



**APPLICATION FORM FOR PERMISSIVE
EXEMPTION FROM PROPERTY
TAXATION FOR 2021-2023**

(Section 224 of the Community Charter)

1. IDENTIFICATION OF APPLICANT:

Organization name: Island Community Mental Health dba McCauley Lodge

Are you registered under the *Societies Act*? Yes ☒ No ☐

Are you a registered charity? Yes ☒ No ☐

Mailing Address: 125 Skinner Street, Victoria BC V9A 6X4

Contact Person: Angela Treverton Email Address: angela.treverton@icmha.ca

Telephone Number: 250-389-1211 Fax Number: 250-389-1263

Preferred method of application reminder: Email ☒ Mail ☐

2. PROPERTY (complete a separate form for each property)

Folio Number: PID 028-944-402 Address: 1037 Lyall Street

Legal Description: Lot A, Plan EPP24652, Esquimalt Land District

Registered Owner (if different than above): _____

3. ABOUT YOUR ORGANIZATION: Please include (i) a brief description of the goals, objectives and mandate of the organization, (ii) your administrative, volunteer and Board structures and (iii) your days and hours of operation. Please attach additional documentation if necessary.

Mission: To help individuals experiencing mental health challenges by promoting individual recovery through evidence-based programs, housing, community partnerships, and client and family involvement.

Vision: To be a leader in the delivery of psychosocial rehabilitation services, helping individuals experiencing mental health and substance use issues achieve personal recovery in an inclusive society.

Our administrative structure is comprised of an Executive Director, Directors of Finance and programs, HR, Housing and Licensed Care, as well as 3 support staff. Our board of directors has 7 volunteer members that are all professionals with a particular interest in Mental Health for various reasons. Our office and day program hours are from Monday to Friday 8:30 - 4:30 and our licensed care facilities run 24 hours per day 7 days per week.



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4. **PRINCIPAL USE OF THIS PROPERTY:** Please provide a brief description of the principal use of the property and how this use benefits the community.

1037 Lyall Street is one of our 24 hour Licensed Residential facilities. It is funded by Island Health Mental Health and Substance Use and governed by the Community Care and Assisted Living Act under the Residential Care Regulations. All of the residents are over the age of 35 and live at McCauley Lodge with the goal of gaining life skills and eventually moving out into the community independently. For some moving out will never be a possibility but our staff continue to work with them with that goal in mind. We employ an RN, 2 LPN's and multiple Mental Health Workers who have been trained in Goal Setting to assist the clients on a daily basis. The residents of this building have been welcomed into the community and both the residents and staff frequent local shops and parks on a regular basis.

Our Annual Report is attached for more information about our organization and the wonderful things we are doing.

5. **PUBLIC ACCESS:** Please describe how your organization's services are available to the public. Is access to your organization's services limited in any way?

Services to our organization come in the form of referrals through Island Health. There are certain criteria that must be met before a referral will be accepted through Island Health and us. The only limitations are that someone must be suffering from persistent mental illness and require services to begin achieving personal goals. Someone being referred must not be an active user of any illicit drugs.

6. **USAGE STATISTICS:** What percentage of your total client/member base are Esquimalt residents?

McCauley Lodge has 30 beds who are all residents. They are a small portion of our full client base because we have services all over the CRD.

7. **COMMERCIAL ACTIVITY:** Please provide a brief description of any commercial activities that your organization conducts on this property.

None



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8. **FUNDING:** Please provide details about any fees that are charged for your services. Please outline the attempts made to secure funding from other sources and provide details about funding that has been secured, including from other municipalities or levels of government?

Residents pay \$45.00 per day for their room and board. The rest of the funding comes from Island Health and in the form of our Property Tax Exemption.

9. **LEASED SPACE:** Please attach any and all lease agreements for any portion of the identified property that your organization rents or leases to another organization or individual.

10. **PUBLIC ACKNOWLEDGEMENT:** All recipients of Township of Esquimalt permissive tax exemptions are required to publicly acknowledge the exemption. How does your organization plan on publicly acknowledging the exemption?


We have it posted on our Website and we put it in our Annual Report.

11. **FINANCIAL STATEMENTS:** Attach your most recent financial statements.

12. **DECLARATION:**

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. Should a permissive tax exemption be granted on the above listed property, I agree to the following terms:

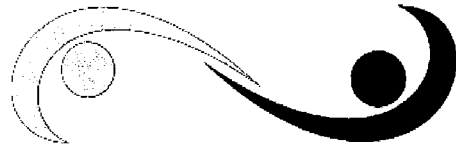
- If the property is sold prior to the exemption expiration or if the conditions of the exemption are breached, the organization will remit to the Township an amount equal to the taxes that would have otherwise been payable by a non-exempt owner.
- The property use will be in compliance with all applicable municipal policies and bylaws.
- The organization will publicly acknowledge the permissive tax exemption granted by the Township.


Signature

Angela Treverton
Name (please print)

Director of Finance
Position

July 29 2020
Date



**ISLAND COMMUNITY
MENTAL HEALTH**





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Mission Statement

To help individuals experiencing mental health challenges by promoting individual recovery through evidence-based programs, housing, community partnerships, and client and family involvement.

Vision Statement

To be a leader in the delivery of psychosocial rehabilitation services, helping individuals experiencing mental health and substance use issues achieve personal recovery in an inclusive society.

Our Values

Hopeful – Respectful – Collaborative – Accountable



Executive Director and Presidents' Message

On behalf of the Board of Directors and the Leadership team, we are pleased to report that 2019-2020 has been another exciting and successful year at Island Community Mental Health. We have continued to be presented with challenges and opportunities that further enhance our program development and delivery and ended the year in a very strong position both from a programming and financial perspective.

It has been an eventful year with our ongoing initiative to further embed psychosocial recovery principles into program development and delivery. We have continued to educate staff in all programs with best practices and new therapies and have strongly encouraged collaboration between programs. This approach has been of great benefit to our clients and staff as we all work together to create positive outcomes.

The landscape changed dramatically when COVID-19 was declared a pandemic but our staff quickly rose to the challenge of finding new and innovative ways to maintain communication with our clients and to deliver quality programming. We will continue to build on the techniques we have learned to ensure our clients get the best care that we can deliver, and at the same time ensure that the mental and physical health and safety of all those involved remains in focus.

The Nigel Valley Development also continues to evolve. This year has seen challenges and delays around approvals and design but all of the partners remain steadfast in their commitment to make the project a success. We will face new challenges in the coming years with assisting our tenants and clients through the realities of the on-site activity. However, our Housing Recovery Coaches will assist them through their personal struggles and help them to continue on a path to achieving their goals.

Our current and future success is only possible as a result of the commitment of all of our dedicated staff. We would like to thank each and every one of them for going above and beyond and we look forward to what the next year will bring.

Angela Treverton
Acting Executive Director

Robert Clark
President



Our Team

Serving over 1000 clients each year requires a skilled and dedicated team. These individuals bring a wide variety of experience and education to Island Community Mental Health, and while they differ in their backgrounds, they all share a dedication to improving the quality of life for those experiencing mental illness. ICMH has a staff complement of 88 individuals who provide direct service, support, and administration for all our programs.

Our Board

Robert Clark – President

Tony Rushworth – Vice President

Gary Leibel – Treasurer

Nima Rohani – Secretary

Patricia Summers – Past President

Eileen Goudy – Member at Large

Timothy Schauerte – Member at Large

Our Administrative Team

Kim Duffus – Executive Director

Angela Treverton – Acting Executive Director and Director of Finance & Administration

Amanda Jones – Director of Human Resources

Paula Furtado – Director of Housing

Candice Peterson – Director of Licensed Care

Adam Brooker – Bookkeeper

Benjamin Meek – Human Resource Administrator

Caitlin Croft – Administrative Assistant



Director of Housing

The Housing Department consists of 3 main areas:

- Operations & Maintenance
- Housing Support
- Planning & Development

ICMHs Housing Department continued to go through changes in the 2019-2020 year. With Lee Melynk, the previous Director of Housing, Planning and Development moving in another direction for her career, Grant Enns (Facilities Manager) and I filled in the gaps. I was honored to be offered the position of Director of Housing in April 2020.

