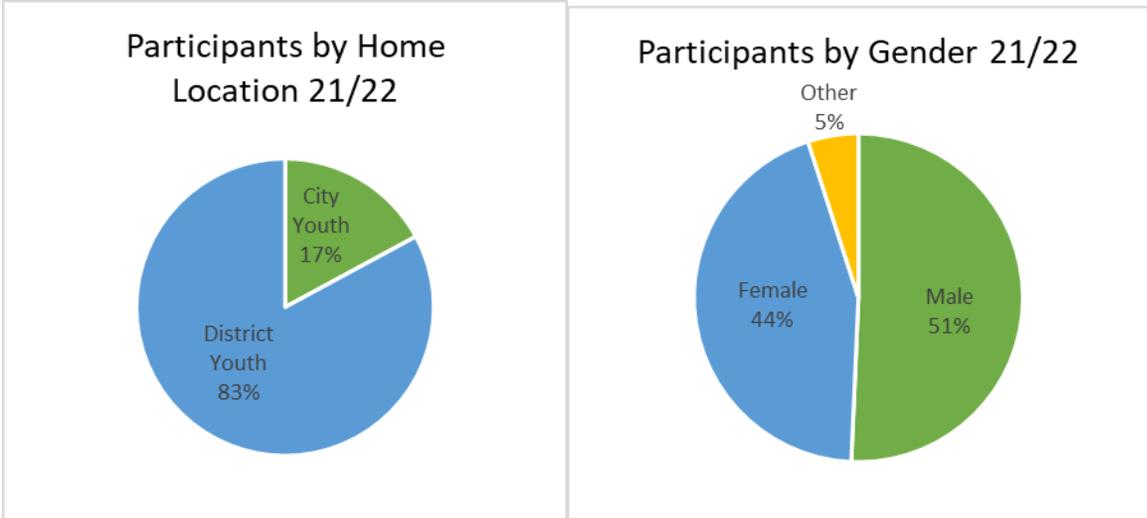
School Programs

With the on-going COVID-19 pandemic, the North Vancouver School District (NVSD) policy continued to prevent visitors from being on school property. During this time, the YOWs could not operate our usual lunch or drop-in programming at Mountainside, Carson Graham and Handsworth Secondary schools. Instead, we focused on connecting with youth one-to-one offsite, during lunchtime or after school.

In October 2021, with the change of NVSD policies allowing visitors back on school property, YOWs were invited to speak at school assemblies to introduce themselves, explain our services, take part in Clubs Day, and restart lunch visits. With the observed need for more intentional one-to-one connections, we shifted away from general lunch programming and focused more on connecting with smaller groups or individuals in need, identified by YOWs and/or school staff and counselors.

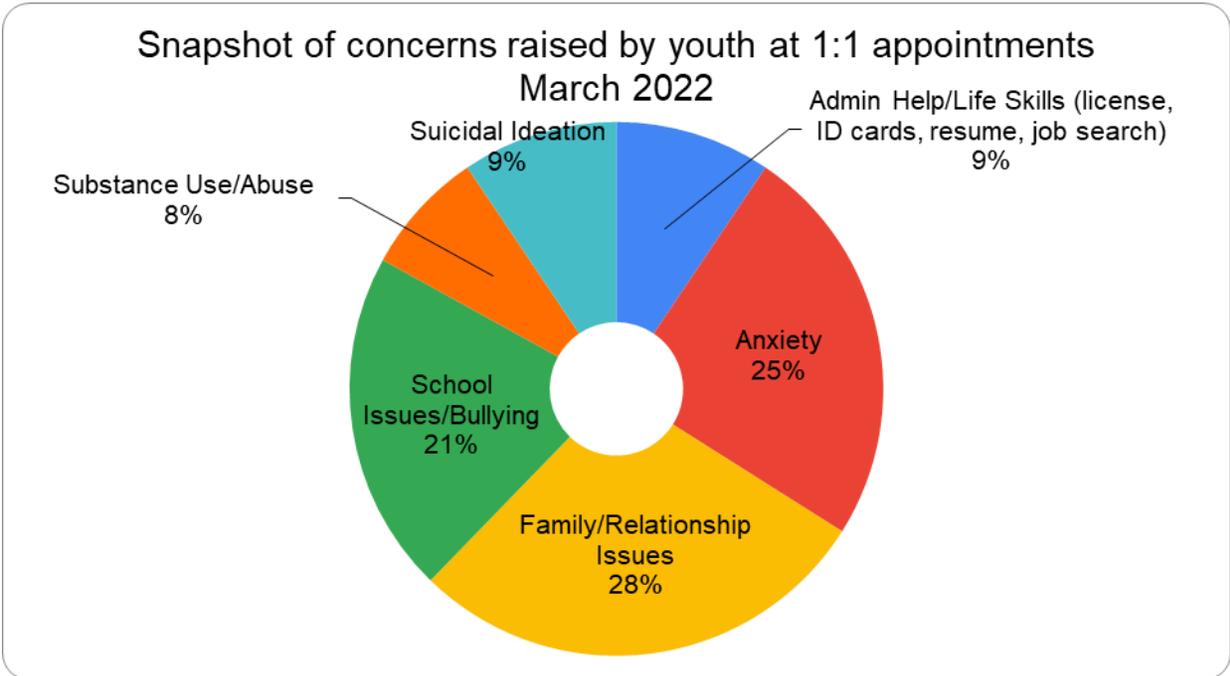
We provided our regular after school, and school break recreational activities for pre-teens in grades 6 and 7, from Norgate Community Elementary School- Xwemélch'stn, and Capilano Elementary School. In January 2022, in collaboration with Foot Locker Vancouver, Norgate Community Elementary School- Xwemélch'stn students were invited to a private sneaker customization event located at Foot Locker, Robson. In this unique event, participants received new shoes to paint according to their own style.

