



SOUTH PEACE CHILD DEVELOPMENT CENTRE



# Annual General Meeting 2025





## **SOUTH PEACE CHILD DEVELOPMENT SOCIETY**

9001-10<sup>TH</sup> Street Dawson Creek, BC V1G 4T1

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### **Annual General Meeting Thursday, September 25<sup>th</sup>, 2025**

#### **AGENDA**

7:00 p.m.

Call to Order

Welcome and Introductions

Agenda

Minutes of the Previous Annual Meeting

Auditor's Report

Annual Performance Report

Nominating Committee Report

Election of Board Members

Farwell to exiting members

Business Arising from the Minutes and Reports

New Business

- Membership Fees
- Appointment of Auditor

Adjournment



## **SOUTH PEACE CHILD DEVELOPMENT CENTRE**

9001-10<sup>TH</sup> Street, Dawson Creek, BC V1G 4T1

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### **Annual General Meeting Minutes September 26, 2024**

The meeting was called to order by President Gordon Smith at 7:00 p.m. Gordon welcomed the 17 members and guests in attendance.

#### **Call to Order and Roll Call:**

##### **Agenda:**

- Motion: Lisa Richmond / Amanda Aven seconded to accept Agenda as presented. *Carried*

#### **Minutes of previous Annual Meeting:**

- Motion: Amanda Aven / Lisa Richmond seconded the minutes of the previous annual meeting be adopted as distributed. *Carried*

#### **Auditors Report:**

- Jaron Neufeld presented the audit report to the members.
  - Motion: Amanda Aven / Pam Morris seconded to accept the Auditor's Report as presented. *Carried*

#### **Annual Report:**

- Kim Hughes presented the Society's annual highlights on behalf of the Board.
  - Motion: Amanda Aven / Lisa Richmond seconded to accept the report as presented. *Carried*

#### **Nominating Committee:**

- The Nominating Report was presented.
- Gordon Smith called for nominations from the floor. Three calls for nominations were made; after hearing none, the nominations were closed.
  - Returning Members:, Velma Schwartz, Bill Darnbrough, Gordon Smith, Lisa Richmond, Amanda Aven, Jerimy Earl, Noella Yablonski, Patti McDougall, Pam Morris
  - Not Returning: Jim Norquay
  - New Member : Jillian Squires

#### **New Business:**

- Membership Fees:
  - Motion: Velma Schwartz / Amanda Aven seconded to maintain membership fees at \$5. *Carried.*
- Appointment of Auditor:
  - Motion: Pam Morris / Lisa Richmond Second to continue with Sander Rose Bone Grindle LLP as auditors for the coming fiscal year. *Carried*

- Change to **Bylaw ARTICLE XI**

### **Current Bylaw**

In the event of the dissolution of the Society all assets shall be paid over to the Cerebral Palsy Association of British Columbia. Should the Cerebral Palsy Association of British Columbia be itself dissolved then all assets shall be paid over to the community at large.

### **Proposed Change**

In the event of the dissolution or winding up of the Society, all of its remaining assets, after payment of liabilities, shall be disbursed to one or more charitable organization in Northern BC as determined by the Board of Directors.

- Motion: Lisa Richmond / Pam Morris seconded to accept the proposed change to the SPCDC Bylaws as stated. *Carried*

### **Adjournment:**

- The meeting adjourned Pam Morris 7:30 pm

**SOUTH PEACE CHILD DEVELOPMENT SOCIETY**  
**Financial Statements**  
**Year Ended March 31, 2025**

**SOUTH PEACE CHILD DEVELOPMENT SOCIETY**  
**Index to Financial Statements**  
**Year Ended March 31, 2025**

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**Partners**

Dale J. Rose, CPA, CA\*  
Alan Bone, B. Comm., CPA, CA\*  
Jason Grindle, B. Comm., CPA, CA\*  
Jaron Neufeld, B. Comm., CPA, CA\*

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of South Peace Child Development Society

*Report on the Financial Statements*

*Opinion*

We have audited the financial statements of South Peace Child Development Society (the "organization"), which comprise the statement of financial position as at March 31, 2025, 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 the organization as at March 31, 2025, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

*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 organization in accordance with 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 the financial statements in accordance with ASNPO, 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 organization'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 organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization'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:

(continues)

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**Fort St. John**

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Independent Auditor's Report to the Members of South Peace Child Development Society (*continued*)

- 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 organization'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 organization'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 organization 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 policies applied in preparing and presenting the financial statements in accordance with Canadian Accounting Standards for Not-for-profit Organizations have been applied on a basis consistent with that of the preceding year.

