

**James Bay Community School Society**

# **Annual Report 2008-9**

**James Bay Community School Society  
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Victoria, British Columbia  
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# James Bay Community School Society

## **James Bay Community School Society Annual General Meeting Monday, October 26, 2009 6:30 PM Agenda**

Meeting Facilitator: Jason Armond

Meeting called to order at 6:30 pm.

1. Welcome and Introductions
2. High lights of the year.

### **Child care (report attached)**

### **Programs and Facility (report a attached)**

### **Nutrition (report attached)**

Action item: Martin to work on an improvement plan with his staff under the supervision of Darcy Martin is to file monthly board reports focusing on whether the changes are working. His board report will provide financial costs and statistics on both the senior's dinner program and the school lunch program.

### **Community School Coordinator (Report attached)**

3. Approve the Annual Report and Audited Financial Statements.  
Maeva Gillespie motioned to approve the annual report and financials as read, Ted Heath Seconded the motion. Motion carried.
4. Appointment of Flader and Hale as the Auditor for 2009-10.  
Maeva Gillespie motioned to appoint Fladder and Hale as the Auditors for the 2009-10 budget years, Fiona Cubbit Seconded the motion. Motion carried. Further discussion at the next board meeting is to be had regarding the type of audit for 2009-10.
5. 2009-2010 Board of Directors.

#### Nomination and Introduction of Candidates

Grant Kerr was nominated and accepted as a new Board Member

6. Acknowledgment of Retiring Directors  
Anne Bowers
7. Nominations and Election of Officers of the Society.

Chairperson- Jason Armond  
Vice-Chairperson- vacant  
Secretary- Janice Matthews  
Treasurer- Maeva Gillespie  
Executive Member – Ted Heath, Angie Cote

7. Refreshments
8. Adjourn 8:00 pm
9. Next Meeting November 23, 2009

# James Bay Community School Society

Board of Directors

## **Nominations**

2009-10

Allison Armond

Jason Armond

Angela Cote

Maeva Gillespie

Ted Heath

Sherrin Horsburgh

Paula Jardine

Janice Matthews

Fiona Cubitt

Nominations from the Floor

Grant Kerr

# James Bay Community School Society

## **Community School Coordinator's Report**

Darcy Topinka

Welcome to the 32<sup>nd</sup> Annual General Meeting of the James Bay Community School Society. The Society was incorporated on May 2, 1977 and has been in ongoing operation providing a wide range of educational, recreational and community services for people of all ages.

Thank you once again to our dedicated volunteers and especially those who serve on the Board of Directors to manage and direct the activities and programs of the Society.

I would also like to acknowledge the contribution of our funding partners who support the services provided. They include:

- The Greater Victoria School Board of Education as the employer of the community school coordinator.
- The City of Victoria- annual grants to the Society to support the program Coordinator and youth worker positions.
- VIHA - Vancouver Island Health Authority - support for the community seniors meals program
- VIHA- Vancouver Island Health Authority – Supported Child Development- wage funding
- Services Canada-Summer Canada student job placements, (two students)
- The Ministry of Children and Families, Childcare Branch – child care subsidy – Childcare operating funding subsidy.
- The City of Victoria and the Greater Victoria School Board- joint use agreement for cost-sharing maintenance and custodial costs of the community centre
- British Columbia Gaming Commission Direct Access Funds
- South Harbour Partners - fundraising to support cultural activities, school literacy, Support-A-reader, and resources for student learning.
- Our community members at large for their financial contributions – business, and private donations.

The Society acknowledges the significant contribution made by our University of Victoria students from the Schools of Nursing, Child and Youth Care, and Exercise Science Physical and Health Education.

### **Society Goals**

The Goals of the James Bay Community School Society for the upcoming follow the categories identified in 2005. It is in the best interest of the Community we serve and the Society that once again the board of directors enter into a goal evaluation process. I recommend that we set up a time line for goal setting and evaluation in 2010.

Core Areas of Focus and Strategic Goals:

This strategic plan sets out the direction for the James Bay Community School Centre. JBCSC board members prioritized the following four project efforts:

1. Continue to examine community needs. Spot survey users and specific user groups.
2. Offer programs for children and youth.

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3. Continue to offer unique special events and work with community partners to develop community wide celebration activities.
4. Development of an integrated James Bay Community Centre facility as outlined in the Memorandum of Understanding between the Society James Bay Community Project and the James Bay New Horizons.

### Staff

I would also like to acknowledge the work of the Community Centre team. The James Bay Community School Society staff, the school administration and teaching staff, our team includes the following people:

Janice Matthews	School Principal
Scott Clazie	Vice Principal
Steve Johnson	Custodian

#### Accounts

Bonnie Dale	Accounts Manager
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#### Café

Martin Gurney	Nutrition Supervisor
Mila Krejcirik	Second Cook
Moya Fenwick-Lange	Third Cook

#### Centre Operations

Susan Traill	Centre Reception/Assistant
Satya Varon	Centre Attendant
Kat Ao	Centre Attendant
John Davis	Centre Attendant

#### Programs

Alex Dominiak	Program Coordinator
Dana Allen	Youth Program Coordinator/Coop Student
Carrin Cownden	Youth Programs Coop Student
Myla Smith	Youth Programs Coop Student
Mikayla Cleal	Youth Programs Coop Student
Ashley Peters	Youth Programs Coop Student
Heather Brass	Outdoor Adventures Program Leader

#### School Age Care

Lily Deedar	Wonder Club Team Leader
Bobby Kenny/Nikki Hunt	Blue Zone Team Leader
Anna Fuszara Flower	Kid Zone Team Leader

#### Childcare Workers

Sarah Harvey	Colleen Rabitch
Glenn Perlstrom	Lauren Luff
Eva Clarke	Emily Waterman
Tania Singh	
Leah McKenzie	
Alice Liang	

#### Preschool

Hiroko Dunnett	Leader
Glenn Perlstrom	ECE Assistant

## James Bay Community School Society

### **Our Volunteers help make it all possible!**

A special thank you to the many volunteers who help to make the Society programs a success. Volunteers are currently helping at seniors' dinners, assembling bag lunches in the café, supervising recreational programs, assisting in the childcare program, helping with special events and a myriad of other tasks that allows the James Bay Community School Society to function effectively.

