

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

(Section 224 of the Community Charter)

1. IDENTIFICATION OF APPLICANT:

Organization name: Victoria Association for Community Living

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

Are you a registered charity? Yes ☒ No ☐

Mailing Address: 3861 Cedar Hill Cross Rd. Victoria BC V8P 2M7

Contact Person: Jeff Cook Email Address: jcook@clvic.ca

Telephone Number: 250-477-7231 ext 225 Fax Number: 250-477-6944

Preferred method of application reminder: Email ☒ Mail ☐

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

Folio Number: 0009.639 Address: Suites 100, 200, 300 - 520 Comerford Street

Legal Description: STRATA LOT 1, PLAN VIS4397, SUBURBAN LOT 40, ESQUIMALT LAND DISTRICT PID 023-885-718

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.

Community Living Victoria (CLV) was founded on December 16, 1955 by a group of dedicated parents. Today, the Association is the largest not-for-profit community living service provider on Vancouver Island, providing a range of support services to children, youth and adults with intellectual disabilities and their families.

CLV promotes the right of everyone to have a full range of life choices including access to education, affordable and appropriate housing, leisure options, employment and participation in the community.

CLV is governed by a Board of Directors (BoD) that consists of 12 members. The CLV Board requires that we have no fewer than 10 and no more than 14 members, and at least 2 of the Directors must be living with an intellectual disability.

CLV has an Executive Director who oversees all organizational activity and reports directly to the BoD, a Finance Director who oversees the finance department, an HR Director who oversees labour relations, and Program Directors who oversee the group homes, day programs, employment services, and all other areas of support CLV offers.

CLV does not rely heavily on volunteers as our employees provide the majority of the services.

CLV's main office operates Monday - Friday from 830am - 430pm, but many of our other services operate 7 days a week, 24 hours a day.



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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.

The property is used for operating a day program for adults with intellectual disabilities. The program focuses on community inclusion and providing a safe space for people we support to access the community with proper supports on a daily basis.

The program helps provide a more inclusive community by establishing relationships with the people we support and the members of the community through daily interactions. It helps address misconceptions the general public may have about people with intellectual disabilities through these relationships and interactions. It also helps the people we support access their community in a safe environment as they have dedicated staff who help guide them through their day to get the most out of each experience.

The program is actively involved with the community of Esquimalt and volunteers on a weekly basis at Rainbow Kitchen in Esquimalt.

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?

There is no public access to the building, but community members who are living with intellectual disabilities are able to apply to access our services. Access to the services would be limited by capacity constraints and funding opportunities.

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

6% - the day program is based out of Esquimalt, and residents from various parts of Greater Victoria come to this location for their day program. The supported individuals spend a large portion of their day and week within the Esquimalt Community.

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

There is no commercial activity conducted on the property



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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?

At this location we are funded entirely through Community Living BC. We charge a 10% administration fee, consistent with the industry average, to help cover administrative costs. We have set funding amounts that cover different areas of service; however, we are not funded for any property tax payments at this location. Our funding amounts are fixed within the contract, and there is no ability to re-negotiate this amount. Attempting to access additional funding from another organization would impact the terms of our contract with CLBC. Any additional funds we receive as an organization would be from donations from community members and businesses, but these donations are used to make daily living more affordable for the people we support, and to help them pay for things they would otherwise not be able to afford (small trips, gifts for their family at Christmas, etc.). Using these funds to pay for property taxes would pull money away from directly helping the people we support. We recently moved the day program to the current location from 520 Constance Ave. (in Esquimalt) where we had received the exemption for many years.

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 provide acknowledgment on our annual report that is distributed to our stakeholders and available for the public on our website. We are open to other forms of acknowledgment should they be required.

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

Jeff Cook

Name (please print)

Finance Director

Position

August 24, 2020

Date



Community Living
VICTORIA

Hope. Help. Home.

August 17, 2020

Ian Irvine, Director of Financial Services
Township of Esquimalt
1229 Esquimalt Road
Esquimalt, BC
V9A 3P1

Dear Mr. Irvine:

Re: Permissive Property Tax Exemption 2021 for 520 Comerford Street, Esquimalt, BC

Please accept this letter as our application for property tax exemption for the 2021 taxation year for the above property. As a local non-profit Association, property tax exemptions are a crucial part of our budgeting process without which the level of service we provide to people with intellectual disabilities could be impacted. With a long history of providing services in Esquimalt and the Greater Victoria area, it has been of great assistance that we have previously been granted the permissive tax exemption in Esquimalt and the other municipalities and districts in the Greater Victoria area.

In accordance with Section 224 of the *Community Charter*, The Victoria Association for Community Living (Community Living Victoria/CLV) would like to apply herein, to the Township of Esquimalt, for exemption from property taxes on the following:

Strata Lot 1, Suburban Lot 40 Esquimalt District Strata Plan VIS4397, PID: 023-885-718
Civic address: 100 – 520 Comerford Street

Strata Lot 2, Suburban Lot 40 Esquimalt District Strata Plan VIS4397, PID: 023-885-742
Civic address: 200 – 520 Comerford Street

Strata Lot 3, Suburban Lot 40 Esquimalt District Strata Plan VIS4397, PID: 023-885-751
Civic address: 300 – 520 Comerford Street

About the organization:

Community Living Victoria (CLV) was founded on December 16, 1955 by a group of dedicated parents. Today, the Association is the largest not-for-profit community living service provider on Vancouver Island, providing a range of support services to children, youth and adults with intellectual disabilities and their families.

Goals and Objectives of the Organization:

CLV promotes the right of everyone to have a full range of life choices including access to education, affordable and appropriate housing, leisure options, employment and participation in the community.

