

AGENDA: BCCA Board Meeting

Date: Tuesday, October 29, 2024
Time: 5:30pm – 6:30pm
Location: Bragg Creek Community Association

Mission: We support the greater Bragg Creek area through programs, events, services and facilities that build community.

Vision: Our community is connected and engaged through our welcoming and vibrant community association.

Areas of focus: Revenue, infrastructure and operations, facilities and grounds, programs and services, events

- 5:30** **Call to Order**
Agenda Approval- additions?
Minutes Approval- errors or omissions? *Motion*
- 5:35** **Executive Director's Report – Guy**
Report was sent to board members
Motion to approve the Program Partnership Policy as presented
- 5:45** **Treasurer's Report – Ann, *Motion***
- 6:00** **Committee updates- include brief committee purpose**
Executive committee – Sher
Human Resources – Sher
Bragg Creek Veterans Memorial Committee – Sher
Nominations committee – Sher
Facilities and Infrastructure – Calvin
Community Research Committee – Lindsey
Sustainability and Resiliency Committee – Lindsey
Report was sent to board members
Volunteer Management Committee – Ramonde
Spirit of Christmas – Shaye
Winter in the Woods - TL
- 6:25** **In Camera**

6:30 Adjournment

Next meeting date to be determined by new board after the AGM.

MINUTES: BCCA Board Meeting

Date: Tuesday, October 29th, 2024
Time: 5:30pm - 6:30pm
Location: Bragg Creek Community Association

Directors Attending: Sher, TL, Calvin, Vic, Jordyn, Lindsey, Kaitlin, Ramonde
Staff Attending: Guy, Shaye
Regrets: Ann

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5:30 Call to Order @ 5:37pm
Motion to approve the September 24th, 2024 minutes made by: Vic
2nd by: TL
Motion approved unanimously

5:36 **Executive director report – Guy**
Anthony Murdoch will be starting on Tuesday, Nov 5 as the new Rental and Marketing Coordinator
\$9000 raised for rink boards

5:47 **Treasurer Report – none this month**

5:50 **Executive Committee – Sher**
no updates

Human Resources Report – Sher
No updates
Big thanks to Guy for stepping up while we're understaffed!

Bragg Creek Veterans Memorial Committee – Sher
Renovations and upgrades are done, they're getting ready for Nov 11th

Nominations Committee – Sher
3 new people, not interested in executive though

Facilities and Infrastructure Report – Calvin
Facilities updates in the ED report

Community Research Committee – Lindsey
Going to meet with Eric and Leanna, working on survey, will bring forward to the board.

If / when we do youth focus groups, TL is interested in participating

Sustainability and Resiliency Committee – Lindsey

Report sent to board members

Huge props to Kaitlin, outgoing board member, for her awesomeness on this committee!

Volunteer Management Committee – Ramonde

Making connections with Banded Peak School and Springbank high school volunteer fair in February

Signup reporting stats of volunteers to be presented next month

Assisting Spirit of Christmas coordinator

Spirit of Christmas – Shaye

Volunteers are looking for more sponsorships, including the 2nd horse drawn carriage day.

Nov 29-Dec1st

Winter in the Woods – TL

Getting Chuck a puck organized

Possibility for sponsorship opportunities, open to ideas for more fundraising

Cowboy Trail to be Centre Ice title sponsor

February 1st!

Partnering with Hockey for Horizon

Adjournment: Motion to Adjourn made at 6:30pm by Sher

Motion Approved Unanimously **YES**

Next meeting date: November 26th, 630pm

Minutes approved by

Minutes approved by





Bragg Creek Centre

Executive Director Monthly Report

Submitted By: Guy Latour
Date: October 29th, 2024

Summary of monthly initiatives

HR – Supervision, Payroll, scheduling

- Conducted three interviews for Rental & Marketing Coordinator
- We have hired Anthony Murdoch as our new Rental & Marketing Coordinator. He will be starting on November ?. Orientation and training will occur over the next couple weeks. He will be part-time 25 hours a week.
- Posted Program Coordinator Position – Web, Chamber, Boards, Indeed, LinkedIn, Government, social media
- Program Coordinator first short list was 17 people, second short list to 5 people and interviewed 4 individuals
- We are in the final stages of selecting the Program Coordinator.
- Shay is still filling in for Lilly and assisting with some program and administration as well as Christmas Market on a casual part-time basis

Facility

- Leak with fire suppression identified in SW roof and lobby area – Repaired
- We have significant other issues with the fire suppression system and are conducting further testing to confirm issues and costs
- Parking lot curb repairs completed
- Gravel removal and cleaning up behind building scheduled to occur in November
- Hockey shack enclosure gates completed
- Daycare want to build covered area over the outside fenced enclosure. They also want to install fence around their outdoor play area. Three parts, turf, sand, and mulch area. Still working with them. We just got an update from them on October 21st
- We have severed our relationship with Harder for snow removal
- Developed and issued Request for Proposal for Snow Removal Friday October 25th
- Rink shack post damaged by rink paving contractor. They are covering the cost of fixing it

Rentals

- Three weddings booked for 2025. I have done about 5 wedding tours in last month.
- Provided the staff support, checking in and out, for large meeting rental 26th, Ennis sisters 27th, Oktoberfest 28th, Screenagers, and Bragg Creek Wild event. Upcoming Bow Valley Hunt Club on October 30th
- Providing support for upcoming Artisans Market. I will turn over to the new Rental & Marketing Coordinator when they start
- Oktoberfest donated \$2,860

