

## Application Summary: 2026 - 3324 - Community Impact Grant - Community Programs and Projects

### Application ID

2026 - 3324 - Community Impact Grant - Community Programs and Projects

### Applicant Information

#### Organization Information

Wood Buffalo Food Bank Association  
10010 Centennial Dr  
FORT MCMURRAY, AB, T9H 4A2

#### Primary Contact

Tiffany Stagg  
10010 Centennial Dr  
FORT MCMURRAY, AB, T9H 4A2

Phone: **s.20(1)**

Email: [ed@wbfbc.ca](mailto:ed@wbfbc.ca)

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### Is the organization a registered non-profit?

Applicants must be a registered non-profit organization or a community group in partnership with a registered non-profit organization. If you have any questions regarding grant eligibility, please contact [cip@rmwb.ca](mailto:cip@rmwb.ca) to book a pre-application meeting.

Yes

### Has the organization operated within the Regional Municipality of Wood Buffalo for at least one year?

Applicants must have resided or operated within the Regional Municipality of Wood Buffalo for at least one year prior to applying. If you have any questions regarding grant eligibility, please contact [cip@rmwb.ca](mailto:cip@rmwb.ca) to book a pre-application meeting.

Yes

### In the last year, have there been any significant changes to your organization or program?

No

### What is your organization's Mission Statement?

Providing Wood Buffalo with education and tools to access safe and nutritious food.

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### **Brief Summary of the Proposed Program(s) and/or Project(s).**

The Mobile Pantry Program (MPP) addresses food insecurity in rural and remote communities across the Regional Municipality of Wood Buffalo, where access to full-service grocery stores and transportation is often limited. The program currently provides monthly food distributions to Fort McMurray First Nation 468, Fort Chipewyan, Janvier, Conklin, and Fort McKay, ensuring individuals and families in these communities have reliable access to fresh, nutritious food.

Staff and volunteers prepackage hampers based on monthly client appointments, allowing for tailored support. Hampers are then delivered either by WBFB's own vehicles or shipped as freight once a month via local McMurray Aviation to reach these remote locations efficiently.

In Fort Chipewyan, we are partnering with Athabasca Chipewyan First Nation (ACFN) to distribute hampers at Kai Taile Market for the foreseeable future. This approach increases our reach, reduces freight and logistical costs, and offers clients a more convenient, one-stop location to pick up both produce and dry goods.

Over the past four years, hampers distributed through the program have increased by approximately 59%, while the number of people fed has grown by about 74%. Currently, the Mobile Pantry serves roughly 375 families (approximately 4,359 individuals) per month in rural areas. Growth in both rural and in-town client numbers has led to a decrease in individual hamper sizes, highlighting the rising demand for food support.

A core goal of the Mobile Pantry Program is to establish a strong Indigenous partnership in each community, serving as a local hub for distribution and support. These relationships are built on trust, transparency, and collaboration, ensuring the program is responsive to each community's unique needs and values.

This initiative supports regional priorities by improving accessibility, promoting inclusion and wellness, strengthening partnerships, and encouraging social participation in communities that are often underserved.

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**Please note any restrictions on participating in your organization's programs, projects, services or events.**

Clients wishing to access the Mobile Pantry program are required to complete an intake process with staff at the time of scheduling their appointment. This process helps ensure that resources are allocated fairly and appropriately based on current availability. Because our program operates within limited capacity and fluctuating resources—including food supplies, staffing, and transportation—participation may be subject to waitlists or prioritization depending on demand at the time.

For volunteers, our organization welcomes individuals who are 18 years of age or older to participate independently. Volunteers under the age of 16 are allowed to assist only if accompanied by a parent or legal guardian, to ensure safety and proper supervision. Additionally, all volunteers must adhere to our policies and complete any necessary orientation or training prior to participating in program activities.

These participation guidelines are designed to maintain the safety, effectiveness, and equitable delivery of our services, while ensuring that we can best support the needs of the communities we serve.

**Minimum number of board members according to the organization's bylaws:**

5

**Please list your current Board of Directors in the table:**

### Board of Directors

Name	Board Position	Years on Board
Jose Alvarado	Chair	3 years, 8 months
Melanie Asher	Vice Chair	2 years, 5 months
Aleksandra Plemic Thomas	Treasurer	6 years
Linda Mywaart	Secretary	4 years
Pieter Van Zyl	Member at Large	1 year, 7 months
Valerie Skinner	Member at Large	2 years, 7 months
Martin Byaruhanga	Member at Large	1 year, 3 months
Erin O'Reilly	Member at Large	1 year
Ivy Kiambi	Member at Large	1 year

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**Do one or more board representatives or program staff have lived experience or expertise reflective of the demographics your organization serves?**

Yes

**If Yes; please briefly explain the lived experience or expertise.**

One of our board members brings deeply personal insight to our organization through their own lived experience with food insecurity and social supports. From the age of 17 to 21, they relied on services such as homeless shelters, income assistance, mental health support, and food banks in **s.20(1)**. Their experience using a small, volunteer-run food bank—located in a church basement and only open once a month—gave them first-hand understanding of what it means to truly be in need and to experience hunger.

They carry these memories forward in their role today, offering a valuable perspective that informs our services and keeps us grounded in compassion and humility. Their story is a powerful reminder that someone's current status doesn't always reflect their past struggles. Now in a position to give back, they are dedicated to ensuring others receive the support they once needed — and this is why the Wood Buffalo Food Bank holds such a meaningful place in their heart.

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### Program/Projects Details

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#### Are you applying for more than one program or project?

If you are unsure, please contact CIP@rmwb.ca for clarification.

No

### Program/Projects

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**Step 1:** Click on the button below to enter the name of your program(s) or project(s).

**Step 2:** Click on the Save Draft button at the bottom of the screen.

**Step 3: Click on the "Program/Project Details" button below to complete the details of each Program/Project. Please be sure to submit the current program/project information form before moving onto the next project information form.**

**Program/Project: Mobile Pantry    Status: Completed**

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### Finances

#### Organization's most recent Fiscal Year End date

Please click Save Draft to update the following two questions with this date.

07/31/2025

#### Unrestricted Net Assets

Unrestricted Net Assets (accumulated net assets/surplus that the organization has not set aside for a particular purpose or earmarked by a donor for a specific program or project) from your Financial Statements ending: 07/31/2025

\$243,604.00

#### Total Operating Expenses

Total Expenses from your Financial Statements Ending: 07/31/2025

\$2,174,952.00

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### What efforts have been made in the past fiscal year to increase the financial support for your organization?