CLV offers the following services:

- Day Programs – opportunities for 70 people with disabilities to increase their skills and be part of their community. Supported volunteerism provides opportunities to give back to the community. Life, work skills, recreation and leisure opportunities are also made available.
- Employment Services - assists individuals with intellectual disabilities to find jobs with employers who want committed employees.
- Homes – we operate 14 homes with 24 hr. support for 60 individuals. Our homes are located in well-established Greater Victoria neighbourhoods. The homes provide a caring environment and assist individuals to live as independently as possible and to be included in their communities.
- Youth Programs - Teen Community Connections (TCC), a social and recreational after-school program for 33 youth aged 13 – 18 with disabilities, and Autism Services which provides 1:1 supports, summer day camps, social groups and behavioural consultations for children and youth with autism.
- Supported Independent Living Programs – provide assistance by developing independent living skills in individuals with intellectual disabilities.
- Parent Support Program – provides in home assistance to parents with intellectual disabilities.
- Family Support and Advocacy – provides advocacy, information and assistance to over 450 families as they struggle to obtain the necessary supports for their family member.

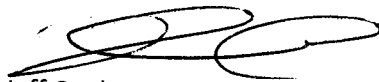
Community Living British Columbia (CLBC) provides core funding to operate our programs. No fees are charged and the programs are not involved in commercial activity.

Enclosed are copies of CLV's recent audited financial statements, a copy of the 2020 Property Assessment and the State of Title Certificates.

In the current fiscal environment, increasing unfunded costs make it difficult for social service agencies such as ours to find the necessary funding. We once again look forward to receiving this exemption and thank the Mayor and Council of the Township of Esquimalt for their past and continued support of Community Living Victoria and those living with intellectual disabilities.

If you have any questions please contact me directly at 250-477-7231, local 225 or jcook@clvic.ca

Sincerely,



Jeff Cook
Finance Director

Enc: Audited Financial Statements
2020 Property Assessment
State of Title Certificates
CLV Board list & Constitution & Bylaws



1229 Esquimalt Road
Esquimalt BC V9A 3P1
PHONE: 250-414-7100
FAX: 250-414-7111
www.esquimalt.ca

PERMISSIVE TAX EXEMPTION APPLICATION

Deadline: August 31st

COUNCIL WILL ONLY CONSIDER APPLICATIONS FOR A PERMISSIVE TAX EXEMPTION IF THE FOLLOWING INFORMATION IS PROVIDED:

Date:	AUG. 17, 2020	
Name of Organization:	VICTORIA ASSOCIATION FOR COMMUNITY LIVING	
Address:	3861 CEDAR HILL CROSS RD. VICTORIA, BC V8P 2M7	
Contact Person(s):	JEFF COOK	Phone No.: 250.417.7231 (225)

ATTACHMENTS REQUIRED:

- ✓1. Copy of the audited financial statements for the previous year.
- ✓2. Copy of the state of title certificate or lease agreement (including legal description), as applicable.
- ✓3. Description of the programs/services/benefits delivered from the subject lands and/or improvements including participant numbers, volunteer hours, benefiting group/individual/special needs populations, fees charged for participation.
- ✓4. Description of any third party use of the subject land and/or improvements including user group names, fees charged, conditions of use. h/a
- ✓5. Statement if local grant approved for current year.

The Financial Officer or designate will present a summary report of the applications, relative to the eligibility criteria, to the Local Grant Committee and will contact applicants to attend the Local Grant Committee meeting, as necessary.

ELIGIBILITY CRITERIA: FOR EACH CATEGORY, PLEASE CHECK APPLICABLE ITEMS

A. SUBJECT PROPERTY MUST BE ONE OF:

- ☒ Land or improvements, or both, owned or held by an entity described in B. below.
- ☐ Land or improvements, or both, ancillary to a statutory exemption under Section 220 of the *Community Charter*.

B. NATURE OF THE ORGANIZATION MUST BE ONE OF:

- ☒ Not for profit corporation
- ☐ Athletic or service club/association
- ☐ Municipality, regional district, public/local authority
- ☐ Licensed community care facility, private hospital or registered assisted living residence
- ☐ Partner of the municipality by agreement under Section 225 of the *Community Charter*.
- ☐ Organization eligible to Section 220 Statutory Exemption (e.g. place of public worship, cemetery, library, Indian land, senior's home, hospital, etc.)

C. COMMUNITY BENEFITS TO THE TOWNSHIP OF ESQUIMALT AND GREATER COMMUNITY:

- ☐ Provides recreational facilities for public use.
- ☐ Provides recreation programs to the public.
- ☒ Provides programs to and/or facilities used by youth, seniors or other special needs groups.
- ☐ Promotes economic development or tourism.
- ☐ Preserves heritage important to the community character.
- ☐ Preserves an environmentally or ecologically significant area of the community.
- ☐ Offers cultural or educational programs to the public which promote community spirit, cohesiveness and/or tolerance.
- ☐ Offers services to the public in formal partnership with the municipality.

JAN 10 2020



BC ASSESSMENT

IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Area: 01-Capital

Jurisdiction: 307-Township of Esquimalt

Roll: 0009.639

CONFIDENTIAL PIN: 003362700

Bulk Mail: V379

School District: 61-Greater Victoria

Neighbourhood: 210



2020 PROPERTY ASSESSMENT NOTICE

Property Location & Description

100 520 COMERFORD ST
STRATA LOT 1, PLAN VIS4397, SUBURBAN LOT 40, ESQUIMALT LAND
DISTRICT, TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN
PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN
ON FORM 1
PID: 023-885-718

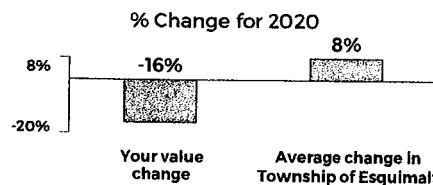
2020 Assessment - represents your property value as of July 1, 2019

Assessed Value	Value	Class
Land	45,400	
Buildings	64,000	
2020 Assessed Value	\$109,400	Business/Other
Taxable Value	Municipal	
Less Exemptions	64,700	
2020 Taxable Value	\$44,700	

This is **not** a tax notice. Tax notices are issued by local governments and taxing authorities.

This notice contains important information about your property. Please review and keep for your records. No action is required unless you disagree with your assessment.