Financial & Fundraising

- Regular financial support
- Rink Boards – taking significant time
 - Shaye has been doing lots of support and created this year's tracking spreadsheet. I can not thank her enough for the work and support she is providing
 - We have sent two emails to every business on the list and Shaye has phoned them all
 - We have sent one email out to our full email subsection list of roughly 650 people.
 - The campaign has been posted on our website and has been shared on social media several times
 - 59 old ads are currently on the boards
 - 26 clients have currently confirmed their ad renewal
 - 4 clients are replacing their old ad
 - 7 new clients with new ads
 - 11 total ads to design and install on the boards



Bragg Creek Centre

- 10 clients have indicated they are not renewing and indicated to remove their ads.
- 19 clients have not gotten back to us – possible removals – we will keep trying to get in touch with them over the next month
- Total revenue so far is \$7,775

Administration

- No update

Short and Long-Term Planning

- No updates

Communication & Marketing

- Lots of updating website with new information when it arrives
- Management of social media – new posts and weekly reposting
- Started posting on Instagram
- Sent out October newsletter

Programs

- Movie night added for October - run by volunteer supported by staff
- Supported Screenagers event

Education & Networking

- Unable to attend any networking opportunities with the Federation of Communities due to workload

Policy and procedure

- Updating draft Program Partnership Policy – I will bring back to the board in the new year

Board Governance

- Updated website with documents from past meeting

Events

- Spirit of Christmas - Market is being managed by staff. We are fully booked with 55 vendors. Staff are providing any support needed for the event activities when needed.
- Remembrance Day – staff providing support
- Winter in the Woods – discussion on ways to support the puck chuck

IT

- Supporting It in multiple ways

Greater Bragg Creek Area Structure Plan (ASP) Report

2024 October 28

An ASP provides high-level direction for growth: guidance on use and density, improvements and locations for utility and mobility infrastructure, and development phasing. An ASP is a community's opportunity to set out principles for how they want to see their community grow in the future.

The Calgary Metropolitan Region Board (CMRB) designated Bragg Creek as a Hamlet Growth Area in the new Growth Plan. As of August 2022, all Statutory Plans within the Calgary Metropolitan Region require approval by the CMRB.

The prior ASP did not identify Bragg Creek as a Hamlet Growth Area or a Preferred Growth Area, as these designations came about in the 2022 Growth Plan. Therefore, the ASP required updating to reflect the designations as a function of density requirements, among other Growth Plan metrics.

Rocky View County (RVC) appointed an 8-person Visioning Committee to develop a strategic vision and high-level imperatives for future development within the ASP Boundary, specifically, Bragg Creek Hamlet and the large parcel immediately south ('Expansion Area').

Applications were received by RVC as an open call, wherein applicants identified the focus area they would represent. L. Kindrat was accepted to represent Community Facilities & Recreation. This aligned with current involvement in the BCCA, as a provider of public infrastructure for the Hamlet.

Over the course of 8 working sessions in Summer 2024, facilitated by an RVC-appointed Consultant, the Visioning Committee discussed development concerns, objectives, opportunities and timelines. This work was guided by the RVC Terms of Reference for the ASP Visioning Committee.

Visioning Committee & Areas of Representation

- Business/Economy (represented by TL Duque, Ian Greenhalgh, Tijs Overmars, Baruch Laskin)
- Environmental (represented by Renee Delorme, Clint Docken, Shannon Bailey)
- Community Facilities & Recreation (represented by Lindsey Kindrat)

Development Discussion & Key Concerns

- Environmental conservation and preservation were key topics of discussion. Concerns over the environmental impact of development included loss of habitat and biodiversity, loss of tree canopy and shading (increased heat island effect), invasive species, impaired surface and groundwater quality, wildlife mortality, and critical loss of/impaired ecosystem functions.
- Several recreation facilities were identified as lacking or desired: interconnected multi-modal pathways, aquatic facility, indoor multi-use/sport venues, and indoor track surfaces.
- Public amenities and services identified as lacking or desired included: arts & culture venues, comprehensive/modern library facility, middle school, high school, women & children's health services, and social service / employment / immigration resource centre.
- Planning and infrastructure to support multi-modal accessibility, especially for differently-abled existing residents and future aging-in-place residents was discussed in detail.

Bragg Creek Community Association Board Meeting

- Mixed-use development, including commercial-residential, and community service-focused commercial-rental housing was discussed as a critical piece of missing urban fabric.
- Non-market, accessible housing options were heavily debated as critically necessary vs. undesirable to the well being of the community.
- Traffic and roadway infrastructure was discussed at length as an existing problem, expected to worsen as the population (local, regional) expands and tourism increases.
- Water Licence was discussed at length. Water withdrawals (Provincial Licences) from Elbow River are 95% allocated. This condition restricts the ability of new development which does not already own a Water Licence.
- There was a theory that lack of Water Licence will effectively prohibit future development. However, agricultural parcels west of Bragg Creek, and other existing parcels, have Water Licence on Title. This can be transferred to a future developer upon Sale. Subdivision can be expected as the large parcels are sold off to development interests.
- Concerns about climate impacts and natural disasters were universal. River flooding, septic backup, bridge destruction, erosion (slope instability) and wildfires were key concerns
- With respect to emergency evacuation, the single bridge access west of the Hamlet was a concern. Traffic congestion and aging infrastructure were also high on the list. As with many areas, our community is unprepared and under-resourced to handle severe climate events.