Participant numbers doubled and tripled in size, confirming the success of our program while also adding a new layer of challenge due to limited transportation capacity and overall group management. YOWs were also faced with the challenge of unavailable volunteer drivers for out-trips, so we rented vans from Low Budget Car Rental in order to accommodate all the participants. For this reason, one of our YOWs started the process of getting their Class 4 License to help out with driving for future outings.



Older Youth Programs

Thanks to a grant from the North Shore Community Foundation, we ran a 6-week summer program for older youth called Drumline, where participants were introduced to drumming styles and movement forms incorporating drums from a range of cultures. Some of the activities included Djembes, Capoeira, Steel Drums, and Break dancing. This successful program provided youth opportunities to establish and develop new friendships, learn and appreciate different cultures, and work on self-confidence in a safe and inclusive environment. For National Day for Truth and Reconciliation, we took a group of youth to a special event arranged by Parkgate Community Centre, where they heard from different speakers and presenters. This event facilitated very powerful and reflective conversations amongst the youth.



Outreach and Events in the Community

YOWs took on a leadership role, in collaboration with Foundry North Shore, to organize and deliver the Let's Talk Shop (LTS) series for youth and families. This event regularly takes place in-person, but due to the pandemic, it was arranged to be delivered virtually over Zoom. With youth and parent recruiting challenges faced by other North Shore organizations, LTS was postponed twice, until it was decided to hold off until COVID-19 restrictions eased, and it could take place in-person.

Youth Staff Qualifications and Support

In supporting diverse youth, YOWs take part in varying training opportunities that equip us with the appropriate knowledge and tools. As part of an Organizational grant, applied for by West Vancouver, this past year, all of our YOWs participated in a 3-day training about working with and supporting Indigenous Youth. In addition, YOWs also took part in a one-day Trauma Training led by John Dube from Family Services of the North Shore and Applied Suicide Intervention Skills Training facilitated by the Vancouver Crisis Centre.



Family and Children's Program

Maralyn Wild
Jennifer Townsend

Planning for a new Family and Children's Program was a central focus during 2021-22. With the opening of the new community centre, the program will offer free and by donation programming for families with children ages newborn to 11 years old.

Many community partners and parents have provided their wisdom, experience, and ideas into developing a program that will meet the needs and interests of the community. A Parent Advisory Committee was formed in February 2022 to provide ongoing guidance as we develop and evolve the program. We were also pleased to hire Jenn Townsend in the role of Family and Children's Program Coordinator; her experience in early childhood development and education is providing us with the necessary leadership and expertise to create a safe and welcoming environment for children and parents.

We've been thrilled with the community members who have stepped forward to receive training and volunteer to support the Early Years Drop-in Playgroup. Recruitment efforts for a Family Worker (program assistant) has been challenging due to the competitive job market, especially so for qualified early childhood educators.