### **Actions of the James Bay Community School Society Board of Directors 2008-09**

- Develop and evaluate funding opportunities.
- Worked with the James Bay Community Project and James Bay New Horizons to explore the future delivery of recreation and social services in the community.
- Provided administrative support to community groups by applying for City of Victoria Neighborhood Development Grant funding and distributing funds/and or holding them in trust for specific community projects.
- Participated with other community agencies to determine ways to be able to plan together, work collaboratively, share information, and identify service gaps and duplication.
- Volunteered at community dinners, special events, Community Picnic, Seniors Holiday Dinner and others.
- Provided valuable input to staff regarding program policies and operations.

### Goals met from the Previous Year

There has been a reduction in the amount of bad debt in out of school care operations again this year, The reduction has been achieved through tighter controls for money collection and account monitoring.

Using funds allocated to the school to support vulnerable children (Community Link) the school and out of school care program were able to benefit from the services of a youth and family counselor for five hours per week. Under the supervision of the principal, Mitchel Duplessis worked with children and families through referrals from the school base team and community school coordinator. Because the school and OSC worked in partnership with the YFC, strong consistent supports were put in place for vulnerable children. Twenty four students and 23 families were serviced over the year. A detailed report is available which outlines goals and accomplishments.

The community centre managed to maintain its core service levels in all areas of operations.

An increase in donations from the Thrifty smile card program was realized due to a greater emphasis placed on marketing the program.

### Goals and Recommendations for 2010 and beyond.

- Recent wide spread cuts to VIHA budgets will see our seniors meal program take a 25% reduction in our nutrition department's operating grant. This reduction in funding will account for an approximate loss of \$8,600.00 to the Nutrition department. The society is now in a position to develop a plan of action to address the reduction of this subsidy. Changes in service levels to the program might be considered in September 2010.

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- The Ministry of Education is evaluating the full day kindergarten issue. Should our school be selected in 2010, it will mean an approximate loss of \$20,000 in revenues from subsidy and parent fees in our out of school care program. It will also decrease payroll costs, and force a reduction in some staffing. It will also create a program opportunity for the Wonder club space.
- Our eligibility for gaming funds is still relevant to the core areas the commission is committed to support, however it is my opinion that the amount of dollars allotted to us will decrease.
- New opportunities for longer term rentals should be investigated to offset costs for admin. Large and or long term rentals are a great source of revenue for the society.
- Fees in all our departments have not been adjusted since 2007. Prior to January 2010, I recommend that the Society create a finance committee to evaluate current fees, and make recommendations to the board regarding fee increases for all programs, and services.
- A tour and orientation at the JBCS was conducted with new Ministry of Education staff. It was indicated in our conversation that there is strong support at the Ministry for healthy schools. Our impression of the visit was: Community Schools fit into the healthy school model and Ministry staff are in the development stages of communicating the Community School model more clearly to schools across the province.
- It is recommended that the society evaluate our audit process and look at returning to a less expensive financial review such as an engagement review rather than a full audit.
- The Thrifty Smile Card program will receive more attention to attain our overall maximum allowed contribution of \$3,000.00
- The centre is working on a waste reduction and recycling program lead by the School district. The program will unify the centre and school in methods of handling waste. The end goal is a reduction in costs to the school district for waste disposal. The school district is taking action now so as to meet CRD regulations that will be in effect in the next five years.
- I encourage continued support of our Strong Start program as it is a valuable program that introduces new families to the school and centre. Families are familiar with staff and the layout of the school and are more inclined to register their child in our programs and have their child attend school here.
- The centre will look at only supporting one coop practicum student, unless the University of Victoria restructures its requirement to have the host agency provide a wage.
- Staff in all program areas will be asked to be more creative, in an effort to tighten spending for the next fiscal year.
- There are gaming dollars yet to spend on the 5 core program areas mostly in the area of equipment purchase. Should we see a drastic decline in gaming revenues for the budget year 2009/10, there will need to be a reduction in the number of paid out trips for both youth programs and the out of school program.
- To implement the recommendations set out by Auditors Flader and Hale in the 2009/10 budget year.

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## **Nutrition Report**

Martin Gurney

### **Food prices**

- The price on the lunch program has not changed at \$3.75 per student. This corresponds to the funding allocated to the school by the school district. These price increases also affect items purchased for the senior dinner program. Seniors dinner prices remain at \$6.50 per dinner with a discount of \$.50 cents per dinner for purchases of 10 dinners on a meal card.
- There was a greater volume of food purchased for the seniors program during the period of time the snow birds were expected. When expected attendance did not materialize; this meant greater portions per plate.

### **Munch cart program**

- This program has remained very successful and is run by student volunteers that also help at lunch time in the café making salads. The munch cart items are for the most part homemade snacks from the café. There was no designated subsidy for this program; it has been traditionally carried by society funds.
- There was an ongoing issue of no snacks and no breakfast claims; the café provided additional food to these individuals.