Administrative Issues & Timelines

- Several committee members were unaware or misinformed about the nature of an ASP as a statutory development plan under the Municipal Government Act. Many conversations were spent addressing these issues to clarify the intent and scope of the Visioning Committee.
- Myopic advocacy for conservation and opposition toward development of any sort impacted the progress of early discussions. These perspectives reveal a Not In My Back Yard (NIMBY) attitude common to public participation in planning engagement sessions.
- The Facilitator did a very poor job overall - from introducing the fundamentals of the ASP Vision process, structuring the sessions, guiding the conversation, and managing conflict, to providing regular reporting and other basic facilitation tasks. Concerns were acknowledged and reflected by RVC as well as various Committee members.
- The Draft ASP Vision was to be issued to the Visioning Committee in mid-October for review and comment. The anticipated date to finalize the Vision is November 1, 2024. There is no evidence this will occur as no information has been provided to the Visioning Committee.
- TL Duque and L. Kindrat have followed up with both the Facilitator and Rocky View County, to that effect; response pending.

Bragg Creek Community Association Balance Sheet As at Sep 30, 2024

ASSET

Current Assets

| | | |
|-----------------------------|------------|-------------------|
| ATB Chequing | 185,001.06 | |
| ATB - T-Bill Savings | 162,744.82 | |
| ATB Chequing - Casino | 43,652.46 | |
| Petty Cash | 508.85 | |
| ATB Mastercard - Cash HOLD | 5,511.98 | |
| AHS - Wellness Committee | 1,960.30 | |
| Total Cash | | 399,379.47 |
| Grants Receivable | 16,982.00 | |
| Total Receivable | | 16,982.00 |
| Prepaid Expenses - other | | 5,670.01 |
| Total Current Assets | | 422,031.48 |

Capital Assets

| | | |
|-------------------------------------|---------------|------------|
| Land & Improvements | 217,472.29 | |
| Acc Amortization Land & Improvement | -156,987.64 | |
| NBV - Land & Improvements | | 60,484.65 |
| Civil Engineering Site Services | | 32,300.00 |
| Buildings & Improvements | 2,186,409.59 | |
| Acc Amortization Buildings & Improv | -2,013,771.12 | |
| NBV - Buildings & Improvements | | 172,638.47 |
| Ice Rink & Skate Shack | 214,988.64 | |
| Acc Amortization Ice Rink & Skate S | -168,437.57 | |
| NBV - Ice Rink & Skate Shack | | 46,551.07 |
| Playground Equipment | 169,194.21 | |
| Acc Amortization Playground Equipme | -119,226.22 | |
| NBV - Playground Equipment | | 49,967.99 |
| Furniture & Fixtures | 361,047.00 | |
| Acc Amortization Furniture & Fixtur | -346,610.95 | |
| NBV - Furniture & Fixtures | | 14,436.05 |
| Artwork | 2,000.00 | |
| Fence YE | 4,925.50 | |
| Acc Amortization - Fence | -246.28 | |
| NBV - Fence | | 6,679.22 |
| Equipment | 44,062.54 | |
| Acc Amortization Equipment | -39,043.97 | |
| NVB - Equipment | | 5,018.57 |
| Computer Equipment | 19,141.86 | |

| | | |
|-----------------------------|-------------------|--------------------------|
| Acc Amortization - Computer | <u>-14,257.08</u> | |
| NBV - Computer | | 4,884.78 |
| EV Chargers | <u>36,828.00</u> | |
| NBV - EV Chargers | | <u>36,828.00</u> |
| Total Capital Assets | | <u><u>429,788.80</u></u> |

TOTAL ASSET 851,820.28

LIABILITY

Current Liabilities

| | | |
|-------------------------------------|-------------|-------------------------|
| Accounts Payable | | 16,775.58 |
| ATB Financial Mastercard | | -65.00 |
| Deferred Cash Contribution - Grants | | 22,666.68 |
| GST Paid on Purchases | -4,609.08 | |
| GST Rebate Filed | <u>0.01</u> | |
| GST Owing (Refund) | | <u>-4,609.07</u> |
| Total Current Liabilities | | <u><u>34,768.19</u></u> |

Deferred Revenue

| | | |
|-------------------------------------|--|--------------------------|
| Deferred Revenue | | 151,500.01 |
| Deferred Contributions | | 94,768.42 |
| Deferred Contr - Hot Water Tanks | | -424.69 |
| Deferred Contri - EV Charg Stations | | -3,018.00 |
| Deferred Contribution - Casino | | <u>69,068.86</u> |
| Total Long Term Liabilities | | <u><u>311,894.60</u></u> |

TOTAL LIABILITY 346,662.79

EQUITY

Retained Earnings

| | | |
|-----------------------------------|--|--------------------------|
| Retained Earnings - Previous Year | | 475,777.18 |
| Current Earnings | | <u>29,380.31</u> |
| Total Retained Earnings | | <u><u>505,157.49</u></u> |