We also continue to develop Middle Years programming for children aged 6 to 11 years old to launch in Summer 2022. Three programs - Explorers Club, Discovery Days and MakerSpace will encourage children to explore and discover new skills, interests, and aptitudes, while providing opportunities to connect and build friendships. Social-emotional learning skills will be embedded in this programming.



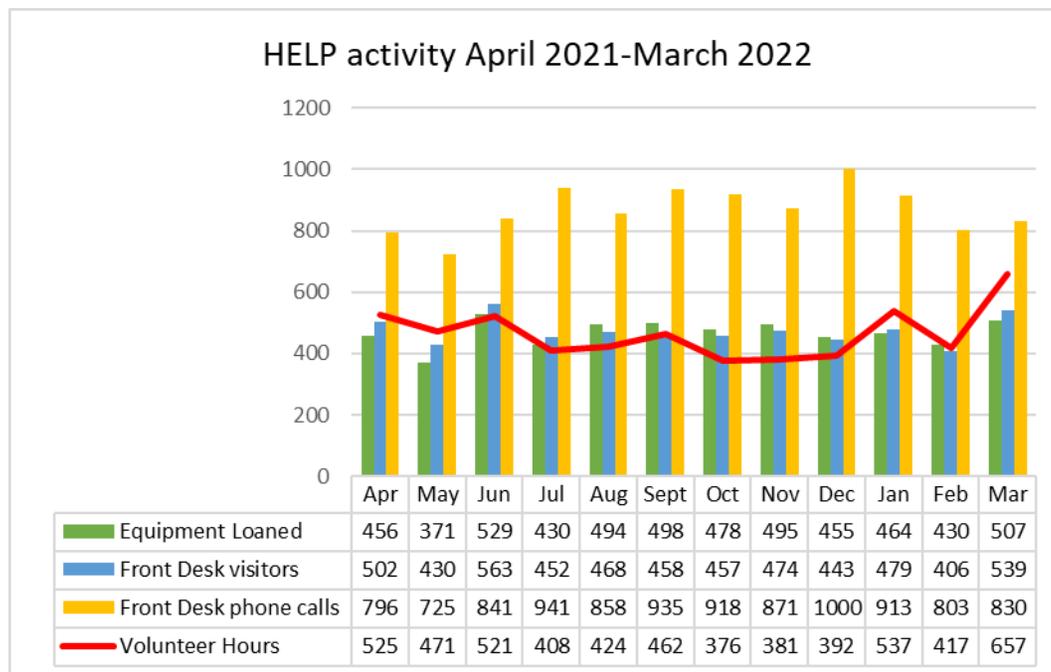
Red Cross Health Equipment Loan Program Miki Nash

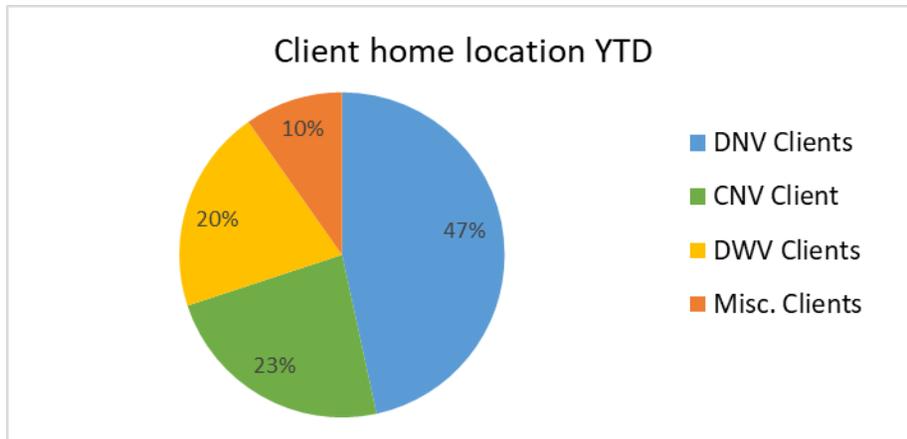
The Health Equipment Loan Program (HELP) provides our community with a short-term loan of medical equipment such as mobility and bath aides. This equipment gives people the opportunity to return home from hospital earlier following surgery, as well as providing independence and support to others to stay in their own homes for longer.

The highlight of this year has been, without a doubt, the move to the Lions Gate Community Recreation Centre. This had been in the works for a long time, with much planning taking place behind the scenes. However, the move for real began early February, firstly with the setup of shelving for the medical equipment at the new location, followed by all the equipment and supplies. Once everything was in place, the volunteers came in for an orientation and on February 22nd the doors were opened.