YOUR PROPERTY VALUE CHANGE



Visit bcassessment.ca/propertytax and refer to the back page to learn how your value change and average change relate to your property taxes.

YOUR PROPERTY VALUE HISTORY

2020	-16%
2019	+1%
2018	0%
2017	0%



IMPORTANT DATES

July 1, 2019

Assessed value is the property's market value as of this date.

October 31, 2019

Assessed value reflects property's physical condition and permitted use as of this date.

DEADLINE FOR FILING A NOTICE OF COMPLAINT (APPEAL) IS JANUARY 31, 2020

Important information about the complaint process can be found on the back page.

CONTACT US

For more information about your Assessment Notice go to bcassessment.ca

From our website you can search for your property, compare your assessment and update your mailing address.

Call us at **1-866-valueBC** (1-866-825-8322) or 604-739-8588.

Important messages about your 2020 Assessment

The Assessment Office for this property is:

Victoria Assessment Office
102-3350 Douglas St
Victoria BC V8Z 7X9
01-61-307-0009.639

The Owner/Lessee of this property is:

VICTORIA ASSOCIATION FOR COMMUNITY LIVING
3861 CEDAR HILL CROSS RD
VICTORIA BC V8P 2M7



JAN 10 2020



BC ASSESSMENT

IMPORTANT INFORMATION FOR PROPERTY IDENTIFICATION

Area: 01-Capital

Jurisdiction: 307-Township of Esquimalt

Roll: 0009.640

CONFIDENTIAL PIN: 003362700

Bulk Mail: V379

School District: 61-Greater Victoria

Neighbourhood: 210



2020 PROPERTY ASSESSMENT NOTICE

Property Location & Description

200 520 COMERFORD ST
STRATA LOT 2, PLAN VIS4397, SUBURBAN LOT 40, ESQUIMALT LAND DISTRICT, TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1
PID: 023-885-742

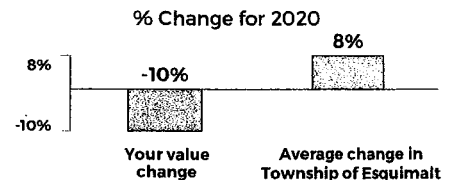
2020 Assessment - represents your property value as of July 1, 2019

Assessed Value	Value	Class
Land	101,400	
Buildings	133,800	
2020 Assessed Value	\$235,200	Business/Other
Taxable Value	Municipal	
Less Exemptions	127,600	
2020 Taxable Value	\$107,600	

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YOUR PROPERTY VALUE HISTORY

2020	-10%	
2019	0%	
2018	0%	
2017	0%	

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Victoria Assessment Office
102-3350 Douglas St
Victoria BC V8Z 7X9
01-61-307-0009.640

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3861 CEDAR HILL CROSS RD
VICTORIA BC V8P 2M7



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FOLLOW US



We Value BC

JAN 10 2020



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Roll: 0009.641

CONFIDENTIAL PIN: 003362700

Bulk Mail: V379

School District: 61-Greater Victoria

Neighbourhood: 210



2020 PROPERTY ASSESSMENT NOTICE

Property Location & Description

300 520 COMERFORD ST

STRATA LOT 3, PLAN VIS4397, SUBURBAN LOT 40, ESQUIMALT LAND DISTRICT, TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1

PID: 023-885-751

2020 Assessment - represents your property value as of July 1, 2019

Assessed Value	Value	Class
Land	54,000	
Buildings	72,600	
2020 Assessed Value	\$126,600	Business/Other
Taxable Value	Municipal	
Less Exemptions	73,300	
2020 Taxable Value	\$53,300	

Important messages about your 2020 Assessment

The Assessment Office for this property is:

Victoria Assessment Office
102-3350 Douglas St
Victoria BC V8Z 7X9
01-61-307-0009.641

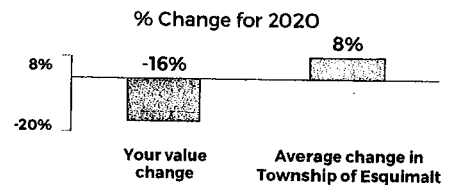
The Owner/Lessee of this property is:

VICTORIA ASSOCIATION FOR COMMUNITY LIVING
3861 CEDAR HILL CROSS RD
VICTORIA BC V8P 2M7

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2020	-16%
2019	0%
2018	0%
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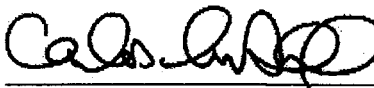
LAND TITLE OFFICE
STATE OF TITLE CERTIFICATE
Certificate Number: STSR2514672

File Reference: 22869vacI

HERALD STREET LAW
101-536 HERALD STREET
VICTORIA BC V8W 1S6

A copy of this State of Title Certificate held by the land title office can be viewed for a period of one year at <https://apps.ltsa.ca/cert> (access code 855647).

I certify this to be an accurate reproduction of title number **CA6592308** at 14:27 this 9th day of April, 2018.


REGISTRAR OF LAND TITLES



Title Issued Under	STRATA PROPERTY ACT (Section 249)
Land Title District Land Title Office	VICTORIA VICTORIA
Title Number From Title Number	CA6592308 EL109935
Application Received	2018-01-29
Application Entered	2018-01-31
Registered Owner in Fee Simple Registered Owner/Mailing Address:	VICTORIA ASSOCIATION FOR COMMUNITY LIVING, INC.NO. S0004861 3861 CEDAR HILL CROSS ROAD VICTORIA, BC V8P 2M7
Taxation Authority	Esquimalt, Corporation of the Township of

LAND TITLE OFFICE
STATE OF TITLE CERTIFICATE

Certificate Number: STSR2514672

Description of Land

Parcel Identifier:

023-885-718

Legal Description:

STRATA LOT 1 SUBURBAN LOT 40 ESQUIMALT DISTRICT STRATA PLAN VIS4397
TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT
ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1

Legal Notations

HERETO IS ANNEXED EASEMENT EL117605 OVER PART OF LOT 254, PLAN 2854

THIS TITLE MAY BE AFFECTED BY A PERMIT UNDER PART 29 OF THE MUNICIPAL
ACT, SEE EL53399

Charges, Liens and Interests

NONE

Duplicate Indefeasible Title

NONE OUTSTANDING

Transfers

NONE

Pending Applications

NONE

This certificate is to be read subject to the provisions of section 23(2) of the Land Title Act(R.S.B.C. 1996 Chapter 250) and may be affected by sections 50 and 55-58 of the Land Act (R.S.B.C. 1996 Chapter 245).