In the last year we were also faced with a lot of movement within our buildings due to tenants moving on to other cities, purchasing their first home, passing away, being over housed in their unit, and the list goes on. This gave us an opportunity to update some units that hadn't been done in some time, 15 years in one of the units at Edith Gunning Court.

One of our success stories this year happened when a client, after transferring from Greenridge Place and being in the program for just 1 ½ years, was deemed ready to graduate. He moved out of town to be closer to his family, found a job, and is now living independently. This is a goal for all our clients and it is nice to see evidence that our program makes a positive difference in people's lives.

We ended our fiscal year with the COVID-19 pandemic. Our coaches were faced with finding different ways to continue to communicate with their clients during this difficult time. Through phone calls, texts, emails, and Facetime we were able to keep the connection with the clients, which they appreciated. I often joke that when we get back to normal, whatever that will mean going forward, I believe the clients will miss their weekly calls.

Although COVID-19 has changed everyone's lives, I believe it made everyone take time to reflect on what is important. I look forward to seeing how ICMH can continue to make a difference and be proud of what we do.

Paula Furtado
Director of Housing

Director of Human Resources

Human Resources has had an exciting year at Island Community Mental Health. In June 2019 we expanded our department adding a full-time Human Resource Administrator. With this new role, HR has been able to focus on a number of major areas - enhancing our Recruitment, Selection, and Orientation through consistent, objective and transparent processes; developing an effective Attendance Management Program to manage and support employee's absences; creating an in-house curriculum that provides additional Training & Development to ICMH Licensed Care employees; streamlining our Scheduling Operations of unionized staff with introducing a new software product that helps ICMH manage Overtime and Labour Costs; while continuing to administer all other areas of HR within a unionized workplace and considering organizational policies and procedures, the collective agreement, current legislation, and case law.

RECRUITMENT		RETENTION	
Current Vacancy: Positions being actively recruited at the end of the reporting period for all departments		Turnover: Employees who left the organization, either voluntarily or involuntarily ***Employer modified the employment status of non-working employees	
Internal Hires (All Departments):		90 Day Turnover Rate: The number of new employees leaving the organization within 90 days of starting their employment.	
External Hires (All Departments):	39	First Year Resignation: The number of new employees leaving the organization within the first year of starting their employment.	7

TRAINING & DEVELOPMENT (Licensed Care)	
Training & Development Hours	1419
Training & Development Hours per FTE	77.88

HOURS OF WORK: ATTENDANCE MANAGEMENT AND OVERTIME COSTS

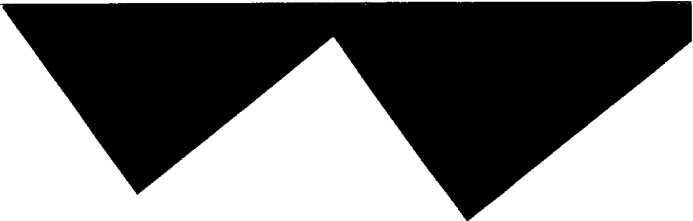
Total Hours: Number of working hours performed by regular employees in all departments	22,170	
Absenteeism Hours: Sick and Special Leave hours taken by employees in all departments	3735.67	Absenteeism Hours Percentage (all departments) = 3.94%
Absenteeism Hours: Sick and Special Leave hours taken by employees in Licensed Care	1825	
Absenteeism Hours: Sick and Special Leave hours taken by employees in Administration, Grow, Networks, Bridge & Seniors, and Housing departments	2051.27	Absenteeism Hours Percentage (Administration, Grow, Networks, Bridge & Seniors, and Housing departments) = 2.16%
Overtime Hours: Hours worked by employees in Licensed Care	1244	1.0%

LABOUR RELATIONS

Union Percentage: Percentage of employees belonging to a Union	57%
HEU: Mental Health Workers, Activity Workers, Cooks, Laundry Cleaners, Recovery Coaches, Employment and Education Coaches, Maintenance Workers ***members can belong to multiple unions	57
BCGEU: Mental Health Workers ***members can belong to multiple unions	27
BCNU: Licensed Practical Nurses	7

WORKFORCE

Active Employees	28
Percentage of Regular Employees (also enrolled in our Benefit Plan)	63.10%
Percentage of Casual Employees	36.90%



YEARS OF SERVICE ***All departments	
0-5	
6-10	14
11-15	
16-20	2
21-25	
26-30	2
31+	

Labour Adjustment Planning

One major area of change this past year was in February 2020 when ICMH introduced a new model of care in Licensed Care. This new model was developed using a Psychosocial Recovery Model. This change took effect in June of 2020 and affected operations in such a way that would allow staff to provide recovery oriented practice through evidenced-based programs. To meet client care needs ICMH shifted away from a Mental Health Worker 1 (MHW1) model to a Mental Health Worker 2 (MHW2) model.

Due to the nature of the shift, notice of Section 54 of the Labour Relations Code was sent to our affiliated unions in 2019/2020, prompting without prejudice and without precedent Section 54 Labour Adjustment Planning discussions. In the end, the parties agreed to move to eliminate MHW1 positions and create MHW2 positions in a manner that provided the least disruption to existing employees in their current role of MHW1s.

Through this transition, ICMH provided casual employees an opportunity to secure employment by creating an additional 5.79 FTEs. Moreover, during the planning period, ICMH offered, employer-paid, in-house training to those employees being impacted by this change and enable them to transition to MHW2s.

We are excited to monitor the outcomes of this change in 2020/2021, developing learning plans along the way, while continuing to enrich the quality of life for our clients with this new model of care.

Occupational Health & Safety

During unprecedented times of COVID-19, ICMH continues to demonstrate a commitment to developing initiatives that promote safe and healthy work environments for both staff and clients. The ongoing events of COVID-19 are monitored regularly and ICMH heavily relies on relevant information, recommendations and directions of the BC Provincial Health Officer, BC Centre for Disease Control (BCCDC) and Island Health, while administering the collective agreements to ensure the utmost safety of our staff.

Amanda Jones
Director of Human Resources





Director of Finance

Financial support for a non-profit/charitable organization comes in many forms. Whether the support is monetary, time, or items, they are all necessary in running an agency of this size. We would like to acknowledge all those who have contributed to our organization and have made it a great support for participants and staff.

This year we started improvements at two of our Licensed Care facilities, Greenridge Place and Eagle Rock Heights. With the hard work of YYJ Contracting we were able to make necessary changes to the sites to increase the quality of our buildings, and in turn, the quality of living for the residents. The esthetic work is not yet complete but we can see our vision turning into a reality.

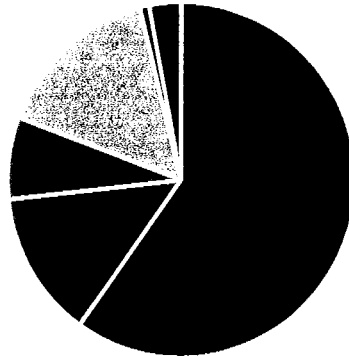
We also had monetary donations that were put to good use. For the third year in a row \$1000 was donated from the Times Colonist Literacy Fund to the Joan Dumka Bursary Fund. Because of this, and other donations, we were able to award \$2700 in bursaries to 18 clients to aid in their continued education. We also received almost \$5,000 in the form of smaller donations from various individuals. We would like to thank each and every one of them for taking the time to consider us in their generosity. Again this year continued support came through the District of Saanich, City of Victoria, and Township of Esquimalt in the form of property tax exemptions. These exemptions allow us to put more money into client care.