### **Equipment**

- The fire suppression unit in kitchen was routinely checked. Sanitizer, and 1 cooler and freezer were repaired due to regular wear and tear. The free standing convection oven was also serviced. Under the health inspector's direction the food prep counter areas were covered with stainless steel in areas of concern do to age of the surfaces.

### **Suppliers**

- We added B&C meats to our list of suppliers and Cakes Etc.

### **Café for public use**

- Items for sale to the public have not seen an increase in some time. Courtesy items to programs such as coffee and tea for kinder gym and the Strong Start program were provided throughout the year.

### **Staff**

- Mila and Moya remained on as key staff last year being knowledgeable with past experience in the Centre café.

### **Volunteers**

- There was great support from our volunteers last year. Throughout the year we consistently maintain 10-15 regular volunteers some coming to both of our dinner nights and special events. Volunteers working directly with food last year all started wearing food safe gloves for serving and minor food prep if needed.
- The Victoria Association for Community Living and Reynolds School are continuing participants in bagging of our student lunches. These volunteers have been the backbone of this program since its inception, and are greatly appreciated as always.
- The number of volunteers per senior dinner was greater than previous years, this would account for a slight increase in the number of free dinners and therefore an increase in cost.

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## **Recommendations for upcoming 2009/2010**

### **Senior Dinners**

- In order to reduce unnecessary food purchases I have proposed to remove senior dinners when they fall directly after or before a community event. Last year the number of seniors in attendance at a regular dinner was overall consistent with the previous year.
- I have also proposed a ticket price increase to 7 dollars with the purchase of the meal card averaging the dinners to 6.50. The price increase is focused on the protein in the meal that seems to be the main attraction. Also we are repeating popular menu items beef, pork and chicken to achieve larger crowds.
- Seniors dinners are now capped at 65 plates; closely matching expected attendance levels with product ordered should bring meal preparations down.

### **Purchasing**

- Prices have risen slightly on a few items used in the school lunch program.
- We are tracking student enrollment in the lunch program closely to avoid any waste and controlling serving size more carefully. Currently I am working with our suppliers to freeze some prices on items most commonly used in the program.

### **Special Events**

- To increase the benefit of holiday and festive events we are mainly looking at advertising earlier, menu options and making sure that no scheduling conflicts occur resulting in missed senior dinners and kitchen production time.
- We will continue to ask for donations from our suppliers to offset food costs at special events.

### **Student Awareness**

- The lunch specials, for school students, will be more controlled this year. Students are more aware of what the program offers resulting in better portion control and different options for those students that may still be hungry after the lunch provided.

### **Equipment**

- In the next year it has been recommended that the convection oven motor in the kitchen be replaced as it may give up with little notice due to constant use. Also the replacement of one freezer will be needed in the next 2 years.

### **Health Inspector's Notes**

- In the upcoming year new shelving in dry storage and a bug screen in the kitchen must be installed by around February of 2010.

### **Fire Prevention System**

- In the next inspection it may be necessary to replace our current suppression unit in the café because it will be outdated (stated in the report from inspector) and this could be a safety issue.

### **Munch Cart Program-Student Requests**

- Additional funding for the program is needed to maximize the success of the snack program. Students have asked for free food due to missed morning meals. Free items will be tracked to construct a better long term solution. Minor funding (1,300.00) has been obtained for the snack

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cart program, for 2010. If further funding is required for the munch cart, community link funding  
will be accessible.

### **Community Café Special Events Calendar 2008-9**

- September 24 Welcome Back Dinner
- October 9 Seniors' Thanksgiving Dinner
- October 29 Community Costume Dinner "Ghoulish Pizza"
- December 10 Seniors' Holiday Dinner
- December 17 Community Holiday Dinner & School Concert
- January 21 Souper Supper
- February 12 Seniors' Valentines Dinner
- March 25 Thai Dinner Night
- April 9 Seniors' Easter Dinner
- April 23 Gallery Gala
- May 6 Volunteer Tea
- May 9 Spring Shiny Family Tournament
- June 17 Community Picnic
- June 11 Seniors' BBQ

# James Bay Community School Society

## Community Meals Program Meals Served September 2008 to June 2009

<b>Month/Program</b>	<b>Number of Senior Dinners</b>	<b>Seniors Congregate Meals Served(a)</b>	<b>Average # Seniors Per Dinner</b>	<b>Lunch Program Paid Monthly(b)</b>	<b>Special Seniors (c)</b>	<b>Community Dinner (d)</b>
September/08	5	336	67.2	1296		Welcome Back Dinner 145
October	8	502	62.75	1680	Thanksgiving 135	Halloween Community Dinner 90
November	7	458	65.4	1512		
December	2	109	54.5	1230	Holiday Dinner 89	Holiday Dinner 140
January	7	520	74.2	1600		Souper Supper 51
February	7	585	83.5	1501	Srs Valentine 140	
March	7	534	76.2	1309		
April	7	284	40.57	1425	Easter 104	Thai dinner 80
May	7	359	51.2	1501		Volunteer Tea 150
June	7	365	52.1	1444	BBQ 48	Community Picnic 435
Individual Paid Daily Lunches				Not included this year		
Number Served		4052				
Volunteer Server Meals		384 (64 x 6)		366 (183 school days x 2 students )	54 (Xmas 30, + 4x6)	62 (20 picnic +(7 x 6 dinners)
<b>Totals</b>	<b>64</b>	<b>4,436 (a)</b>	<b>62.7</b>	<b>14,864 (b)</b>	<b>570 (c)</b>	<b>1,153 (d)</b>
<b>Total meals served</b>	a+b+c+d <b>21,023</b>					

# James Bay Community School Society

## Program & Facility Report

Alex Dominiak

### 1. Centre Management

#### *Staffing*

In the fall of 2008, Dana Allan's role as Youth Programmer was expanded to provide a greater focus on program management and development. Dana was responsible for researching and implementing new opportunities for youth programs and managing current courses. She also continued to plan and oversee the Youth Getaway program, assisted with the design and editing of the Winter/Spring Program and Activity Guide and spearheaded the organization of the Spring Shinny: Community Street Hockey Tournament.