LAND TITLE OFFICE
STATE OF TITLE CERTIFICATE


Certificate Number: STSR2514673

File Reference: 22869vac1

HERALD STREET LAW
101-536 HERALD STREET
VICTORIA BC V8W 1S6

A copy of this State of Title Certificate held by the land title office can be viewed for a period of one year at <https://apps.ltsa.ca/cert> (access code 199469).

I certify this to be an accurate reproduction of title number **CA6592309** at 14:27 this 9th day of April, 2018.


REGISTRAR OF LAND TITLES



Title Issued Under	STRATA PROPERTY ACT (Section 249)
Land Title District Land Title Office	VICTORIA VICTORIA
Title Number From Title Number	CA6592309 EL109936
Application Received	2018-01-29
Application Entered	2018-01-31
Registered Owner in Fee Simple Registered Owner/Mailing Address:	VICTORIA ASSOCIATION FOR COMMUNITY LIVING, INC.NO. S0004861 3861 CEDAR HILL CROSS ROAD VICTORIA, BC V8P 2M7
Taxation Authority	Esquimalt, Corporation of the Township of

LAND TITLE OFFICE
STATE OF TITLE CERTIFICATE

Certificate Number: STSR2514673

Description of Land

Parcel Identifier:

023-885-742

Legal Description:

STRATA LOT 2 SUBURBAN LOT 40 ESQUIMALT DISTRICT STRATA PLAN VIS4397
TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT
ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1

Legal Notations

HERETO IS ANNEXED EASEMENT EL117605 OVER PART OF LOT 254, PLAN 2854

THIS TITLE MAY BE AFFECTED BY A PERMIT UNDER PART 29 OF THE MUNICIPAL
ACT, SEE EL53399

Charges, Liens and Interests

NONE

Duplicate Indefeasible Title

NONE OUTSTANDING

Transfers

NONE

Pending Applications

NONE

This certificate is to be read subject to the provisions of section 23(2) of the Land Title Act(R.S.B.C. 1996 Chapter 250) and may be affected by sections 50 and 55-58 of the Land Act (R.S.B.C. 1996 Chapter 245).

LAND TITLE OFFICE
STATE OF TITLE CERTIFICATE

Certificate Number: STSR2514674

File Reference: 22869vacI

HERALD STREET LAW
101-536 HERALD STREET
VICTORIA BC V8W 1S6

A copy of this State of Title Certificate held by the land title office can be viewed for a period of one year at <https://apps.ltsa.ca/cert> (access code 280133).

I certify this to be an accurate reproduction of title number **CA6592310** at 14:28 this 9th day of April, 2018.


REGISTRAR OF LAND TITLES



Title Issued Under	STRATA PROPERTY ACT (Section 249)
Land Title District Land Title Office	VICTORIA VICTORIA
Title Number From Title Number	CA6592310 EL109937
Application Received	2018-01-29
Application Entered	2018-01-31
Registered Owner in Fee Simple Registered Owner/Mailing Address:	VICTORIA ASSOCIATION FOR COMMUNITY LIVING, INC.NO. S0004861 3861 CEDAR HILL CROSS ROAD VICTORIA, BC V8P 2M7
Taxation Authority	Esquimalt, Corporation of the Township of

LAND TITLE OFFICE
STATE OF TITLE CERTIFICATE

Certificate Number: STSR2514674

Description of Land

Parcel Identifier: 023-885-751

Legal Description:

STRATA LOT 3 SUBURBAN LOT 40 ESQUIMALT DISTRICT STRATA PLAN VIS4397
TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT
ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM 1

Legal Notations

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THIS TITLE MAY BE AFFECTED BY A PERMIT UNDER PART 29 OF THE MUNICIPAL
ACT, SEE EL53399

Charges, Liens and Interests NONE

Duplicate Indefeasible Title NONE OUTSTANDING

Transfers NONE

Pending Applications NONE

This certificate is to be read subject to the provisions of section 23(2) of the Land Title Act(R.S.B.C. 1996 Chapter 250) and may be affected by sections 50 and 55-58 of the Land Act (R.S.B.C. 1996 Chapter 245).

**COMMUNITY LIVING VICTORIA
BOARD OF DIRECTORS
October 2019 to September 2020**

PRESIDENT

Mike Chadwick (parent advocate/retired Chief Constable)
2381 Alta Vista Pl., Victoria, BC V8Z 5S6
Home Phone: 250-544-2251
Cell: 250-882-3327
Email: sueandmike4@shaw.ca
Previous Terms: Sept. 2009 – Sept. 2012
Sept. 2012 – Sept. 2015
1st Term: Sept. 2016 – Sept. 2019
2nd Term: Sept. 2019 – Sept. 2022

Tony Earle

1173 Palmer Road, Victoria, BC V8P 2H5
Home Phone: 250-383-2446
Email: clarkearle@shaw.ca
Previous Terms: Sept. 2004 – Sept. 2007
Sept. 2011 – Sept. 2014
Sept. 2014 – Sept. 2017
1st Term: Sept. 2018 – Sept. 2021

VICE PRESIDENT

Joanne Finnegan (family member/retired teacher)
3839 Persimmon Drive, Victoria, BC V8P 3R9
Home phone: 250-382-4009
Cell: 778-967-1684
Email: jfinnegan@shaw.ca
Previous Terms: Apr 2009/Sept. 2009-Sept. 2012
Sept. 2012-Sept 2015
Reappointed Nov. 2018
1st Term: Sept. 2019 – Sept. 2022

Bill Edwards (parent advocate/retired)