At the end of the fiscal year an external audit was performed by Grant Thornton LLP. It was a success with no material misstatements noted. Thank you to everyone for your continued dedication in ensuring our agency can keep doing what it does best.

Angela Treverton
Director of Finance & Administration

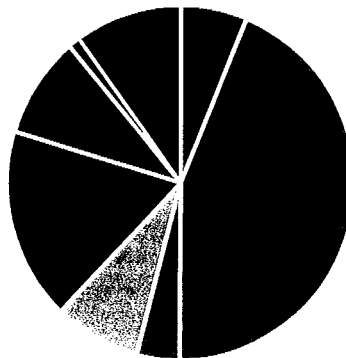


Revenue by Funding Source



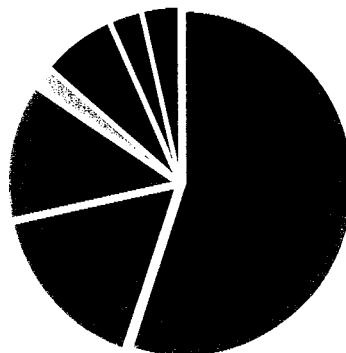
- Island Health
- BC Housing
- Room & Board
- Tenant Rent
- Victoria Foundation
- Other

Expenses by Program



- Education & Employment
- Residential Licensed Care
- Housing Support
- Day Programs
- Supported Housing
- Other Housing
- Special Projects
- Administration

Expenses by Category



- Salaries & Benefits
- Property Costs
- Rent on behalf of Tenants
- Restricted Fund Expenses
- Amortization
- Program Expenses
- Other



Program Reports

Grow >> Meaning, Purpose, Independence...

Grow is a Psychosocial Recovery service designed to support individuals to thrive in communities where they live, work, volunteer and go to school. Group based programming and 1:1 coaching is designed to help individuals develop skills and access resources needed to increase their capacity to be successful and satisfied in the community.

Transition, Growth, and Collaboration

This past year has been one of endings and new beginnings. Long term staff have moved on to new challenges and stages of life; while leadership and current staff have breathed fresh life and ideas into a well-renowned, decade's old program. Ensuring a common vision, bringing on enthusiasts, out-going staff and training them well have been major focuses.

Communicating to participants that success in Grow eventually means no longer needing Grow has been a delicate and gentle message to be shared. The message of instilling meaning, purpose and eventual independence within the community at large is one more aligned with our organizational values, PSR domains, and contractual agreements with our partners. For the participants it means empowering them to reach their goals and increasing their overall quality of life.

In order to better serve our participants our major focus has been deepening our pre-existing relationships and exploring new relationships with the abundant community resources in the Victoria area. To this end, we now have a more clear understanding of how Grow can help individuals and more quickly identify community partners who can act as auxiliary, on-going, or future supports.

Collaboration between ICMH Programs

Our training opportunities with Motivational Interviewing, Dialectic Behavioral Therapy, and Cognitive Behavioral Therapy saw participation from Housing, Licensed Care, Bridge/Seniors, Networks and Grow staff. As well, 8 separate Lunch n' Learn sessions were hosted by the Grow team to encourage training between programs and to strengthen community partnerships.

Grow and Networks also paid special attention in providing unique programming to our young adult residents at Greenridge Place and Eagle Rock Heights. These collaborations created more inter-dependency between all programs and lead to a dramatic increase in ICMH program referrals to Grow.

Enhancing and Creating Community Partnerships

In an effort to help “bridge the gap” towards community integration for our Grow participants Community Partnerships have been continued, improved, and newly created.

This year marks the 5th year Grow has collaborated with Power To Be as well as the 5th year we have teamed up with the Island Health’s Mental Wellness Day Program in the Rec Connect initiative. Volunteer Victoria and Camosun College’s on-site high school upgrading programs also stand out as long-term partnerships which continue to empower our participants.

New Partnerships include building relationships with the newly opened Connections Place International Clubhouse. Connections Place has become a “new home” for many of our longest serving Grow participants.

ICMHs collaboration with 7 other community organizations (Canadian Mental Health Association, B.C. Division; Connections Place; Cool Aid Society REES Program, Family Voices for Mental Wellness; Island Health, Mental Health and Substance Use; Mental Health Recovery Partners and the Umbrella Society) over the past 6 years with the Social Gathering Place is nearly coming to fruition as well. A site has been chosen and many Grow participants have signed up to be part of a committee of persons with lived experience (PWLE).

Newly Established Groups

Assertiveness, Boundaries & Compassionate Communication (A,B,C’s of Communication)
Due to restructuring of their organization, this year marked the ending of a long standing group offered by Dialogue & Resolution Services called Communicating Through Conflict. In response Grow created its own communications training course which resulted in great attendance and learning.

Board Game Café – An exciting extension to our long held and well attended Brain Teasers group. Grow has taken participants to this new, exciting local business to play games in the community.

Pottery- This group has been one of the biggest surprises of the year and has quickly become sought after. The transformational process of creating a physical piece of art has brought many participants tears of healing and of joy. The wrap-up of the group helps to “bridge the gap” by taking place at Saanich Recreation’s Art Studio. Many exciting possibilities are being created in this new community partnership with Saanich Rec.

James Kerr
Program Manager



NetWorks >> Supported Education & Employment

Our evidence-based Supported Education & Employment program is an Individual Placement and Support Model (IPS). Supportive education services assist clients to achieve their desired educational goals within integrated college and university environments. Supportive employment services assist clients to find and maintain competitive jobs within integrated work environments.

Meaningful Statistics, Strong Leadership, well-trained Veteran Staff

A major focus in 2019/2020 was to make our statistics more meaningful. Not only to our Federal and Provincial stakeholders but our Networks Coaches and participants as well. I am pleased to say we have achieved these goals thanks to lots of help from in-house Excel whiz Adam Booker. Thanks Adam!

In 2019 I took over as Program Manager for both the Grow and Networks programs. Also, in early 2020 Andrew Fryer was promoted to Networks Team Lead.

Due to positive staff retention — all staff having between 1+ to 4.5+ year experience at ICMH — we are able to introduce higher levels of training to better and more deeply serve our participants. This year staff completed training in: Motivational Interviewing Training (3 days), Dialectical Behavior Therapy, and Cognitive Behavioral Training. These therapy modalities serve as the gold-standard for Psycho-Social Rehabilitation.

Networks Employment

This year Networks Employment team received 135 referrals of which 102 became clients.

Our Employment coaches (3) assisted these participants towards over 250 job applications, 165 interviews, culminating in our 98 job starts!

We have also intentionally strengthened our relationships with funders, referral sources, family members, community agencies and employers.

Networks Education

This year Networks Education team received 109 referrals of which 95 became clients.

Our Education coaches (2) assisted these clients in registering for 109 courses and accessing approximately \$98,000 in educational grants and bursaries.

Robust collaborations continue with University of Victoria, Camosun College and Q College. Our in-house Camosun high-school upgrading program continue to be filled to capacity in the September and January semesters.

Special attention has been given to Networks Education this year due to the one-of-a-kind services it offers, not only locally and provincially but as it may be the only such program in Canada.

James Kerr
Program Manager



Seniors' Support Network

The Seniors' Support Network (SSN) provides services for adults aged 65+ who experience mental health concerns and live alone or with support in the community. The program focus is to decrease isolation through creating social connections, to encourage peer support, and to promote healthy and active lifestyles.

