

# SCA ANNUAL REPORT

2020 - 2021



Sunset  
COMMUNITY  
ASSOCIATION



2020-2021 was, of course, the Year of the Global Coronavirus Pandemic. It cast a huge shadow on Canada and the world, on the Sunset Community Centre, on all of us as individuals.

The destructive third wave of Covid-19 infections has waned. Canada's vaccination program is now underway. It began by focusing on seniors in care facilities and on highly vulnerable communities but moved in recent months to vaccinating people in the general population. The Sunset Community Centre itself has been a vaccination site.

The Centre closed entirely during the early months of the pandemic in spring 2020 but began operating again on a limited scale during the summer. The Sunset Board of Directors set two priorities for emerging from the pandemic period: restarting child care services and reopening the fitness facilities. Many other programs were deemed unsafe to operate, especially indoor activities involving large groups.

Limited summer session programs at Sunset went ahead. The regular summer day camps opened, operating outdoors and with a restricted number of participants. Other programs, including line dancing, were also held outdoors, again to limit the risk of viral transmission and all in accordance with BC and Vancouver Coastal Health guidelines.

With much work on the part of Paramjeet Munday and the child care staff, the pre-school and out-of-school programs re-started in September and were soon back at near full capacity. We had been able to keep the child care staff on salary during the spring shutdown, with assistance from the federal government's Canada Emergency Wage Subsidy program. Paramjeet has successfully applied during the past year for numerous operating grants, totalling approximately \$80,000.

A sustained effort by our new recreation supervisor, Joe Wong, and his staff, allowed our popular fitness centre to reopen in November, revamped to meet new Covid-19 guidelines. A much-reduced number of other programs also commenced during the fall.

Sunset launched a new community program in fall 2020, distributing food packages to needy families in the community in cooperation with the Vancouver Food Bank. This initiative answers a need that arose when the only distribution hub in South Vancouver closed down. Thanks to the hard work of Bhalwinder Waraich, Joe Wong and Jeff Chan, we began weekly food distribution in November for 40-50 participants.

In 2019, the SCA received a specialty “neighbourhood” grant from the Park Board to promote a Pollinator Pathway project in the Sunset area but the pandemic shutdown slowed work on the project in 2020. Part of that Pathway grant and some funding from the Canada Summer Youth 2020 employment program covered the salary of a staff person to restart SCA work on the pathway in early 2021. Angela Crampton, a community coordinator of the Pollinator Pathway project, helped us with this effort.

In fall 2020, the City of Vancouver submitted an application to the Government of BC for provincial funding for the long-awaited Sunset seniors’ centre. The federal government and the City of Vancouver have already pledged funding. We hope all three levels of government will come on board this much-needed project and facility planning can proceed soon.

We have been expanding program offerings at Sunset through the winter and spring sessions and slowly but steadily moving toward fully reopening the Centre. While it is still considered unsafe to offer most adult “group” activities, staff have been able to add some new activities for children. We are also expanding the 2021 summer camp program over last year, and should be reaching pre-pandemic levels of participation.

The SCA Board and committees adapted to public health constraints on in-person meetings during the pandemic (from early 2020 to 2021) by utilizing virtual meeting technology. We were assisted greatly in this shift by our administrative assistant, Phyllis Tang.

The SCA Board of Directors and the Sunset staff hope to continue moving toward full operations over the coming months. As people are now saying, there is light at the end of what has been a long and dark tunnel.



The Board has taken some important, new organizational and policy initiatives in recent months. These include:

1. transitioning to a new fiscal year (September through August) that coincides with our operating year;
2. formally approving a 2020-2021 budget (covering both the Sunset Community Centre and Moberly Arts and Cultural Centre), that encompasses a full year's schedule of programming (fall, winter, spring and summer), and facilitates regular financial updates to the Board and comparisons to past expenditure levels;
3. formalizing and improving procedures for the SCA's financial and business transactions and employee contracts;
4. hiring our first (part-time) administrative assistant;
5. restructuring of SCA meetings to emphasize issues, both those currently before the directors and those upcoming;
6. signing an agreement with the Vancouver Food Bank to co-manage food distribution to needy South Vancouver families;
7. signing sessional agreements with the Park Board for provisional funding during the pandemic to provide additional staffing and cleaning of the fitness facility;
8. initiating a needs assessment study to assist planning for a prospective Sunset seniors' centre, hiring of a study research assistant (Vivian Cheung), and preparation of two progress reports (to date);
9. applying for and receiving a larger-than-ever Summer Youth Employment grant from the federal government for summer 2021;
10. launching an overhaul of the SCA website to make it more user-friendly and to provide better mobile device access;
11. undertaking an extensive revision of an out-of-date SCA "handbook" (a draft never formally approved by previous boards);
12. exploring the launch of a Sunset Community Centre Duke of Edinburgh Award program for youth; and
13. planning for possible negotiations with the Park Board of a new joint operating agreement.