Dawson Creek, BC  
September 25, 2025

*ECLIPSE LLP*  
CHARTERED PROFESSIONAL ACCOUNTANTS



**SOUTH PEACE CHILD DEVELOPMENT SOCIETY**  
**Statement of Financial Position**  
**March 31, 2025**

	General Fund	Gaming Fund	2025 Total	2024 Total
<b>ASSETS</b>				
CURRENT				
Cash	\$ 949,339	\$ 70,607	\$ 1,019,946	\$ 1,222,184
Receivables (Note 3)	16,614	-	16,614	14,952
Term deposits (Note 4)	510,000	-	510,000	505,264
Prepays	9,869	-	9,869	11,950
	1,485,822	70,607	1,556,429	1,754,350
DUE FROM GENERAL	-	1,653	1,653	12,573
TANGIBLE CAPITAL ASSETS (Note 5)	615,173	-	615,173	602,630
	\$ 2,100,995	\$ 72,260	\$ 2,173,255	\$ 2,369,553
<b>LIABILITIES AND NET ASSETS</b>				
CURRENT				
Payables (Note 6)	\$ 553,003	\$ -	\$ 553,003	\$ 1,033,282
Deferred revenue	31,222	-	31,222	33,893
	584,225	-	584,225	1,067,175
DUE TO GAMING	1,653	-	1,653	12,573
DEFERRED CONTRIBUTIONS RELATED TO TANGIBLE CAPITAL ASSETS (Note 7)	243,200	-	243,200	263,554
	829,078	-	829,078	1,343,302
NET ASSETS				
Net assets invested in capital assets	402,610	-	402,610	369,713
Externally restricted net assets (Note 8)	-	72,260	72,260	73,204
Internally restricted net assets (Note 9)	371,329	-	371,329	313,918
Unrestricted net assets	497,978	-	497,978	269,416
	1,271,917	72,260	1,344,177	1,026,251
	\$ 2,100,995	\$ 72,260	\$ 2,173,255	\$ 2,369,553

Approved by

\_\_\_\_\_ Director

# **SOUTH PEACE CHILD DEVELOPMENT SOCIETY**

## **Statement of Operations**

**Year Ended March 31, 2025**

	General Fund	Gaming Fund	2025 Total	2024 Total
<b>REVENUE</b>				
Amortization of deferred contributions	\$ 20,353	\$ -	\$ 20,353	\$ 20,353
Donations and fundraising	49,458	-	49,458	52,746
Fees (Note 10)	136,032	-	136,032	133,041
Fundraising - gaming	-	11,500	11,500	10,764
Government contracts				
- Community Living BC	612,918	-	612,918	587,580
- Ministry of Children and Family Development	2,976,395	-	2,976,395	2,695,042
- Other provincial grants	36,193	-	36,193	28,095
Other grants	526	-	526	39,425
Other	9,862	-	9,862	5,577
Wage cost recovery	21,649	-	21,649	10,627
	3,863,386	11,500	3,874,886	3,583,250
<b>EXPENSES</b>				
Amortization	45,495	-	45,495	41,439
Centre contributions	872	-	872	1,208
Insurance	42,136	-	42,136	39,276
Professional fees	20,372	-	20,372	19,476
Property taxes	300	-	300	1,300
Public information	114	-	114	418
Purchased services	315,494	-	315,494	255,591
Recruiting and development	21,761	-	21,761	17,055
Rent	28,500	-	28,500	28,425
Repairs, maintenance and fuel	36,597	-	36,597	39,069
Supplies, office and program costs	155,170	12,444	167,614	171,686
Travel	16,678	-	16,678	12,829
Utilities and telephone	56,720	-	56,720	50,797
Wages and benefits	2,804,307	-	2,804,307	2,692,896
	3,544,516	12,444	3,556,960	3,371,465
<b>EXCESS OF REVENUE OVER EXPENSES BEFORE OTHER ITEMS</b>	318,870	(944)	317,926	211,785
<b>OTHER ITEMS</b>				
Loss on disposal of tangible capital assets	-	-	-	(7,269)
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	\$ 318,870	\$ (944)	\$ 317,926	\$ 204,516

See accompanying notes to financial statements

**SOUTH PEACE CHILD DEVELOPMENT SOCIETY**

**Statement of Changes in Net Assets**

**Year Ended March 31, 2025**

	Invested in Tangible Capital Assets	Gaming	Internally Restricted	Unrestricted	<b>Total 2025</b>	Total 2024
<b>BALANCE - BEGINNING OF YEAR</b>	\$ 369,713	\$ 73,204	\$ 313,918	\$ 269,416	<b>\$ 1,026,251</b>	\$ 1,378,819
Excess of revenue over expenses	-	(944)	-	318,870	<b>317,926</b>	204,516
	369,713	72,260	313,918	588,286	<b>1,344,177</b>	1,583,335
INTERFUND TRANSFERS						
Amortization of tangible capital assets	(45,495)	-	-	45,495	-	-
Amortization of deferred capital contributions	20,353	-	-	(20,353)	-	-
Interfund transfers	-	-	57,411	(57,411)	-	-
Purchase of tangible capital assets	58,039	-	-	(58,039)	-	-
Repayment of funding	-	-	-	-	-	(557,084)
	32,897	-	57,411	(90,308)	-	(557,084)
<b>BALANCE - END OF YEAR</b>	<b>\$ 402,610</b>	<b>\$ 72,260</b>	<b>\$ 371,329</b>	<b>\$ 497,978</b>	<b>\$ 1,344,177</b>	<b>\$ 1,026,251</b>