The SSN consists of two groups which meet every Wednesday morning and afternoon. Both groups continue to be at capacity with a maximum number of 12 participants in each group. There is also a waiting list, which shows the need for programs such as this. The clients in both groups have developed friendships with each other, and are encouraged to call and meet one another in the community throughout the week. In addition to the Wednesday meetings, about half of the clients in the morning group meet for coffee every Saturday morning at Guidos Caffe on their own. Many close bonds have been made among these seniors.

Programming for SSN includes a range of physical, mental, social, and community engagement activities. These include yoga/qi-gong, travel presentations by an archaeologist from UVIC, music bingo, karaoke, community outings, brain games, board games, and peer teaching. The peer teaching has included various art projects taught by clients who are artists and/or teachers. We have also had guest speakers on educational and wellness topics such as CBT techniques and Emotional Freedom Technique.

Melanie Funk
Program Coordinator

*"This is the highlight of my week. I
always feel better after I come here." –
SSN Client*

BRIDGE Centre >> Building Respect, Inspiring Dreams, Gaining Energy

The Bridge Centre is an activity-based program designed for adults living with a mental illness and cognitive challenges. It runs Tuesdays, Thursdays, and Fridays from 9:00am to 2:00pm. The program provides opportunities for the development of social skills, achievement of goals, and engagement in the community.

The clients in the Bridge Centre enjoy a variety of outings each month. They regularly attend music and dance gatherings, where they meet new people, dance, sing, and play instruments. They also continue to volunteer at the Mustard Seed twice a month, where they have the chance to give back to their community. We would like to expand their volunteer experiences and are looking into other programs such as 'Soap for Hope'. We are also planning to become involved with the 'Power to Be' program, which would provide further opportunities for safe outdoor adventures.

The Bridge Centre continues to run at full capacity. Programming includes exercise (walks, dance, and yoga), creative art projects, volunteering, community outings, gardening, karaoke, music bingo, singing, and games of all sorts. Clients are encouraged to suggest new ideas for programming each month.

Melanie Funk
Program Manager



Greenridge Place and Eagle Rock Heights

Greenridge Place and Eagle Rock Heights is a 16 resident licensed care facility assisting young adults with mental illnesses. The program employs a team of 12 staff consisting of mental health workers, a Licensed Practical Nurse, and a Director of Licensed Care. The goal of this program is to assist and encourage residents to develop skills that will enable them to transition and live full, rich lives independently in the community. The quality care provided includes:

- Medication administration
- Healthy meals
- Resident participation in menu planning, meal preparation, and cleanup
- Reminders with Activities of Daily Living skills
- Encouragement to attend programs, school, and seek employment

Currently, at Greenridge Place and Eagle Rock Heights some residents attend ICMH programs, attend school, and carry part-time jobs. We also have residents working with the bridging program in order to find more independent living situations.

Our staff are continually offered education and training including:

- Violence Prevention
- Goal-Setting
- Naloxone Administration
- Foodsafe
- Suicide Prevention and Management
- Medication Administration

As well as being a licensed program, Greenridge Place and Eagle Rock Heights continue their ongoing work in providing best practices in psychosocial rehabilitation programming to better serve the residents.

Candice Peterson
Director of Licensed Care

McCauley Lodge / Bridging

McCauley Lodge is a 30 resident licensed care facility assisting adults with mental health challenges. The lodge employs a 30+ member multidisciplinary team which includes Licensed Practical Nurses, mental health workers, cooking staff, cleaning staff, and a Director of Licensed Care. The quality care provided includes:

- Medication administration
- Healthy meals
- Assistance and reminders with Activities of Daily Living skills
- Wellness groups chosen with resident input
- Tai Chi/Chi Gong, Meditation, SAIL exercises to promote mobility and Falls Prevention workshops, Music Group, daily afternoon activities
- Recreation activities
- Bingo nights
- Movie and game nights
- Ping pong
- Gardening groups
- Arts and crafts

Many lodge residents attend programs offered by ICMH or other organizations in the community. Currently 1/3 of the residents attend programming or receive services from the following community resources:

- BRIDGE Center
- Friends of Music
- PG&T companion service
- Public library

To enhance client care services at McCauley Lodge:

- We have LPN coverage 7 days a week from 0700-1500
- We are continuing staff training including, but not limited to:
 - Violence Prevention
 - Introduction to Psychosocial Rehabilitation
 - Goal-Setting
 - Naloxone Administration
 - Foodsafe
 - Falls Prevention
 - Hand Hygiene
 - ASIST



McCauley Lodge looks forward to continuing to raise the bar toward excellence in resident care.

Candice Peterson
Director of Licensed Care



ISLAND COMMUNITY MENTAL HEALTH

Connect With Us!

250.389.1211

info@icmha.ca

www.icmha.ca

ANNUAL REPORT 2019 - 2020

ISLAND COMMUNITY MENTAL HEALTH ASSOCIATION

Financial Statements

Year Ended March 31, 2020

Island Community Mental Health Association
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Year ended March 31, 2020

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Independent Auditors' Report

Grant Thornton LLP
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1675 Douglas Street
Victoria, BC
V8W 2G5

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To the Members of Island Community Mental Health Association

Opinion

We have audited the financial statements of Island Community Mental Health Association ("the Association"), which comprise the statement of financial position as at March 31, 2020, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Island Community Mental Health Association as at March 31, 2020, and its results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

Report on Other Legal and Regulatory Requirements

As required by the Societies Act of British Columbia, we report that, in our opinion, the accounting principles in the Canadian accounting standards for not-for-profit organizations have been applied on a consistent basis.

Victoria, Canada
June 23, 2020

Grant Thornton LLP

Chartered Professional Accountants

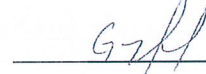
Island Community Mental Health Association
Statement of Financial Position
As at March 31, 2020

	Operating Fund	Replacement Reserve Fund	Capital Fund	Restricted Fund	Total 2020	Total 2019
Assets						
Current:						
Cash and cash equivalents (Note 4)	777,272	-	-	91,838	869,110	80,499
Portfolio investments	-	348,186	-	64,819	413,005	695,051
Receivables	89,833	-	-	-	89,833	93,438
Goods and service tax receivable	59,453	-	-	-	59,453	25,838
Prepays	638	-	-	-	638	-
	<u>927,196</u>	<u>348,186</u>	<u>-</u>	<u>156,657</u>	<u>1,432,039</u>	<u>894,825</u>
Tangible capital assets (Note 5)	-	-	9,637,073	-	9,637,073	9,854,073
	<u>927,196</u>	<u>348,186</u>	<u>9,637,073</u>	<u>156,657</u>	<u>11,069,112</u>	<u>10,748,898</u>
Liabilities						
Current:						
Payables and accruals (Note 4)	613,118	-	-	-	613,118	423,943
Deferred contributions	553,068	-	-	-	553,068	186,625
Current portion of long term debt and demand loan (Note 6)	-	-	381,657	-	381,657	3,859,026
	<u>1,166,186</u>	<u>-</u>	<u>381,657</u>	<u>-</u>	<u>1,547,843</u>	<u>4,469,594</u>
Promissory note (Note 7)	-	-	530,352	-	530,352	411,005
Long term debt (Note 6)	-	-	5,968,993	-	5,968,993	2,682,283
	<u>1,166,186</u>	<u>-</u>	<u>6,881,002</u>	<u>-</u>	<u>8,047,188</u>	<u>7,562,882</u>
Fund Balances						
Invested in tangible capital assets	-	-	2,756,071	-	2,756,071	2,901,759
Internally restricted	-	-	-	92,396	92,396	41,206
Externally restricted	(401)	-	-	64,261	63,860	100,122
Replacement reserve	-	348,186	-	-	348,186	386,725
Unrestricted	(238,589)	-	-	-	(238,589)	(243,796)
	<u>(238,990)</u>	<u>348,186</u>	<u>2,756,071</u>	<u>156,657</u>	<u>3,021,924</u>	<u>3,186,016</u>
	<u>927,196</u>	<u>348,186</u>	<u>9,637,073</u>	<u>156,657</u>	<u>11,069,112</u>	<u>10,748,898</u>

Commitments and contingencies (Note 13, 14)

Approved on behalf of the Board:

 DIRECTOR

 DIRECTOR

See accompanying notes to the financial statements.