TOTAL EQUITY 505,157.49

LIABILITIES AND EQUITY 851,820.28

Generated On: Oct 15, 2024

Financial Summary
September 2024

Statement of Operations (Income Statement)

| | Actuals September 2024 | September Budget | Actuals Year to Date | Year to Date Budget | Year to Date Variance (Actuals - Budget) | Year to Date Actuals of Yearly Budget | Yearly Budget |
|--|------------------------------|---------------------|-------------------------|------------------------|---|---|---------------|
| Revenue | | | | | | | |
| Donations & Sponsorships (inc. rink fundraising) | \$ 121 | \$ 300 | \$ 8,565 | \$ 1,100 | \$ 7,465 | 29.43% | \$ 29,100 |
| Grants | \$ 19,978 | \$ 10,000 | \$ 64,397 | \$ 71,492 | \$ 7,095 | 28.31% | \$ 227,500 |
| Rentals | \$ 13,178 | \$ 6,040 | \$ 37,963 | \$ 35,550 | \$ 2,413 | 30.74% | \$ 123,500 |
| General (memberships, interest, artwork commissions, miscellaneous) | \$ 1,919 | \$ 825 | \$ 24,405 | \$ 18,951 | \$ 5,454 | 74.41% | \$ 32,800 |
| Programming (inc co-workspace) | \$ 156 | \$ 725 | \$ 14,276 | \$ 24,400 | \$ 10,124 | 36.79% | \$ 36,800 |
| Events | \$ 5,610 | \$ - | \$ 31,000 | \$ 31,000 | \$ 0.00% | 0.00% | \$ 54,000 |
| Ladies Auxiliary/Wellness Committee/Cenotaph | \$ 2,000 | \$ - | \$ 2,000 | \$ - | \$ 2,000 | | \$ 4,000 |
| Accounting Items (Deferrals etc.) | \$ 42,962 | \$ 17,890 | \$ 111,606 | \$ 162,493 | \$ 30,887 | 28.20% | \$ 30,000 |
| Total | \$ - | \$ - | \$ - | \$ - | \$ 30,887 | | \$ 597,700 |
| | | | | | | | |
| Expenses | | | | | | | |
| General (inc. raffie, linens, miscellaneous, casino, charging stations, Commercial Bar) | \$ 767 | \$ - | \$ 767 | \$ 405 | \$ 362 | 76.65% | \$ 1,000 |
| Property Taxes and Insurance | \$ 995 | \$ 1,715 | \$ 2,986 | \$ 5,250 | \$ 2,264 | 14.22% | \$ 21,000 |
| Events | \$ 9,573 | \$ - | \$ 5,410 | \$ 8,200 | \$ 2,790 | 24.15% | \$ 22,400 |
| Programming | \$ - | \$ 363 | \$ 10,623 | \$ 16,500 | \$ 5,877 | 50.58% | \$ 21,000 |
| Utilities (inc. phone, gas, electric, water, septic) | \$ 3,910 | \$ 3,325 | \$ 9,746 | \$ 10,030 | \$ 284 | 22.67% | \$ 43,000 |
| Operations (repairs, janitorial, garbage, snow, lawn, security, fire suppression) | \$ 10,109 | \$ 7,100 | \$ 18,695 | \$ 26,600 | \$ 7,905 | 18.52% | \$ 113,200 |
| Payroll (inc. contract) | \$ 17,289 | \$ 14,742 | \$ 69,602 | \$ 65,750 | \$ 3,852 | 29.73% | \$ 234,100 |
| Administration (inc. licenses, audit costs, courier, credit card fees, interest, office supplies, photocopier, computer and software costs, rink expenses etc) | \$ 1,387 | \$ 1,565 | \$ 3,739 | \$ 4,030 | \$ 291 | 7.55% | \$ 49,500 |
| Ladies Auxiliary/AHS Wellness/Cenotaph | \$ 166 | \$ - | \$ 657 | \$ - | \$ 657 | | \$ 2,500 |
| Accounting Items (Amortization etc.) | \$ 24,196 | \$ 28,799 | \$ 122,235 | \$ 136,765 | \$ 14,540 | 0.00% | \$ 30,000 |
| Total | \$ - | \$ - | \$ - | \$ - | \$ 14,540 | 22.78% | \$ 537,700 |
| Revenue - Expenses | \$ 1,234 | \$ 10,968 | \$ 29,340 | \$ 45,728 | \$ - | | \$ - |

Statement of Financial Position (Balance Sheet)

| Assets | Liabilities |
|--|------------------------|
| Cash (Checking & Savings) | Accounts Payable |
| Cash (Casino) | Other (Deferrals, GST) |
| Inventory and Capital Assets | ATB Mastercard |
| Other (Petty Cash, Ladies Aux, Prepays etc.) | Deferred Revenue |
| Total | Total |
| \$ - | \$ - |
| \$ - | \$ - |