Since the appointment of our new Executive Director in June 2025, we have significantly increased our efforts to grow and diversify funding sources. Grant funding, which previously accounted for just 5% of our revenue, has risen substantially through a targeted and strategic application process.

We have also strengthened relationships with existing and new funders by encouraging their involvement through volunteering and community events. This deeper engagement has led to increased financial contributions and long-term support.

Enhanced donor stewardship, improved volunteer retention, and a rise in third-party food drives have further supported our financial health. These food drives not only boost in-kind donations but also ease pressure on our internal budgets.

Together, these initiatives will improve our financial stability and deepen community support—critical steps as we continue to meet growing needs and plan for a sustainable future.

At this time, our 2025 Financial Statement is not yet finalized as we continue to address a projected deficit. We are actively reviewing our budget, implementing cost-saving strategies, and identifying operational efficiencies to ensure our ability to meet the rising demand for services. This work is being done with a focus on long-term sustainability and maintaining the quality of support we provide to the community.

We want to assure the Regional Municipality of Wood Buffalo (RMWB) that we are taking a proactive and strategic approach to managing our financial challenges. The increased demand for services has driven this planning, and our team is committed to ensuring that resources are used effectively and responsibly. We are confident that the steps currently underway will place us on stronger financial footing in the months ahead.

**Please complete the following budget table: If there are multiple programs, projects, services or events included in this application, please provide the total budget for all requests in the budget table. Additionally, attach a detailed breakdown of the budget by program, project, service or event on the Attachment tab.**

### Secured Revenue

Revenue Sources	Description	Revenue (Jan-Dec)
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Sponsorship	Syncrude	\$40,000.00
Sponsorship	TC Energy	\$10,000.00
Other	Donations	\$10,000.00
Sponsorship	Food Banks Canada Northern Capacity Fund	\$45,000.00
		<b>\$105,000.00</b>

### Revenue in Progress

Revenue Sources	Description	Revenue (Jan-Dec)
Sponsorship	Petro-Can Care Makers Foundation	\$20,000.00
		<b>\$20,000.00</b>

### Expenses

Type of Expense	Description	Total Expenses	Requested RMWB Grant
Program Staff wages & Benefits		\$90,119.81	\$40,000.00
Food Costs		\$55,000.00	\$35,000.00
Transportation and Delivery		\$37,000.00	\$15,000.00
Program Materials & Supplies		\$5,000.00	\$1,500.00
Advertising/Marketing		\$2,500.00	\$1,500.00
Training		\$2,000.00	\$1,000.00
Administration Costs 15% Maximum		\$28,000.00	\$6,000.00
		<b>\$219,619.81</b>	<b>\$100,000.00</b>

### Shortfall

	Total
(Total Secured Revenue - Total Expenses)	\$114,619.81

### Total RMWB Grant Request

	Amount
Total	\$100,000.00

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### Total Cost of Program, Project, or Service

Total cost includes all costs of the entire program, project or service.

\$219,619.81

### Total Grant Amount Request

Up to 75% of total program, project cost up to maximum of \$100,000.

\$100,000.00

### Grant request as percentage of total cost of program, project or service

Click on the Save Draft button to calculate the percentage.

46%

### Outline any expected non-financial resources being leveraged for this program, project, service or event to demonstrate community support.

#### Volunteer Support:

Dedicated volunteers contribute significant time and effort to hamper assembly, sorting, packing, delivery logistics, and client intake. Their ongoing commitment strengthens community involvement and helps maximize program reach.

#### In-Kind Food Donations:

Contributions from local grocery partners, food drives, and community members provide essential nutritious food items that form the core of the hampers distributed through the Mobile Pantry program.

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### Attachments

**Please attach a budget breakdown for each program, project, service or event if there are multiple requests included in this application.**

[Mobile\\_Pantry\\_Program\\_Budget\\_2025-26.xlsx](#)  
10.9 KB - 10/13/2025 4:06 PM

Total Files: 1

**Please attach a Partnership Letter(s) of Support for the proposed program, project, service or event to demonstrate authentic partnership and collaboration.**

Applicants may use the >Partnership Letter of Support Template or submit a customized letter.

Each letter should include the following five key elements:

1. Commitment to the partnership and shared initiatives
2. Confirmation of the community need
3. History of prior collaboration or rationale for a new partnership
4. Defined roles, responsibilities, and resource commitments
5. Contact information for the partner organization

Each letter must be signed by an authorized representative of the partner organization.

Please note: The partnership letter is a mandatory requirement for Community Sustaining applicants and optional for Community Impact Grant application.

[10\\_13\\_25\\_ACFN\\_Letter\\_of\\_Support\\_Mobile\\_Pantry.docx](#)  
8.4 KB - 10/13/2025 4:13 PM

[Anzac\\_Grocery\\_Letter\\_of\\_Support\\_for\\_Mobile\\_Pantry\\_Program.pdf](#)  
106.7 KB - 10/13/2025 4:14 PM

[FuseSocial\\_CIP\\_ED\\_Roundtable\\_Letter.pdf](#)  
343.3 KB - 10/13/2025 4:14 PM

Total Files: 3

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**Please attach signed Financial Statements for the most recent fiscal year end.**

Year-end date must fall between July 1, 2024 of last year and June 30, 2025.

[\(2024\) - Wood Buffalo Food Bank Association - FS.pdf](#)  
571.2 KB - 10/13/2025 4:14 PM

Total Files: 1

## Application Summary: 2026 - 3324 - Community Impact Grant - Community Programs and Projects

### Declaration

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Declaration: In making this application, I, the undersigned, confirm:

- that I have read the appropriate Grant Guidelines;
- that I understand that this application form and all required attachments must be completed in full and received before 2025-10-14 4:30 p.m. MT;
- that I understand that this application form and any attachments shall be part of the Community Investment Program Approval Committee (CIPAC, Council Appointed) meeting agenda and accessible through all methods that the public meeting agenda is available;
- that I understand the term of the Grant is January 1 to December 31, 2026 and that all expenditures must happen during this term; and
- that I am authorized by the applicant organization to complete the application and hereby represent to the Regional Municipality of Wood Buffalo's Community Investment Program and declare that to the best of our knowledge and belief, the information provided is truthful and accurate, and the application is made on behalf of the above-named organization and with the Board of Directors' full knowledge and consent.
- that I understand the personal information collected in this application is collected under the authority of Section 4(c) of the Protection of Privacy Act and is managed in accordance with the Act. It will be used to process your application and contact you if needed during the review of this application. If you have questions about the collection or use of your personal information, you may contact the Manager, Community Partnerships and Initiatives, at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4 or at 587-919-5522.