See accompanying notes to financial statements

**SOUTH PEACE CHILD DEVELOPMENT SOCIETY**  
**Statement of Cash Flows**  
**Year Ended March 31, 2025**

	2025	2024
<b>OPERATING ACTIVITIES</b>		
Excess of revenue over expenses	\$ 317,926	\$ 204,516
Items not affecting cash:		
Amortization	45,495	41,439
Amortization of deferred contributions	(20,353)	(20,353)
Loss on disposal of tangible capital assets	-	7,269
	343,068	232,871
Changes in non-cash working capital (Note 11)	(482,530)	629,934
Cash flow from operating activities	(139,462)	862,805
<b>FINANCING AND INVESTING ACTIVITIES</b>		
Repayment of funding	-	(557,084)
Purchase of tangible capital assets	(58,040)	(48,079)
Cash flow used by financing and investing activities	(58,040)	(605,163)
<b>INCREASE (DECREASE) IN CASH FLOW</b>	(197,502)	257,642
Cash - beginning of year	1,727,448	1,469,806
<b>CASH - END OF YEAR</b>	<b>1,529,946</b>	<b>1,727,448</b>
<b>CASH AND CASH EQUIVALENTS CONSIST OF:</b>		
Cash	\$ 1,019,946	\$ 1,222,184
Term deposit	510,000	505,264
	\$ 1,529,946	\$ 1,727,448

See accompanying notes to financial statements

# **SOUTH PEACE CHILD DEVELOPMENT SOCIETY**

## **Notes to Financial Statements**

**Year Ended March 31, 2025**

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### **1. PURPOSE OF THE ORGANIZATION**

The South Peace Child Development Society operates to provide quality services to children, adults and their families which enable the individuals to achieve their maximum potential and independence. The South Peace Child Development Society is incorporated under the Societies Act of British Columbia as a not-for-profit organization and is a registered charity under the Income Tax Act.

### **2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

#### **Basis of presentation**

These financial statements have been prepared in accordance with Canadian accounting standards for Not-for-Profit Organizations (ASNPO); accordingly these financial statements have been prepared in accordance with Canadian generally accepted accounting principles.

#### **Fund accounting**

South Peace Child Development Society follows the restricted fund method of accounting for contributions.

The General Fund accounts for the organization's program delivery and administrative activities.

The Gaming Fund reports restricted funds received through gaming activities in British Columbia that are subject to restrictions placed on them by the British Columbia Gaming Commission.

#### **Revenue recognition**

Restricted contributions related to general operations are recognized as revenue of the General Fund in the year in which the related expenses are incurred. Restricted contributions from gaming activities are recognized as revenue of the Gaming Fund.

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

#### **Prepaid expenses**

Prepaid expenses consist of prepaid amounts which will be expensed in the period the actual expense relates to.

*(continues)*

**SOUTH PEACE CHILD DEVELOPMENT SOCIETY**  
**Notes to Financial Statements**  
**Year Ended March 31, 2025**

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

**Tangible capital assets**

Tangible capital assets are stated at cost or, if donated, at estimated fair market value at the time of donation. They are amortized using the straight-line method over the useful life of the assets. Amortization is taken at the following annual rates:

Automobiles	10 years
Buildings	25 years
Furniture & equipment	10 years
Leasehold improvements	5 years
Work in progress	N/A

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

**Deferred revenue**

Deferred revenue consists of program revenues received prior to year end which relate to the following year.

**Accrued liability for sick leave and severance**

Under the terms of the employer's union contracts, employees with 10 years of service and having reached an age of 55 are entitled to receive special payments upon retirement (or other circumstances specified in the collective agreement). These payments are based upon accumulated sick leave credits and entitlements for each year of service. The liability for amounts which may become payable to retiring employees was calculated in the current year using management's best estimates.

The Society has estimated that the accumulated benefit obligation for sick leave and severance benefits is as follows:

	<b>2025</b>	<b>2024</b>
Sick and severance benefits	<b>\$ 229,066</b>	<b>\$ 212,557</b>

**Use of estimates**

The preparation of these financial statements is in conformity with Canadian accounting standards for Not-for-Profit Organizations which requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenses during the current period. Significant estimates include those used when accounting for receivables, useful life of tangible capital assets, payables, sick/severance accrual, deferred revenues and deferred contributions. All estimates are reviewed periodically and adjustments are made to the statements of operations as appropriate in the year they become known.

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**SOUTH PEACE CHILD DEVELOPMENT SOCIETY**  
**Notes to Financial Statements**  
**Year Ended March 31, 2025**

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

**Financial instruments policy**

The Society initially measures its financial assets and financial liabilities at fair value. The Society subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in the statement of operations.

Financial assets measured at amortized cost include cash, and receivables.

Financial liabilities measured at amortized cost include payables.