Respectfully submitted,

Don Munton, President, Sunset Community Association, 2020-2021

In 2020 we had a shorter financial year (from Jan 2020 to Aug 2020) as we have changed our financial year, from September to August. The financial numbers presented here are for the first 8 months of 2020.

The financials for the 2020 period were affected by Covid 19. As a result, both revenue and expenses are low compared to 2019. There were only a few programs running during the Covid period. However out of school care and preschool were running almost at full capacity. Most of the revenue came from the preschool and out of school care. The revenue for 2020 was \$688K (for 8 months) compared to revenue of \$1.55 million for 2019 (full year). At the same time, the expenses were also lower at \$473K compared to 2019 expenses of \$1.26 million. The Pandemic affected every organization negatively, but we were fortunate that our out of school care and preschool were running full and we were able to generate \$216K in net revenue during this period.



The SCA is a charity and “not-for-profit” organization. The financial results are consistent with our objectives which include especially serving the community. The Board is committed to operate SCA with proper governance and stewardship.

With respect to the statement of financial position, the net assets position of SCA remains strong. Current assets have increased due to our operating surplus from out-of-school care and preschool performance. We received wage subsidies of \$111K along with other grants from the federal and provincial governments.

Despite ongoing differences with the Parks Board, the SCA Board is dedicated to ensuring our equipment & facilities are safe and current. Equipment is being repaired and replaced as needed in accordance with maintenance schedule and input received from the Program Committee and the users. The Board reviews, evaluates, and makes decisions on all requests for capital expenditures received from various committees.

Respectfully submitted,  
Avtar Parmar, Treasurer, Sunset Community Association, 2020-2021

It has been an eventful and fulfilling 2020 at Sunset Community Centre as the Recreation Supervisor. Working alongside the Sunset Community Association Board of Directors, we have accomplished a great deal. Some highlights include the implementation of COVID Safety Plans, re-designing and expansion of the fitness centre, new partnership with the Greater Vancouver Food Bank, and enhancement to the facility with new paved pathways and equipment.

2020 was a once-in-a-life-time experience for everyone. In the afternoon of March 16, 2020, the community centres in Vancouver, along with much of the city, were shut down because of COVID-19. Almost all of the Sunset staff and Park Board employees were temporarily laid off. Staff were re-activated and services gradually restarted in the summer and early fall. Throughout this unique pandemic experience, new services and safety practices were implemented to create a new normal for everyone. More outdoor programming, more online services, and redesigning of the facility and space arrangement were important additions and changes to the centre:

- Outdoor day camps for children
- Outdoor youth engagement in community parks
- Outdoor fitness programs and programs in general
- Online programs and services
- Expansion of the fitness centre

On a positive note, congratulations to Maggie Li, the Sunset Community Centre's Program Assistant 3, who went on maternity-leave to begin a new family. We wish her well and look forward to her positivity and can-do attitude when she returns from her leave. Derek Linwood joined the Sunset Arena as the TFT Rink Programmer in the Fall of 2020 and has moved to West Point Grey Community Centre as one of its Centre Programmers in the Winter of 2021. He was a great asset to the team and we wish him all the best.

Congratulations to Jeffrey Chan, who was the successful candidate for the TFT Rink Programmer at Sunset Arena, and Dilpreet Parmar who temporarily backfilled the Centre Programmer responsibilities at Champlain Height Community Centre for several months. It is rewarding to see our staff progress into different roles in the Vancouver Park Board system. Long term preschool teacher, Karen Hammel, retired after dedicating over two decades of her time to Sunset. Her pleasant smile and optimism will be missed.