In January, Dana's hours were reduced and Carin Cownden was hired as a second Youth Programmer Co-op. Carin's primary responsibilities were the development of the 2009 Community Picnic and the management of the Youth Getaways program.

Carin and Dana's Co-ops ceased at the end of April. They were replaced by two new students; Ashley Peeters and Milah Smith. Ashley's focus was the implementation of the Community Picnic, while Milah worked on Youth Getaway and Summer Camp planning.

### 2. Grants & Partnerships

#### *Irving Park Mural*

For three afternoons in August James Bay summer camp youth and seniors worked with artist Peter Allen as he painted a colourful new mural in Irving Park. The piece highlights a variety of classic James Bay imagery including a portrait of Emily Carr, a heron, sequoia trees, camas flowers and Luminara star lanterns. The project was a collaborative effort between the James Bay Community School Centre, the James Bay New Horizons, the property owner and the City of Victoria.

In the spring, the City of Victoria removed a large hedge exposing a heavily graffitied wall along Irving Park's southern side. They then approached community groups about the possibility of developing a mural for the space. Property managers from the Lord and Lady Simcoe Apartments agreed to remove the graffiti and paint the wall white. The Centre paid the artist fees for the mural with remaining funds from a City of Victoria community arts grant. The grant had previously been received for the Stepping Stones Project.

#### *Nature Adventures*

The weekend Nature Adventure Program was jointly supported by the school and centre, using community Link funds to introduce a new generation of James Bay youth to the fun of outdoor recreation. The program was designed to be fun and exciting and provide opportunities for youth to participate in a wide variety of outdoor experiences while fostering an enthusiasm for the natural world and a sense of place and community.

The James Bay Nature Adventure Program took place over 9 consecutive Saturdays starting in the late spring. This program was delivered to youth between the ages of 8 and 15. The first 5 sessions catered specifically to children between the ages of 8 to 12. The remaining 4 sessions (with an extended final day) was for those between 13 and 15. Due to the support of community link funds, we were able to offer Nature Adventures as a free program.

Nature Adventures included art related activities such as nature drawing and photography, sport related activities such as canoeing and rock climbing, and biology related activities such as nature identification

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walks, survival activities such as shelter building and adventure preparation tips. There were also opportunities for unstructured play and exploration in the outdoors.

Nature Adventures proved to be a fantastic success. Both ages groups operated at capacity with 13 youth registered. We received excellent feedback from both parents and youth. The program was also important because it successfully represented the delivery of a James Bay program to the teen age group – a demographic that can be challenging to program for. Instructors noted that many youth displayed a considerable improvement in their ability to work as part of a team, take initiative and communicate effectively.

### ***Luminara Workshops***

This year, The Luminara Lantern Festival partnered with the James Bay Community Centre to offer affordable, drop-in lantern-making workshops. Two separate workshops were held in the weeks prior the July 25<sup>th</sup> Lantern Festival. The well-attended workshops allowed the Centre to showcase itself to a number of community members who were previously unfamiliar with the space. Approximately 60 participants attended the workshops.

The workshops were an excellent opportunity for James Bay residents to informally gather to discuss (and create) structures that they believed to be important for their community.

## **3. Special Events**

### ***Gallery Gala***

The Gallery Gala is an annual event where Community School students are given the opportunity to display their works in a gallery style showcase. The event represents the culmination of the artists in schools project which features classroom visits from a variety of different community artists. The artist visits allow the students to both learn and create using a wide variety of mediums. The resulting pieces are presented at the Gallery Gala.

While the event has run for a number of years, the 2009 event featured an expanded format and greater participation by the Community Centre. The changes were meant to add interactive components to the event and create a festival type atmosphere.

New additions included live entertainment from the Windermere Sessions cello and guitar duo and interactive art stations for both the students and their parents. The new format was received extremely well with great feedback coming from participants and increased attendance.

### ***Spring Shinny: Community Street Hockey Tournament***

The Spring Shinny: Community Street Hockey Tournament took place on Saturday May 9. The event coincided with Move for Health Day 2009. Since 2002, the World Health Organization has promoted Move for Health Day as a global day of physical activity. In an effort to support communities and their participation in Move for Health Day the British Columbia Recreation and Parks Association (BCRPA) offered grants of up to \$300 to implement active events throughout BC. The Community Centre was successful in obtaining the BCRPA grant.

The BCRPA funds were used to host a community wide road hockey tournament. The goal of the event was to foster community spirit among a diverse range of participants and provide James Bay with a fun and interactive opportunity to achieve physical activity.

The event proved to be a great success, fielding 4 coed teams made up of 23 players and 6 volunteers. Player ages ranged from 10 years old to adult. Event sponsors included Sport Check, the Victoria Seals, the BC Lions, and the Vancouver Canucks. In kind donations from our sponsors allowed us to provide

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prize packages for all of our players. The Community School PAC also used the event to raise funds through the sale of hot dogs and popcorn.