**3. ACCOUNTS RECEIVABLE**

	2025	2024
Trade	\$ 1,199	\$ 3,360
Goods and services tax	7,021	7,613
Interest	8,394	3,979
	<b>\$ 16,614</b>	<b>\$ 14,952</b>

**4. TERM DEPOSITS**

	2025	2024
Guaranteed investment certificate held with Lake View Credit Union at 3.95% interest, maturing on November 5, 2025	<b>\$ 510,000</b>	<b>\$ 505,264</b>

**5. TANGIBLE CAPITAL ASSETS**

	Cost	Accumulated amortization	2025 Net book value	2024 Net book value
Land	\$ 50,000	\$ -	<b>\$ 50,000</b>	\$ 50,000
Automobile	59,194	47,355	<b>11,839</b>	17,758
Building and grounds improvement	2,300,160	1,859,566	<b>440,594</b>	453,566
Furniture and equipment	495,308	382,568	<b>112,740</b>	78,802
Leasehold Improvements	18,000	18,000	-	-
Work in progress	-	-	-	2,504
	<b>\$ 2,922,662</b>	<b>\$ 2,307,489</b>	<b>\$ 615,173</b>	<b>\$ 602,630</b>

**SOUTH PEACE CHILD DEVELOPMENT SOCIETY**  
**Notes to Financial Statements**  
**Year Ended March 31, 2025**

**6. PAYABLES**

	<b>2025</b>	<b>2024</b>
Trade	\$ 96,441	\$ 612,364
Wages and Benefits	86,685	69,900
Source Deductions	34,094	24,723
Vacation	106,717	113,738
Sick and Severance	229,066	212,557
	<b>\$ 553,003</b>	<b>\$ 1,033,282</b>

**7. DEFERRED CONTRIBUTIONS RELATED TO TANGIBLE CAPITAL ASSETS**

Deferred contributions related to tangible capital assets represent contributed tangible capital assets and restricted contributions used for purchasing tangible capital assets. Unamortized deferred contributions related to tangible capital assets are recognized as revenue in the period in which the related tangible capital assets are amortized. The changes in the deferred contributions balance for the period are as follows:

	<b>2025</b>	<b>2024</b>
Balance, beginning of year	\$ 263,554	\$ 283,907
Less: Amounts amortized to revenue	(20,354)	(20,353)
Balance, end of year	<b>\$ 243,200</b>	<b>\$ 263,554</b>

**8. EXTERNALLY RESTRICTED NET ASSETS**

	<b>2025</b>	<b>2024</b>
Gaming	\$ 72,260	\$ 73,204

Gaming Fund

The net assets of the Gaming Fund are subject to external restrictions placed on them by the British Columbia Gaming Commission. Cash must be held in a separate bank account and all disbursements must be in compliance with the terms and conditions as set out by the Commission.

**9. INTERNALLY RESTRICTED FUNDS**

	<b>2025</b>	<b>2024</b>
Reserve for sick leave	\$ 10,000	\$ 10,000
Reserve for maternity top-up	15,000	15,000
Reserve for future expenditures	346,329	288,918
	<b>\$ 371,329</b>	<b>\$ 313,918</b>



**SOUTH PEACE CHILD DEVELOPMENT SOCIETY**  
**Notes to Financial Statements**  
**Year Ended March 31, 2025**

**10. FEES**

	<b>2025</b>	<b>2024</b>
Ministry of Social Development	\$ 10,248	\$ 10,248
Preschool	125,784	122,793
	<b>\$ 136,032</b>	<b>\$ 133,041</b>

**11. CHANGES IN NON-CASH WORKING CAPITAL**

	<b>2025</b>	<b>2024</b>
Receivables - (increase) decrease	\$ (1,662)	\$ 114,964
Prepays - decrease (increase)	2,080	(9,499)
Payables - (decrease) increase	(480,277)	507,103
Deferred revenue - (decrease) increase	(2,671)	17,366
	<b>\$ (482,530)</b>	<b>\$ 629,934</b>

**12. ECONOMIC DEPENDENCE**

The South Peace Child Development Society is dependent on continued funding from the Ministry of Children and Family Development to carry out its programs. These financial statements have been prepared in accordance with Canadian accounting standards for Not-for-Profit Organizations and contemplate continuation of the Society as a going concern.

**SOUTH PEACE CHILD DEVELOPMENT SOCIETY**  
**Notes to Financial Statements**  
**Year Ended March 31, 2025**

**13. ALLOCATION OF EXPENSES**

The Society has allocated administration, facilities, and program expenses as follows:

	Administration	Facilities	Program
Supported Child Development	\$ 47,425	\$ 30,066	\$ 20,503
Building Blocks	55,911	16,012	19,913
Family Education	6,432	4,879	2,539
Early Years	6,463	5,238	3,099
Infant Development	19,365	16,762	9,917
Lifeskills	24,394	6,046	7,405
Preschool	5,785	6,370	2,896
Early Intervention Therapy	55,752	33,224	21,397
Residence	58,507	14,596	20,712
Respite	39,122	7,482	9,646
	<b>\$ 319,156</b>	<b>\$ 140,675</b>	<b>\$ 118,027</b>

The Society allocates certain general support expenses and facility costs to the various programs provided by the Society. Administration accounts for general operating and administrative costs that can't be directly allocated to a specific program. Facilities accounts for the costs associated with the operation and maintenance of the main centre building. Program expenses relate to program delivery costs incurred during the year. These costs are allocated to the various programs on the following basis.