6685 Aston End, Brentwood Bay, BC V8M 1A3
Home Phone: 250-652-1316
E-mail: wbe2@shaw.ca
Previous Terms: Sept. 1998 – Sept. 2001
Sept. 2001 – Sept. 2004
Sept. 2007 – Sept. 2010
Sept. 2010 – Sept. 2013
1st Term: (started Mar/17) Sept. 2017 – Sept. 2020

PAST PRESIDENT

Irene Ives (Vice Principal)
3350 Wickheim Road, Colwood, BC V9C 1V5
Cell: 250-589-0544
Email: irene@ireneiveshandiworks.ca
1st Term: Sept. 2012 – Sept. 2015
2nd Term: Sept. 2015 – Sept. 2018
3rd Term by Special Res. Sept. 2018 – Sept. 2021

Andrea Jarman (Lawyer)

Email: Andrea.Jarman@gov.bc.ca
1st Term: (April 2014) Sept. 2014 – 2017
2nd Term: Sept. 2017 – Sept. 2020

Lee Kissinger (self-advocate)

#210-1764 Oak Bay Avenue, Victoria, BC V8R 1B7
Home Phone: 250-592-0411
Email: freetwohide@yahoo.ca
1st Term: Sept. 2014 – Sept. 2017
2nd Term: Sept. 2017 – Sept. 2020

DIRECTORS

Clyde Bersky

Cell: 778.533.0284
Work: 778.698.5215
Email: edylc007@gmail.com
1st Term: Sept. 2018 – Sept. 2021

Karen Mearns (retired)

1287 Holloway Street, Victoria, BC V8P 1M8
Email: kalor@telus.net
1st Term: Sept. 2019 – Sept. 2022

Dianne Brown (self-advocate)

#114 – 3187 Shelbourne St., Victoria, BC V8T 3A6
Email: salsupervisor@shaw.ca
1st Term: Sept. 2015 – Sept. 2018
2nd Term: Sept. 2018 – Sept. 2021

Joseph Sheppard (Graduate Student, UVIC; advocate)

1625 Richmond Avenue, Victoria, BC V8R 4P7
Email: yosesheppard@gmail.com
1st Term: Sept. 2017 – Sept. 2020

Julia Christianson (Special Ed. Teacher)

4174 Thornhill Crescent, Victoria, BC V8N 5E5
Home Phone: 250-472-2475
Email: juliachristianson68@gmail.com
1st Term: Sept. 2017 – Sept. 2020

VICTORIA ASSOCIATION FOR COMMUNITY LIVING

CONSTITUTION

1. The name of the society is "Victoria Association for Community Living".
2. The purpose of the Society shall be:
 - (a) To promote the well-being of persons with an intellectual disability.
 - (b) To promote public awareness of persons with an intellectual disability.
 - (c) To provide supports to people with an intellectual disability to participate in their community and be as independent as possible.
 - (d) To affiliate with or support other organizations having similar objectives.
 - (e) To promote the education of students and employees to serve the needs of persons with an intellectual disability.
 - (f) To provide low rental housing suitable for persons with an intellectual disability.
 - (g) To operate as a charitable organization, without profit to its members.

September 20, 2017


CAROL PREST

**VICTORIA ASSOCIATION FOR COMMUNITY LIVING
BYLAWS**

ARTICLE 1 DEFINITIONS AND INTERPRETATION

1.1 In these Bylaws:

"Act" means the *Societies Act* of British Columbia as amended from time to time;

"Association" means the Victoria Association for Community Living;

"Board" means the directors of the Society;

"Bylaws" means these bylaws as altered from time to time.

1.2 The definitions of the Act apply to these Bylaws.

1.3 If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.

ARTICLE II TERMS OF ADMISSION OF MEMBERS, THEIR RIGHTS AND OBLIGATIONS

2.1 Application for membership may be made in writing or in person at the office of the Association or at any meeting of the Association and the person becomes a member on the acceptance of the application by the Board or the person appointed by the Board to accept applications for membership. There shall be three types of membership, Active, Honorary Life and Associate, each of which when in good standing shall be entitled to notice of all meetings of the Association.

2.2 Active membership shall include:

- (a) **Individual:** A person who is not an employee of the Association or a member of an employee's family who shall pay a single membership fee, and be entitled to one vote at all meetings of the members of the Association.
- (b) **Family:** Consists of two to four members of a family, none of whom are employees of the Association, who together shall pay a fee not to exceed the cost of two individual membership fees. This class of membership is established to allow a family to become a member of the Association at a reduced membership fee, however, the family members will be recognized and listed as "individual" members to allow each family member a right to vote.
- (c) **Corporate:** Groups including societies who shall pay not less than an individual membership fee, and shall be entitled to one vote per group at all meetings of the members of the Association.

For the purposes of these bylaws, "family" shall be defined as spouses (which term shall include legal spouses, common-law spouses and self-identified life partners of opposite or the same gender) and the children of either spouse.

2.3 Associate membership shall include those persons who are employees of the Association and those

persons who are members of an employee's family who shall pay a single membership fee and be entitled to speak, but not vote, at all meetings of the members of the Association.

- 2.4 Honorary Life membership shall include: Those persons or corporate groups who are proposed by the Board or by the membership of the Association and approved by a majority vote of the membership present at a General Meeting. Honorary Life members shall not be required to pay any dues or subscriptions, but shall be entitled to one vote per person or group at all meetings of the members of the Association.
- 2.5 A member may be expelled by the Board if the conduct of a member is not in keeping with the aims, objectives and welfare of the Association and such decision may be appealed to the general membership.
- 2.6 A member may resign by giving written notice to the Association.
- 2.7 Members shall be deemed to be in good standing after they have paid the membership fee for the current membership year.
- 2.8 The membership year shall be from September 1 to August 31. All membership fees shall be fixed from time to time at an Annual General Meeting.
- 2.9 A person's membership in the Association is terminated if a person is not in good standing for six (6) consecutive months.