### Acknowledgement

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I do hereby certify that to the best of my knowledge, this application contains a full and correct account of all matters stated herein.

### Applicant Name

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Tiffany Stagg

### Position/Title

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Executive Director

**Date:** 10/14/2025

## Project Summary

### Mobile Pantry

#### Program, Project or Service Name

Mobile Pantry

#### Beginning Date

2026-01-01

#### Completion Date

Note: The term of the grant is January 1 - December 31, 2026. The program, project, service or event and all expenditures must occur during this term.

2026-12-31

#### Location program, project or service will be provided:

Note: If the grant is approved, the communities served will be included in the Grant Agreement and data collection from all communities will be required.

Do not select the rural community if the service is provided to the clients from rural communities through the urban service area.

Anzac, Conklin, Fort Chipewyan, Fort McKay, Janvier

#### Please complete the following Program/Project or Event Delivery Details.

#### Program, Project, or Event Delivery Information

Program/Project/ or Event Location	In Person (Yes/No)	Virtually (Yes/No)	Travel Budget Required (Yes/No)
Anzac	Yes	No	Yes
Conklin	Yes	No	Yes
Fort Chipewyan	Yes	No	Yes
Fort McKay	Yes	No	Yes
Janvier	Yes	No	Yes

## Project Summary

### Mobile Pantry

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**How does your organization plan to address barriers related to delivering virtual services in rural areas. This may include limited internet access, lack of devices, and limited technical support. If applicable.**

Our Mobile Pantry program is entirely in-person. Staff travel to each location to deliver food directly, ensuring accessibility for clients in rural and remote communities. The only exception is Fort Chipewyan, where we operate through the ACFN Food Bank Hub located at Kai Taile Market. As such, virtual service delivery is not currently part of our model, which helps us overcome common barriers such as limited internet access, lack of devices, and limited technical support in rural areas.

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**How does your organization plan to address transportation barriers to provide the program, project, service or event? If applicable.**

Our organization addresses transportation barriers by having staff assemble all food hampers and personally deliver them to each community on a monthly basis. This ensures clients can access services without needing to travel. For Fort Chipewyan, hampers are assembled locally by staff and delivered to McMurray Aviation once a month to be flown in. We include client lists and check-off sheets so that the ACFN Food Bank Hub at Kai Taile Market can receive and distribute the hampers accordingly.

The only transportation impact we occasionally face is weather-related flight delays to Fort Chipewyan. In these cases, we notify clients of any changes and promptly reschedule the pickup date to ensure no one goes without service.

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**Council approved seven funding priorities. Please indicate which funding priority/priorities are applicable to this application.**

Please select at least 3 funding priorities for the Community Sustaining and Subsidiary Grant applications. Please select at least 1 funding priority for the Community Impact Grant (Community Programs and Projects or Community Events) application.

- Community support services and wellness
- Accessibility, inclusion and belonging
- Hosting events/new business and visitors
- Partnership and collaboration
- Rural and Indigenous Communities and Relationships
- Social participation
- Value of culture, heritage and regional pride

### Describe how the proposed program, project, service or event align with these priorities.

Our Mobile Pantry program aligns with key priorities through strong partnerships with Indigenous communities, including ACFN in Fort Chipewyan, and collaborations with local service providers. We support rural and Indigenous populations by delivering monthly hampers directly to communities, reducing transportation and access barriers. The program fosters social participation and community wellness by addressing food insecurity with dignity and consistency. By ensuring in-person delivery and culturally respectful engagement, we promote accessibility, inclusion, and belonging. Our approach centers community needs, relationships, and equitable access to essential supports, particularly in remote areas where services are often limited or unavailable.

**In the table below, please identify the total number of unique participants that you anticipate will access the funded program, project, service or event.**

### Target Population

Age	Target Population
Children (0-12 years)	23
Youth (13-18 years)	11
Adults	53
Seniors (65+)	12
Families	36
Community	0
Total	135

### Please identify the equity deserving population the program, project, service or event will serve.

Youth, Seniors, 2SLGBTQIA+, Immigrants, refugees and/or newcomers, First Nations, Métis, and/or Inuit Peoples, Other racialized communities, Youth, Seniors, Women and/or girls, People experiencing poverty and/or homelessness, People living with disabilities, People living in rural communities

## Project Summary

### Mobile Pantry

**How does your organization ensure that its programs, projects, services or events are accessible and inclusive for anyone who has an interest? Please share examples and success stories of accessibility and inclusivity.**

Our Mobile Pantry program is designed to be as accessible and inclusive as possible by delivering food hampers directly to rural and Indigenous communities across the region. This removes transportation barriers and ensures that clients, including elders and those with mobility or health challenges, can still receive essential support. We offer flexible pickup options, and in cases where clients are ill or unable to attend, we allow designated family members to collect hampers on their behalf.

We've received positive feedback from several communities. For example, Fort McMurray First Nation 468 expressed interest in deeper collaboration and hopes to establish a local hub, with potential to expand services like the "Basic Shelf" nutrition and cooking program in person. This type of engagement reflects the trust and value communities place in the program.

While we regularly receive requests to take on additional clients, rising food, fuel, and transportation costs have limited our ability to expand. Nonetheless, we remain committed to equitable access, culturally respectful delivery, and ongoing dialogue with communities to adapt our services and strengthen inclusion wherever possible.

**If applicable, please explain how your program, project, service or event celebrates Indigenous culture, serves Indigenous communities and/or promotes Indigenous healing, language, cultural restoration, or reconciliation.**

Our Mobile Pantry program is deeply committed to serving Indigenous communities with respect and cultural sensitivity. We work closely with Indigenous leadership, including ACFN and Fort McMurray First Nation 468, to ensure our services align with community needs and cultural values. By delivering food hampers directly to Indigenous communities, we support food security and wellness in a way that respects local traditions and lifestyles.

We make every effort to be culturally aware of dietary restrictions and preferences within Indigenous communities. This understanding informs how we assemble hampers and engage with clients, ensuring that the food provided is appropriate and respectful.

While the primary focus of the Mobile Pantry is on direct food support, we recognize the importance of cultural connection and are exploring opportunities to incorporate Indigenous recipes and knowledge into future programming. Our partnerships foster trust and contribute to reconciliation by creating respectful, community-driven approaches to food security.

Through ongoing collaboration and culturally sensitive service delivery, we aim to support Indigenous healing, wellness, and a stronger sense of community belonging.