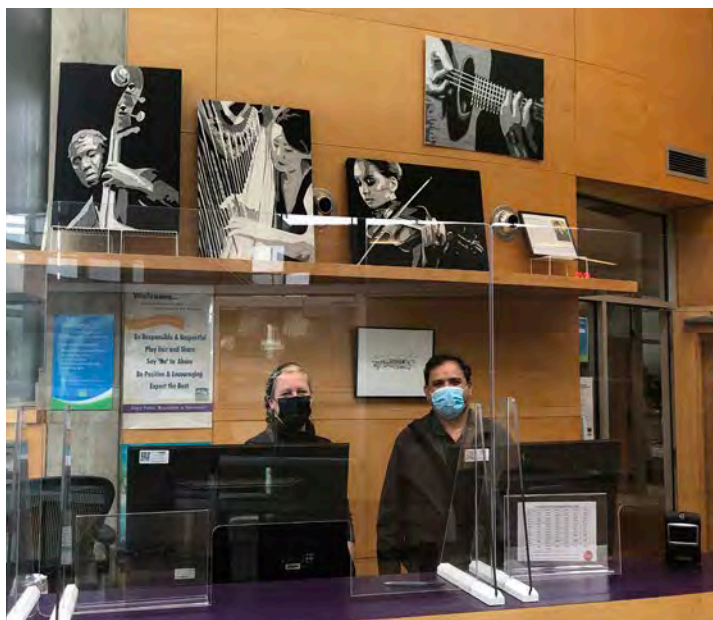
~ Congratulations also to our Licenced Childcare Manager, Paramjeet Munday, who has developed and managed a large childcare program at Sunset Community Centre for 30 years! We were fortunate to celebrate her 30-year milestone, although a huge celebration was prevented by pandemic safety restrictions. Her resiliency and dedication is deeply appreciated. Whether children and families who have attended the childcare programs at Sunset, or staff members who have worked with her, she has touched many lives and has made a significant impact in this community.

Although services remain limited due to Public Health Order safety guidelines, the staff and board strive to maintain and maximize services while working with the restrictions. Children and youth programs, along with the Fitness Centre continue to operate. The Fitness Centre expanded into two rooms to allow adequate space between pieces of equipment and to maximize safety for our fitness centre users. The new restrictions encourage Sunset staff and board to be creative and offer new services such as single-user fitness centre timeslots, to support community members to exercise in a setting where no other users are around, and a new Teen-Fit Youth fitness program.

The Sunset Community Centre serves a large Vancouver South area. Food security is a topic that may require more attention. Working alongside with the Greater Vancouver Food Bank, Sunset now offers a hamper program to support community members and families who require some support with food security.

The SCA has been a strong advocate for the community and it has been a privilege to work alongside its Board of Directors. I look forward to working with the Board, the Sunset staff team and the community, and continue to maximize programs and services.

Respectfully submitted,  
Joe Wong, Recreation Supervisor, Sunset Community Centre



## Program Committee Report

As the chair of the Program Committee and Vice President I want to say thank you to all of you out in our Community. You have been kind and you have done an extraordinary job in this particular area of the city at respecting the health orders. It has been a true honour to work along side our everyday heroes here at Sunset including Joe, our Recreation Supervisor, Mawi, our Recreation Programmer, Rosa, our Youth Leader, Paramjeet, our Preschool and Out-of-School Care Manager, just to name a few. These leaders inspire us and others around them and they have helped all of us through these trying times.

Everyone remembers last March, how scary the world was and how so many places were closed, including our own Community Centre. I remember the day Sunset was ordered closed by health order – March 16th 2020. I instantly thought of our children, our elders as well as those in the community that rely on us for support and daily routines. After March 16th and for what seemed an eternity, there were no programs, no staff, no laughter and definitely no mingling of any kind for many months to come.



It wasn't until summer that we were allowed to start some outdoor programs that included summer camp, our famous Line Dancing and some outdoor Yoga. Then in September of 2020 we had a soft re-opening inside with a small number of programs, reduced capacity and an enormous safety plan. We are so proud of the massive undertaking it took at the time with the Vancouver Parks Board staff and the Association partnered to bring Sunset back to life.

Our initial focus was on Child Care and the Pre-school and Out-of-School care programs, as well as re-opening the Fitness Centre and really any other programs that we could have within the current health guidelines. As the health orders relaxed, there was optimism and we saw more and more people needing and requesting programs at Sunset Community Centre and Moberly Arts and Cultural Centre to return. Eventually, in late November, we were able to reopen the Fitness Centre. That has been a huge success. The machines are very distanced, spread out within other rooms, and of course with enhanced cleaning measures implemented and maintained since the reopening. In the Fall we also

started a new program in connection with the Greater Vancouver Food Bank to help families in our community experiencing food insecurity.