Island Community Mental Health Association
Statement of Operations and Changes in Fund Balances
Year Ended March 31, 2020

	Operating Fund	Replacement Reserve Fund	Capital Fund	Restricted Fund (Schedule 4)	Total 2020	Total 2019
Revenue						
Community (Schedule 1)	4,557,459	-	-	-	4,557,459	4,456,474
Housing (Schedule 2)	1,977,009	-	-	-	1,977,009	1,958,756
Special Projects (Schedule 3)	69,957	-	-	-	69,957	15,694
Other	-	2,423	-	-	2,423	19,182
	<u>6,604,425</u>	<u>2,423</u>	<u>-</u>	<u>-</u>	<u>6,606,848</u>	<u>6,450,106</u>
Expenses						
Community (Schedule 1)	4,425,966	-	-	-	4,425,966	4,489,155
Housing (Schedule 2)	1,654,048	-	-	-	1,654,048	1,669,680
Amortization	-	-	473,631	-	473,631	468,452
Special Projects (Schedule 3)	69,957	-	-	-	69,957	15,694
Other	4,795	137,675	-	4,868	147,338	195,974
	<u>6,154,766</u>	<u>137,675</u>	<u>473,631</u>	<u>4,868</u>	<u>6,770,940</u>	<u>6,838,955</u>
Excess (deficiency) of revenue over expenses from operations	449,659	(135,252)	(473,631)	(4,868)	(164,092)	(388,849)
Fund balances, beginning of year	(211,743)	386,725	2,901,759	109,275	3,186,016	3,574,865
Interfund transfers:						
Net Principal payments	(290,660)	-	290,660	-	-	-
Net Funding transfers	(186,246)	96,713	37,283	52,250	-	-
	<u>(476,906)</u>	<u>96,713</u>	<u>327,943</u>	<u>52,250</u>	<u>-</u>	<u>-</u>
Fund balances, end of year	<u>(238,990)</u>	<u>348,186</u>	<u>2,756,071</u>	<u>156,657</u>	<u>3,021,924</u>	<u>3,186,016</u>

See accompanying notes to the financial statements.

Island Community Mental Health Association
Statement of Cash Flows
Year Ended March 31, 2020

	<u>2020</u>	<u>2019</u>
Increase (decrease) in cash and cash equivalents		
Operating		
Excess (deficiency) of revenue over expenses	(164,092)	(388,849)
Amortization of tangible capital assets	<u>473,631</u>	<u>468,452</u>
	309,539	79,603
Change in non-cash operating working capital (Note 9)	<u>524,970</u>	<u>135,606</u>
Cash flow from operating activities	<u>834,509</u>	<u>215,209</u>
Financing		
Proceeds from promissory note to BCHMC	119,350	359,799
Repayment of long term debt	<u>(190,659)</u>	<u>(359,018)</u>
Cash flow from (used by) financing activities	<u>(71,309)</u>	<u>781</u>
Investing		
Redemption of portfolio investments	282,046	165,879
Purchase of tangible capital assets	<u>(256,633)</u>	<u>(497,186)</u>
Cash flow from (used by) investing activities	<u>25,413</u>	<u>(331,307)</u>
Net increase (decrease) in cash and cash equivalents	788,613	(115,317)
Cash and cash equivalents, beginning of year	<u>80,497</u>	<u>195,814</u>
Cash and cash equivalents, end of year	<u><u>869,110</u></u>	<u><u>80,497</u></u>
 Cash Flows Supplementary Information:		
Interest received	4,426	7,083
Interest paid	254,106	248,594

See accompanying notes to the financial statements.

ISLAND COMMUNITY MENTAL HEALTH ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2020

1. PURPOSE OF THE ASSOCIATION

Island Community Mental Health Association (the "Association") operates housing programs and psycho-social rehabilitation services for persons with mental illness and substance use issues. The Association is incorporated under the Society Act of British Columbia as a not-for-profit organization and is a registered charity under the Income Tax Act.

The Association is dependent on the Vancouver Island Health Authority and British Columbia Housing Management Commission ("BC Housing") to provide sufficient funding to continue day-to-day operations.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Fund accounting

The Association follows the restricted fund method of accounting for contributions. The Association records its activities in the following funds:

The Operating Fund accounts for the Association's community and housing programs. This fund reports unrestricted contributions and restricted operating grants.

The Replacement Reserve Fund has been established in accordance with the provisions of agreements with the BC Housing and Canada Mortgage and Housing Corporation ("CMHC") to pay for the long-term maintenance of the buildings. Annually, investment income earned on such funds and specific contributions received are recorded as revenue, and maintenance costs incurred as expenses of the funds.

The Capital Fund reports the assets and liabilities related to the Association's tangible capital assets.

Restricted Fund includes a number of special purpose funds which account for individually significant contributions received for which the donor and/or the Association have specified certain uses.

Revenue recognition

Restricted contributions related to general operations are recognized as revenue of the Operating Fund in the year in which the related expenses are incurred. All other restricted contributions are recognized as revenue of the appropriate restricted fund.

Unrestricted contributions are recognized as revenue of the Operating Fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Operating grant revenue is recognized in the period for which the grant is awarded. Accordingly, operating grant contributions awarded for periods subsequent to the current year are deferred to the next fiscal year.

Investment income is recognized as earned and is allocated to operating funds, replacement reserve funds and restricted funds.

ISLAND COMMUNITY MENTAL HEALTH ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2020

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Government grants

Government grants are recorded when there is a reasonable assurance that the Association has complied with and will continue to comply with, all the necessary conditions to obtain the grants.

Donations-in-kind

The Association records donated materials, services and facilities in those cases where:

the Association controls the way they are used;

there is a measurable basis for arriving at fair value; and

the services are essential services, which would normally be purchased and paid for if not donated.

Because of the difficulty of compiling and valuing volunteer hours, contributed services, where a fair market value has not been established, are not recognized in the financial statements.

Cash and cash equivalents

Cash and cash equivalents consist primarily of cash on hand and balances held with financial institutions.

Capital assets

Tangible capital assets are accounted for at cost or deemed cost less accumulated amortization. Contributed tangible capital assets are recorded at their fair values as at the date of contribution.

Tangible capital assets are amortized over their estimated useful lives on a straight-line basis at the following rates:

Buildings	20 - 50 years	straight-line method
Furniture and fixtures	10 years	straight-line method
Leasehold improvements	10 years	straight-line method
Prepaid land leases	Over the term of the lease	straight-line method
Vehicles	3 - 5 years	straight-line method

The Association regularly reviews its tangible capital assets to eliminate obsolete items. Government grants are treated as a reduction in costs of tangible capital assets.

Tangible capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

Impairment of long lived assets

The Association tests for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. Recoverability is assessed by comparing the carrying amount to the projected future net cash flows the long-lived assets are expected to generate through their direct use and eventual disposition. When a test for impairment indicates that the carrying amount of an asset is not recoverable, an impairment loss is recognized to the extent the carrying value exceeds its fair value.

ISLAND COMMUNITY MENTAL HEALTH ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2020

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Portfolio investments

Portfolio investments, which are comprised of bonds and fixed income securities, are carried at fair market value.