## Logic Model

## Project Summary

### Mobile Pantry

#### **Statement of Need: What social problem or gap do you hope to address by delivering the program, project, service or event? What evidence do you have that this problem or gap exists?**

Food insecurity in our region remains a significant and ongoing challenge, with rates among the highest in Alberta and Canada, particularly impacting rural and Indigenous communities. Many families face barriers such as limited access to affordable, nutritious food, geographic isolation, and high costs for food and transportation. These challenges are compounded by rising fuel and food prices, increasing the strain on household budgets and access to essential resources.

As the only food bank serving this vast and remote area, our Mobile Pantry program plays a crucial role in filling this gap. We deliver food hampers monthly directly to multiple Indigenous and rural communities, removing transportation barriers and ensuring consistent access to nutritious food. Feedback from Fort McMurray First Nation 468 has highlighted the urgent need for these services and expressed interest in expanding to include local food hubs and additional programming.

Despite growing demand and numerous requests to serve more clients, rising operational costs have limited our capacity to expand at this time. Without the Mobile Pantry, many vulnerable individuals and families would face worsening food insecurity, with significant impacts on health, education, and overall community wellbeing. Our program remains vital in addressing these critical needs.

#### **Broad Strategy: How will the program, project, service or event address the social problem? (e.g., What approach are you taking that you hope will lead your program, project, service or event to support the social problem?)**

If our organization delivers the Mobile Pantry program—providing consistent, monthly delivery of nutritious food hampers directly to rural and Indigenous communities—then individuals and families facing food insecurity will have improved access to healthy food, reduced stress related to food scarcity, and increased overall wellbeing.

Our rationale is grounded in both lived experience and direct feedback from the communities we serve. Since launching the Mobile Pantry, we have seen first-hand how reliable, barrier-free access to food dramatically reduces hardship for clients who otherwise face long travel distances, limited transportation, and few local food options. Community members have shared that this service is often their only consistent source of fresh food, and that it helps them stretch limited incomes while caring for children, elders, and themselves.

We also know from established research and food security frameworks that reducing food insecurity has measurable impacts on health, education, and social participation. By meeting people where they are—literally and culturally—our Mobile Pantry approach has proven effective at reaching vulnerable populations and improving food access in a respectful, community-driven way.

This strategy is working and with continued support, we can sustain and strengthen this vital service for those who need it most.

**Rationale: What evidence or research do we have that this strategy will work? To demonstrate for example, "If [my organization] does 'x' program, project, service or event, then [this] change will happen for the target population."**

If the Wood Buffalo Food Bank delivers the Mobile Pantry program—by providing consistent, monthly delivery of nutritious food hampers directly to rural and Indigenous communities—then individuals and families facing food insecurity will experience improved access to healthy food, reduced financial and emotional stress, and enhanced overall well-being.

This strategy is supported by multiple indicators of effectiveness:

**Client Feedback:** Surveys and testimonials consistently highlight the program's positive impact on food security and quality of life. Clients report increased access to nutritious food and a reduction in the stress of meeting basic needs.

**Increased Participation:** Year over year, the number of families served through the Mobile Pantry has grown, demonstrating both community trust and rising demand.

**Partnership Growth:** Collaboration with Indigenous communities and local organizations continues to expand, showing the program's integration into broader community support systems.

**Program Reports:** Ongoing assessments document the program's reach, responsiveness, and adaptability to local needs and logistical challenges.

Together, these outcomes show that the Mobile Pantry is not only meeting a critical need but is also a trusted, scalable, and community-driven solution to food insecurity in the Wood Buffalo region.

#### **Inputs: What resources will be invested to achieve your goal? (e.g., staff labour, venue space, volunteers, computers, etc.)**

To achieve the goals of the Mobile Pantry program, the Wood Buffalo Food Bank will invest a range of key resources, including:

**Staff Labour:** Trained staff are responsible for intake, hamper assembly, scheduling, coordination with partner communities, and monthly deliveries to rural and Indigenous areas across the region. Staff also manage logistics with McMurray Aviation for air transport to Fort Chipewyan.

**Volunteers:** Community volunteers assist with sorting, packing, and loading hampers, supporting operational efficiency and community engagement.

**Vehicles and Fuel:** A reliable fleet of vehicles is required for long-distance travel to remote communities. Rising fuel and maintenance costs are a significant ongoing input.

**Food Supplies:** Non-perishable and perishable food items are sourced, stored, and assembled into hampers. This includes both donated and purchased goods to meet nutritional standards.

**Warehouse and Storage Space:** The main food bank facility provides space for food storage, sorting, and hamper assembly.

**Technology:** Computers and software are used for client intake, scheduling, inventory tracking, and reporting.

**Community Partnerships:** Collaboration with Indigenous leadership, local organizations, and aviation partners are critical to ensure culturally respectful delivery and effective local distribution.

**Activities: What activities make up the program, project, service or event? (e.g., workshops, mentorship sessions, etc.)**

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**Client Intake and Scheduling:** Staff conduct intake appointments with clients to assess eligibility, determine needs, and schedule monthly hamper deliveries.

**Hamper Assembly:** Staff and volunteers assemble food hampers at the Wood Buffalo Food Bank warehouse, ensuring a balanced selection of nutritious, culturally appropriate items.

**Monthly Deliveries to Communities:** Staff travel to rural and Indigenous communities across the region to deliver hampers directly to clients, reducing transportation and access barriers.

**Air Transport to Fort Chipewyan:** Once a month, assembled hampers are delivered to McMurray Aviation and flown to Fort Chipewyan, where the ACFN Food Bank Hub distributes them using client lists and check-off sheets.

**Community Coordination:** Ongoing communication and coordination with local leaders and partners (e.g., ACFN, FMFN 468) to support effective, respectful service delivery and adapt to emerging needs.

**Program Evaluation and Reporting:** Regular tracking of participation numbers, community feedback, and service outcomes to monitor effectiveness and inform continuous improvement.

**Outputs: What do you deliver? (e.g., # of total participants trained, # of organizations, # of sessions, # of events, etc.). Note, each activity should have outputs.**

Note: If the program, project, service or event is approved, your outputs may be included in the Grant Agreement and data collection on the outputs is required.

#### Client Intake and Scheduling

Serves over 1585 households annually, representing more than 4,300 individuals across rural and Indigenous communities.

100% of households complete an intake process with staff to assess food needs and ensure accurate service.

Ongoing updates to client records based on changing household sizes and needs.

#### Hamper Assembly

Over 350 hampers assembled monthly, with contents tailored to household size and dietary considerations.

Supported by 20–30 volunteers per month, assisting with sorting, packing, and loading.

#### Monthly Deliveries to Communities

Direct deliveries to 8–10 communities each month, including FMFN 468, Fort McKay, Janvier, Anzac, Conklin, and others.