### ***Community Picnic***

The 9<sup>th</sup> Annual Community Picnic continued to build on its reputation as an incredibly popular community festival. This year's event was one of our best attended and most successful as a fundraiser. The event also featured a brief ceremony at which we renamed the Community Café Jesse's Place in honour of former Community School Coordinator, Jesse Hyder.

#### *Event Summary:*

- Silent Auction raised \$3,651 (Last year \$2,281.50)
- 85 donations were received from community businesses (Last year 71)
- \$56.50 raised from the 50/50 (Last year \$79.60)
- \$274.80 Received (50% of cotton candy sales) from Gordon Head Lions Club (Last year \$220)
- \$870 Gross Café sales (Last year \$636.05)
- \$369 Bouncy Castles (Last year \$408)
- \$353.05 Dunk Tank (Last year \$162)
- \$220 Tie Dyed T-Shirts (Last year \$174)
- \$84 PAC concession (Last year \$180)

### ***James Bay Day***

James Bay Day 2008 was the 34<sup>th</sup> incarnation of this community celebration. It is estimated that upwards of 1000 people attended the event on a beautiful sunny day in James Bay. A notable addition this year was a special tent where event participants could attend a variety of free workshops. The workshops were well received and nicely complimented an event which aims to celebrate community interactivity.

The event also featured live entertainment, interactive games and a wide variety of healthy and delicious food. All activities, food and workshops were provided free to the public. Feedback on this event has been exceptional and many community members and businesses expressed an interest in partnering for future events. The event is made possible by funding from the City of Victoria through its Neighborhood Development grant.

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## 4. Marketing

### ***Program & Activity Guides***

The James Bay Community Centre Program & Activity Guide is printed twice annually. 8,000 Fall Program Guides were printed in August. An additional 5,250 Winter/Spring Program Guides were printed in December. For the December printing, 2,750 fewer guides were printed than in the previous year.

The Guide continues to be our primary source of advertising; however printing costs have risen in the past year and are expected to continue to do so. Among the goals for the year has been to more evenly balance the usefulness of the Program & Activity Guide as compared to our website and other forms of digital media.

### ***Website/Internet***

Between September of 2008 and August of 2009, there were approximately 7,000 hits to our website. This represents a significance increase when compared to the 5,200 hits of the previous year. The website continues to be a successful method of distributing Centre information and is a source of up to date program information and details on Centre activities. In the winter of 2009, the Centre launched its first Face book page. The page now has 40 subscribers who can access the site for program and event information. Subscribers also receive monthly emailed newsletters from the Centre.

## 5. Volunteers

Throughout the course of the past year the Community Centre facilitated approximately 533 volunteer shifts. Community Dinner Volunteers delivered 80% of these shifts while 15% of volunteers assisted with special events such as the Community Picnic, James Bay Day and the Spring Shiny Hockey Tournament.

The Community Centre is in the process of fine-tuning its volunteer database and will be re-evaluating its system of volunteer recognition.

## 6. Program Review

### ***Program Participation***

Overall, this year represented a slight decline in participation. One of the major factors contributing to program numbers has been the amalgamation of the Strong Start and Kinder gym programs. The Community Centre no longer reports kinder gym attendance as the program is now managed and operated by Strong Start staff. Other factors leading to the decline in program participation can be linked to the recent exit of popular long-term instructors. As certain instructors have become no longer available we have had to cancel a small amount of programs. We have also seen a decreased attendance as replacement instructors build a following. The child drop-in numbers have also been affected by the school now facilitating the After School Sports Program.

While it appears that more programs were offered, many of these classes were one-time workshops as opposed to the multi-week sessions which comprised the core of our programs.

Increased attendance in our adult drop-in programs has been a particular highlight of the past year. In the fall of 2008 the Centre hired a new Wednesday Night Aerobics instructor with the intent of maintaining consistency between the Monday, Wednesday & Friday night programs. The program has developed a steady following of students and has seen a substantial increase in participation.

The Friday Night Youth Getaway also continues to grow in demand with the majority of the sessions operating at close to capacity.

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### ***New Programs***

The Community Centre continues to offer a variety of new programs. This year we presented 22 new programs. 10 of these programs were one session workshops as opposed to multi session registered programs. Only a small portion (25%) of the new offerings had to be cancelled due to low enrollment.

Particularly exciting, was the continued exploration into the growingly popular areas of gardening, cooking and "do-it yourself" programs such as bicycle maintenance. We have also worked to expand our portfolio of art and dance related programs in order to satisfy a communicated desire from the community.

Another new endeavor this year has been the offering of Pro D Day camps. The Centre partnered with the University of Victoria's Science Venture program to offer a full day website design program for ages 8 – 13. These sessions were incredibly popular and we plan to continue to develop Pro D Day sessions.

#### *New Sessions for Adults:*

1. Cycling Workshops
2. Fitness Flow Fusion
3. Fitness Fusion with Flair
4. Hip-Hop Dance
5. Latin Dance
6. Balcony and Container Gardening
7. Preparing Your Gardens for Winter
8. Ikebana Japanese Flower Arranging
9. Storytelling Through Mythmaking
10. Cooking with Local Ingredients
11. Lebanese Vegetarian Cuisine
12. Nepalese Vegetarian Cuisine
13. Thai Vegetarian
14. Cooking – Recipes for Busy Moms & Dads
15. The Joy of Drawing
16. Digital Photography Levels 1 & 2
17. Cantemos Juntos

#### *New Session for Kids:*

1. Comics & Cartooning
2. Science Venture Pro-D Day Camp
3. Art Explorers Camp
4. Nature Adventures: Ages 8-12
5. Nature Adventures: Ages 13-15

