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# CITY OF KELOWNA

## MEMORANDUM

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**DATE:** January 7, 2009  
**TO:** Council  
**FROM:** City Clerk  
**SUBJECT:** **Public in Attendance Item 3.2 – Central Okanagan Foundation  
City of Kelowna Emergency Grant Application**

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The attached information provided by the Central Okanagan Foundation contains a recommendation for an emergency grant to the Seniors Outreach Services Society.

Staff suggest that following the Central Okanagan Foundation's presentation, should Council agree with awarding the grant, then the following resolution should be considered:

THAT the allocation of a \$5,000 emergency grant by the Central Okanagan Foundation to the Seniors Outreach Services Society be approved by Council.



Stephen Fleming  
City Clerk

/slh

cc: City Manager  
Community Planning Manager





# City of Kelowna – Grant Application Form

## Basic Information

### For what type of grant are you applying?

- Emergency Grant**  
 **Grant to Address the Sexual Exploitation of Youth**  
 **Community Social Development Grant**  
Category:  **Establishment**     **Operational**     **Special Project**

**Project / Program Name & Description:** Our programs assist isolated and at risk seniors to make connections to other seniors, to the health care system, link them to needed services and resources, provides crisis counseling and support. We offer an annual Safety Fair in June, during World Elder Abuse Awareness Week. We produce Elderguide, a senior friendly guide to community resources and services for seniors, both a print and online version. We give community resource presentations to interested groups.

We are a bridge to locating and accessing required services, information, benefits and other resources that community elders need to maintain wellness, safety and independence. They will become engaged in their community, and reconnected to the world, enriching their lives and reducing the detrimental effects of isolation. Isolated seniors have opportunities to participate in the community, inform themselves, and protect themselves from victimization and abuse both by being linked to services and information, and also by being provided with volunteer opportunities. We have volunteers who visit with otherwise isolated elders, host 'Coffee Breaks' (peer support), provide help with forms, handyman services, computer mentoring and prepare income tax forms.

Grant amount applied for? \$5.000. % of project budget Emergency Grant

Has your organization ever received grant funding from the City? Yes / No

If yes, in what year(s) & what type of grant? Operational, 2006

## About Your Organization

Legal Name of Organization: Seniors Outreach Services Society

Mailing Address: 202-1889 Springfield Road, Kelowna BC V1Y 5V5



Operating at: as above

Ph: 861-6180 Fax: 861-6153 Email: seniorvi@telus.net

Contact: Vi Sorenson Title: Executive Director

Society Registration S-24667 Year Registered: March 2, 1989

BIN Number: 07967622RR0001 Year Registered: March 2, 1989

Year Founded: 1987 Fiscal year end: 31 / December

List any other geographic areas in which your organization operates: none

### Your Organization's Personnel

1) Organization Executive and Staff:

President: Kama Charbonneau Telephone 491-1371

Secretary/Treasurer: Michele Althouse Telephone 763-0420

2) Do the President or Directors receive remuneration of any kind? Yes/ No

3) List the number of paid staff positions:

	Full time	Part-time	Total
This fiscal year	1	1	2
Last fiscal year	1	1	2

4) List the volunteers contributing to your organization:

	Number of Volunteers	Annual Volunteer Hours
This fiscal year	96	6,378
Last fiscal year	87	4,843

### Your Organization's Objectives and Services

1) Describe your organization's objectives and how your services meet them:

The objective is to 'enhance the lives of seniors' in Kelowna. We do this by providing volunteer visitors, handyman, computer mentors, information and referral, Elderguide resource directory (print and online), crisis counseling and support, annual SafetyNet safety fair (prevention of abuse, and victimization), Coffee Breaks (social support groups), income tax preparation and the Be a Santa to a Senior program. In 2007/08 we



have added Eldernet, a program that provides volunteer mentors to housebound seniors, to allow them to learn to use computers and the internet. Together, our services provide an expanding safety net for seniors, providing them individual support and opportunities for socialization, information, links to community resources, practical help and a connection to their community. Our services enrich their lives, give purpose and value, help them link to needed services, help them maintain independence with dignity and help to keep them safe. By doing so, we contribute to a healthier, more compassionate and inclusive community.

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**2) Describe your client group(s) ( e.g. age, sex, language, disability(s), etc.):**

Our services are provided to all seniors and are sensitive and responsive to all ethnicities, cultures, economic status, genders, languages and abilities. We also provide volunteer opportunities, as appropriate, to persons with disabilities.