Throughout this year, HELP continued to provide services with enhanced COVID-19 protocols and precautions in place, including a locked door policy. Volunteers met clients outside the doors (in the parkade), for equipment transactions. These measures were implemented to protect the health and safety of our clients, volunteers, and staff.

In 2021/2022, our team loaned 5,507 items of equipment to 2,528 community members, 1,178 living in the District of North Vancouver, 590 in the City of North Vancouver, 513 in the District of West Vancouver and 247 from other communities including as far away as Bella Bella and Whitehorse.





In addition to providing equipment, the program accepted donations for all Red Cross appeals, most recently for flood relief, and the *Ukraine Humanitarian Crisis Appeal*.

HELP is supported by a very dedicated team of volunteers who donate their time to the program each week. This year, our volunteers donated 5,571 hours to the program. Special thanks go to our HELP volunteers for their commitment and time during this past year: Abdullah Aboutaleb, Gloria Atkinson, Christine Barnowski, Beverley Basaraba, Jill Blair, Laurel DiBartolomeo, Liz Burrows, Verity Carrie, Sophia Golnaraghi, Vera Grant, Cydney Harling, Susan Hawkins, Julia Heaney, Penny Hopkins, Lucia Jamieson, Fran Johnson, Ron Johnson, Diane Jones, Grace Jung, Cheryl Kent, Karen Kosch, Dawn Lovell, Joanne Marquis, Kaylee McGeough, Gelareh Modara, Sue Myers, Katherine Olsen, Maheep Pannu, Amanda Pouliot, Pegah Pourmohammadi, Hooman Salavati, Nirosh Saravanan, Lynda Shaw, Kris Suri, Chris Tottle, Linda Travers, Anne Walton, Harriet Warner, Linda Wilson. This past Spring, the Red Cross volunteers were awarded the North Shore Community Spirit Award for their continued support during the pandemic – congratulations to you all!

HELP relies on and is sustained, through the ongoing support of our volunteers, and donations from program clients. Our depot continues to be one of the busiest locations in Metro Vancouver and receives excellent reviews from clients and healthcare practitioners.



Volunteer Program Marjorie Somerton

In November 2021, Capilano Community Services welcomed me to the new staff position of Volunteer Coordinator. I'm excited to manage the Volunteer Program and encourage people to volunteer for the many new on-site programs at Lions Gate Community Recreation Centre.

Although the recruitment of new volunteers had stopped due to Covid, we thank the many existing volunteers that continued to serve. In 2021 the Volunteer North Shore Community Volunteer Spirit Group Award was given to 26 Red Cross HELP volunteers for their dedicated service during the pandemic.

We also salute the generosity of those who became a Telefriend to provide vital outreach to isolated seniors. And a big thanks to our Medical and Bus Driver volunteers and everyone who helped where needed.

In 2021/2022 Capilano Community Services counted on 117 volunteers who contributed a total of 8522 hours.

In order to continue to attract, recruit and retain new volunteers, we redesigned the volunteer application on our website to make it more accessible; expanded our advertising to include local volunteer websites; and revamped our orientation and training materials. This is an ongoing project as we develop new volunteer roles to support future programs to meet emerging community needs.

Response to the changes has been positive with an increase of applications from previous years and has resulted in 20 new volunteers brought on board and we expect the number of volunteers to increase over the coming year.

A Volunteer Holiday Tea was held December 9th at Delbrook Community Centre and considering that it was the first in person event held since COVID, it was very successful and appreciated by the volunteers who came (they deserve it!). We will be hosting another appreciation event at our new location in Spring of 2022.

I would like to give a heartfelt thanks to all staff and volunteers at Capilano Community Services who have helped me settle into my new role as Volunteer Coordinator.