### **7. Program Enrollment Comparisons**

#### **FALL ATTENDANCE**

##### **September - December 2007**

	number of youth	number of programs	number of youth	number of programs	number of youth	number of programs	number of adults	number of programs	number of participants	number of programs
	PRESCHOOL		CHILD		TEEN		ADULT		TOTAL	
Registered Programs	104	5	240	19	0	0	315	15	659	39
Drop-in Programs	348	1	128	1	0	0	578	4	1054	6
									1713	45

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### September - December 2008

	number of youth	number of programs	number of youth	number of programs	number of youth	number of programs	number of adults	number of programs	number of participants	number of programs
	PRESCHOOL		CHILD		TEEN		ADULT		TOTAL	
Registered Programs	91	6	173	15	0	0	297	20	561	41
Drop-in Programs	454	1	0	0	0	0	636	3	1090	4
									1651	45

### WINTER ATTENDANCE

#### January - April 2008

	number of youth	number of programs	number of youth	number of programs	number of youth	number of programs	number of adults	number of programs	number of participants	number of programs
	PRESCHOOL		CHILD		TEEN		ADULT		TOTAL	
Registered Programs	136	7	266	16	0	0	358	17	760	40
Drop-in Programs	314	1	202	1	0	0	674	4	1190	6
									1950	46

#### January - April 2009

	number of youth	number of programs	number of youth	number of programs	number of youth	number of programs	number of adults	number of programs	number of participants	number of programs
	PRESCHOOL		CHILD		TEEN		ADULT		TOTAL	
Registered Programs	210	5	216	18	0	0	269	15	695	38
Drop-in Programs	0	0	0	0	0	0	659	3	1302	4
									1997	41

## James Bay Community School Society

### SPRING/SUMMER ATTENDANCE

<b>May - August 2008</b>										
	number of youth	number of programs	number of youth	number of programs	number of youth	number of programs	number of adults	number of programs	number of participants	number of programs
	PRESCHOOL		CHILD		TEEN		ADULT		TOTAL	
Registered Programs	18	2	168	16	0	0	24	2	210	20
Drop-in Programs	103	1	60	1	0	0	192	3	355	5
									565	25

<b>May - August 2009</b>										
	number of youth	number of programs	number of youth	number of programs	number of youth	number of programs	number of adults	number of programs	number of participants	number of programs
	PRESCHOOL		CHILD		TEEN		ADULT		TOTAL	
Registered Programs	16	2	174	16	1	1	38	4	228	23
Drop-in Programs	181	1	0	0	0	0	419	3	600	4
									828	26

### ANNUAL TOTALS ATTENDANCE

<b>September 2008 - August 2009</b>										
	number of youth	number of programs	number of youth	number of programs	number of youth	number of programs	number of adults	number of programs	number of participants	number of programs
	PRESCHOOL		CHILD		TEEN		ADULT		TOTAL	
Registered Programs	258	14	674	51	0	0	697	34	1629	99
Drop-in Programs	765	3	390	3	0	0	1444	11	2599	17
									4228	116

<b>September 2008 - August 2009</b>										
	number of youth	number of programs	number of youth	number of programs	number of youth	number of programs	number of adults	number of programs	number of participants	number of programs
	PRESCHOOL		CHILD		TEEN		ADULT		TOTAL	
Registered Programs	317	13	563	49	13	1	604	39	1497	102
Drop-in Programs	1278	3	0	0	0	0	1714	9	2168	10
									4476	113

## 8. Facility Operations

- Many alterations were made to improve the resourcefulness, character and attractiveness of the Centre Lobby. These improvements include:

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- Lobby Gallery – space been designated for community artists to display their work. Artists can apply through the Centre. Selected artists will have their work displayed over a two month period.
- Archive Photos – A variety of historical James Bay Photos have been purchase from the Victoria Archives. These photos are presented in display outside of Jesse’s Place.
- In March of 2009, the aging carpets were replaced with marmoleum flooring.
- In the spring we completed renovations to the Centre Office. The renovations were intended to open up and un-clutter the space while providing more work space for those who use the office on a part-time basis.
- The Community Centre garden boxes continue to be maintained by childcare students and staff. We are also continuing to partner with LifeCycles to run gardening workshops with the childcare students.
- Our passenger van met all safety inspections for the 2008-09 year.
- School district #61 completed an upgrade on the exterior of the school which included the painting of the entire building, siding replacement and replacement and repairs to some of the schools windows.

### ***Rentals***

- After a one-year hiatus, the Community Centre is once again renting space for summer language schools. This year’s renter was Sprott Shaw Community College.
- Significant rentals included the Canadian Boarder Crossing Guards, Wado Canada, Pacific Opera, Victoria Volleyball, Pacific Sport, Sprott Shaw Community College, the James Bay Market Society and the James Bay Art Walk.

### **9. Goals for 2008/2009**

- **Recession-Proof**  
Prepare for potential recession impacts by developing more programs of the “do it yourself variety.” Such program categories cooking include: gardening, sewing, basic home repairs and cooking.
- **Program Subsidies**  
Better promote program subsidy programs such as L.I.F.E., while exploring new options for decreasing economic barriers to program participation.
- **Sustainability Plan**  
Develop programs that compliment the Community School’s waste reduction sustainability plan. Such programs would educate the community on ways to reduce waste and reuse old materials.
- **Community Partnerships**  
Continue to develop relationships with other neighbourhood community centres and seek opportunities for collaboration.
- **Instructor Development**  
Monitor and encourage instructors to ensure programs of the highest quality.