12 monthly delivery runs annually, covering thousands of kilometers and reaching families in isolated areas.

#### Air Transport to Fort Chipewyan

12 monthly shipments flown via McMurray Aviation.

Hampers received by the ACFN Food Bank Hub at Kai Taile Market, using client lists and check-off sheets for organized distribution.

#### Community Coordination

Active partnerships with 3 Indigenous and local organizations.

Ongoing engagement to support culturally respectful service and explore expansion opportunities (e.g., community hubs).

#### Program Evaluation and Reporting

Monthly internal reporting on participation, inventory, and logistics.

Annual program review that incorporates community feedback and operational data to guide improvements.



## Project Summary Mobile Pantry

**Outcomes: What change do you want to see for the participants by running your program, project, service or event? Organizations are required to identify at least one outcome, that will be measured through the grant period, should the application be approved.**

Note: If the program, project, service or event is approved, your outcomes will be included in the Grant Agreement and data collection on the outcomes is required.

The primary outcome we aim to achieve through the Mobile Pantry program is:

Increased food security among participating households, measured by at least 80% of clients reporting improved access to food during the grant period.

By delivering consistent, monthly food hampers to rural and Indigenous communities, we expect to reduce the immediate stress and hardship caused by limited access to affordable, nutritious food. This outcome will be supported by:

Client surveys conducted during the grant period to assess changes in access to food and household food stability.

Monthly participation tracking to monitor service reach and consistency.

Ongoing feedback from community partners and clients to ensure responsiveness to changing needs. This outcome reflects a meaningful and measurable change that addresses the core issue of food insecurity in underserved communities.

### **What tools will you use to measure the outcomes of the program, project, service or event?**

Note: If your organization is approved for funding, copies of the measurement tools selected will be requested.

Surveys, Interviews, Observation

### **Please provide details of how your program, project, service or event differs from other services being offered in the community.**

There is no other food bank or similar food assistance program operating within this region. Our Mobile Pantry program is the sole service dedicated to addressing food insecurity across rural and Indigenous communities here. Unlike other services that may require clients to travel or have limited reach, our program delivers nutritious food hampers directly to remote communities on a monthly basis. This unique approach ensures equitable access to food for those facing geographic, transportation, and economic barriers, filling a critical gap that no other organization currently addresses in this region.

## Project Summary

### Mobile Pantry

**This grant is intended to promote an allied social profit sector within the Municipality. List the community groups or organizations that will be actively involved in the program, project, service or event delivery.**

Community Organization or Group	Role
Athabasca Chipewyan First Nation (ACFN)/Kai Taile Market	Food Bank Hub
Fort McMurray First Nation 468	Collaborator /Client outreach
McMurray Aviation	Transport Services
Local Community Volunteers	Hamper Assembly Support
Loblaws	Food Donations/Food Procurement Efforts
Food Banks Alberta	Emergency Resources/Monthly Allotments
Anzac Grocery	Food Procurement Efforts
Fuse Social	Community Partner/Collaborator

Wood Buffalo Food Bank Association

Mobile Pantry Program Budget (\$220,000 Total)

2025-2026

Category	Details	Cost
<b>1. Personnel</b>		<b>\$90,480</b>
Full Time Coordinator/Driver (salaries and benefits for staff directly involved in the planning, coordination, and delivery of the Mobile Pantry program, including logistics, client	40 hrs/week × <b>s.20(1)</b> × 52 weeks	<b>s.20(1)</b>
Part Time Staff	18 hrs/week × <b>s.20(1)</b> × 52 weeks	<b>s.20(1)</b>
Part Time Staff	10 hrs/week × <b>s.20(1)</b> 52 weeks	<b>s.20(1)</b>
<b>2. Transportation</b>		<b>s.20(1)</b>
Fuel & Maintenance	Truck ownership costs – Fuel, Veh. Maintenance, Insurance, delivery	\$25,000
Air Freight (to remote areas)	12 flights/year × \$1,000–\$1,100 per flight	\$12,000
<b>3. Food Procurement</b>		<b>\$55,000</b>
Bulk Food Purchases	Non perishables, produce, shelf-stable items @ ~\$4,600/month	\$55,000
<b>4. Outreach &amp; Admin</b>		<b>\$9,500</b>
Program Materials	Food storage containers, bags, gloves, and safety materials used during food distribution.	\$5,000
Advertising & Marketing	Printed materials, digital promotion, and community announcements.	\$2,500
Training	Volunteer training on food safety, client service, equity and inclusion, and emergency protocols to	\$2,000
<b>5. Admin</b>	Finance, HR, IT, and general office expenses required to support the program's administration and reporting	<b>\$28,000</b>
<b>TOTAL</b>		<b>s.20(1)</b>

K'ai Taile Market

Oct 11, 2025

To Whom it may Concern,

Letter of Support and Partnership for Wood Buffalo Foodbank

On behalf of K'ai Taile Market, I am pleased to express our strong support and commitment to partnering with the Wood Buffalo Foodbank in the implementation of their rural/remote hamper programs and providing fresh foods to all of the hampers being distributed to residents of the Wood Buffalo region proper..

This initiative aligns with our shared mission to enhance food security for all residents of the RMWB.

We are committed to working collaboratively with WBFB to ensure the success of this project. We recognize the pressing need to support providing food to those in need, and ensuring that the foods options available are as nutritious as possible.

Our organizations have a history of successful collaboration including supporting the procurement of fresh foods for the Fort Chipewyan Food bank Hampers and the distribution of dry goods hampers when requested.

As a committed partner, K'ai Taile Market will contribute to the project in the following ways:  
Roles and Responsibilities: Program delivery - procure fresh foods as requested for drop ship in McMurray to fulfill hampers needs in the region of Wood Buffalo. The procurement of fresh foods as requested for the community of Fort Chipewyan. The receipt and distribution of dry goods hampers boxes in the community of Fort Chipewyan once per month or as requested.  
Resources committed: Staff and resources to procure and distribute fresh and dry goods to those in need in the region of Wood Buffalo.

For any further information or clarification, please contact:

Cathwyn Philpotts

Executive Director

K'ai Taile Market

**S.20(1)**

[cathwyn.philpotts@acfn.com](mailto:cathwyn.philpotts@acfn.com)

[acfn.com](http://acfn.com)

[themarketfortchip.ca](http://themarketfortchip.ca)

We look forward to the opportunity to collaborate on this important initiative and are confident in the positive impact it will have on our community.