Agency Statistics 2021-2022

Capilano Community Services collects statistics from the many programs we offer the community. Statistics are a vital piece in our agency's reporting structure which provides valuable information for our funders.

| | |
|-------------------------|-------|
| SOCIETY VOLUNTEER HOURS | 8,522 |
|-------------------------|-------|

Administration

| | |
|---|--------|
| Administration volunteer hours | 1,166 |
| Front desk calls received for information | 10,431 |
| Front desk visitors | 5,671 |

Seniors' Hub Program

| | |
|--|-------|
| Program Participants | 3,393 |
| Registered Clients | 378 |
| Clients from District of North Vancouver | 189 |
| Clients from City of North Vancouver | 136 |
| Clients from District of West Vancouver | 53 |
| Number of Seniors' Hub Volunteers | 79 |
| Volunteer Participants | 522 |
| Volunteer hours | 1,785 |
| Total volunteer Kms Driven | 4,783 |
| Bus Kms | 6,784 |

Capilano Youth Outreach Program

| | |
|--|-------|
| Number of Youth contacts | 1,920 |
| New Referrals | 54 |
| Youth from City of North Vancouver | 334 |
| Youth from District of North Vancouver | 1,586 |
| Male | 976 |
| Female | 849 |
| Other | 95 |
| Number of Youth 1:1 clients | 570 |

Red Cross Health Equipment Loan Program (HELP)

| | |
|--|-------|
| Equipment Loaned | 5,607 |
| Total Clients served | 2,528 |
| Clients visits to the HELP Program | 5,671 |
| Clients from District of North Vancouver | 1,178 |
| Clients from City of North Vancouver | 590 |
| Clients from District of West Vancouver | 513 |
| Clients from "over the bridge" | 247 |
| Number of Red Cross Volunteers | 38 |
| Volunteer hours | 5,571 |



Funding and In-kind Contributors 2021/2022

Our sincere appreciation goes to the organizations, and individuals listed below as well as the many others, including anonymous donors who have made contributions to Capilano Community Services in the past year. We value your support.

Federal Government

HRSDC – New Horizons for Seniors

Province of British Columbia

Ministry of Public Safety and Solicitor General - BC
Gaming
Vancouver Coastal Health

Municipalities

City of North Vancouver
District of North Vancouver
District of West Vancouver
NV Recreation Commission

Social Service Groups/ Foundations

Kiwanis Club of West Vancouver
North Shore Community Foundation
North Vancouver Kiwanis Foundation
Royal Canadian Legion #114
United Way of BC
West Vancouver Foundation

Church Groups/Schools/ Non Profits

Capilano Elementary School

Carson Graham Secondary School
Handsworth Secondary School
Highlands United Church
Mountainside Secondary
Norgate Xwemélch'stn
Community Elementary

Individual Donors

P. Adams
D. Ah-Now
C. Andrew
J. Beddoes
K. Boscoe
S. Bradshaw
S. Brennan
R. Brown
M. Bruce
C. Bryson
N. Chan
B. Cober
S. Crane
A. Derban
M. Erlbach
M. Farrokhzad
M. Fraser
S. Haggerty
G. Harling
R. Hassan
D. Heidt
J. Hird
E. Johnson
S. Johnston
F. Knowles
S. Lawson
S. Little
M. London
T. Lowes
J. Mackintosh
A. MacNeal
J. Mah
I. McDonald
S. McIvor
J. & S. McCann
L. Nolan
R. Paxton
J. Peirson
D. Penman
D. & J. Potter

B. Preston
H. Preston
C. Shearer
D. Scott
G. Smith
D.C. Soh
D. Soyama
M. Speed
H. Spiropoulos
E. St. Arnaud
R. Swinton
D. Strong
D. Thompson
M. Topley
E. Washbrook
B. Widdifield
E. Williams
V. Woodbury
A. & R. Wyber

Local Businesses

Amica, Edgemont
Amica, Lions Gate
Amica, West Vancouver
Bella Ceramica
Blue Shore Financial
Capilano Suspension Bridge
Churchill House
Comfort Keepers
Grandview Bowling
Grouse Mountain
i-Exit Escape Room
National Seating & Mobility
Neptune Terminals
PARC Retirement Living
Pembina- Vancouver Wharf
Queensdale Market
Royalty Home Care
The Hive
Thrifty Foods, Marine Drive
The Vancouver Aquarium
Ultra Productions
6 Pack Indoor Beach

Capilano Community Services Society

Financial Statements

March 31, 2022

Compilation Engagement Report

Statement of Financial Position

Statement of Operations

Statement of Changes in Net Assets

Notes to Financial Statements



Compilation Engagement Report

To Management of Capilano Community Services Society:

On the basis of information provided by management, I have compiled the statement of financial position of the Capilano Community Services Society as at March 31, 2022, the statement of operations and net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

I performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires me to comply with relevant ethical requirements. My responsibility is to assist management in the preparation of the financial information.