Administration

Allocated to all programs based on a percentage of the program's total revenue. Administration costs approved for funded programs typically range from 8-10% of contract revenue, depending on funding guidelines. The overall Administration percentage for the year is 8.2% (2024 - 9.0%) of total revenue. Executive Director salaries included in Administration are allocated to specific programs based on a flat fee basis with the remaining amount allocated to specific programs based on time spent.

Facilities

Allocated to specific programs based on size of office and use of common areas.

Program expenses

Allocated to all programs based on percentage of revenue each program generates.

**14. FINANCIAL INSTRUMENTS**

The Society is exposed to various risks through its financial instruments, without being exposed to concentrations of risk. The following analysis provides a measure of the enterprise's risk exposure at the statement of financial position date.

**(a) Credit risk**

Credit risk is the possibility that other parties may default on their financial obligations. The maximum exposure to credit risk is the carrying value of cash and receivables on the statement of financial position. The Society's cash is deposited with federally regulated credit worthy financial institutions and receivables are generally due in 30-60 days.

(continues)

**SOUTH PEACE CHILD DEVELOPMENT SOCIETY**  
**Notes to Financial Statements**  
**Year Ended March 31, 2025**

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**14. FINANCIAL INSTRUMENTS *(continued)***

***(b) Liquidity risk***

Liquidity risk is the risk that the Society will not be able to meet its obligations associated with financial liabilities. Cash flow from operations provide a substantial portion of the Society's cash requirements. The Society monitors its cash flows from operations by preparing and monitoring cash flows against budget and anticipates future requirements based on their needs.

***(c) Market risk***

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises of currency risk and interest rate risk.

***(d) Currency risk***

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The Society has very limited exposures to this type of risk.

***(e) Interest rate risk***

The Society's interest bearing assets and liabilities include cash and term deposit .

The Society's cash and cash equivalents are generally of a demand nature which minimizes the impact of fluctuations in market interest rates. These assets are held with the Lake View Credit Union.

Unless otherwise noted, it is management's opinion that the organization is not exposed to significant other price risks arising from these financial instruments.



## **SOUTH PEACE CHILD DEVELOPMENT CENTRE**

9001-10<sup>TH</sup> Street, Dawson Creek, BC V1G 4T1

Phone: (250) 782-1161 Toll Free: 1-855-782-1160

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# **Annual Management Performance Report April 1<sup>st</sup>, 2024 – March 31<sup>st</sup>, 2025**

Kim Hughes  
Executive Director  
September 2025

I am pleased to present our Annual Report to the Membership.  
The report highlights our successes and our challenges in 2024 - 2025.

## Board of Directors for SPCDC

President: <b>Gordon Smith</b>		
Vice President: <b>Bill Darnbrough</b>	Secretary: <b>Jerimy Earl</b>	Treasurer: <b>Patti McDougall</b>
Director: <b>Jill Squires</b>	Director: <b>Velma Schwartz</b>	Director: <b>Amanda Aven</b>
Director: <b>Lisa Richmond</b>	Director: <b>Noella Yablonski</b>	Director: <b>Pam Morris</b>