ARTICLE III MEETINGS OF THE ASSOCIATION

- 3.1 There shall be three types of meetings:
 - (a) The Annual General Meeting of the Association will be held at a time and place selected by the Board, not later than six months after the Association's fiscal year end.
 - (b) In addition to the Annual General Meeting, a minimum of one General Meeting of the Association shall be convened, by order of the Board.
- 3.2 Notice of all meetings of the Association must be sent by the Association to each member by sending to the member, either personally or by sending it to him/her by post at his/her address as it appears on the books of the Association.
- 3.3 A quorum for any meeting of the Association shall be ten percent (10%) of the members in good standing or fifteen (15) members in good standing, whichever is the lesser.
- 3.4
 - (a) A meeting may be adjourned to another day and to another location upon a vote of the members at the meeting or, if a quorum is not present, to the same day in the next week, at the same place and time.
 - (b) No business may be conducted at the reconvened meeting except business left unfinished at the adjourned meeting.
 - (c) Where a meeting is adjourned for ten days or more, a notice of the time and place of the

reconvened meeting must be given in the same way as notice was given of the adjourned meeting.

(d) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at the reconvening of an adjourned meeting.

(e) A quorum shall be required to reconvene an adjourned meeting.

3.5 At all meetings of the Association questions shall be decided by a majority of the votes of the members present in good standing.

3.6 A member may vote his or her vote and not more than one additional vote of another member in good standing whose proxy the member carries. Proxies shall be in writing and in the form prescribed by the Board.

3.7 Unless otherwise provided by the bylaws and procedures of the Board, Robert's Rules of Order shall be followed on all matters or procedures at all meetings of the Association.

ARTICLE IV BOARD

4.1 The affairs of the Association shall be conducted by a Board consisting of not less than ten (10) and not more than fourteen (14) members of the Association (none of whom may be an employee of the Association or be a member of the employee's family) and two of whom shall have intellectual disabilities. From its membership of not less than ten (10) and not more than fourteen (14), the Board shall elect annually a President and Vice-President. Any member of the Association may attend regular Board meetings.

4.2 There shall be a minimum of six (6) meetings of the Board each year.

4.3 Directors must be Active members or Honorary Life members of the Association.

4.4 At the Annual General Meeting each Director shall be elected for a period of three (3) consecutive years.

4.5 Except when authorized by a special resolution, no Director shall be eligible for re-election beyond a period of six (6) consecutive years.

4.6 (a) If a Director,

- (i) resigns
- (ii) is absent without reasonable excuse from three or more Board meetings,
or
- (iii) is expelled from the Association

The remaining Directors may declare the position of that Director vacant and appoint a member to take the place of the former Director.

(b) A Director so appointed holds office only until the conclusion of the next Annual General Meeting, but is eligible for election at the meeting.

(c) The Board may at any time and from time to time appoint a member to fill a vacancy on the Board. A Director so appointed holds office only until the conclusion of the next Annual General Meeting, but is eligible for election at the meeting.

4.7 (a) Questions at any meeting of the Board shall be decided by a majority of votes.

- (b) A majority of the Directors then in office shall constitute a quorum for a meeting of the Board.
 - (c) A resolution communicated in writing to all Directors then in office, including by mail or fax or email to an address, fax number or email address provided by a Director for receipt of communications from the Association, and signed by at least the number of Directors constituting a quorum for a meeting of the Board and placed with the minutes of the Board, is as valid and effective as if regularly passed at a meeting of the Board. Directors may approve such a resolution by signature, or by fax, email or other means, provided that the manner, date and time of approval by each Director is recorded and placed within the minutes of the Board along with the resolution.
- 4.8 (a) The President of the Board shall preside at all meetings of the Association and of the Board which he/she attends, and shall preserve order, regulate debates, sign certificates, appoint committees not otherwise provided for, announce results of elections and perform all other duties legitimately pertaining to this office.
- (b) The Vice-President shall act in the place of the President in the latter's absence or incapacity.
- 4.9 The election of the Directors shall take place at the Annual General Meeting and may be by secret ballot. The members of the Association may, by resolution, passed by a majority of the votes cast at a General Meeting of which notice of the intention to pass such a resolution has been given, remove any Board member before the expiration of his/her term of office, and may, by a majority of votes cast at that meeting, elect any active member in good standing in his/her stead for the remainder of the term.
- 4.10 Not less than three (3) months before the Annual General Meeting, the Board shall appoint a Nominating Committee consisting of not less than three (3) members of the Association. The Nominating Committee shall nominate at the Annual General Meeting one (1) or more members of the Association for each vacant position on the Board. Any member may nominate any other member for position of Director.
- 4.11 The Board may constitute, alter, or disband such committees as it deems necessary and may appoint members of the Association or other persons to such committees and may dismiss any member of person from a position on all such committees. The President of the Board shall appoint members to chair each such committee who shall report on the activities of that committee to the Board as and when required. The President of the Board shall be given notice of the meetings of all such committees and shall be a member, ex officio, of all committees.

ARTICLE V ENDOWMENT FUND

- 5.1 The Board may establish such foundations or endowment funds upon such terms as it deems advisable and it may appoint, employ, or enter into agreement with such person, persons, or body corporate as it shall see fit, to act as the Trustee(s) of such foundations or endowment funds: and such Trustee(s) shall have such powers and authority and shall perform such duties as may from time to time be prescribed by the Board. An annual statement outlining the status of the foundation and endowment funds shall be made available to members at the Annual General Meeting.

ARTICLE VI FISCAL YEAR

- 6.1 The fiscal year of the Association shall be from April 1 to March 31 annually.

ARTICLE VII AUDIT OF ACCOUNTS

- 7.1 The Board may from time to time recommend an auditor(s) to hold office for such period of time as the Board may require, and such recommendation shall be approved by the membership at the Annual General Meeting.

ARTICLE VIII TIME AND PLACE FOR INSPECTING THE BOOKS

- 8.1 The Board shall from time to time determine whether and to what extent and at what times and places and under what conditions and regulations the accounts and books of the Association, or any of them, shall be open to the inspection of members not being Board members.