Other Items to Note



Bragg Creek Community Association Comparative Income Statement

| REVENUE | Actual Jul 01, 2023 to Sep 30, 2023 | Actual Jul 01, 2024 to Sep 30, 2024 |
|--------------------------------|-------------------------------------|-------------------------------------|
| Donations & Grants | | |
| Donations - Received | 1,764.40 | 370.00 |
| Sponsorships | 1,125.00 | 4,000.00 |
| Donations - Pay Pal | 193.50 | 170.57 |
| Donations | 45.00 | 646.50 |
| Grants - Canada Summer Jobs | 5.00 | 13,897.00 |
| Grants - Rockyview Operational | 182,000.00 | 50,499.99 |
| Grants - Total | <u>182,005.00</u> | <u>64,396.99</u> |
| Donations & Grants | <u>185,132.90</u> | <u>69,584.06</u> |
| Rental Revenue | | |
| Auditorium Rental | 9,375.00 | 23,314.01 |
| Lobby Rentals | 100.00 | 0.00 |
| Facility Leases | 18,289.52 | 10,823.77 |
| Weddings | 6,831.72 | 0.00 |
| Events | 0.00 | 500.00 |
| Kitchen Rental | 0.00 | 200.00 |
| Meeting Rooms | 675.00 | 2,865.00 |
| Equipment Rentals | 494.00 | 260.00 |
| Rental Revenue | <u>35,765.24</u> | <u>37,962.78</u> |
| Revenue | | |
| Membership Revenue | 700.00 | 825.00 |
| Commercial Bar | 0.00 | 1,330.00 |
| Charging Station Revenue | 0.00 | 59.91 |
| Interest Income | 1,970.80 | 1,162.57 |

| | | |
|----------------------------------|-------------------|-------------------|
| Miscellaneous Revenue | 3,863.00 | 0.00 |
| Revenue | <u>6,533.80</u> | <u>3,377.48</u> |
| Ladies Auxiliary Revenue | | |
| Ladies Auxiliary - Events | 655.00 | 0.00 |
| Ladies Auxiliary - Memorial | <u>500.00</u> | <u>0.00</u> |
| Ladies Auxiliary Revenue | <u>1,155.00</u> | <u>0.00</u> |
| Cenotaph Revenue | | |
| Cenotaph - Other | 14,000.00 | 2,000.00 |
| Cenotaph Revenue | <u>14,000.00</u> | <u>2,000.00</u> |
| Programming Revenue | | |
| Camps & PD Days | 12,440.00 | 17,620.00 |
| Co-Workspace Revenue | 25.00 | 0.00 |
| Nature School-Rediscover Play | 9,480.00 | 0.00 |
| Adult Programming | 1,454.00 | 156.00 |
| Youth Programming | 0.00 | -3,500.00 |
| Kid's Events - Movies, Halloween | 2,113.95 | 0.00 |
| Programming Revenue | <u>25,512.95</u> | <u>14,276.00</u> |
| Event Revenue | | |
| Farmers Market | 13,505.00 | 7,379.85 |
| Christmas Market | 0.00 | 2,945.00 |
| Spirit of Christmas | 17,945.00 | 10,330.00 |
| Bragg Creek Days | <u>4,322.00</u> | <u>3,750.48</u> |
| Total Event Revenue | <u>35,772.00</u> | <u>24,405.33</u> |
| TOTAL REVENUE | <u>303,871.89</u> | <u>151,605.65</u> |
| EXPENSE | | |
| Expenses | | |

| | | |
|---------------------------|-----------------|-----------------|
| Property & Business Taxes | 2,792.28 | 2,986.38 |
| Commercial Bar Expenses | 0.00 | 766.53 |
| Wedding expense | 47.30 | 0.00 |
| Linen Supplies | 24.50 | 299.00 |
| Pop Machine Expenses | 0.00 | 62.99 |
| Total Expenses | <u>2,864.08</u> | <u>4,114.90</u> |

| | | |
|------------------------------|------------------|------------------|
| Payroll Expenses | | |
| Office Wages | 29,542.21 | 36,224.46 |
| Camp Wages | 17,554.00 | 13,137.90 |
| Building/Maintenance Wages | 9,125.09 | 9,217.63 |
| EI Expense | 1,364.70 | 1,361.38 |
| CPP Expense | 2,758.89 | 3,165.13 |
| Payroll Fees | 280.93 | 320.33 |
| WCB Expense | 434.00 | 635.33 |
| Casual Labour | 540.00 | 300.00 |
| Total Payroll Expense | <u>61,599.82</u> | <u>64,362.16</u> |

| | | |
|--------------------------|------------------|---------------|
| Cenotaph Expenses | | |
| Other Cenotaph Expenses | 12,355.00 | 240.00 |
| Cenotaph Expenses | <u>12,355.00</u> | <u>240.00</u> |

| | | |
|--|----------|-----------|
| General & Administrative Expenses | | |
| Accounting & Legal | 209.70 | 0.00 |
| Advertising & Promotions | 50.00 | 114.06 |
| Licenses, Fees & Memberships | 50.00 | 0.00 |
| Insurance | 2,087.31 | 0.00 |
| Credit Card Charges | 495.99 | 0.00 |
| Pay Pal Fees | 26.20 | 0.00 |
| Interest & Bank Charges | 104.40 | 4,264.55 |
| Telephone/Internet | 1,184.53 | 431.11 |
| Office Supplies | 3,270.95 | -1,082.00 |
| Office Equipment Lease | 0.00 | 50.78 |