**3) How does your group co-operate with groups providing similar services:** No other group provides the services we do, however we do cooperate and work in partnership with many organizations, including IHA , Kelowna Community Resources, the Community Response Network, the Kelowna Family Centre, Interior Alzheimer Society, BC Alzheimer Society, United Way, supportive housing complexes, churches, Seniors Learning in Retirement, Okanagan College, seniors centres and UBCO. We have provided input and or practicum placements to OC and UBCO students, as well as working with the UBCO Learning Exchange.

There is no other organization in Kelowna that makes services available to any and all seniors. Many seniors live with a variety of conditions which create barriers to their participation in most or all aspects of community life. We are the one and only comprehensive service organization that seeks to support seniors with issues either caused by isolation, or exacerbated by isolation.

## Your Proposed Program Budget

1) Please list all expenses and sources of project revenue, including "in-kind" contributions from your (or any other) organization.

<b>A. Income</b>	<b>Last Fiscal Year</b> (If program was in existence)	<b>This Fiscal Year</b> (Proposed program budget)
City of Kelowna Grant(s)	1,000.00	Not Funded
Fees or Membership Dues	zero	200.00
Government Revenue – New Horizons	7,670.86	Zero
Interior Health	9,266.84	8,083.00
United Way	16,668.00	15,000.00
Enterprising Non-Profit	3,500.00	Zero
Interest income	12.91	20.00
Bingo revenues	Zero	zero
Direct access revenues	50,000	50,000
Fundraising projects – ID Cards	410.00	400.00
Other Fundraising		500.00
Other Revenue – COF	Zero	2,000
Donations	1,100.00	1,500.00
Service Clubs	Zero	500.00
<b>TOTAL INCOME</b>	<b>\$89,628.61</b>	<b>\$78,203.01</b>
<b>B. Expenses</b>		
Administration	5,547.70	5,500.00
Wages/Honouraria/Benefits	69,814.52	70,679.50
Supplies and Equipment	4,233.61	5,787.40
Major Capital Costs	Zero	zero
Mortgage/Rent/Utilities	6,004.89	6,500.00
Fees (licensing, etc.)	40.00	200.00
Insurance	670.88	900.00
Shipping/Transportation	320.00	Zero
Advertising/Printing/etc.	1,808.81	2,100.00
Other – training	2,121.25	2,000.00
Enterprising Non-Profit Expense	3,626.25	zero
ID Card expense	382.25	150.00
<b>TOTAL EXPENSES</b>	<b>\$94,570.16</b>	<b>\$93,816.90</b>



**Details of Your Organization’s Grant Request**

- 1) Attach a brief (maximum 3 page<sup>1</sup>) summary including:
  - a) *the need the proposed program will meet;*
  - b) *the population it will serve;*
  - c) *the amount of community support for the program;*
  - d) *agencies providing similar services, and how you intend to co-operate with them;*
  - e) *other sources of funding you are pursuing. If this is an **emergency grant**, a detailed business plan (see footnote 1) for securing more permanent funding will be required;*
  - f) ***how your proposal fits within the social policy framework in the Official Community Plan (OCP)<sup>2</sup>. Refer by number to specific policies in Chapter 17 and/or related OCP policies cross-referenced in section 17.6 at the end of that chapter;***
  - g) *measurable performance targets and target dates for implementation & distribution;*
  - h) *additional information as needed.*

**Your Directors’ Declaration**

We, the undersigned, do hereby certify that this application and all appended forms and/or documents contain a full and accurate account of all matters stated:

Name: Kama Charbonneau Name: Catherine Palmer  
 Title: President Title: Past President  
 Signature: *K. Charbonneau* Signature: *Catherine Palmer*  
 Date: Oct 15, 2008 Date: Oct 15, 2008

**Please submit your completed original application and five copies to:  
 Central Okanagan Foundation  
 Suite 217 - 1889 Springfield Road  
 Kelowna, BC  
 V1Y 5V5  
 Attention: Sandi Oloffs**

**Grant Applications for Community Social Development and to Address the Sexual Exploitation of Youth Programs must be submitted by the last Friday in February at 3:30 p.m..**

<sup>1</sup> For an emergency grant, additional material to show a business plan for securing other funding sources will be recognized.