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## Child Care Darcy Topinka

### 1. Licensed Child care

#### ***Out of School Care - OSC***

The licensed childcare program is in its sixteenth year of operation and provides quality affordable care for children five to twelve years of age. The licensing capacity is 73 children with service provided in three programs. Service is intended primarily for students attending the James Bay Community School, we do accommodate children from other neighborhoods and schools during extended school closure periods.

#### **Average # of children registered for the school year**

Wonderclub	11 kindergarten grade 1 (9)	25 maximum
Bluezone	20	25 maximum
Kidzone	21	23 maximum

OSC enrollment was maintained throughout the year at 83%, with very little in the way of advertising or marketing required. Spring break and winter holiday periods allowed for children from South Park and other schools in the district to enroll for this period only. On average 60 % of our families required after school care and 40 % require before and after school care. There was an overall decrease in OSC registration in Sept to June school year, in addition to a lower summer camp enrollment this would account for a reduction in revenue from subsidy and parent fees. The target for occupancy is to maintain an 80% occupancy.

#### ***Childcare Subsidy***

Forty five per cent of our families qualified for child care subsidy. Issues around subsidy application do arise from time to time. Parents are encouraged to apply for subsidy early and in a timely fashion. In some cases child care subsidy application is initiated after the parent seeks and finds care. In these situations the Society is always at risk of not recovering fees. If care is given in the period leading up to the time their claim is processed, and granted; and should the parent be unsuccessful the society is at risk in losing revenue. The process for application can take up to a month in duration. Parents are encouraged to give a deposit or make small weekly payments while the subsidy claim is being reviewed by the Ministry of Children and Families.

#### ***Personnel***

- Staffing remained at its current level. Morning care requires three staff; afternoon care requires seven staff to accommodate all three programs. Additional staff are brought in on Pro D days and on Wed early outs to accommodate the programs out trip schedule. The out of school care program ran smoothly with ten to twelve staff members on the payroll. To adequately accommodate sick time and holiday time it is ideal to have between twelve to fifteen employees. Staff retention has been very good, our competitive salary ranges, physical location, proximity to bus routes makes us one of the more desirable childcare facilities to seek employment.
- Services Canada funding was allotted for two positions this year, staff outside the organization assumed these positions; we also tied in Coop placements with this funding source.
- The Centre and child care program also welcomed four University of Victoria Exercise Science Physical and Health education student for a combination of one or more work term coop experiences.
- The Centre also welcomed three rotations of UVIC Nursing students who were doing their Community Health rotation here at James Bay School.
- We have continued to encourage staff to work in various program areas of the community centre, in an effort to retain staff for longer periods of time, and minimizing turn over.

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- Anna Fuszara Flower resigned from her position as Team Leader in KZ.

### 2008/09 Out-Trip Destinations

- **Witty's Lagoon** (Nature house showcased various marine species)
- **Ross Bay Cemetery** (James Bay staff gave children a tour with history about various people)
- **Swan Lake** (Nature house gave a guided tour)
- **Pacific NW Raptors** (Guided tour and show of local birds)
- **Victoria Butterfly Gardens** (Guided tour)
- **Marigold Nursery** (Guided tour)
- **James Bay New Horizons** (seniors and student play games together)
- **Carnarvon Park** (water park)
- **Beacon Hill Spray Park**
- **China Beach** (two hour drive to a park on the west coast of the Island)
- **Crystal Pool**
- **YMCA**
- **Uvic Outdoor Pool**
- **China Town Tour** ( James Bay staff gave children a tour with history about various people)
- **Emily Carr House** (Tour and history of famous local artist)
- **Mattick's Farm** (mini golf)
- **Beaver Lake**
- **Dragon Boat Festival** (students watched the races)
- **Tumble Weeds Theatre** (performance by local adolescent theatre group)
- **Sea Parcs Leisure Complex**
- **Villages Pizza** (children made their own pizza)
- **Fisherman's Wharf** (fishing and feeding the seals)
- **East Sooke Regional Park** (two hour drive to large rural park where students went on a hike)
- **Pacific Undersea Gardens**
- **Falcon Gymnastics**
- **Fort Rodd Hill**
- **Gayle Farms**
- **Art Gallery of Greater Victoria**
- **Esquimalt Recreation Centre**
- **Shaw Ocean Discovery Centre (Sydney)**
- **Science Venture**
- **Life cycles**

### *Summer Camps*

- Summer attendance when compared with the previous year showed a decrease of 14%. The number of children staying in care from June into the summer was down about 45% of our families remained in care over the summer months. The remaining children are returning for summer care from other parts of the city. South Park School does not offer a summer program, therefore our summer camps draw from this student base.

### Summer 2009 – Weekly Attendance Summary

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	July 6-10	July 13-17	July 20-24	July 27-31	Aug 3-7	Aug 10-14	Aug 17-21	Aug 24-28	Aug 31-Sept 4		
<b>Wonderclub</b>	15	13	15	15	15	18	17	20	22		
<b>Blue zone</b>	21	25	20	22	21	22	15	15	18		
<b>Kidzone</b>	17	17	17	18	21	20	19	20	22		
<b>Weekly totals:</b>	53/73	55/73	52/73	55/73	57/73	60/73	51/73	55/73	62/73		

**The average occupancy rate for the summer program was 75%**

### Summer 2008 – Weekly Attendance Summary

Centre	July 2-4	July 7-11	July 14-18	July 21-25	July 28-Aug 1	Aug 5-8	Aug 11-15	Aug 18-22	Aug 25-29
<b>Wonderclub</b>	18	21	20	21	21	18	17	16	19
<b>Bluezone</b>	24	25	25	25	25	22	24	25	25
<b>Kidzone</b>	22	23	23	23	21	20	22	22	22
<b>Weekly Totals:</b>	64/73	69/73	68/73	69/73	67/73	60/73	63/73	63/73	66/73

