

Kiwanis Hilton Children's Centre

4325 Neill Street

Port Alberni BC, V9Y 1E5

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Mayor and Council
City of Port Alberni, 4850 Argyle Street
Port Alberni BC, V9Y 1V8

BY EMAIL

January 11, 2017

Re: Letter of Organization Cost and Implication for Street Name Change

Dear Honorable Mayor and City Council Members,

Over the last several weeks, there has been a lot of information presented to the community about the proposed renaming of Neill Street. We want to add to the conversation by presenting information on the financial impact for our family of children's charities located at Kiwanis Hilton Children's Centre (Hilton Centre) at 4325 Neill Street.

Mr. Alemany's December 2016 letter to Hilton Centre requested support for the renaming initiative. We notified Mr. Alemany that our group of organizations would need further discussion within our respective boards due to the costs associated with a name change. We advised Mr. Alemany that further research on costs would be shared with council, which is the purpose of this letter.

Addresses Affected

4325 Neill Street, Kiwanis Hilton Children's Centre, is one of 31 addresses on the street. Other addresses with footprint significance are the M'akola subsidized housing complex at 4950 Neill (41 units) and Laurel Towers at 4855 Neill (8 units).

What do We Do and Who Benefits?

Hilton Centre is a family of children's services, www.hiltoncentre.org, (also see brochure attached). We have five separate not for profit organizations providing special needs, early learning programs, daycares and preschools. We have early childhood mental health services and therapies for children with disabilities; preschool speech therapy, pediatric occupational therapy and pediatric physiotherapy. We provide the pre-and post surgical therapy for children going to/coming home from BC Children's Hospital. The therapies are all provided at no charge to *all* children in our communities in the Alberni Valley and the West Coast communities; Tofino, Ucluelet and Ahousaht. The early learning and childcare programs of one of our agencies (Alberni Valley Childcare Society) operates three sites in Port Alberni.

Three of the five children's services are Incorporated Registered Charities who are legally, administratively, and program attached to the 4325 Neill Street address. These three charities are CTH Management Association (Kiwanis Hilton Children's Centre) itself, Alberni Valley Childcare Society (AVCS), and the Port Alberni Association for Children with Developmental Disabilities (Outreach Therapy). As a family of services, we serve over 500 families a year and represent 36+ permanent jobs in the community.

Costs to Organizations

The list is not exhaustive, but illustrates a large portion of what would need to be undertaken over a 6-9 month period:

- We will need to bring on transition coordinator to oversee the migration as we do not have capacity within our very lean administration.
- All charities will need to file changes with BC Societies and CRA Charities Directorate.
- Cost of transfer of property titles for Hilton Centre.
- Sending out address change notices to families, doctors, social workers, tertiary care.
- Consulting our files and creating a list of organizations, businesses and clients that need to be notified.
- Sending out change of address notifications, retaining mail forwarding services from Canada Post for 6-9 months.
- Ensuring that any forms that need to be re-issued and signed are completed and filed.
- Updating websites, signage
- Lawyer fees to retain Norton Rose Fulbright (Bull Housser), charity/health specialists.
Where children's health and education records are involved, there is a higher duty of care to protect and store information correctly. Further, we have Community Care Facilities Licensing, the College of Occupational Therapists, the College of Physiotherapists, and the Ministry of Children and Family Development standards of privacy and protection to adhere to. Past and current records need review, reports and documents in transit need to arrive safely.
- Extra board meetings for motions of authorizations for address changes to be made for Canada Post, bank records, cheques, mortgage changes, contract changes, etc.

- Forms, cheques, stamps will need to be re-purchased. With combined caseloads of over 500 families, 172 contracts, current medical records and funding agreements, vendors, suppliers, we will need thorough audit, action and oversight.

Delay or Loss of Revenue

An address change will trigger changes for licensed child care programs at the Center. A new license and inspection under Community Care Facilities will occur as each license is attached to a legal address. A new license will then trigger a renewal under our major CCOF grant and will either be a delay or potentially we go to the back of the queue and lose the grant. CCOF will not provide us with an answer to the outcome at this time, either outcome is possible. This will also trigger our current subsidy contracts to be void and will require renewals. For AVCS this would be an interruption of \$38,000 per month until the new facility license is fully transitioned.

Translating the Cost

We do not have extra funding to support the transition and the focus of this effort would draw away from service provision to children. \$5,000 - \$7,000 of street name change cost for Outreach Therapy translates into 140 sessions of therapy that children with disabilities won't receive and adds a 2 month waitlist on top of current wait time. \$5,000 - \$7,000 of cost for AVCS equals the loss of the transportation budget, or the elimination of the equipment and supply budget, or 8 months' of hot lunches that would not be provided to littles ones, (some whose families are unable to provide lunch).

There is also a future cost. According to UBC's Early Development Instrument (<http://earlylearning.ubc.ca/maps/edi/>), Port Alberni and the West Coast are among the most

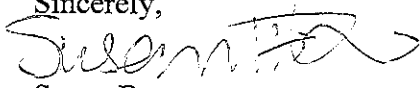
vulnerable communities in BC for early childhood development. The work of the family of services at Hilton Centre decreases those vulnerabilities. Keeping our dollars in early intervention in children's services means an investment that decreases crime, homelessness, and substance use and increases positive social outcomes in our community in the future.

One of Mr. Alemany's living documents at www.chrisalemany.ca says that the City should set aside \$1,000 - \$5,000 to assist in our costs. The estimated costs for administrative labour, lawyer costs and other transition fees for the three affected charities is between \$13,500 - \$15,500. We would need financial assistance to cover the costs in full. There is no room in our budget for this, our monies are all directed to providing services.

If the name change initiative proceeds, we request the City provide financial assistance of \$15,500 to cover costs so that name change doesn't negatively impact the community's early learning programs and therapy services for children with disabilities.

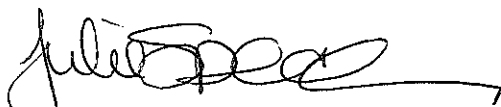
If you have any questions please do not hesitate to us. You can reach Susan Fox, (Centre Administrator, Executive Director Outreach Therapy, Financial Administrator AVCS) at sfox@outreachtherapy, hiltoncentre@outreachtherapy.org / 250-723-7345 or Julie Spencer, (Program Administrator for AVCS) at ss@avchildcare.ca /250-723-5012.

Sincerely,



Susan Fox

PER KIWANIS HILTON CHILDREN'S CENTRE, OUTREACH THERAPY, AVCS



Julie Spencer

PER AVCS