<sup>2</sup> The Official Community Plan is available at City Hall and online at the City of Kelowna web site [www.city.kelowna.bc.ca](http://www.city.kelowna.bc.ca) – click on **Official Community Plan**

SENIORS OUTREACH SERVICES SOCIETY

FINANCIAL STATEMENTS

DECEMBER 31, 2006  
(unaudited)

SENIORS OUTREACH SERVICES SOCIETY

FINANCIAL STATEMENTS

DECEMBER 31, 2006  
(unaudited)

REVIEW ENGAGEMENT REPORT

STATEMENT OF FINANCIAL POSITION

STATEMENT OF CHANGES IN NET ASSETS

STATEMENT OF REVENUE AND EXPENDITURES

NOTES



**L.E. MULLIN, CA**  
968 Skeena Drive  
Kelowna, BC V1V 2K7  
Phone (250) 868-8991  
Fax (250) 763-5066  
Email lemca@shaw.ca

**REVIEW ENGAGEMENT REPORT**

To the Directors:

I have reviewed the statement of financial position of the Seniors Outreach Services Society as at December 31, 2006 and the statements of changes in net assets and revenue and expenditures for the year then ended. My review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to me by the society.

A review does not constitute an audit and consequently I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting principles.

Kelowna, BC  
February 13, 2007



L.E. MULLIN  
CHARTERED ACCOUNTANT

SENIORS OUTREACH SERVICES SOCIETY

STATEMENT OF FINANCIAL POSITION

DECEMBER 31  
(unaudited)

	<u>2006</u>	<u>2005</u>
	\$	\$
<b>ASSETS</b>		
CURRENT		
Cash	16,791	15,041
Prepaid expenses	717	1,101
Accounts receivable	<u>6,588</u>	<u>7,661</u>
	<u>24,096</u>	<u>23,803</u>
<b>LIABILITIES</b>		
CURRENT		
Accounts payable	3,108	4,397
Deferred revenue	<u>9,694</u>	<u>3,001</u>
	<u>12,802</u>	<u>7,398</u>
<b>NET ASSETS</b>		
Unrestricted net assets		
Balance, beginning of year	16,405	15,108
Excess of expenditures over revenue	<u>5,111</u>	<u>1,297</u>
Balance, end of year	<u>11,294</u>	<u>16,405</u>
	<u>24,096</u>	<u>23,803</u>

Approved by:

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SENIORS OUTREACH SERVICES SOCIETY  
 STATEMENT OF CHANGES IN NET ASSETS  
 Year Ended December 31, 2006  
 (unaudited)

Net assets invested in the following:

	Internally restricted \$	Unrestricted \$	Total \$
Opening balance	-	16,405	16,405
Excess of expenditures over revenue	-	5,111	5,111
Internal restrictions	-	-	-
Ending balance	-	11,294	11,294

**SENIORS OUTREACH SERVICES SOCIETY**

**STATEMENT OF REVENUE AND EXPENDITURES**

**December 31  
(unaudited)**

	<u>2006</u>	<u>2005</u>
	\$	\$
<b>Revenue</b>		
Gaming allocation	38,000	31,291
United Way	21,465	25,106
City of Kelowna	10,000	6,750
IHA grants	7,463	6,013
Donations	3,491	6,003
Central Okanagan Foundation	1,931	-
Memberships	90	90
Other	13	18
National Crime Prevention	-	15,005
HRDC grants	-	3,582
Royal Bank group grant	-	2,500
	<u>82,453</u>	<u>96,358</u>
<b>Expenditures</b>		
Wages and related costs	62,422	73,989
Rent	5,957	5,072
Office	4,269	3,436
Professional fees	3,576	2,666
Printing	2,645	2,018
Insurance	2,396	2,069
Training	2,247	-
Telecommunications	2,232	2,189
Equipment	888	1,834
Program costs	832	1,452
Dues and memberships	55	233
Bank charges and interest	45	103
	<u>87,564</u>	<u>95,061</u>
<b>Excess of expenditures over revenue for the year</b>	<u>5,111</u>	<u>1,297</u>

**SENIORS OUTREACH SERVICES SOCIETY**

**NOTES**

**Year ended December 31, 2006  
(unaudited)**

**1. Nature of Operations**

The society is incorporated under the Society Act of British Columbia. The society is a non-profit agency providing volunteer services to improve the quality of life of seniors in the community.