## Staff Picture Fall 2025

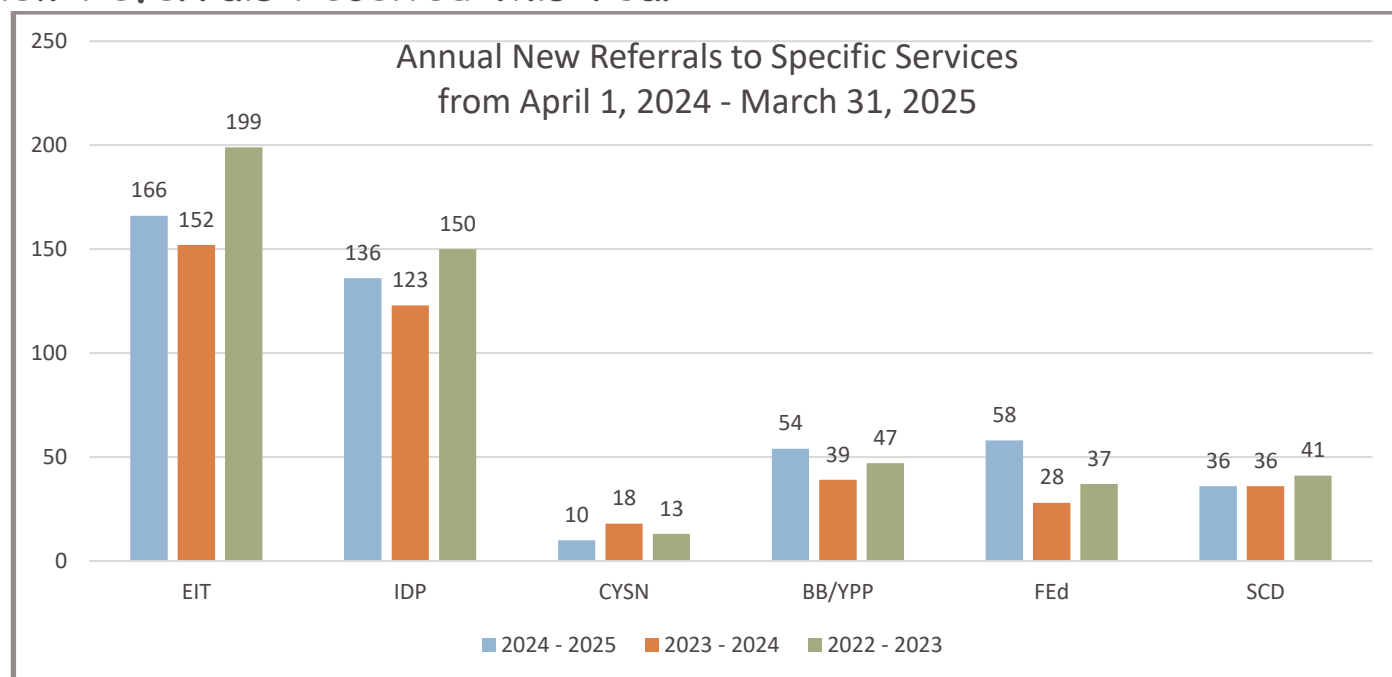


# Agency Annual Referrals

## Referral Sources

	2024-2025	2023-2024	2022-2023
TOTAL Number of New Referrals Received	466	402	451
Families Self-Referral	24%	29%	32%
Public Health / Hospital / Doctors	35%	28%	30%
SPCDC Internal Referral / Preschool	29%	29%	23%
Ministry of Child and Family Development	3%	5%	5%
Service Providers, Child Care Facilities, Schools, Audiology	9%	9%	10%

## New Referrals Received this Year



## Acronyms

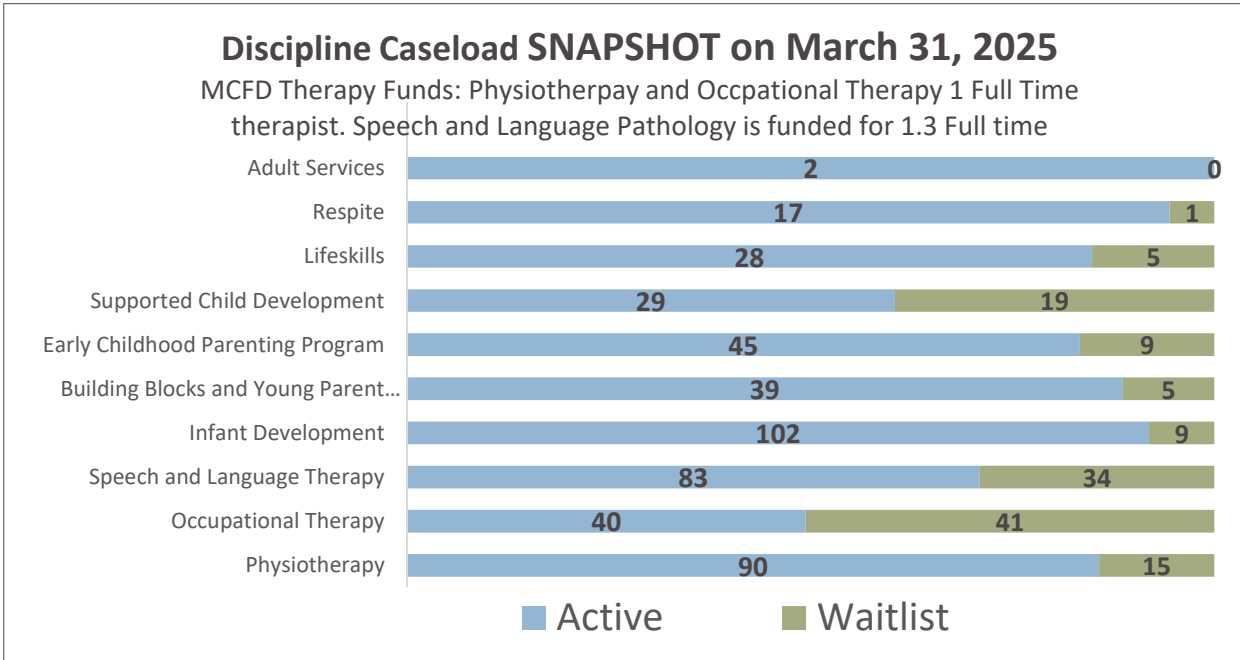
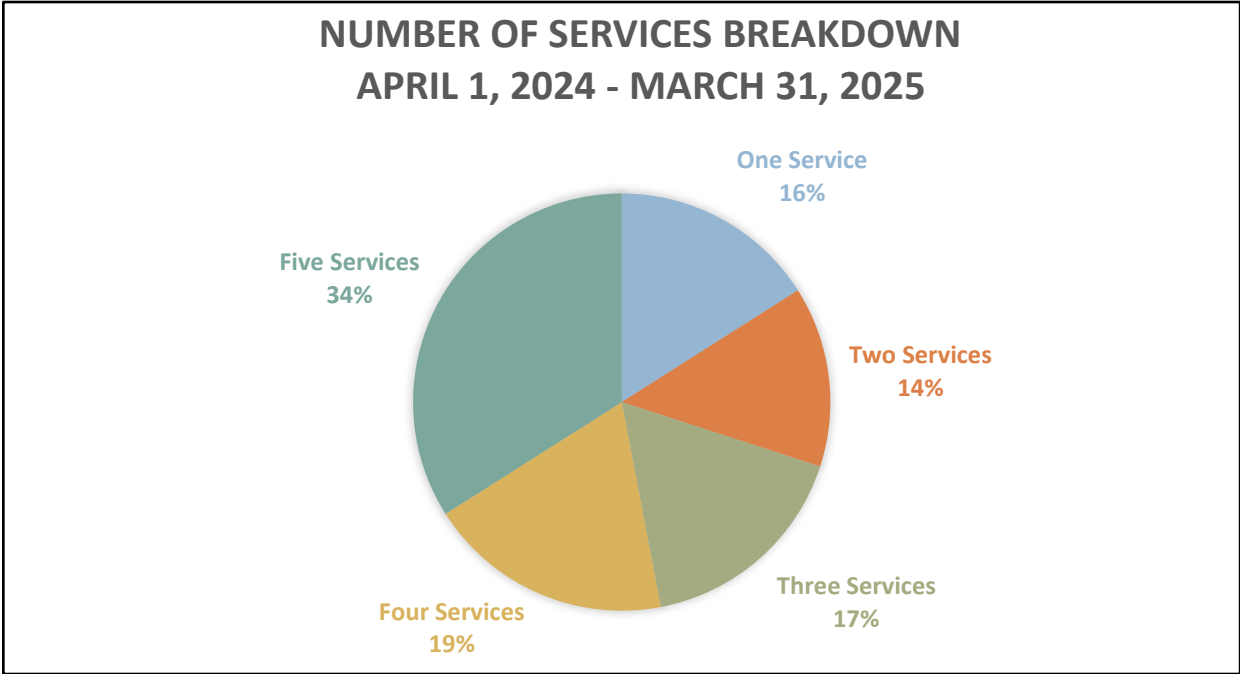
- EIT: Early Intervention Service; Physiotherapy, Occupational Therapy and Speech and Language Pathology
- IDP: Infant Development Program
- CYSN, Child and Youth with Special Needs (Ministry of Children and Family criteria)
- BB/YPP: Building Blocks and Young Parent Program
- FEEd: Family Education
- SCD: Supported Child Development