Sincerely,

*Cathwyn*

*ED, KTM*



1-232 Stony Mountain Rd  
Anzac, Alberta  
T0P 1J0  
Ph: 587-374-5600

Date -June 25, 2025

Wood Buffalo Food Bank Association  
c/o Tiffany Stagg, Executive Director  
10010 Centennial Dr.  
Fort McMurray, AB T9H 4A2

**Re: Continued Funding for the Mobile Pantry Program**

Dear Fund Development Committee or Funding Decision Makers,

For more than a decade our business has served as the only full-service grocery store on Highway 881 between Fort McMurray and Lac La Biche. That vantage point lets us see—every day—the difference the Wood Buffalo Food Bank’s **Mobile Pantry Program** makes in rural hamlets like Janvier, Conklin, Fort McKay, Anzac, and Fort McMurray First Nation #468.

**Why the program matters**

- **Eliminates a 180-km round trip for essentials.** A family in Janvier must drive 90 km each way to reach Fort McMurray; Conklin is even farther — a journey that can cost \$40–\$60 easily in fuel and an entire workday off in some situations.
- **Reaches households most at risk.** Alberta now faces the highest provincial rate of household food insecurity. Remote Indigenous and Métis communities bear the brunt of this crisis.
- **Proven, scalable impact.** Across all programs, WBFB distributed a remarkable amount of hampers and food, increasing in the last few years — much of it delivered through the Mobile Pantry’s monthly rural runs.
- **Cost-effective logistics.** Pre-assembled hampers are loaded by volunteers at the downtown warehouse, then routed to central pick-up sites and have the help of locals to distribute in a timely manner. This keeps administrative overhead low while preserving client dignity and dietary choice.

- **Community resilience.** By removing the transportation barrier, the Mobile Pantry improves health outcomes and frees limited household income for rent, utilities, and childcare—expenses that, if unmet, can trigger downstream social-service costs far higher than the price of a hamper.

### Our first-hand observations

- We have had the opportunity to speak with clients during their pick-up of items and are pleased to partner with the WBFB to ensure they keep their overhead down. The clients we see are so grateful and otherwise would not have access as they simply do not have reliable transportation to WBFB's downtown location. This burden of figuring that out is instantly relieved.
- Customer traffic to our own store **increases** after deliveries; families use saved fuel money for supplementary items. The program therefore complements—not cannibalizes—local commerce.
- We routinely receive grateful feedback from elders and young parents who say the Mobile Pantry is the difference between “making it” and skipping meals.

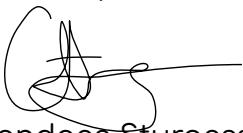
Maintaining and expanding Mobile Pantry routes is vital to food security in Wood Buffalo. We therefore:

1. **Strongly endorse** renewed operational funding and capital support for vehicle maintenance and fuel subsidies.
2. Encourage funders to view the program as a **high-leverage investment**: every dollar keeps nutritious food within reach of households that would otherwise fall through service gaps.
3. Offer our continued partnership—warehouse staging, bulk purchasing at cost, and staff volunteers—to amplify the program's reach.

Thank you for considering our perspective. The Mobile Pantry Program changes lives in our region every month. With sustained financial backing, it will continue to do so—and spare countless rural families the impossible choice between groceries and gasoline.

Please feel free to contact me for any further details.

Sincerely,



Candace Sturgess

Owner

Store phone 587-374-5600

[onzacgrocerysales@gmail.com](mailto:onzacgrocerysales@gmail.com)

**WOOD BUFFALO FOOD BANK ASSOCIATION**  
**Financial Statements**  
**Year Ended July 31, 2024**

**WOOD BUFFALO FOOD BANK ASSOCIATION**  
**Index to Financial Statements**  
**Year Ended July 31, 2024**

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Wood Buffalo Food Bank Association

*Opinion*

We have audited the financial statements of Wood Buffalo Food Bank Association (the Association), which comprise the statement of financial position as at July 31, 2024, 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 Association as at July 31, 2024, 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.

*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 Association 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 Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

*Auditor's Responsibilities for the Audit of the Financial Statements*

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

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

*(continues)*

Independent Auditor's Report to the To the Members of Wood Buffalo Food Bank Association *(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 Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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

*King + Company*

Edmonton, AB  
October 7, 2024

CHARTERED PROFESSIONAL ACCOUNTANTS

**WOOD BUFFALO FOOD BANK ASSOCIATION**  
**Statement of Financial Position**  
**As at July 31, 2024**

	<b>2024</b>	<b>2023</b>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 198,604	\$ 595,498
Accounts receivable	64,493	34,412
Prepaid expenses	<u>54,536</u>	<u>33,191</u>
	317,633	663,101
<b>TERM DEPOSITS (Note 3)</b>	<b>1,150,000</b>	1,284,204
<b>CAPITAL ASSETS (Note 4)</b>	<b>2,370,501</b>	2,490,313
	<b><u>3,838,134</u></b>	<b><u>4,437,618</u></b>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 84,680	\$ 109,476
Deferred contributions related to operations (Note 5)	<u>183,905</u>	<u>287,584</u>
	268,585	397,060
<b>DEFERRED CONTRIBUTIONS RELATED TO CAPITAL ASSETS (Note 6)</b>	<b><u>877,246</u></b>	<b><u>917,746</u></b>
	<b><u>1,145,831</u></b>	<b><u>1,314,806</u></b>
<b>NET ASSETS</b>		
Invested in capital assets	1,493,255	1,572,567
Internally restricted (Note 7)	566,000	566,000
Unrestricted	<u>633,048</u>	<u>984,245</u>
	<b><u>2,692,303</u></b>	<b><u>3,122,812</u></b>
	<b><u>\$ 3,838,134</u></b>	<b><u>\$ 4,437,618</u></b>

**ON BEHALF OF THE BOARD**

\_\_\_\_\_  
*Director*

\_\_\_\_\_  
*Director*

**WOOD BUFFALO FOOD BANK ASSOCIATION**  
**Statement of Operations**  
**Year Ended July 31, 2024**

	<b>2024</b>	<b>2023</b>
<b>REVENUE</b>		
Donated food products	\$ 1,824,677	\$ 1,909,937
Donations	711,095	538,264
Program	328,187	271,144
Fundraising	322,713	474,312
Interest	63,152	44,511
Casino ( <i>Note 5</i> )	61,591	2,282
Amortization of deferred capital contributions ( <i>Note 6</i> )	40,500	43,879
Grants	34,000	191,000
Other revenue	<u>4,468</u>	<u>9,632</u>
	<b>3,390,383</b>	<b>3,484,961</b>
<b>EXPENSES</b>		
Donated food products - distributed	1,824,677	1,909,937
Salaries and benefits	815,570	804,339
Food purchases	524,254	612,933
Amortization of capital assets	180,538	183,252
Fundraising	108,055	37,037
Office	65,817	52,252
Travel	61,351	59,035
Insurance	40,644	25,247
Warehouse	35,289	40,142
Utilities	33,356	27,875
Licenses and fees	28,776	2,956
Facility	27,618	42,882
Professional fees	25,858	23,788
Supplies	23,439	24,521
Advertising and promotion	11,852	7,071
Contribution to Wood Buffalo Community Foundation ( <i>Note 8</i> )	10,000	-
Interest and bank charges	3,445	2,875
Board	<u>353</u>	<u>269</u>
	<b>3,820,892</b>	<b>3,856,411</b>
<b>DEFICIENCY OF REVENUE OVER EXPENSES</b>	<b>\$ (430,509)</b>	<b>\$ (371,450)</b>