**2. Significant Accounting Policies**

The financial statements have been prepared in accordance with Canadian generally accepted accounting principles except as explained in note 4 and reflect the following policies:

**Financial Instruments**

The financial instruments of the society consist of cash, accounts receivable, accounts payable and deferred revenue. Unless otherwise noted, it is management's opinion that the society is not exposed to significant currency or credit risks arising from these financial instruments.

**Capital Assets**

Capital assets owned by the society are expensed in the year acquired.

**Revenue Recognition**

The Society follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the 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.

**Contributed Services**

Volunteers contribute many hours per year to assist the society in carrying out its service delivery activities. Because of the difficulty of determining its fair value, the contributed services are not recognized in the financial statements.

**Use of Estimates**

Management has made estimates and assumptions that affect the amounts reported in preparing these financial statements. Actual results could differ from those estimates.

**SENIORS OUTREACH SERVICES SOCIETY**

**NOTES**

**Year ended December 31, 2006  
(unaudited)**

**3. Capital Assets**

A lap top computer valued at \$ 876 was purchased and expensed in the year.

**4. Statement of Changes in Cash**

A statement of changes in cash has not been presented as it is considered that such a statement would not provide additional significant information. This is not in accordance with Canadian generally accepted accounting principles.

**5. Commitment**

The Society is committed to the lease of its premises at a monthly rental of \$502 (including GST) until August, 2008, with an option to renew.

**6. Economic Dependence**

The Society is economically dependent on the continued support of the BC Gaming Commission and the United Way.

**L.E. MULLIN, CA**  
968 Skeena Drive  
Kelowna, BC V1V 2K7  
Phone (250) 868-8991  
Fax (250) 763-5066  
Email [lemca@shaw.ca](mailto:lemca@shaw.ca)

February 13, 2007

The Directors  
Seniors Outreach Services Society  
202 - 1889 Springfield Road  
Kelowna, BC V1Y 5V5

To the Directors:

Enclosed are the December 31, 2006 financial statements for the Seniors Outreach Services Society. Please sign the statement of financial position to indicate your approval of these financial statements.

These financial statements should be approved at the annual general meeting and filed with the Registrar of companies by June 30, 2007 together with an annual report on Form 11. In addition, the Registrar should be advised, using Form 7, of any changes in directors of the Society.

Following approval of the financial statements, Mark Oakley has advised he will prepare and submit the 2006 Registered Charity Information Return and the 2006 application for refund of GST paid in the year.

The Society has an unrestricted surplus of \$11,294. This represents the total excess of revenue over expenditures from the first operating period until December 31, 2006. This surplus is available in future years to meet operating expenses or to be applied to specific programs, at the discretion of the Board.

This is the third consecutive year in which the expenditures have exceeded the revenues. To help to ensure the Board's continued ability to meet operating expenses the Board may want to consider restricting a portion of the surplus to meet current operating expenses in the event of further funding reductions. The restricted surplus, in an amount sufficient to meet one month's operating expenses could be held in a term deposit.

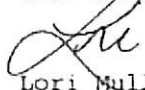
Care should be taken to ensure cash received by the Society is promptly deposited to the bank account. Two cash payments, totaling \$460, received in March and June, 2006 were not deposited until January, 2007.

Please discuss with me any questions or comments on the enclosed financial statements or related matters.

As this concludes the 2006 year end work, I have included my invoice for accounting and related services.

Thank you for the opportunity to provide these services.

Yours truly  
L.E. MULLIN, CA

  
Lori Mullin, CA

**L.E. MULLIN, CA**  
968 Skeena Drive  
Kelowna, BC V1V 2K7  
Phone (250) 868-8991  
Fax (250) 763-5066  
Email [lemca@shaw.ca](mailto:lemca@shaw.ca)

February 13, 2007

The Directors  
Seniors Outreach Services Society  
202 - 1889 Springfield Road  
Kelowna, BC V1Y 5V5

To the Directors:

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Yours truly  
L.E. MULLIN, CA

  
Lori Mullin, CA



SENIORS OUTREACH SERVICES SOCIETY

FINANCIAL STATEMENTS

DECEMBER 31, 2007

(unaudited)

SENIORS OUTREACH SERVICES SOCIETY

FINANCIAL STATEMENTS

DECEMBER 31, 2007  
(unaudited)

REVIEW ENGAGEMENT REPORT

STATEMENT OF FINANCIAL POSITION

STATEMENT OF CHANGES IN NET ASSETS

STATEMENT OF REVENUE AND EXPENDITURES

NOTES

**L.E. MULLIN, CA**  
968 Skeena Drive  
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REVIEW ENGAGEMENT REPORT

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A review does not constitute an audit and consequently I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting principles.