A member's request to examine accounts and books of the Association would be made to the Board. The Board shall respond to the request within seven (7) days. Should the Board decline that request the member may seek a resolution of the Association membership to approve such request.

ARTICLE IX PATRON

- 9.1 The Association recognizes the desirability of having a Patron(s). The term Patron(s) shall designate in this Association a title applied to a person(s) who may have made some contribution(s) to this Association, such title shall be recommended by the Board and may be ratified by a vote at a general membership meeting.

ARTICLE X SOCIETIES ACT TRANSITION REQUIREMENTS

- 10.1 The following clauses were part of the Association's constitution and were unalterable. They are reproduced here as they read immediately before the coming into force of the Act. These provisions may now be revised or removed from the Bylaws, despite the fact that they were previously unalterable.

4. Upon the winding up or dissolution of the Society, the assets of the Society shall be transferred to a charitable or non-profit organization having similar objectives; this clause is unalterable.

5. The Society shall be carried on without purpose of gain for its members(s), and no part of any income of the Society shall be payable or otherwise available for the personal benefit of the member(s) thereof, and any profits or other accretions to the Society shall be used for promoting its purposes.

6. Further to Clause (4) of the Constitution, upon wind-up or dissolution of the Society the assets remaining after payment of all costs, charges, and expenses properly incurred in the wind-up, including the remuneration of a liquidator, and after payment to employees of the Society of any arrears of salaries wages, and after payment of any other debts of the Society, shall be distributed to a charitable organization (or organizations) in Canada, registered under the provisions of the Income Tax Act, which shall be designated by the Board of Directors; this clause is unalterable.

7. Clauses (5) and (6), including this clause, are unalterable.

8. The Society shall carry on works exclusively of a charitable nature; this clause is unalterable.

9. The Directors shall serve without remuneration, and the Directors shall not receive, directly or indirectly, any profits from their position as Directors, but may be paid expenses incurred by them in the performance of their duties; this clause is unalterable.

Financial Statements of

**VICTORIA ASSOCIATION FOR
COMMUNITY LIVING**

(dba Community Living Victoria)

And Independent Auditors' Report thereon

Year ended March 31, 2020



concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

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

Auditors' 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 auditors' 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 the 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 Entity'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 Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' 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 auditors' report. However, future events or conditions may cause the Entity 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.

VICTORIA ASSOCIATION FOR COMMUNITY LIVING


Statement of Financial Position

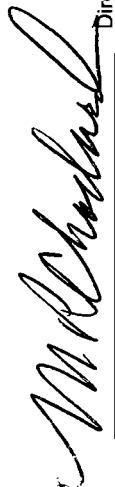
March 31, 2020, with comparative information for 2019

	General Fund	Replacement Reserve Fund	Capital Asset Fund	Total 2020	Total 2019
Assets					
Current assets:					
Cash	\$ 1,365,951	\$ -	\$ 156,920	\$ 1,522,871	\$ 1,534,711
Accounts receivable	113,123	-	-	113,123	41,590
Prepaid expenses	104,064	-	-	104,064	54,133
Short term investments (note 2)	1,023,087	500,000	-	1,523,087	1,516,901
Due from Replacement Reserve Fund	184,909	-	-	184,909	-
	2,791,134	500,000	156,920	3,448,054	3,147,335
Capital assets (note 3)	-	-	6,395,958	6,395,958	6,346,602
	\$ 2,791,134	\$ 500,000	\$ 6,552,878	\$ 9,844,012	\$ 9,493,937
Liabilities and Fund Balances					
Current liabilities:					
Accounts payable and accrued liabilities	\$ 1,087,910	\$ -	\$ -	\$ 1,087,910	\$ 1,188,283
Current portion of mortgages payable	-	-	57,786	57,786	119,161
Due to General Fund	-	184,909	-	184,909	-
Demand loan (note 4)	-	-	-	-	184,444
Deferred contributions (note 5)	257,169	-	-	257,169	309,093
	1,345,079	184,909	57,786	1,587,774	1,800,981
Mortgages payable (note 6)	-	-	282,971	282,971	558,257
Accrued retirement payments (note 7)	657,234	-	-	657,234	749,588
	2,002,313	184,909	340,757	2,527,979	3,108,826
Fund balances:					
Invested in capital assets	-	-	6,055,201	6,055,201	5,484,740
Internally restricted (note 9)	-	244,613	147,655	392,268	661,124
Externally restricted (note 10)	-	70,478	9,265	79,743	77,277
Unrestricted	788,821	-	-	788,821	161,970
	788,821	315,091	6,212,121	7,316,033	6,385,111
Subsequent events (note 17)					
	\$ 2,791,134	\$ 500,000	\$ 6,552,878	\$ 9,844,012	\$ 9,493,937

See accompanying notes to financial statements.

Approved by the Board:

 Director

 Director

VICTORIA ASSOCIATION FOR COMMUNITY LIVING

Statement of Cash Flows

Year ended March 31, 2020, with comparative information for 2019

	2020	2019
Cash provided by (used in):		
Operations:		
Excess of revenue over expenses	\$ 930,922	\$ 159,408
Items not involving cash:		
Amortization of capital assets	98,105	112,426
Gain (loss) on disposal of capital assets	(1,097,575)	8,563
Accrued interest on investment	(6,186)	3,014
	(74,734)	283,411
Change in non-cash operating working capital	(221,837)	10,162
Decrease in deferred contributions	(51,924)	24,180
Decrease in accrued retirement payments	(92,354)	(22,239)
	(440,849)	295,514
Investing:		
Proceeds from disposal of capital assets	1,349,500	1,500
Purchase of capital assets	(399,386)	(748,026)
	950,114	(746,526)
Financing:		
Mortgage principal repayments	(336,661)	(68,058)
Demand loan principal repayments	(184,444)	(13,334)
	(521,105)	(81,392)
Decrease in cash	(11,840)	(532,404)
Cash, beginning of year	1,534,711	2,067,115
Cash, end of year	\$ 1,522,871	\$ 1,534,711

See accompanying notes to financial statements.