**WOOD BUFFALO FOOD BANK ASSOCIATION****Statement of Changes in Net Assets****Year Ended July 31, 2024**

	Invested in capital assets	Internally restricted	Unrestricted	<b>2024</b>	<b>2023</b>
<b>NET ASSETS -</b>					
<b>BEGINNING OF</b>					
<b>YEAR</b>	\$ 1,572,567	\$ 566,000	\$ 984,245	\$ 3,122,812	\$ 3,494,262
Deficiency of revenue over expenses	(140,038)	-	(290,471)	(430,509)	(371,450)
Purchase of capital assets	60,726	-	(60,726)	-	-
<b>NET ASSETS - END OF</b>					
<b>YEAR</b>	<b>\$ 1,493,255</b>	<b>\$ 566,000</b>	<b>\$ 633,048</b>	<b>\$ 2,692,303</b>	<b>\$ 3,122,812</b>

**WOOD BUFFALO FOOD BANK ASSOCIATION****Statement of Cash Flows****Year Ended July 31, 2024**

	<b>2024</b>	<b>2023</b>
<b>OPERATING ACTIVITIES</b>		
Cash received from fundraising, donations, grants and other contributions	\$ 1,328,297	\$ 1,405,118
Interest income	63,152	44,512
Cash paid for program service expenses	<u>(1,861,820)</u>	<u>(1,750,304)</u>
Cash flow used by operating activities	<u>(470,371)</u>	<u>(300,674)</u>
<b>INVESTING ACTIVITIES</b>		
Proceeds on disposal of guaranteed investment certificates	1,284,203	250,000
Purchase of capital assets	(60,726)	(266,619)
Purchase of guaranteed investment certificates	<u>(1,150,000)</u>	<u>(31,322)</u>
Cash flow from (used by) investing activities	<u>73,477</u>	<u>(47,941)</u>
<b>DECREASE IN CASH</b>	<b>(396,894)</b>	<b>(348,615)</b>
<b>CASH - BEGINNING OF YEAR</b>	<b>595,498</b>	<b>944,113</b>
<b>CASH - END OF YEAR</b>	<b>\$ 198,604</b>	<b>\$ 595,498</b>

# WOOD BUFFALO FOOD BANK ASSOCIATION

## Notes to Financial Statements

Year Ended July 31, 2024

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### NATURE OF OPERATIONS

Wood Buffalo Food Bank Association (the "Association") was incorporated under the Societies Act of Alberta on December 22, 1983. The Association operates a food bank to alleviate hunger in the Regional Municipality of the Wood Buffalo area by soliciting donations and collecting food for distribution through a network of programs that serve target population groups. The Association receives support from the community, charitable organizations and corporate sponsorships.

## 1. SIGNIFICANT ACCOUNTING POLICIES

### Basis of Presentation

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

### Fund Accounting

The Association maintains three funds in accordance with the principles of fund accounting: Unrestricted fund, Invested in capital assets fund and Internally restricted fund.

The Unrestricted fund is used to account for all revenue and expenses related to general and ancillary operations of the Association.

The Invested in capital assets fund is used to account for all capital assets of the Association and to present the flow of funds related to their acquisition and disposal and unspent capital resources.

The Internally restricted fund is used to account for net assets of the Association that have been designated by the Board of Directors for a specific purpose. These amounts are not available for other purposes without the approval of the Board of Directors.

### Revenue Recognition

The Association follows the deferral method of accounting for contributions. Restricted contributions are recognized in the year which related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Deferred contributions that are restricted for the acquisition of tangible capital assets are deferred and recognized on the same basis as the amortization of the related tangible capital asset.

Revenue from all other sources is included in revenue in the year in which it is received or receivable and collection is reasonably assured.

*(continues)*

# WOOD BUFFALO FOOD BANK ASSOCIATION

## Notes to Financial Statements

Year Ended July 31, 2024

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### 1. SIGNIFICANT ACCOUNTING POLICIES *(continued)*

#### **Contributed Materials and Services**

Volunteers contribute time each year to aid the Association in carrying out its services and fundraising activities. Due to the difficulty in determining the fair value, the financial value of contributed services is not recognized in these financial statements.

The Association receives a significant volume of food products from the community. During the year, the volume of donated food products acquired and distributed through operations was 516,530 pounds (2023 - 594,966) with a value of \$3.52 (2023 - \$3.21) per pound based on an estimate provided by Food Banks Canada. Donated food products revenue and expense is recognized in the statement of operations in the period in which the items are received and distributed within the community. The Association does not record ending inventory.

#### **Cash**

Cash is comprised of cash held in financial institutions.

#### **Financial Instruments**

##### **Initial Measurement**

The Association initially measures its financial assets and liabilities originated or exchanged in arm's length transactions at fair value. Financial assets and liabilities originated or exchanged in related party transactions, except for those that involve parties whose sole relationship with the Association is in the capacity of management, are initially measured at cost.

The cost of a financial instrument in a related party transaction depends on whether the instrument has repayment terms. If it does, the cost is determined using its undiscounted cash flows, excluding interest and dividend payments, less any impairment losses previously recognized by the transferor. Otherwise, the cost is determined using the consideration transferred or received by the Association in the transaction.

##### **Subsequent Measurement**

The Association subsequently measures all its financial assets and liabilities at cost or 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 earnings in the period incurred.

Financial assets measured at amortized cost using the straight-line method include cash, accounts receivable and term deposits. Financial liabilities measured at amortized cost using the straight-line method include accounts payable and accrued liabilities.

##### **Transaction Costs**

Transaction costs attributable to financial instruments subsequently measured at fair value and to those originated or exchanged in a related party transaction are recognized in earnings in the period incurred. Transaction costs related to financial instruments originated or exchanged in an arm's length transaction that are subsequently measured at cost or amortized cost are recognized in the original cost of the instrument. When the instrument is measured at amortized cost, transaction costs are recognized in earnings over the life of the instrument using the straight-line method.