Kelowna, BC  
March 10, 2008

L.E. MULLIN  
CHARTERED ACCOUNTANT

SENIORS OUTREACH SERVICES SOCIETY

STATEMENT OF FINANCIAL POSITION

DECEMBER 31

(unaudited)

	<u>2007</u>	<u>2006</u>
	\$	\$
ASSETS		
CURRENT		
Cash	6,370	16,791
Prepaid expenses	891	717
Accounts receivable	<u>3,738</u>	<u>6,588</u>
	<u>10,999</u>	<u>24,096</u>
LIABILITIES		
CURRENT		
Accounts payable	7,416	3,108
Deferred revenue	<u>1,999</u>	<u>9,694</u>
	<u>9,415</u>	<u>12,802</u>
NET ASSETS		
Unrestricted net assets		
Balance, beginning of year	11,294	16,405
Excess of expenditures over revenue	<u>9,710</u>	<u>5,111</u>
Balance, end of year	<u>1,584</u>	<u>11,294</u>
	<u>10,999</u>	<u>24,096</u>

Approved by:

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SENIORS OUTREACH SERVICES SOCIETY  
STATEMENT OF CHANGES IN NET ASSETS  
Year Ended December 31, 2007  
(unaudited)

Net assets invested in the following:

	Internally restricted \$	Unrestricted \$	Total \$
Opening balance	-	11,294	11,294
Excess of expenditures over revenue	-	9,710	9,710
Ending balance	-	1,584	1,584

SENIORS OUTREACH SERVICES SOCIETY

STATEMENT OF REVENUE AND EXPENDITURES

December 31  
(unaudited)

	<u>2007</u>	<u>2006</u>
	\$	\$
<b>Revenue</b>		
Gaming allocation	50,000	38,000
United Way	15,000	21,465
IHA grants	9,267	7,463
New Horizons - Interior Alzheimer Society	7,671	-
Van City	3,500	-
Central Okanagan Foundation	3,068	1,931
Donations	1,100	3,491
ID Tags	410	-
Interest	13	-
City of Kelowna	-	10,000
Memberships	-	90
Other	-	13
	<u>90,029</u>	<u>82,453</u>
<b>Expenditures</b>		
Wages and related costs	69,815	62,422
Rent	5,994	5,957
Program costs	5,831	832
Office	4,200	4,269
Professional fees	2,845	3,576
Telecommunications	2,478	2,232
Training	2,441	2,247
Equipment	2,316	888
Insurance	1,839	2,396
Printing	1,809	2,645
Dues and memberships	89	55
Bank charges and interest	82	45
	<u>99,739</u>	<u>87,564</u>
<b>Excess of expenditures over revenue for the year</b>	<u>9,710</u>	<u>5,111</u>

# SENIORS OUTREACH SERVICES SOCIETY

## NOTES

Year ended December 31, 2007  
(unaudited)

### 1. Nature of Operations

The society is incorporated under the Society Act of British Columbia. The society is a non-profit agency providing volunteer services to improve the quality of life of seniors in the community.

### 2. Significant Accounting Policies

The financial statements have been prepared in accordance with Canadian generally accepted accounting principles except as explained in note 4 and reflect the following policies:

#### Financial Instruments

The financial instruments of the society consist of cash, accounts receivable, accounts payable and deferred revenue. Unless otherwise noted, it is management's opinion that the society is not exposed to significant currency or credit risks arising from these financial instruments.

#### Capital Assets

Capital assets owned by the society are expensed in the year acquired.

#### Revenue Recognition

The Society follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the 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.

#### Contributed Services

Volunteers contribute many hours per year to assist the society in carrying out its service delivery activities. Because of the difficulty of determining its fair value, the contributed services are not recognized in the financial statements.

#### Use of Estimates

Management has made estimates and assumptions that affect the amounts reported in preparing these financial statements. Actual results could differ from those estimates.

SENIORS OUTREACH SERVICES SOCIETY

NOTES

Year ended December 31, 2007  
(unaudited)

3. Capital Assets

Computer and projection equipment, for the New Horizon project, in the amount of \$2,316 was purchased and expensed in the year.