VICTORIA ASSOCIATION FOR COMMUNITY LIVING

Notes to Financial Statements

Year ended March 31, 2020

1. Significant accounting policies (continued):

(e) Contributed materials and services:

The Association receives a substantial benefit from volunteers. It is not practical for the Association to record the receipt of contributed materials and services.

(f) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Investments that are quoted in an active market are subsequently measured at fair value and all changes in the fair value are recognized in the statement of operations annually. All other financial instruments are subsequently recorded at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Association has not elected to carry any such financial instruments at fair value.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using straight-line method.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the Association determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the Association expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

(g) Employee future benefits:

The Association and its employees contribute to a multi-employer plan for health related benefits, administered by the Community Services Benefit Trust and to the Municipal Pension Plan, a multi-employer defined benefit plan for pension benefits. Contributions to the plans are expensed as incurred.

The Association provides non-pension retirement payments to certain employees based on years of service and age. The liability for amounts which may become payable to retiring employees is based on an annual evaluation performed by the Association using a projected benefit method pro-rated on services.

VICTORIA ASSOCIATION FOR COMMUNITY LIVING

Notes to Financial Statements

Year ended March 31, 2020

3. Capital assets:

				2020
	Amortization rates	Cost	Accumulated amortization	Net book value
Land		\$ 1,997,325	\$ -	\$ 1,997,325
Buildings	25 years	4,577,830	573,335	4,004,495
Furnishings and equipment	5 years	647,228	615,827	31,401
Vehicles	5 years	1,018,147	714,786	303,361
Capital assets under construction		59,376	-	59,376
		\$ 8,299,906	\$ 1,903,948	\$ 6,395,958

				2019
	Amortization rates	Cost	Accumulated amortization	Net book value
Land		\$ 2,121,428	\$ -	\$ 2,121,428
Buildings	25 years	4,178,284	581,764	3,596,520
Furnishings and equipment	5 years	631,143	607,977	23,166
Vehicles	5 years	1,049,135	681,435	367,700
Capital assets under construction		237,788	-	237,788
		\$ 8,217,778	\$ 1,871,176	\$ 6,346,602

Certain properties funded by the British Columbia Housing Management Commission are subject to restrictive covenants whereby the provincial government has the final authority with respect to their future disposition.

4. Demand loan:

The Association maintains a non-revolving demand loan with Bank of Montreal. The balance was paid off during the fiscal year, and no amount is outstanding at year end (2019 - \$184,444). This demand loan bears interest at a rate of prime plus 0.5% and is secured by a General Security Agreement over all the assets of the Association and a registered all-indebtedness mortgage over land and buildings located at 3861 Cedar Hill Cross Road, Victoria BC.

VICTORIA ASSOCIATION FOR COMMUNITY LIVING

Notes to Financial Statements

Year ended March 31, 2020

6. Mortgages payable (continued):

March 31, 2019:

Property	Principal owing at year end	Interest rate	Maturity date	2019 payments including interest
Wilcox*	\$ 56,590	3.51%	February 2020	\$ 10,855
Mariposa*	68,360	2.93%	August 2021	10,672
Lindsay*	60,652	3.43%	June 2020	11,452
Jeffree*	74,963	2.93%	August 2021	11,343
Burnside	134,546	3.95%	June 2022	22,624
Comerford	282,307	3.86%	January 2021	26,377
	677,418			<u>\$ 93,323</u>
Current portion	(119,161)			
	<u>\$ 558,257</u>			

7. Accrued retirement payments:

The Association provides non-pension retirement payments to certain employees based on years of service and age. The liability for amounts which may become payable to retiring employees is based on an annual evaluation performed by the Association using a projected benefit method pro-rated on services. During the year there was \$1,365 (2019 - \$42,279) of severance earned, \$93,719, (2019 - \$64,518) of severance paid out.

8. Employee future benefits:

(a) Municipal Pension Plan:

The Association and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trusted pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the Plan has about 205,000 active members and approximately 101,000 retired members.

The most recent actuarial valuation as at December 31, 2018 indicated a \$2,866 million funding surplus for basic pension benefits. The next valuation will be as at December 31, 2021, with results available in 2022. Employers participating in the Plan record their pension expense as the amount of the employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan. The Association paid \$624,615 for employer contributions to the plan in fiscal 2020 (2019 - \$587,636).

VICTORIA ASSOCIATION FOR COMMUNITY LIVING

Notes to Financial Statements

Year ended March 31, 2020

12. Economic interest:

The Association has an economic interest in the Victoria Community Living Foundation (the "Foundation") to the extent that the Foundation engages in fundraising activities for the benefit of the Association. The Foundation is an independent organization with its own Board of Directors. During the year, the Association received donations of \$83,369 (2019 - \$98,150) from the Foundation. Included in accounts receivable is \$35,717 due from the Foundation (2019 - \$216 in accounts receivable due from the Foundation).

13. Operating leases:

The Association rents various properties on a month-to-month basis with monthly rent of approximately \$21,907 (2019 - \$21,889).

14. Accounts payable and accrued liabilities:

Included in accounts payable and accrued liabilities are government remittances payable of \$120,777 (2019 - \$106,785) for government remittances and Worker's Compensation Board premiums.

15. Financial instruments and concentration of risk:

The Association's long-term debt and term deposits have fixed interest rates until the various renewal dates. The Association is not subject to interest rate risk until refinancing of the long-term debt and maturity or disposition of term deposits. The Association's demand loan is subject to interest rate risk due to the variable interest rate.

Credit risk arises from cash held with banks and financial institutions and credit exposure to accounts and other receivables balances. The Association assesses the credit quality of the counter parties, dealing only with high credit quality financial institutions, taking into account their financial position, past experience, and other factors.

Liquidity risk is the risk that the Association will be unable to fulfill its obligations on a timely basis or at a reasonable cost. The Association manages its liquidity risk by monitoring its operating requirements. The Association prepares budget and cash forecasts to ensure it has sufficient funds to fulfill its obligations.

The Association is not exposed to currency risk as all financial instruments are held in Canadian dollars.