# Agency Caseload Information

## Snapshot of Active Clients on March 31, 2025

Active Clients is 708. Unique Clients with Multiple Programs is 630

This graph provides the percentage of families receiving more than one service to support their child's development. The graph demonstrates our complex clients represent 34% of our caseload.



# Agency Outcome Measures

## Program Specific Goals: Annual Department Goals – Target

	Client Satisfaction	Effectiveness	Efficiency	Accessibility	TOTAL
Total Goals in each Category	27	1	4	2	34
RESULTS – Goals met	20	1	4	2	27 Met 80%

## Quality Improvement

Continuous Quality Improvement is a priority. The centre is committed to ensuring that all surveys and feedback received from stakeholders, clients and staff, and comments made on social media are considered when developing the plan for quality improvement. Below is a summary of eight of our stated 34 goals.

Accessibility
Launched our new website with improved links, images, ease of access to referral form and reaching the Family Navigators for questions.
Vastly improved on boarding of new staff through a streamlined platform through our Staff Portal on the website. All required reading and links stated.
Client Satisfaction
Continue to enhance our relationship with West Moberly First Nations and Saulteau First Nations by delivering two professional development workshop for ECE staff. Our staff joined by the therapist through BC Centre for Ability on site at Saulteau First Nations and Tansi Friendship Centre to provide services and staff development
Continued to enhance outreach services by delivering a parenting-based workshop to Chetwynd or Tumbler Ridge. We offered a 6-week block of Infant massage in Chetwynd and our Early Childhood Parenting Program provided service in both Chetwynd and Tumbler Ridge monthly.



<p>Completed the training for the CALM Connection Program</p> <p>Developed by the Fraser Valley Child Development Centre the CALM Connection program is a six-week program to support parents and caregivers with their understanding of their own self-awareness and self-management skills, so that they can respond to their children differently in times of stress. We will offer this program for parents/ caregivers to strengthen their relationship, reduce stress and increase their awareness and understanding of social emotional well-being for their children.</p> <p>Completed the training for the CALM Program</p> <p>Our Early Learning Education completed the training and will introduce the 10-module program to children in our programs. Children will learn about their energy states, emotions, problem solving strategies, impulse control, kindness, empathy through songs, games, stories and activities. The goal is to learn and practice the skills that can help them cope with the stressors in their lives</p>
<p>Developed a partnership with School District 59 and Aboriginal Family Resource Society to celebrate Indigenous Peoples Day in June. An event was launched using Unchagah Hall at South Peace Senior Secondary and outdoor covered tents. The morning included drumming, traditional aboriginal dancing, snacks and small art project for the children. 150 people in attendance and several daycares come with the children in their care.</p>
<p>We continue to introduce new opportunities to our Children and Youth with Support Needs Lifeskills Program. As Dawson Creek has an established adult Special Olympic bowling team we develop a youth team to strength skills with the thought youth could join the adult team when aged out of our program. Weekly practice for this group of youth was created.</p>
<p><b>Efficiency</b></p>
<p>Created a more efficient way for clients being discharged from the SPCDC to give feedback on their experience and any recommendations. The survey is now emailed via a link with Survey Monkey for ease of completion.</p>