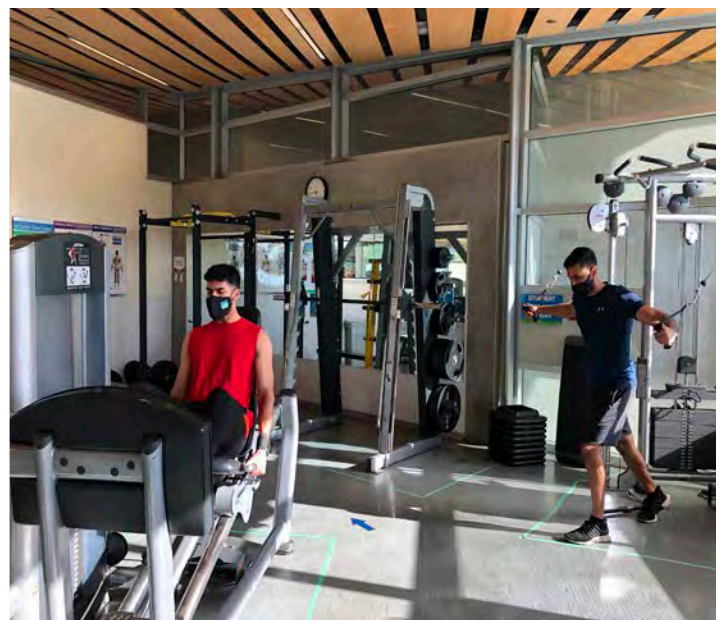
In the early part of the new year more health orders were announced and remained with an indefinite timeline this time. In general, most adult/senior programs were cancelled, except for racquet sports and low intensity fitness programs like Tai Chi.

In the spring we were able to plan and organize children's day camps. The highlights included our Harry Potter spring break camp at Moberly, which was very successful. Youth basketball came back and was a major hit. And the youth council has been working away on their food bank volunteer program.

During these difficult times we ask that you don't forget about the Sunset Community Centre. We have some very safe programs that are still allowed to operate, and things change quickly following the announcements of any health orders. We are already planning for the future with more and more vaccinations happening in our direct community. We are extremely optimistic about programs returning to more normal volumes. Please continue to check out our quarterly Program Guide, look at our website and call our front desk to inquire on any programs. Also please become a Sunset member by signing up at the centre and let your voice be heard.

We miss you and wish you all a very safe return to normalcy. We are looking forward to seeing you at the Centre, the Ice Rink and at the Moberly Arts & Cultural Centre soon.

Respectfully submitted,  
Heather Wright, Program Committee Chair, Sunset Community Association



*Licensed Child Care Sunset Preschool, Early Learning Full Day, and  
Out of School Care at Sunset & Sexsmith Elementary Schools.*

During this pandemic time, I would like to start this report by thanking Board of Directors for their support, valuable time and commitment, Preschool and Out of School Care Staff and Community Centre Staff for working as a team. By helping each other, we have been able to serve our Sunset families and provide a consistent environment to our young children.

We hugely appreciate the support from our families for following the COVID protocols and keeping children home when they are sick.

New protocols/guidelines/procedures had to be developed to keep health and safety of all involved. To help cover the increased cost of following up to date health and Safety protocols, we received funding \$3,384 from City of Vancouver. We are very grateful for this.

Since September 2020, we have had a huge turnover in our enrollment. We had a total of 52 children withdraw due to the pandemic. We were able to fill most of the spaces from our wait list but that meant training/orientating new children and families on-going basis.

A variety of different programming/activities had to be adapted/developed to support early learning and meet social, emotional, physical and cognitive needs of young children. Big group experiences had to be put aside to keep physical distance and more outdoor and smaller group activities were planned.

We weren't able to do a lot of networking with the community partners or bringing visitors in but we tried to do many things in our playground or the hills.

Gradual entry was carried out outdoors since parents could not come in the classroom. It was really appreciated by the parents since they were able to see their child making connections with their peers and teachers.

One of our all-time favorite field trip going to the pumpkin patch was planned right in our yard here. With the donation of 100's of pumpkins from one of our parents, Melissa Hayward, it was made possible for children to enjoy. To carry such a big project, all the

teachers and Community Centre worked together as a team. Families were thrilled to see this and provided positive.