**The average occupancy rate for the summer program was 89%**

#### ***OSC operations***

- Child Care Operating Funding Program- funding levels have remained the same.
- Letters of appreciation were received from various parents whose children left the program, thanking the staff for their commitment to their child during their enrollment in the OSC program.
- Children in program continued to assume responsibility as the stewards of our two small gardens taking on various roles.
- Kidzone (free standing portable) had repairs done by SD#61 which included: exterior work on siding, doors, roof and exterior painting. Interior painting did not occur as we had planned.
- Hiroko assumed the role of Program assistant, she managed OSC subsidy, ledgers, scheduling and played a more significant role in managing the OSC staff.

#### ***Professional Development***

- Staff attended one in-service session, where they assisted with programming, contributed to improvements of operations.
- All staff is encouraged to participate in at least one professional development work shop a year.
- All summer staff attended a pre summer two day work shop and team building opportunity.

#### ***Preschool***

- Preschool runs from September to June. Children attend from 9:15-11:45 am. Tuesday and Thursday mornings is designed for children 3-4 years of age and Monday Wednesday Friday included children 4-5 years of age.

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### **Preschool fees:**

Mon/Wed/Fri	\$130.00 per month
Tue/Thrs	\$90.00 per month

- Throughout the year, Tue/Thur program averaged 16 children whereas the M/W/F/ program averaged 16 children. One of our long term goals for the centre and school is to see children progressing from Strong start to Pre-School and then on to registering in our kindergarten. The registration has accounted for an operating surplus this year rather than an operating deficit from the previous year.
- New educational supplies and equipment were purchased for the program.
- The preschool takes pride in its open and friendly atmosphere; new families to Victoria find it welcoming and a great place to introduce their child to an early learning experience.
- 11/21 of children registered in kindergarten were made up of children from our Pre-School.

### ***Fundraising and Grants***

- Services Canada grant awarded funds for two summer positions.

### **Goals and Recommendations:**

- Plan and implement more visits from guests who bring skills to share with the children.
- Continue to be a leader in recycling, setting an example for the James Bay Community and other schools in the district.
- Continue partnerships with U Vic Department of Nursing, Child and Youth Care, and Camosun's Early Childhood Education programs.
- Continue to develop protocol and procedures that will minimize the risk of writing off bad debt.
- Work with School Base Team, to identify any behavioral problems children might be having and direct children and parents to the appropriate agencies.
- Develop a working relationship with our Youth and Family counselor by assisting her in identifying families and children who might be at risk, or in need of special services.
- Monitor spending, because of uncertain enrollment potential brought on by uncertain economic times. Limit out trips if necessary, due to potential lack of gaming grant.
- Closely monitor childcare drop out rates in an effort to identify any re-occurring themes.
- Continue to train new staff in accepted best practices policy.
- Investigate Minor Capital Funding for Emergency Repair, Replacement and Relocation Equipment grant from Ministry of Children and Families.

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<b>Service Activity</b>	<b>Target Group</b>	<b>Need Served</b>	<b>Funding</b>
Before and After School Childcare. Full care for summer, and school breaks	School aged children 5 to 12 years	Childcare for children of working parents. 73 positions in a licensed program.	Parent Fees, MCFD subsidy, Child Care Operating Funding, BC Gaming Access Grant
Licensed Pre-school Program	Children aged 3 and 4 5 Days a week	Educational & social skills development 40 positions	Parent Fees, Child Care Operating Funding, MCFD subsidy, BC Gaming Access Grant
Youth Recreation: Drop-in, Getaways, After school sports, preschool, dance, arts, sports, kinder gym,	Children 2 -12	Sports, arts, leisure activities.	City of Victoria, United Way Grant, Registration fees, Fundraising, Society Subsidy BC Gaming Access Grant Thrifty Smile Card funds
Adult Programs: Leisure and recreation, health, fitness, personal development, parenting skills	Adults Based on community demand	Social interaction, fitness and health promotion, general interest education, lifelong learning	Registration fees  City of Victoria grant  BC Gaming Access Grant
Community Meal Program Community Dinners Seniors Meals Community Café Lunch Program Contract Meals Special Events	All community residents but especially children and seniors. Seniors Dinner every Tuesday and Thursday	Low cost nutritious meals with hot meal lunch program Mon - Fri Seniors congregate meal program: social interaction, nutrition, volunteering	Meal sales, Vancouver Island Health Authority meal program grant, Fees for school meal program, BC Gaming Access Grant
Community Information and Referral and Community Service Support	All community residents	Centre Reception provides community information. Dog license sales. Mail pickup for neighbourhood organizations	
Public Access Computers	All community residents	Internet access	BC Gaming Access Grant
Special Events Family Events Community Celebrations Public Forums	People of all ages	Family interaction Intergenerational activities Access to information Community building	Community School Society fundraising  Grants
Facility Rental	Community residents Associations Clubs	Local meeting space for non- profit organizations, receptions, workshops	Rental fees
Volunteer Opportunities	Youth, parents, adults, seniors, Community Living participants	Training, community service, social interaction	
Community Partnerships in support of school and/or community centre	Local agencies and organizations and individuals	Interagency cooperation, collaboration and communication	School District 61, City of Victoria, Service Canada Summer Grant, South Harbour Donations
Board of Directors	Community residents, parents, staff,	Management of the Community Education Program and Community Centre Programs & Services	