Financial instruments policy

Financial instruments are recorded at fair value on initial recognition. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income in the period incurred. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates. The Association's material estimates include the economic useful life of tangible capital assets, collectability of receivables, and accrual of liabilities.

3. CHANGE IN ACCOUNTING POLICY

On April 1, 2019, the Society adopted new Section 4433, *Tangible capital assets held by not-for-profit organizations*, which requires that organizations annually assess for partial impairment of tangible capital assets, to be recorded where applicable, as a non-reversible impairment expense. In addition, where practical, to componentize capital assets when estimates can be made of the useful lives of the separate components. This change in accounting policy was applied prospectively. There were no partial impairments of tangible assets that existed as at April 1, 2019. The impact of the adoption of the new Section resulted in no changes to the financial statements.

4. FUNDS HELD IN TRUST

The Association receives funds from the residents of McCauley Lodge and holds these funds in trust to be used to pay the rent for these residents. As of March 31, 2020, the Association held the following amounts in trust, with an offsetting liability in accounts payable:

	2020	2019
Funds held in trust	\$ 11,337	\$ 12,117
Liability for funds held in trust	(11,337)	(12,117)
	<u>\$ -</u>	<u>\$ -</u>

ISLAND COMMUNITY MENTAL HEALTH ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2020

5. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2020 Net book value	2019 Net book value
Buildings	\$ 12,124,883	\$ 5,139,699	\$ 6,985,184	\$ 7,281,375
Building development costs	571,813	-	571,813	452,463
Computer software	4,296	4,296	-	-
Furniture and fixtures	318,733	240,629	78,104	106,849
Land	1,637,237	-	1,637,237	1,637,237
Leasehold improvements	75,404	75,404	-	-
Prepaid land leases	552,747	188,012	364,735	374,650
Vehicles	19,609	19,609	-	1,499
	<u>\$ 15,304,722</u>	<u>\$ 5,667,649</u>	<u>\$ 9,637,073</u>	<u>\$ 9,854,073</u>

The following costs included in land leases \$552,747 (2019 - \$552,747) and buildings \$4,134,834 (2019 - \$4,134,834) relates to the Darwin, Meerstille and Edith Gunning properties that are held under mortgage. Once repaid, ownership of the land and building for these properties will revert back to BC Housing. These buildings are constructed on lands which are leased to the Association for terms ranging in expiration from 2037 to 2061. Management is of the opinion that BC Housing will not enforce this clause of the agreement once the mortgages have been fully repaid.

6. LONG TERM DEBT AND DEMAND LOAN

	2020	2019
Newbridge property, Bank of Montreal loan bearing interest at 3.15% per annum, repayable in monthly blended payments of \$5,509. The loan matured on August 1, 2019 and is secured by Newbridge Apartment's land and building at 843 Nigel Avenue.	\$ -	\$ 90,219
Greenridge property, TD Canada Trust loan bearing interest at 4.34% per annum, repayable in monthly blended payments of \$7,019. The loan is secured by land and buildings at 970 and 972 Greenridge Crescent and a portion of lease interest and building at 125 Skinner Street. It was refinanced on October 10, 2019 by new Bank of Montreal facility.	-	799,001
Greenridge property, Bank of Montreal loan bearing interest at 3.99% per annum, repayable in monthly blended payments of \$4,218. The loan matures on October 10, 2024 and is secured by land and buildings at 970 and 972 Greenridge Crescent.	789,791	-
Meerstille property, British Columbia Housing Management Commission loan bearing interest at 2.61% per annum, repayable in monthly blended payments of \$4,141. The loan matures on December 1, 2023 and is secured by lease interest and building at 3250 Alder Street.	179,267	223,226

ISLAND COMMUNITY MENTAL HEALTH ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2020

E. Gunning property, MCAP loan bearing interest at 2.20% per annum, repayable in monthly blended payments of \$13,926. The loan matures on October 1, 2026 and is secured by lease interest and building at 125 Wilson Street.	2,318,359	2,437,011
Darwin property, British Columbia Housing Management Commission loan bearing interest at 10.00% per annum, repayable in monthly blended payments of \$895. The loan matures on February 1, 2028 and is secured by lease interest and building at 801 Darwin Avenue.	75,296	80,379
McCauley property, TD Canada Trust loan bearing interest at 4.75% per annum, repayable in monthly blended payments of \$19,159. The loan matures on May 29, 2039 and is secured by Land and buildings at 1037 and 1039 Lyall Street.	2,887,937	2,976,061
Bank of Montreal operating loan repayable on demand. Interest is charged at prime rate plus 1.00%, and payable monthly on the last day of each month.	<u>100,000</u>	<u>-</u>
	6,350,650	6,541,309
Amounts payable within one year	<u>(381,657)</u>	<u>(3,859,026)</u>
	<u>\$ 5,968,993</u>	<u>\$ 2,682,283</u>

7. PROMISSORY NOTE

Nigel Valley project costs are considered to be long term promissory notes payable to British Columbia Housing Management Commission (BCHMC). On completion of project, the amounts will be repaid in full from the proceeds of the initial mortgage loan advance. If, for any reason, the project does not proceed to a loan commitment, unexpended portion of the loan is to be immediately returned to BCHMC. The promissory notes are non-interest bearing.

8. LINE OF CREDIT

Bank of Montreal has made available to the Association a credit facility for general capital requirements with a credit limit of \$250,000, bearing interest at prime rate plus 0.50%. This operating loan is secured by land and building. At year end, no funds had been drawn on this credit facility.

ISLAND COMMUNITY MENTAL HEALTH ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2020

9. CHANGES IN NON-CASH WORKING CAPITAL

	2020	2019
Receivables	\$ 3,605	\$ 49,911
GST receivable	(33,615)	(10,072)
Prepaid expenses	(638)	55,878
Accounts payable and accrued liabilities	189,175	(56,282)
Deferred contributions	366,443	44,965
	<u>\$ 524,970</u>	<u>\$ 84,400</u>

10. FINANCIAL INSTRUMENTS

The Association is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Association's risk exposure and concentration as of March 31, 2020.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Association is exposed to credit risk from tenants. In order to reduce its credit risk, the Association reviews a new tenant's credit history before extending credit and conducts regular reviews of its existing tenants' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Association has a significant number of tenants which minimizes concentration of credit risk.

Currency risk

Currency risk is the risk to the Association's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The Association does not perform significant transactions in foreign currencies and is not exposed to significant currency risk.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Interest rate risk arises primarily from the Association's investment in interest bearing financial instruments. The value of fixed income securities will generally rise when interest rates fall and decrease when interest rates rise. Changes in interest rates may also affect the value of any equity securities. In seeking to minimize the risks from interest rate fluctuations, the Association manages exposure through its normal operating and financing activities.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Association is exposed to this risk mainly in respect of its receipt of funds from its tenants and other related sources, long term debt, and payables and accruals.

ISLAND COMMUNITY MENTAL HEALTH ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2020

11. REMUNERATION

On November 28, 2017 the new British Columbia Societies Act came into effect. Included in the new Act is a requirement to disclose the remuneration paid to all directors, the ten highest paid employees and all contractors who are paid at least \$75,000 annually.

During the year, the Association paid a total of \$180,500 in remuneration to two persons who are employees, whose remuneration, during the applicable period, was at least \$75,000.

12. EMPLOYEE BENEFITS

The Association and certain of its employees contribute to the Municipal Pension Plan in accordance with the Public Sector Pension Plans Act. The British Columbia Pension Corporation administers the Plan, including the payment of pension benefits on behalf of employers and employees to whom the Act applies.