4. Statement of Changes in Cash

A statement of changes in cash has not been presented as it is considered that such a statement would not provide additional significant information. This is not in accordance with Canadian generally accepted accounting principles.

5. Commitment

The Society is committed to the lease of its premises at a monthly rental of \$509 (including GST) until August, 2008, with an option to renew.

6. Economic Dependence

The Society is economically dependent on the continued support of the BC Gaming Commission and the United Way.



**2008 Operational Grant Application**  
**Seniors Outreach Services Society**

**Social Policy Context:** how SOSS fits within the Framework of the OCP

**Policy References**

- 18.1.11        **Community Policing Program.** Senior’s Outreach Services Society aides in helping the community support continued growth by referring our clients to the Community Policing Program to ensure the safety of Kelowna’s seniors.
  
- 18.1.12        **Local Health Care Services.** Senior’s Outreach Services Society communicates and co-operates with community health care agencies such as assisted living facilities, Community Care...
  
- 18.1.13        **Health Care Education.** Work with other levels of government and other agencies to ensure that education and information are available to all local seniors on essential health care issues including, human rights and respect for diversity; healthy lifestyle choices and prevention of drug and alcohol abuse; proper nutrition; exercise programs; communication and relationships (coffee break, PALS, Contact program, eldernet, volunteer visitor program, telephone assurance program,);
  
- 18.1.19        **Location of Schools.** Senior’s Outreach Services Society advocates for facilities, such as schools to be used for recreational programs outside of school hours. For example, the Community Access Program, which provides computer access to the general public, is used by many of Kelowna’s seniors.
  
- 18.1.22        **Urban Center Focus.** We support and encourage Urban Center focus of health care and social services by having facilities that offer services to seniors located in an urban setting that is easily accessible.
  
- 17.1.3         **Access Guide.** Senior’s Outreach Services Society have available and distribute the Access Guide to many of Kelowna’s seniors through our Information and Referral Program.
  
- 17.1.4         **Existing Problems.** In co-operation with other agencies and landowners Senior’s Outreach strives to make Kelowna’s establishments and housing easily accessible and user friendly by advising the proper people of situations that need to be improved. For example, seniors often have special needs that may presents problems such as, not being able to walk

up stairs because of arthritis or doorways being too narrow for wheelchair access.

- 17.1.8 **Public Transit.** Seniors Outreach Services Society have provided the staff of BC Transit with training in regards to recognizing signs of risk in seniors and continually refer seniors to Taxi Saver Coupons and Handy Dart services.
- 17.3.3 **Seniors.** In co-operation with other agencies Senior's Outreach Services Society determines ways of increasing the involvement of seniors in the community throughout voluntary work. This is accomplished through the many programs and services that are provided by SOSS through volunteers including Partners Assisting Partners in Society, Seniors Coffee Break, Newsletters, Telephone Assurance Program, Volunteer Assistance Tax Program, Elderguide and Information and Referral.
- 17.3.4 **Social Programs.** Communicate, collaborate and advocate with other agencies to ensure that senior government social programs are adequately addressing local needs by working with the Poverty Task Force and the City of Kelowna Social Planning and Housing Committee as well as other community agencies.
- 17.3.5 **Seminars and Conferences.** Senior's Outreach Services Society co-operates with other agencies to make educational seminars and conferences available to seniors and other community groups in order to achieve a greater understanding of the present issues that seniors in our community are facing. This is accomplished through sponsoring Safety Net Workshops funded by a Special Project Grant from the City of Kelowna Social Development Grants. As well we have put on a variety of workshops regarding seniors safety and health issues over the years.
- 17.3.6 **Other Grants.** Senior's Outreach Services Society assisting agencies and individuals to access grants or funding by providing letters of support. We have also received letters of support from the Drop-In Center, the Woman's Center, Crimestoppers and many other service providers in the community.
- 17.3.20 **Community Social Development Grants.** Seniors Outreach Services Society continues to apply for Community Social Development Grants and use them to contribute to social improvements within the community, which focus on prevention and are consistent with the provisions of the social plan.
- 17.3.25 **Joint Use.** Continue to encourage the development of joint use of community facilities and services for non-profit purposes by 2005

participated in the City of Kelowna's recreation services and took part in a review and recommended joint use of city facilities.