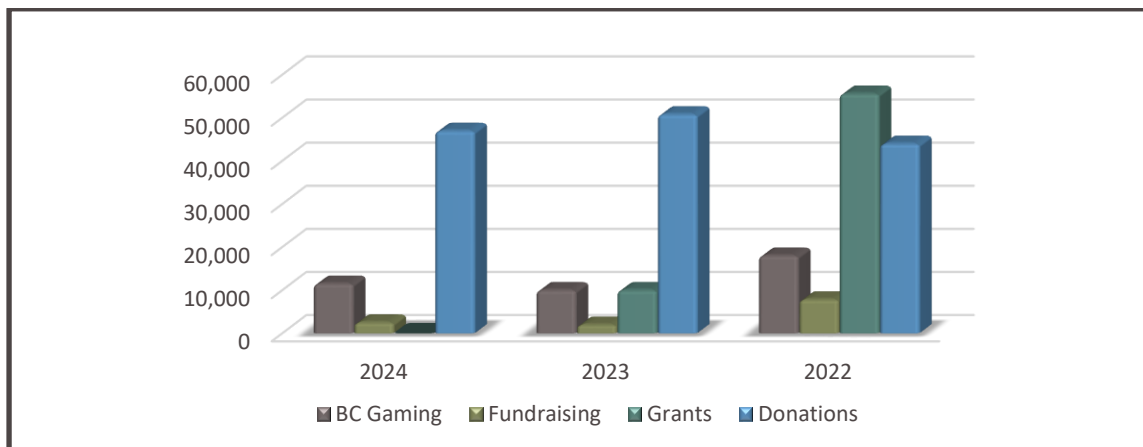
# Financial Summary

## Total Society Activity: Revenue & Expenses

### Revenue and Expense Summary

YEAR	Revenue	Expense
2024 - 2025	3,874,886	3,556,960
2023 - 2024	3,583,250	3,371,465
2022 - 2023	3,305,800	3,114,975

### Summary of BC Gaming, Fundraising, Grant, Donations



# Social Media Highlights



Promotional post for Sleep workshop.



Highlight video of an SLP session.



Promotional video for Infant Massage classes.



ECE teachers at Cree-active Wonders Daycare learning new tools and strategies.



Promotional post for Family navigator's Drop-In Playgroup.



Promotional post for Play workshop.



2024 Welcome Baby Party.



Promotional post for Mother Goose Program.



Shopping and cooking day in Lifeskills program.

## Social Media - Connecting with Families

Continue to promote short quick facts on parenting, routines, ideas for play, child development, program highlights and fun pics of clients working "playing" at the CDC.

# CARF Accredited until March 2027

Survey held March 6<sup>th</sup> – 8<sup>th</sup>, 2024

Awarded a three-year accreditation to Feb. 2027



Summary from our two CARF surveyors: On balance the SPCDC demonstrated substantial conformance. The standards, the leadership team, and Board of Directors promote an integral and collaborative community presence. The survey requires us to show evidence and competence in over 800+ standards and the final report sites five recommendations to be addressed to enhance our service. All five stated recommendations have been implemented.

## Brief Notes from the summary

- Respected and well known
- Have worked to develop both the physical environment and service program to benefit the persons served
- Strength for this organization include its leadership, devoted staff, positive reputation and very detailed case plans
- Continually strengthen by identifying key performance indicators and working to achieve positive outcomes
- Commitment to quality enhancement and growth
- Partners with other providers in the community to enhance services and support in their Residence, Building Blocks and Lifeskills programs. These partnerships enhance the growth and development of the person served, while fostering a stronger connection to the community
- Individualized service and care plans are detailed and well developed
- A good variety of interactive rooms to accommodate a wide variety of developmental needs.
- Families have expressed that the organization is a "lifesaver" for them
- A good mix of tenured and new staff members with extremely strong core leadership.
- Staff members have been described as "friendly, helpful, and easy to talk to"
- Well-developed risk procedures for staff

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### **2025 - 2026 Nomination Committee Report**

#### ***Returning Members***

1. Amanda Aven
2. Bill Darnbrough
3. Jerimy Earl
4. Lisa Richmond
5. Noella Yablonski
6. Pam Morris
7. Shorty Smith

#### ***New Member to be Nominated***

1. Countney Jacobs

#### ***Members Not Returning***

1. Patti McDougall
2. Velma Schwartz
3. Jillian Squires