*(continues)*

# WOOD BUFFALO FOOD BANK ASSOCIATION

## Notes to Financial Statements

Year Ended July 31, 2024

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### 1. SIGNIFICANT ACCOUNTING POLICIES *(continued)*

#### Impairment

For financial assets measured at cost or amortized cost, the Association determines whether there are indications of possible impairment. When there are, and the Association determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows, a write-down is recognized in earnings. If the indicators of impairment have decreased or no longer exist, the previously recognized impairment loss may be reversed to the extent of the improvement. The carrying amount of the financial asset may be no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in earnings.

#### Capital Assets

Capital Assets are stated at cost or deemed cost less accumulated amortization. Capital Assets are amortized over their estimated useful lives at the following rates and methods:

Automotive	30%	declining balance method
Building	4% - 8%	declining balance method
Computer equipment	50%	declining balance method
Furniture and equipment	20%	straight-line method
Computer software	55%	declining balance method

The Association regularly reviews its capital assets to eliminate obsolete items.

#### Measurement Uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

### 2. CASH

Cash includes unexpended casino funds of \$740 (2023 - \$28,694) externally restricted for expenses approved by Alberta Gaming, Liquor, and Cannabis Commission.

### 3. TERM DEPOSITS

Term deposits consist of non-redeemable GIC's with maturity dates ranging from September 2024 to September 2025 and with interest rates ranging from 4.95% to 5.25%.

# WOOD BUFFALO FOOD BANK ASSOCIATION

## Notes to Financial Statements

Year Ended July 31, 2024

### 4. CAPITAL ASSETS

	Cost	Accumulated amortization	2024 Net book value	2023 Net book value
Land	\$ 240,000	\$ -	\$ 240,000	\$ 240,000
Automotive	139,444	102,316	37,128	53,040
Building	2,444,576	419,677	2,024,899	2,104,926
Computer equipment	4,178	3,777	401	802
Computer software	9,513	2,616	6,897	-
Furniture and equipment	185,238	124,062	61,176	91,545
	<u>\$ 3,022,949</u>	<u>\$ 652,448</u>	<u>\$ 2,370,501</u>	<u>\$ 2,490,313</u>

### 5. DEFERRED CONTRIBUTIONS RELATED TO OPERATIONS

Deferred contributions related to operations represent contributions received for specific purposes which have not yet been expended. Changes in the deferred contributions related to operations balance are as follows:

	Casino	Slow Cooker/Basic Shelf Program	Community Impact Grant	2024	2023
Balance, beginning of year	\$ 28,694	\$ 258,890	\$ -	\$ 287,584	\$ 418,264
Contributions received	33,637	28,085	160,000	221,722	84,001
Recognized as revenue	(61,591)	(166,294)	(93,259)	(321,144)	(214,681)
Repayment	-	-	(4,257)	(4,257)	-
Balance, end of year	\$ 740	\$ 120,681	\$ 62,484	\$ 183,905	\$ 287,584

### 6. DEFERRED CONTRIBUTIONS RELATED TO CAPITAL ASSETS

The Association's deferred contributions related to capital assets is compromised as follows:

	2024	2023
Balance, beginning of year	\$ 917,746	\$ 961,625
Recognized as revenue	(40,500)	(43,879)
Balance, end of year	\$ 877,246	\$ 917,746

# WOOD BUFFALO FOOD BANK ASSOCIATION

## Notes to Financial Statements

Year Ended July 31, 2024

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### 7. INTERNALLY RESTRICTED NET ASSETS

Internally restricted net assets are broken down as follows:

	2024	2023
Emergency operating fund	\$ 500,000	\$ 500,000
Capital replacement expenditure reserve	<u>66,000</u>	<u>66,000</u>
	<u><b>\$ 566,000</b></u>	<u><b>\$ 566,000</b></u>

### 8. WOOD BUFFALO FOOD BANK ASSOCIATION FUND

During the year, the Association contributed \$10,000 to the Wood Buffalo Community Foundation to establish a permanent endowment fund ("the Fund") called the Wood Buffalo Food Bank Association Fund. The charitable intent and purpose of the fund is to support qualified donees that carry out charitable activities and/or programs to provide resources and/or education to alleviate hunger and/or enhance food security for all citizens in the Wood Buffalo region. The Fund is open ended and any Charity or person or entity may make contributions. Net income from the Fund is distributed annually to the Association to be utilized within the intent and purpose of the Fund. The Fund is not considered to be an asset of the Association.

### 9. FINANCIAL INSTRUMENTS

The Association is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Association's risk exposure and concentration as of July 31, 2024.

#### Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Association's financial instruments that are exposed to credit risk are primarily cash and accounts receivable. The Association maintains its cash and term deposits in a major financial institution. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Association has a significant number of customers which minimizes concentration of credit risk.

#### Interest Rate Risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Association manages exposure through its normal operating and financing activities. The Association is exposed to interest rate risk primarily through its term deposits.

### 10. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

## Dear Community Investment Program Team,

FuseSocial is pleased to submit this Letter of Collaboration on behalf of the Executive Directors and senior leaders who participate in the ED Roundtable network.

The ED Roundtable is more than just a meeting—it is a collaborative network of nonprofit leaders committed to strengthening the social profit sector in Fort McMurray Wood Buffalo. This trusted space fosters coordinated responses to emerging community needs, encourages shared learning, and provides peer support among Executive Directors and senior leaders. Hosted at the FuseSocial office, the ED Roundtable is open to Executive Directors and senior leaders from across the region.

As collaborators and participants, we affirm the value of this initiative in:

- Strengthening leadership capacity across the sector
- Fostering trust and collaboration among organizations
- Creating space for strategic dialogue and collaborative action
- Supporting mental wellness and peer mentorship for leaders navigating complex roles

We respectfully submit this letter in support of FuseSocial's continued facilitation of the ED Roundtable network. The list below outlines organizations actively participating in this collaborative space, demonstrating our shared commitment to leadership development, coordinated sector responses, and peer support across the social profit sector.

Sincerely,

Organization Name	ED Name	Signature
Wood Buffalo Food Bank Association	Tiffany	<i>Tiffany Slegg</i>
Nistawoyou Association Friendship Centre	Stacy	<i>Stacy Gillingham</i>
Wood Buffalo Regional Library	Melissa	<i>M. J. App</i>
The Hub Family Resource Centre	Samantha	<i>S. Sampson</i>
Arts Council Wood Buffalo	Liana	<i>L. Henderson</i>



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