- 17.4.4 **Media Events.** Senior's Outreach Services Society has worked with other agencies in the City of Kelowna to use the media to promote events regarding crime prevention in the community. For example, in 2005 we carried out a community needs assessment funded by National Crime Prevention. As well, we also provided Safety Workshops for seniors and continue to offer services and programs that promote the safety and enhance the social well being of Kelowna's seniors.
- 17.4.5 **Legal Counseling.** Seniors Outreach has formed a partnership with a local lawyer who specializes in Elder Law. We refer seniors to him who need legal advice with wills, power of attorneys, and other related issues. Seniors outreach also refers service users to the Legal Outreach Worker, who provides information and assistance when needed.
- 17.4.8 **Crime Prevention Initiatives.** Seniors Outreach completed an assessment, workshop series, and awareness program that was funded through The National Crime Prevention Program.
- 17.4.9 **RCMP Community Programs.** Seniors Outreach refers service users to the RCMP, Seniors Contact Program.
- 17.5.4 **Education Regarding Diversity.** Seniors Outreach embraces the diversity that makes our community thrive. Individuals served by SOSS are appreciated and respected for their age, physical or mental challenges, religion, cultural practices, race and sexual orientation. Our volunteers that visit our clients are also of diverse backgrounds and this diversity helps us foster understanding and appreciation of differences that exist in our community.
- 17.5.8 **Canadian Human Rights Act.** Seniors Outreach recognizes human rights issues including ability, both physical and mental, age, poverty, and health, and as an organization that is dedicated to helping improve the quality of life for seniors, these issues are faced constantly. SOSS helps The City of Kelowna increase educational opportunities about Human Right's Issues through the training and education of community volunteers.

Board of Directors 2008  
Email List  
Seniors Outreach Services Society

**Members:**

Kama Charbonneau, President	<a href="mailto:Kama.Charbonneau@interiorhealth.ca"><u>Kama.Charbonneau@interiorhealth.ca</u></a>
Michele Althouse, Secretary	<a href="mailto:Michele.Althouse@interiorhealth.ca"><u>Michele.Althouse@interiorhealth.ca</u></a> <a href="mailto:malthous@telus.net"><u>malthous@telus.net</u></a>
Catherine Palmer, Past President	250 860-5377
Marie MacCrae, director	<a href="mailto:mariemacrae@shaw.ca"><u>mariemacrae@shaw.ca</u></a>
Jenny Sato, director	<a href="mailto:msato@telus.net"><u>msato@telus.net</u></a>
Roger Setka, director	<a href="mailto:rsetka@telus.net"><u>rsetka@telus.net</u></a>

SOSS Board Meeting Minutes  
October 8 2008  
4:15 PM

**Location:** SOSS Office

**1. Meeting called to order by Catherine Palmer**

**2. Present:** Jenny Sato, Michele Althouse, Catherine Palmer, Vi Sorenson, Kama Charbonneau (entered late)

**Regrets:** Marie MacCrae, Roger Setka

**3. Motion to approve consent agenda:** Agenda, Minutes and Financial statements. Approved.

**4. ED and program report highlight:** 14 new volunteers taking part in UBCO Community Learning Exchange 'Eldernet' project at Fernbrae Manor. 20 volunteers signed up at Volunteer Opportunities Fair at Parkinson, will attend training in October.

**5. Discussion re financial situation.** Requests have been made to 43 local service clubs, BC Housing, IHA (3 different proposals). So far, two service clubs have donated a total of 750. 3 more have responded, seeking more information which has been provided. Most only fund capital costs, projects, not operational costs. We have assurance from United Way, that final two instalments (of 3) for 2008 will be paid on Oct. 15, 2008 and Jan. 15, 2008. We have a 3 year pre-approval from BC Gaming, for 2008, 2009, 2010. Our 'Use of Funds' report has been filed for 2008, and funding will come in Jan. 2009. This means we will have a shortfall of operating dollars by late November 2008.

Motion made by Executive and directors to apply for Emergency Grant from City of Kelowna. Approved.

**6. New Business**

- i. Meeting time set, next meeting for Thurs. Nov. 13, 2008.
- ii. Christmas projects to be discussed at Nov. meeting.

**Meeting adjourned at:** 5:10 pm.

*Catherine M. Palmer*



## Seniors Outreach

### SERVICES SOCIETY

202-1889 Springfield Rd.