The Plan is a multi-employer defined benefit plan. Defined contribution accounting has been applied to the plan as the Association has insufficient information to apply defined benefit plan accounting. Accordingly, the Association's contributions are expensed in the year in which the services are rendered and represent its total pension obligation. Under joint trusteeship, which became effective April 5, 2001 for the Municipal Pension Plan, the risks and rewards associated with the Plan's unfunded liability or funding surplus are shared between the employers and the Plans' members and may be reflected in their future contributions. Portions of the unfunded liability or funding surplus are not attributed to individual employers. The most recent valuation as at December 31, 2018 indicated a surplus for basic pension benefits of 2.866 billion. The next valuation will be as at December 31, 2021. The actuary does not attribute portions of the unfunded liability to individual employers. The Association paid \$195,281 (2019 - \$203,948) for employer contributions to the plan in the fiscal year.

13. COMMITMENTS

The Association is committed under operating leases for office equipment. Future minimum lease payments for the remaining terms of these operating leases are as follows:

Contractual obligation repayment schedule:

2021	\$	5,418
2022		3,271
2023		660
2024		660
2025		<u>660</u>
	\$	<u>10,669</u>

ISLAND COMMUNITY MENTAL HEALTH ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2020

14. CONTINGENT LIABILITY

Non-Rent-Geared-to-Income (non-RGI) assistance received from the British Columbia Housing Management Commission ("BCHMC") is contingently repayable to BCHMC in the event that the total non-RGI tenant rent contribution in any year exceeds the economic rent of the suites occupied by non-RGI tenants. The Association is required to commence repayment of the cumulative non-RGI assistance on the first day of the year of the fiscal year following the fiscal year in which the preceding event occurs. The balance then bears interest at bank prime and the required monthly payments are set annually, based upon the amount by which non-RGI tenant rent contribution exceeds economic rent for these suites in the prior year.

The non-RGI assistance that could become repayable in the future in the circumstances described above totaled \$548,968 as at March 31, 2020 (2019: \$551,863). The balance will be updated by BCHMC once it receives the audited financial statements.

15. ENDOWMENT FUNDS HELD WITH THIRD PARTIES

Not included in the financial statements are investments held in endowment with the Victoria Foundation. The market value at March 31, 2020 is \$22,026 (2019: \$24,321).

16. COVID-19 IMPACT ON OPERATIONS

Since December 2019, the spread of COVID-19 has severely impacted many local economies around the globe. In many countries, including Canada, businesses are being forced to cease or limit operations for long or indefinite periods of time. Measures taken to contain the spread of the virus, including travel bans, quarantines, social distancing, and closures of non-essential services have triggered significant disruptions to businesses worldwide, resulting in an economic slowdown. Global stock markets have also experienced great volatility and a significant weakening. Governments and central banks have responded with monetary and fiscal interventions to stabilize economic conditions.

Management has responded to the pandemic in a variety of ways. Programs have been converted to a mix of online and in-person groups where practicable. Physical distancing measures have been incorporated in all programs and offices, and appropriate personal protective equipment provided to staff and clients where social distancing is difficult to maintain. Cleaning protocols have been enhanced and staffing levels increased in programs where necessary. Housing Program has been working with tenants to ensure feelings of security are maintained and has accessed rent relief where possible. Management believes that the pandemic has not to date cast doubt on the Society's ability to continue as a going concern.

The Society has determined that these events are non-adjusting subsequent events. Accordingly, the financial position and results of operations as of and for the year ended March 31, 2020 have not been adjusted to reflect their impact. The duration and impact of the COVID-19 pandemic, as well as the effectiveness of government and central bank responses, remains unclear at this time. It is not possible to reliably estimate the duration and severity of these consequences, as well as their impact on the financial position and results of the Society for future periods.

Island Community Mental Health Association
Schedule of Community Programs
Year Ended March 31, 2020

Schedule 1

	Administration	Bridge Centre	Senior Support Network	Greenridge	GROW	Housing and Rehabilitation	McCauley Lodge	NetWorks	Total 2020	Total 2019
Income										
VIHA Contracts	-	142,302	72,344	874,389	431,215	298,055	1,747,668	464,956	4,030,929	3,873,395
Min of Employment & Inc Assist	-	-	-	149,921	-	-	119,108	-	269,029	244,727
Miscellaneous Grants	4,000	-	-	-	-	-	-	-	4,000	-
Donations	3,911	-	-	-	-	-	50	-	3,961	9,848
Interest	491	-	-	-	-	-	-	-	491	3,897
Legacies & Bequests	-	-	-	-	-	-	-	-	-	18,217
Miscellaneous	9,795	-	-	-	-	-	-	-	9,795	52,729
Program Fees	-	-	-	-	825	-	-	-	825	725
Rent from Residents	-	-	-	-	-	-	234,289	-	234,289	248,556
Utilities Recovery	-	-	-	-	-	-	4,140	-	4,140	4,380
	18,197	142,302	72,344	1,024,310	432,040	298,055	2,105,255	464,956	4,557,459	4,456,474
Expenses										
Salaries & Benefits	456,403	96,717	34,244	707,021	262,130	220,729	1,352,115	353,838	3,483,197	3,468,202
Staff Travel / Mileage	223	17	44	169	437	7,970	1,391	5,678	15,930	17,712
Staff Education	2,675	97	-	1,070	2,925	3,457	2,612	2,263	15,100	28,563
Bank Fees	7,357	-	-	161	-	61	-	-	7,580	6,615
Conference Expense	-	-	-	-	-	-	-	-	-	3,326
Equipment Rent	1,389	555	555	-	1,389	1,111	413	1,389	6,801	12,360
Insurance	3,409	1,020	421	6,820	1,882	1,264	14,222	1,529	30,567	24,029
Janitorial	9,463	2,478	2,985	9,138	7,463	5,970	39,061	7,463	84,020	80,338
Office & Miscellaneous	7,599	897	583	3,923	3,931	1,331	5,299	2,321	25,883	50,595
Professional Expenses	7,488	1,467	1,445	10,558	5,826	5,713	18,484	8,007	58,987	116,821
Program Expenses	4,938	7,638	8,048	44,562	9,897	4,759	121,760	3,771	205,373	217,380
Repairs and Maintenance	11,395	3,550	3,456	27,911	22,841	1,740	49,077	4,158	124,127	111,924
Telephone/Fax/Cable/Internet	7,634	2,618	1,895	9,423	11,090	4,542	18,751	9,904	65,857	59,796
Van Expenses	-	-	-	-	-	-	-	-	-	6,563
Audit Fees	-	400	150	1,200	2,400	1,200	1,500	1,400	8,250	8,700
Garbage Removal	439	854	854	3,281	2,561	436	6,373	342	15,139	15,001
Mortgage Interest	-	-	-	51,692	-	-	140,620	-	192,312	176,474
Property Taxes	149	-	-	-	-	-	15,785	-	15,934	17,896
Utilities Expenses	6,905	1,273	849	17,910	7,411	237	34,904	1,421	70,909	66,860
Total Expense	527,465	119,580	55,530	894,838	342,183	260,520	1,822,367	403,483	4,425,966	4,489,155
Excess (deficiency) of revenue over expenses	(509,268)	22,722	16,814	129,472	89,857	37,535	282,888	61,473	131,493	(32,681)
Administration Fees	495,914	(12,552)	(6,837)	(117,000)	(39,000)	(25,000)	(179,677)	(41,591)	74,257	64,050
Rental Of Premises	66,852	(11,424)	(7,620)	-	(36,528)	(4,680)	-	(4,896)	1,704	1,700
Mortgage Principal	-	-	-	(25,134)	-	-	(88,976)	-	(114,110)	(136,500)
Transfers To Replacement Reserves	(44,000)	-	-	-	-	-	(8,250)	-	(52,250)	(9,583)
Net surplus (deficit) from operations	9,498	(1,254)	2,357	(12,662)	14,329	7,855	5,985	14,986	41,094	(113,014)