I did not perform an audit engagement or a review engagement, nor was I required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an audit opinion or a review conclusion or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.



David Heidt, Chartered Professional Accountant
West Vancouver, British Columbia
May 12, 2022

**Capilano Community Services
Society Statement of Financial
Position March 31, 2022**

ASSETS

Assets

| | |
|---------------------------------|--------------------------|
| Cash and short term investments | \$ 490,793 |
| HST receivable and other | 2,778 |
| Prepaid expenses and deposits | <u>6,216</u> |
| | <u>499,787</u> |
| | |
| Capital assets, net | <u>70,921</u> |
| | <u><u>\$ 570,708</u></u> |

LIABILITIES AND NET ASSETS

Liabilities

| | |
|--|----------------|
| Accounts payable and accrued liabilities | \$ 3,600 |
| Vacation payable | 8,434 |
| Deferred revenue | <u>184,257</u> |
| | <u>196,291</u> |

Net Assets

| | |
|-------------------------|--------------------------|
| Capital assets | \$ 70,921 |
| Unrestricted net assets | <u>303,496</u> |
| | <u>374,417</u> |
| | <u><u>\$ 570,708</u></u> |

Approved on behalf of the Board:

_____ Director

_____ Director

**Capilano Community Services Society
Statement of Operations
for the year ended March 31, 2022**

Revenues

| | |
|--|-------------------|
| Municipal District of North Vancouver | \$ 500,706 |
| City of North Vancouver | 125,331 |
| District of West Vancouver | 13,000 |
| | <u>639,037</u> |
| United Way | 109,265 |
| Provincial funding | 58,000 |
| Vancouver Coastal Health Authority | 41,250 |
| Federal grants and subsidies | 40,561 |
| Administrative support and cost recoveries | 38,849 |
| Fundraising, donations and other revenue | 36,653 |
| Amortization of deferred capital contributions | 35,000 |
| | <u>\$ 998,615</u> |

Expenditures

| | |
|---|--------------------------|
| Salaries and benefits | \$ 520,935 |
| Program and bus expenses | 118,147 |
| General and administrative | 70,236 |
| Amortization | 30,121 |
| Insurance | 12,978 |
| | <u>752,417</u> |
| Excess of revenues over expenditures | <u><u>\$ 246,198</u></u> |

**Capilano Community Services Society
Statement of Changes of Net Assets
March 31, 2022**

| | <u>Capital Assets</u> | <u>Unrestricted Assets</u> | <u>Total</u> |
|--------------------------------------|---------------------------|--------------------------------|--------------|
| Balance - beginning of year | \$ 41,528 | \$ 124,778 | \$ 166,306 |
| Excess of revenues over expenditures | 30,121 | 216,077 | \$ 246,198 |
| Changes during the year | (728) | (37,359) | \$ (38,087) |
| Balance - end of year | \$ 70,921 | \$ 303,496 | \$ 374,417 |

Capilano Community Services Society
Notes to Financial Statements
March 31, 2022

1. Nature of the Organization

The Society is a registered charity under the Society Act of British Columbia, and was incorporated on February 25, 1976, Certificate of Incorporation S-12173. The Society is a registered charity 10687 1411 RR0001 and is tax exempt under S 149 of the Income Tax Act (Canada).

The Purpose of the Society is to meet the current and emerging needs of the community by delivering volunteer and staff based social services and programs to the residents of the North Shore.

2. Basis of Presentation

These financial statements have been prepared on the historical cost basis.

3. Capital Assets

| | <u>Cost</u> | <u>Accumulated Amortization</u> | <u>Net Book Value</u> |
|-------------------------------------|-------------------|-------------------------------------|---------------------------|
| 2020 Ford passenger bus (Doris 3.0) | \$ 103,807 | \$ 42,042 | \$ 61,765 |
| 2010 Ford passenger bus (Doris Too) | 77,664 | 74,567 | 3,097 |
| Computer equipment | 13,995 | 7,936 | 6,059 |
| | <u>\$ 195,466</u> | <u>\$ 124,545</u> | <u>\$ 70,921</u> |

4. Deferred Revenue

| | |
|-----------------------------|-------------------|
| District of North Vancouver | \$ 137,500 |
| City of North Vancouver | 21,757 |
| United Way | 17,500 |
| West Vancouver Foundation | 7,500 |
| | <u>\$ 184,257</u> |