Kelowna, BC V1Y 5V5

seniorvi@telus.net

[www.seniorsoutreach.ca](http://www.seniorsoutreach.ca)

### **Business Plan: re City emergency grant request**

We applied for an operational grant in 2008 in the regular grants cycle, but were not granted funds. We were aware that this would be a challenging year. We do not have designated funding from government ministries as some organizations do. Seniors form close to one third of the local population, but funding dollars do not reflect that reality, from government, foundations, service clubs, or corporations. Health ministries have cut services due to the growing senior's population, so services now provided are more of a crisis response, when someone is very ill, and are mostly short term in nature. This leaves many older persons with high needs and complicated mental and physical health issues to fend for them selves. We fill that gap by providing volunteer services, crisis counseling, housing resources, information and referral to available resources, and annual Seniors Safety Fair (abuse prevention), and community resource presentations.

Our need is short term, though critical in keeping our doors open through the end of this year. We have secure and sustainable funding to carry us forward, but need this 5,000. grant to get us through this immediate period. We have never submitted a request for an emergency grant before.

1. We have secured 3 year Gaming funding (50,000.00), to be paid each January, 2008, 2009, 2010.
2. We have a 3 year funding agreement with the United Way also (15,000.) for 2007, 2008 and 2009. These last two of three payments for 2008 are due on October 15, 2008 and January 15, 2009.
3. We have submitted proposals to Interior Health for three different areas of funding. One, to increase our current Information and Referral funding, two, for a Housing Outreach Resource Worker, and three, for a pilot project.
4. We have applied to BC Housing for funding for a Housing Outreach Resource Worker (FTE .5).
5. We have submitted requests to 43 local service clubs in August 2008. So far, two clubs have donated a total of \$700. Three others have requested more information, been given it, and we await their decisions. We also hope to hear back from many more service clubs over the next month.

# Emergency Grants



## TERMS OF REFERENCE:

The emergency grant program was introduced by the City in 2003. The Council Policy governing this program is Policy 312 – Process for Handling Emergency Grant Requests Funded by the Social Development Grant Reserve and it can be found on the City Web Page ([www.city.kelowna.bc.ca](http://www.city.kelowna.bc.ca)) under "Council", then "Policies". It can also be obtained from the Clerk's Department at City Hall.

Purpose: To make available to non-profit organizations and community organizations offering social programs in the city of Kelowna emergency funds for the purpose of assisting an organization through a financial crisis. It is anticipated that the funding will be short-term bridging funding only, pending more secure or ongoing funding.

1. Emergency funding is only available to an organization once every three-year period. ✓
2. Funding will depend on the availability of funds within the Social Development Grant Reserve (R117).
3. The maximum amount of any grant will not exceed \$5,000.
4. The principles of an operational grant within the Community Social Development Grant Policy 218 will be used as a guide, as follows:
  - Funds will be to assist established non-profit groups, and non-profit organizations, with expenditures incurred in the operation and the delivery of their existing programs;
  - Funding would be for administrative costs, program delivery, facility costs, and technical/material assistance;
  - Registered non-profit societies and organizations delivering social programs (*must have an established a set of working rules and regulations and a banking account in the group's name*) in the city of Kelowna are eligible;
  - Grants shall not exceed \$5,000. The balance of the funds required shall be provided by the applicant or from other public or private resources;
  - The information required on the conventional grant application form for Community Social Development grants will be required, including, but not limited to:
    - audited financial statements for the last two (2) years. If the organization is newer than that, the most current official financial statement must be provided;
    - how the service relates to the City's social policy direction in the OCP;
    - a list of the Board of Directors;
    - Board meeting minutes approving the application for emergency grant funding.
5. A business plan for securing more permanent sources of funding to resolve the temporary funding crisis will be required as part of the application.
6. The COF Advisory Committee shall review an application for emergency funding at a special meeting no later than 2 weeks following receipt of the application by the COF. An interview with the applicant will be conducted. Recommendations of the committee will be forwarded to City Council for consideration. Funding is at the discretion of City Council. Notification of a decision by City Council will be provided to the applicant no later than 5 weeks following receipt of the application.



7. The funded agency will need to sign a letter of agreement with the City, and have liability insurance in place, as outlined on the City's certificate of insurance, in order to claim the grant. This includes the requirement for a year-end report indicating how the money was spent and what action was taken to secure more permanent funding from other sources. Format for these documents will be the same as those used for Community Social Development grants.
8. The organization must claim the grant within one month following written notification of the grant approval. Any unclaimed funds will be returned to the Social Grant Reserve.