Island Community Mental Health Association
Schedule of Housing Programs
Year Ended March 31, 2020

Schedule 2

	Darwin Apartments	E Gunning Court	Housing Administration	Meerstile Apartments	Newbridge Apartments	Satellite Apartments (Schedule 5)	Total 2020	Total 2019
Revenue								
BC Housing	98,775	65,614	-	79,716	116,656	539,479	900,240	873,896
Laundry Income	2,485	4,340	-	-	-	-	6,825	7,524
Miscellaneous	-	-	773	222	-	-	995	864
Parking Income	1,730	3,075	-	-	420	-	5,225	5,180
Rent from Residents	204,889	337,883	-	90,462	69,976	336,157	1,039,367	1,046,838
Utilities Recovery	15,398	105	-	7,499	6,150	-	29,152	29,322
	<u>323,277</u>	<u>411,017</u>	<u>773</u>	<u>177,899</u>	<u>193,202</u>	<u>875,636</u>	<u>1,981,804</u>	<u>1,963,624</u>
Expenses								
Salaries & Benefits	40,396	42,829	83,702	33,313	31,840	-	232,080	260,488
Staff Travel / Mileage	-	-	4,656	-	-	-	4,656	3,320
Bank Fees	-	-	140	-	-	-	140	192
Conference expense	-	-	675	-	-	-	675	3,492
Insurance	12,263	13,661	291	5,858	6,397	-	38,469	32,641
Janitorial	160	2,788	-	1,637	157	-	4,742	3,053
Office & Miscellaneous	-	2,932	15,570	-	-	773	19,274	6,024
Professional Expenses	-	-	6,033	-	-	-	6,033	13,159
Program Expenses	200	-	629	-	-	-	829	899
Rent for Residents	-	-	-	-	-	863,428	863,428	870,673
Repairs & Maintenance	26,453	61,485	35	17,616	16,549	-	122,138	106,732
Telephone/Fax/Cable/Internet	16,236	1,981	2,381	2,011	1,882	-	24,492	27,001
Audit Fees	750	3,780	500	2,080	2,090	1,113	10,313	10,143
Garbage Removal	5,270	7,572	-	4,716	4,088	-	21,647	23,081
Land Lease	61,380	-	-	-	-	-	61,380	61,380
Mortgage Interest	5,651	48,465	-	5,732	1,946	-	61,794	72,119
Property Taxes	9,061	11,347	-	-	-	-	20,408	18,278
Utilities Expenses	74,084	37,030	-	34,588	15,848	-	161,551	157,005
	<u>251,905</u>	<u>233,867</u>	<u>114,612</u>	<u>107,552</u>	<u>80,797</u>	<u>865,314</u>	<u>1,654,048</u>	<u>1,669,680</u>
Excess (deficiency) of revenue over expenses	71,372	177,149	(113,839)	70,347	112,405	10,322	327,756	293,944
Administration Fees	(65,800)	(48,300)	114,753	(30,700)	(26,295)	(17,915)	(74,257)	(64,050)
Rental of Premises	-	-	(1,704)	-	-	-	(1,704)	(1,700)
Mortgage Principal	(3,788)	(115,105)	-	(44,172)	(25,631)	-	(188,695)	(222,518)
Transfers To Replacement Reserves	(23,435)	(15,840)	-	(3,654)	(53,784)	-	(96,713)	(52,649)
	<u>(21,651)</u>	<u>(2,095)</u>	<u>(790)</u>	<u>(8,179)</u>	<u>6,695</u>	<u>(7,593)</u>	<u>(33,613)</u>	<u>(46,973)</u>
Net surplus from operations	(21,651)	(2,095)	(790)	(8,179)	6,695	(7,593)	(33,613)	(46,973)
Net BC Housing Prior Year Adjustments	3,056	(6,920)	-	156	1,017	(2,104)	(4,795)	(4,868)
Net surplus	(18,595)	(9,015)	(790)	(8,023)	7,712	(9,697)	(38,408)	(51,841)

Island Community Mental Health Association
Schedule of Special Projects
Year Ended March 31, 2020

Schedule 3

	PSR Collaboration Phase 1	Innoweave	Total 2020	Total 2019
Revenue				
Miscellaneous Grants	7,670	4,100	11,770	15,694
Victoria Foundation	58,187	-	58,187	-
	65,857	4,100	69,957	15,694
Expenses				
Salaries & Benefits	6,777	-	6,777	1,947
Staff Travel / Mileage	1,236	-	1,236	-
Office & Miscellaneous	1,139	-	1,139	-
Professional Expenses	56,068	4,100	60,168	119
Program Expenses	568	-	568	13,628
Telephone/Fax/Cable/Internet	69	-	69	-
	65,857	4,100	69,957	15,694
Excess (deficiency) of revenues over expenses	-	-	-	-

Island Community Mental Health Association
Schedule of Restricted Funds
Year Ended March 31, 2020

Schedule 4

	Internally Restricted						Externally Restricted						Total 2020	Total 2019
	Elmes Fund	E Gunning Fund	Thomas Fund	Building Fund	Greenridge Reserve	McCauley Reserve	Dumka Fund	Per Ardua Fund	Christmas Fund	Robertson Fund	Huston Fund	Langtry Fund		
Revenue														
Donations	-	-	-	-	-	-	-	-	-	-	-	-	-	1,547
Other income	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	1,547
Expenses														
Client bursary	-	-	-	-	-	-	2,773	-	-	-	-	-	2,773	1,700
Staff Education	-	-	-	-	-	-	-	-	-	-	-	-	-	1,748
Repairs and maintenance	-	-	-	-	-	1,060	-	-	-	-	-	-	1,060	107,656
Miscellaneous	-	-	-	-	-	-	-	-	-	1,035	-	-	1,035	559
	-	-	-	-	-	1,060	2,773	-	-	1,035	-	-	4,868	111,663
Excess (deficiency) of revenues over expenses	-	-	-	-	-	(1,060)	(2,773)	-	-	(1,035)	-	-	(4,868)	(110,116)
Fund Balances, Beginning	-	2,245	31,669	3,837	-	3,455	21,200	128	1,466	13,324	5,125	26,826	109,275	308,428
Transfers in (out)	-	-	-	44,000	-	8,250	-	-	-	-	-	-	52,250	(89,037)
Fund Balances, ending	-	2,245	31,669	47,837	-	10,645	18,427	128	1,466	12,289	5,125	26,826	156,657	109,275

Island Community Mental Health Association
Schedule of Operating Fund, Satellite Apartments
Year Ended March 31, 2020

Schedule 5

BCHMC Project No.	BCHMC Subsidies	Residents Contributions	Rent Expense	Administrative Fees	Audit Fees and Other	Net Revenue (Expenditure)
13002	\$ 7,656	\$ 4,268	\$ 11,036	\$ 285	\$ 88	\$ 515
13004	5,208	5,150	10,964	285	88	\$ (979)
13007	6,780	3,840	10,506	285	88	\$ (259)
13008	28,956	14,565	41,385	1,135	340	\$ 661
13009	36,106	23,993	59,238	1,700	512	\$ (1,351)
13010	26,256	16,999	42,268	1,420	427	\$ (860)
13011	29,928	14,736	44,551	1,285	342	\$ (1,514)
13012	139,578	80,003	214,590	3,960	-	\$ 1,031
13014	117,018	88,046	200,935	3,600	-	\$ 529
13015	60,465	40,067	101,083	1,800	-	\$ (2,351)
13016	28,464	16,211	44,237	720	-	\$ (282)
13095	53,064	28,279	82,635	1,440	-	\$ (2,732)
	<u>539,479</u>	<u>336,157</u>	<u>863,428</u>	<u>17,915</u>	<u>1,885</u>	<u>(7,592)</u>