| | | | |
|--|------------------|----------|------------------|
| Computers & Software | 1,106.48 | | 442.44 |
| Contract Services | 2,850.00 | | 5,240.00 |
| Repair & Maintenance | 21,425.31 | | 3,412.88 |
| Playground | 0.00 | | 74.72 |
| Janitorial Services | 5,162.50 | | 5,399.70 |
| Janitorial Supplies | 1,611.75 | | 1,107.47 |
| Garbage Removal | 1,370.44 | | 1,215.59 |
| Lawn & Garden Maintenance | 828.31 | | 1,512.00 |
| Fire Suppression System | 19.17 | | 5,530.00 |
| Security | 273.85 | | 143.85 |
| Ladies Auxiliary - BCCA event | 88.91 | | 0.00 |
| Ladies Auxiliary - Sponsorship | 120.00 | | 0.00 |
| Gas | 775.78 | 1,760.82 | |
| Electricity | 3,619.11 | 5,971.34 | |
| Water | 892.22 | 1,076.48 | |
| Total Utilities | 5,287.11 | | 8,808.64 |
| Staff & Volunteer Development | 80.95 | | 0.00 |
| Lease & Printing Costs | 479.22 | 392.57 | |
| Total Advertising Costs | 479.22 | | 392.57 |
| AHS - Wellness Committee | 26.62 | | 416.93 |
| General & Administrative Expenses | 48,209.70 | | 37,475.29 |
| Programming Expenses | | | |
| Camp Expenses | 8,973.00 | | 10,622.75 |
| Nature School-Rediscover Play | 8,887.83 | | 0.00 |
| Adult Programming Expenses | 1,070.00 | | 0.00 |
| Kid's Events- Movies, Halloween | 1,652.90 | | 0.00 |
| Total Programming Expenses | 20,583.73 | | 10,622.75 |
| Event Expenses | | | |
| Farmers Market | 141.92 | | 0.00 |
| Bragg Creek Days | 8,507.69 | | 5,410.24 |
| Spirit of Christmas Expense | 429.00 | | 0.00 |

Total Event Expenses

9,078.61

5,410.24

TOTAL EXPENSE

154,690.94

122,225.34

NET INCOME

149,180.95

29,380.31

Generated On: Oct 15, 2024



Bragg Creek Community Association
Income Statement Sep 01, 2024 to Sep 30, 2024

REVENUE

Donations & Grants

| | | |
|--------------------------------|------------------|------------------|
| Donations - Receipted | | 20.00 |
| Donations - Pay Pal | | 101.10 |
| Grants - Canada Summer Jobs | 3,145.00 | |
| Grants - Rockyview Operational | <u>16,833.33</u> | |
| Grants - Total | | <u>19,978.33</u> |
| Donations & Grants | | <u>20,099.43</u> |

Rental Revenue

| | | |
|-----------------------|--|------------------|
| Auditorium Rental | | 6,736.34 |
| Facility Leases | | 4,491.50 |
| Kitchen Rental | | 50.00 |
| Meeting Rooms | | 1,865.00 |
| Equipment Rentals | | <u>35.00</u> |
| Rental Revenue | | <u>13,177.84</u> |

Revenue

| | | |
|--------------------|--|-----------------|
| Membership Revenue | | 210.00 |
| Commercial Bar | | 1,330.00 |
| Interest Income | | <u>379.00</u> |
| Revenue | | <u>1,919.00</u> |

Cenotaph Revenue

| | | |
|-------------------------|--|-----------------|
| Cenotaph - Other | | <u>2,000.00</u> |
| Cenotaph Revenue | | <u>2,000.00</u> |

Programming Revenue

| | | |
|----------------------------|--|---------------|
| Adult Programming | | <u>156.00</u> |
| Programming Revenue | | <u>156.00</u> |

Event Revenue

| | | |
|----------------------------|--|-----------------|
| Farmers Market | | 670.00 |
| Christmas Market | | 675.00 |
| Spirit of Christmas | | <u>4,265.00</u> |
| Total Event Revenue | | <u>5,610.00</u> |

| | | |
|----------------------|--|------------------|
| TOTAL REVENUE | | <u>42,962.27</u> |
|----------------------|--|------------------|

EXPENSE**Expenses**

| | |
|---------------------------|------------------------|
| Property & Business Taxes | 995.46 |
| Commercial Bar Expenses | <u>766.53</u> |
| Total Expenses | <u>1,761.99</u> |

Payroll Expenses

| | |
|------------------------------|-------------------------|
| Office Wages | 11,746.16 |
| Building/Maintenance Wages | 2,702.84 |
| EI Expense | 335.81 |
| CPP Expense | 779.62 |
| Payroll Fees | 84.78 |
| Casual Labour | <u>300.00</u> |
| Total Payroll Expense | <u>15,949.21</u> |

General & Administrative Expenses

| | |
|--|-------------------------|
| Advertising & Promotions | 114.06 |
| Interest & Bank Charges | 794.85 |
| Telephone/Internet | 124.75 |
| Office Equipment Lease | 50.78 |
| Computers & Software | 259.17 |
| Contract Services | 1,340.00 |
| Repair & Maintenance | 90.75 |
| Janitorial Services | 3,557.81 |
| Garbage Removal | 426.36 |
| Lawn & Garden Maintenance | 504.00 |
| Fire Suppression System | 5,530.00 |
| Electricity | <u>3,910.08</u> |
| Total Utilities | 3,910.08 |
| Lease & Printing Costs | <u>43.82</u> |
| Total Advertising Costs | 43.82 |
| AHS - Wellness Committee | <u>165.81</u> |
| General & Administrative Expenses | <u>16,912.24</u> |

Programming Expenses

| | |
|-----------------------------------|------------------------|
| Camp Expenses | <u>9,572.75</u> |
| Total Programming Expenses | <u>9,572.75</u> |

| | |
|----------------------|-------------------------|
| TOTAL EXPENSE | <u>44,196.19</u> |
|----------------------|-------------------------|

| | |
|-------------------|--------------------------------|
| NET INCOME | <u><u>-1,233.92</u></u> |
|-------------------|--------------------------------|