Despite all the challenges, all of our programs operated at full capacity except Sunset Out of School Care. Our program fees were kept below city average and that enabled us to qualify for the fee reduction program from Ministry of Children and Families (MCFD). We received \$100/month for each child in Kindergarten and full day program. Funds were applied to reduce fees even further to help families.

To maintain and enhance the quality of our child care programs and keep them affordable, we received a total of \$55,832 Enhancement Grant from City of Vancouver.

Operating funding from provincial government supports the operating costs of our programs. We received a total of \$94,740 that included Operating funding, fee reduction and staff wage enhancement.

We really valued the funding we received from Vancouver Supported Child Care to hire support staff to work with children who required extra support.

Staffing had remained a big issue for us and all across the board for Child Care Field. Hoping it will get better by fall. We need to hire a couple more staff to fill all the positions.

For fully qualified Early Childhood Educators, Ministry of Children and Families has been providing a top-up \$2/ hours.

All staff have been very active with their professional Development. Many workshops were attended on-line to stay up to date. One of our OSC staff completed her Early Childhood Education and another one is currently enrolled in.



We hosted student teachers from Native Education, Langara, Vancouver Community College, Sprott Shaw and Burnaby School District's continuing Education program to provide work experiences.

Ronilta Singh and I continue to participate in a joint project CR4YC (changing results for young children) by MCFD and Vancouver School Board. We were one of the three programs that are part of this project. Also, I have been involved with the Human Early Learning Partnership Project of UBC. Their current focus of studies is young children of the Sunset neighbourhood.

### Goals for 2021:

- Look for more options to find permanent solution for noise reduction in classroom 1
- Better shades for outdoor areas and classroom 2
- Outdoor play equipment for OSC children
- Continue to provide resources, support to our staff to stay up to date and train New ECE's

Finally, Registration has been completed for September 2021 and all program are full with waiting list. Full day program and summer preschool remain open for the months of July and August.

Respectfully submitted

Paramjeet Munday, Licensed Child Care Manager, Sunset Community Association



### 1. Food Program

Low income seniors and other vulnerable groups living in the following areas: Sunset, Victoria-Fraserview, and Killarney (Vancouver South) have been struggling to find access to free or low-cost food in their neighborhood. Since COVID-19 began, the Greater Vancouver Food Bank had closed their distribution site in Victoria-Fraserview and relocated the site to Mount Pleasant. The new site's location is difficult for seniors, persons with disabilities, and families with young children to access due to it being far away from Vancouver South.

This engendered a gap to access emergency food for low income seniors and other vulnerable groups in Vancouver South. As a result of this food challenge, the Sunset Community Association has taken the lead in Vancouver South to distribute food to those in need in partnership with Greater Vancouver Food Bank Society.

I am very pleased to report that the Food program has been running very successfully for the last 7 months and has served and helped more than 240 families. I would like to extend my appreciation to our dedicated staff and volunteers: Jazzmine, Jonathan, Jabar, Payal, and many others who have ensured the smooth delivery of this program.

### 2. Sunset Seniors Centre

The demand for seniors' facilities will be increasing along with the City of Vancouver's population over the next 20 years. The Seniors Centre will serve as a gateway to Canada's aging network, and will connect senior adults to vital community services that can help them stay healthy and independent.

The Sunset Community Association and the City of Vancouver have agreed the Sunset Seniors Centre will be co-located with the Sunset Community Centre. Subject to the approval of all parties, this project will be co-funded by the federal government, the provincial government, and the City of Vancouver.

This new Seniors Centre will be a 10, 000 square feet addition to the existing Sunset Community Centre and will incorporate spaces for health, wellness, education, recreation, cultural and inter-generational activities and programs.

### 3. Canada Day Celebration

The impacts of COVID-19 in our daily lives have been extensive and have far reaching consequences like the closure of the Sunset Community Centre in the 2020 summer, which led to a virtual celebration of Canada Day on July 1, 2020 instead of an in-person celebration. In 2021, the planning committee will expand the Canada Day Celebration for the week of July 1, 2021, which will include additional pre-recorded musical performances that will be showcased online and other virtual interactive games and activities.

Respectfully submitted

Bhalwinder Waraich, Vice President, Sunset Community Association  
Chair, Canada Day Celebration and Seniors Centre Steering Committee



**Sunset**  
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