Generated On: Oct 15, 2024

Bragg Creek Community Association Comparative Income Statement

| REVENUE | Actual Jul 01, 2024 to Sep 30, 2024 | Budget Jul 01, 2024 to Sep 30, 2024 | Percent |
|-----------------------------------|-------------------------------------|-------------------------------------|--------------------|
| Donations & Grants | | | |
| Donations - Received | 370.00 | | 1,000.00 -63.00 |
| Sponsorships | 4,000.00 | | 100.00 3,900.00 |
| Donations - Pay Pal | 170.57 | | 0.00 0.00 |
| Donations | 646.50 | | 0.00 0.00 |
| Grants - Canada Summer Jobs | 13,897.00 | 0.00 | 0.00 0.00 |
| Grants - Rockyview Operational | 50,499.99 | 50,440.00 | 0.12 0.12 |
| Grants - Rockyview Capital Grants | 0.00 | 21,052.00 | -100.00 -100.00 |
| Grants - Total | 64,396.99 | 71,492.00 | -9.92 -9.92 |
| Donations & Grants | 69,584.06 | 72,592.00 | -4.14 -4.14 |
| Rental Revenue | | | |
| Auditorium Rental | 23,314.01 | | 9,000.00 159.04 |
| Lobby Rentals | 0.00 | | 200.00 -100.00 |
| Facility Leases | 10,823.77 | | 17,750.00 -39.02 |
| Weddings | 0.00 | | 8,000.00 -100.00 |
| Events | 500.00 | | 0.00 0.00 |
| Kitchen Rental | 200.00 | | 0.00 0.00 |
| Meeting Rooms | 2,865.00 | | 300.00 855.00 |
| Equipment Rentals | 260.00 | | 300.00 -13.33 |
| Rental Revenue | 37,962.78 | 35,550.00 | 6.79 6.79 |
| Revenue | | | |
| Membership Revenue | 825.00 | 700.00 | 17.86 17.86 |
| Commercial Bar | 1,330.00 | 0.00 | 0.00 0.00 |
| Charging Station Revenue | 59.91 | 0.00 | 0.00 0.00 |

| | | | |
|----------------------------------|-------------------|-------------------|---------------|
| Casino | 0.00 | 15,000.00 | -100.00 |
| Interest Income | 1,162.57 | 1,500.00 | -22.50 |
| Miscellaneous Revenue | 0.00 | 1,751.00 | -100.00 |
| Revenue | <u>3,377.48</u> | <u>18,951.00</u> | <u>-82.18</u> |
| Cenotaph Revenue | | | |
| Cenotaph Grants | 0.00 | 1,000.00 | -100.00 |
| Cenotaph - Other | 2,000.00 | 0.00 | 0.00 |
| Cenotaph Revenue | <u>2,000.00</u> | <u>1,000.00</u> | <u>100.00</u> |
| Programming Revenue | | | |
| Camps & PD Days | 17,620.00 | 16,000.00 | 10.13 |
| Nature School-Rediscover Play | 0.00 | 5,000.00 | -100.00 |
| Adult Programming | 156.00 | 1,900.00 | -91.79 |
| Youth Programming | -3,500.00 | 0.00 | 0.00 |
| Kid's Events - Movies, Halloween | 0.00 | 1,500.00 | -100.00 |
| Programming Revenue | <u>14,276.00</u> | <u>24,400.00</u> | <u>-41.49</u> |
| Event Revenue | | | |
| BCCA Events | 0.00 | 31,000.00 | -100.00 |
| Farmers Market | 7,379.85 | 0.00 | 0.00 |
| Christmas Market | 2,945.00 | 0.00 | 0.00 |
| Spirit of Christmas | 10,330.00 | 0.00 | 0.00 |
| Bragg Creek Days | 3,750.48 | 0.00 | 0.00 |
| Total Event Revenue | <u>24,405.33</u> | <u>31,000.00</u> | <u>-21.27</u> |
| TOTAL REVENUE | <u>151,605.65</u> | <u>183,493.00</u> | <u>-17.38</u> |
| EXPENSE | | | |
| Expenses | | | |
| Property & Business Taxes | 2,986.38 | 3,000.00 | -0.45 |
| Commercial Bar Expenses | 766.53 | 0.00 | 0.00 |

| | | | |
|-----------------------|-----------------|-----------------|--------------|
| Wedding expense | 0.00 | 175.00 | -100.00 |
| Linen Supplies | 299.00 | 80.00 | 273.75 |
| Pop Machine Expenses | 62.99 | 0.00 | 0.00 |
| Total Expenses | <u>4,114.90</u> | <u>3,255.00</u> | <u>26.42</u> |

| | | | |
|------------------------------|------------------|------------------|-------------|
| Payroll Expenses | | | |
| Office Wages | 36,224.46 | 37,500.00 | -3.40 |
| Camp Wages | 13,137.90 | 10,000.00 | 31.38 |
| Building/Maintenance Wages | 9,217.63 | 9,900.00 | -6.89 |
| EI Expense | 1,361.38 | 870.00 | 56.48 |
| CPP Expense | 3,165.13 | 3,000.00 | 5.50 |
| Payroll Fees | 320.33 | 330.00 | -2.93 |
| WCB Expense | 635.33 | 400.00 | 58.83 |
| Casual Labour | 300.00 | 750.00 | -60.00 |
| Total Payroll Expense | <u>64,362.16</u> | <u>62,750.00</u> | <u>2.57</u> |

| | | | |
|--------------------------|---------------|---------------|---------------|
| Cenotaph Expenses | | | |
| Other Cenotaph Expenses | 240.00 | 500.00 | -52.00 |
| Cenotaph Expenses | <u>240.00</u> | <u>500.00</u> | <u>-52.00</u> |

| | | | |
|--|-----------|-----------|----------|
| General & Administrative Expenses | | | |
| Accounting & Legal | 0.00 | 300.00 | -100.00 |
| Advertising & Promotions | 114.06 | 250.00 | -54.38 |
| Licenses, Fees & Memberships | 0.00 | 300.00 | -100.00 |
| Insurance | 0.00 | 2,250.00 | -100.00 |
| Credit Card Charges | 0.00 | 500.00 | -100.00 |
| Interest & Bank Charges | 4,264.55 | 120.00 | 3,453.79 |
| Telephone/Internet | 431.11 | 900.00 | -52.10 |
| Office Supplies | -1,082.00 | 500.00 | -316.40 |
| Office Equipment Lease | 50.78 | 500.00 | -89.84 |
| Computers & Software | 442.44 | 900.00 | -50.84 |
| Contract Services | 5,240.00 | 3,000.00 | 74.67 |
| Repair & Maintenance | 3,412.88 | 15,000.00 | -77.25 |

| | | | | |
|--|------------------|----------|------------------|----------------|
| Playground | 74.72 | | 0.00 | 0.00 |
| Janitorial Services | 5,399.70 | | 4,800.00 | 12.49 |
| Janitorial Supplies | 1,107.47 | | 1,500.00 | -26.17 |
| Garbage Removal | 1,215.59 | | 1,200.00 | 1.30 |
| Lawn & Garden Maintenance | 1,512.00 | | 1,100.00 | 37.45 |
| Fire Suppression System | 5,530.00 | | 2,550.00 | 116.86 |
| Security | 143.85 | | 250.00 | -42.46 |
| Gas | | 1,760.82 | | -51.09 |
| Electricity | | 5,971.34 | | 25.71 |
| Water | | 1,076.48 | | 38.01 |
| Total Utilities | 8,808.64 | | 9,130.00 | -3.52 |
| Staff & Volunteer Development | 0.00 | | 200.00 | -100.00 |
| Lease & Printing Costs | 392.57 | | | 0.00 |
| Total Advertising Costs | 392.57 | | 0.00 | 0.00 |
| Small Tools & Equipment | 0.00 | | 200.00 | -100.00 |
| Equipment Repairs & Rentals | 0.00 | | 460.00 | -100.00 |
| Kitchen Supplies | 0.00 | | 150.00 | -100.00 |
| Total Equipment | 0.00 | | 810.00 | -100.00 |
| AHS - Wellness Committee | 416.93 | | 0.00 | 0.00 |
| General & Administrative Expenses | 37,475.29 | | 46,060.00 | -18.64 |
| Programming Expenses | | | | |
| Camp Expenses | 10,622.75 | | 10,500.00 | 1.17 |
| Nature School-Rediscover Play | 0.00 | | 3,000.00 | -100.00 |
| Adult Programming Expenses | 0.00 | | 1,200.00 | -100.00 |
| Youth Programming Expenses | 0.00 | | 100.00 | -100.00 |
| Birthday Parties | 0.00 | | 1,700.00 | -100.00 |
| Total Programming Expenses | 10,622.75 | | 16,500.00 | -35.62 |
| Event Expenses | | | | |
| BCCA Events | 0.00 | | 8,200.00 | -100.00 |
| Bragg Creek Days | 5,410.24 | | 0.00 | 0.00 |
| Total Event Expenses | 5,410.24 | | 8,200.00 | -34.02 |

TOTAL EXPENSE

122,225.34

137,265.00

-10.96

NET INCOME

29,380.31

46,228.00

-36.44

Generated On: Oct 15, 2024



Sustainability and Resilience Committee Report

2024 September 24

2024 Summer Initiatives:

- Bike Racks
 - 2 installed, 3 to be installed at Community Centre
 - 5 racks to be installed throughout hamlet, locations TBD pending Mall Owner approval
- Composting & Recycling Station
 - SRC will continue to explore more frugal and human resource-efficient options for BCCA-hosted events
- Green Municipal Fund *Local Leadership for Climate Adaptation Track 1: Climate Ready Plans & Processes* <https://greenmunicipalfund.ca/local-leadership-climate-adaptation>
 - LK to collaborate with facility staff on identifying potential resilience projects for this grant funding.

Facility Infrastructure

- EV Chargers - Still waiting on update from Alberta Municipalities re: rebate from NRCAN.

Collaborations

- BCWild
 - Potential for collaboration on Natural Asset Management (NAM) strategy
 - Guy Greenway hosting: *Bragg Creek's Natural Assets-Yours to Protect* at the Community Centre Oct 23, 2024.
- BCEC
 - Dave K and LK to coordinate on collaborative opportunities. TBD.
- Bragg Creek/Redwood Meadows Garden club presentation
 - Table to next growing season.

Other / Upcoming Initiatives

- First Nations Collaboration
 - Pending.
- Facility Sustainability Condition Assessment
 - LK scoping a facility energy & water audit to determine baseline energy and water use to inform grant applications and focus of upgrades. Collaboration with facility staff.

