

Report to Council



Date: October 24, 2012
File: 0610-53
To: City Manager
From: Community & Neighbourhood Programs Manager
Subject: Water Street Senior Centre Society Service Delivery Agreement

Recommendation:

THAT Council receives, for information, the Report from the Community & Neighbourhood Programs Manager dated October 24, 2012 regarding the Water Street Senior Centre Society Service Delivery Agreement;

AND THAT Council endorses the Service Delivery Agreement between the City of Kelowna and the Water Street Senior Centre Society in the form attached to the Report from the Community & Neighbourhood Programs Manager dated October 24, 2012;

AND THAT Council authorizes the Director of Recreation and Cultural Services to execute the agreement on behalf of the City.

Purpose:

To seek Council's endorsement for a new Service Delivery Agreement between the City and the Water Street Senior Centre Society. With the relocation of the Society to the Parkinson Activity Centre, a new agreement has been developed.

Background:

In 1998 the City was involved in establishing a Senior Society that would deliver services at its 1360 Water Street facility. As part of this process a Service Delivery Agreement was established between the Society and the City. The original agreement outlined the roles and responsibilities in the management and operation of the facility. The City maintained the role in managing building operations while the Society was responsible for the delivery of a wide variety of recreational and educational programs for residents of Kelowna and district 50 years of age and older.

With the relocation of the Society to the new Parkinson Activity Centre in November of 2012, staff worked with representatives from the Society to update the service delivery agreement. The new agreement:

- Identify the roles, responsibilities and expectations of both the City and the Society when the Society was relocated to the Parkinson Activity Centre.
- Clarify operational functions and communication protocols between the City and the Society.

A handwritten signature in black ink, appearing to be a stylized 'K' or similar mark.

The Parkinson Activity Centre is comprised of two types of spaces:

- Society exclusive use space: billiards room, computer room, and society office.
- Shared use space: lounge, reception area, kitchen, main hall, meeting room, and activity room.

The physical configuration of the new facility provides for increased program capacity due to the separation of the various programmable spaces. This separation allows for multiple City and Society programs to run simultaneously in the facility. This direction is consistent with the recommendations from the Seniors Services Strategy (2005-2020) that future services for seniors be integrated into multi-age recreation facilities.

Driving principles of these discussions included:

- The space allocated to the Society would take into consideration its current and future programming requirements.
- The need to provide the Society dedicated space for storage and specialized programming.
- The importance of the Society members feeling a sense of community and identity in the new facility.
- The need for the City to provide multi-age programming out of the facility to address community needs and increase capacity of services.
- The importance of maximizing facility utilization.
- The necessity of establishing a cohesive relationship between the Parkinson Activity Centre and the Parkinson Recreation Centre.

Primary business terms included in the agreement include:

Term - The agreement is for 5 years.

Scheduling - A scheduling protocol was followed that is consistent with scheduling practices in our other multi-age activity facilities.

1. The Society has first right of use in their allocated times in the facility shared spaces.
2. The City has first rights of use in the remaining times in the facility shared spaces.
3. Time in the facility shared spaces not used by the Society and/or the City for programs and services will be available to the community for rentals.

Other key points related to scheduling include:

- Facility scheduling is reviewed on a quarterly basis, at which time the Society can request additional time outside of their allocation. The request will be granted if space is available.
- The City has the right to utilize time allocated to the Society if they do not require it.

Equipment - The City will provide the basic facility equipment such as tables and chairs that is considered "shared use" by the City, the Society, and rentals. Both the City and the Society will provide and be responsible for program equipment and supplies that are for their sole use.

Security -The City is responsibility for securing the facility; including the locking and unlocking of the exterior building entrances, and setting up the security system. Both the City and the Society will be responsible for securing their programs and storage spaces.

Communication and Reporting- A communication reporting structure was established.

- Staff will meet with the Society on a bi-weekly basis to discuss operational issues and service delivery concerns.
- Staff will attend the Society's monthly board meeting and AGM
- Staff will meet with the Society on a quarterly basis regarding space allocation.
- The Society will provide the City with an annual financial statement.

Internal Circulation: General Manager, Community Services; City Clerk; Manager, Facility Services

Financial/Budgetary Considerations:

There are no changes in our finical commitment to the Society in this agreement. We will continue to provide them \$20,000 annual towards the cost of the Society's Receptionist position.

Personnel Implications:

There are no changes in our staffing requirements to manage this service delivery agreement. The City will continue to assign a Community Recreation Coordinators as a liaison between the City and the Society.

External Agency/Public Comments:

The Water Street Senior Centre Society endorsed the new Service Delivery Agreement at their Board of Directors meeting on October 4, 2012.

Considerations not applicable to this report:

Legal/Statutory Authority:

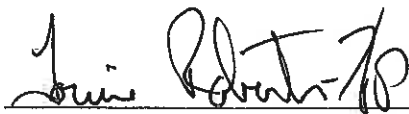
Legal/Statutory Procedural Requirements:

Existing Policy:

Communications Comments:


Alternate Recommendation:

Submitted by:



L. Roberts-Taylor, Manager, Community & Neighbourhood Programs

Approved for inclusion:



(J. Gabriel, Director, Recreation and Cultural Services)

cc:
General Manager, Community Services
City Clerk
Manager, Facility Services

Attachments:
Water Street Senior Centre Society Service Delivery Agreement

THIS SERVICE DELIVERY AGREEMENT made the ____ day of _____, 2012

BETWEEN: CITY OF KELOWNA
A municipal corporation having its offices at
1435 Water Street, in the City of Kelowna,
Province of British Columbia
(Hereinafter known as the "City")

OF THE FIRST PART,

AND: WATER STREET SENIOR CENTRE SOCIETY
C/O Carole Bridges, President
1360 Water Street
Kelowna, BC V1Y 1J1
(Hereinafter known as the "Society")

OF THE SECOND PART,

WHEREAS the City is the registered owner of the Parkinson Activity Centre recreation facility situate in the City of Kelowna, Province of British Columbia and legally described as:

Lot 2, Plan 32159, District ODYD

(Hereinafter called "the Facility");

AND WHEREAS the Society has agreed to provide a wide variety of recreational and educational programs for the residents of Kelowna and district 50 years of age and older that respond to their interests, stimulate their growth and enhance their quality of life as outlined in its constitution and bylaws attached hereto as Schedule E.

AND WHEREAS the City, under the direction of the Recreation & Cultural Services Department, agrees to assist the Society, when requested and/or where required, with the programs and services that are delivered by the Society;

AND WHEREAS the Facility will be operated as a multi-age activity centre, under the direction of the Recreation and Cultural Services Department, at times not allocated for use by the Society;

NOW THEREFORE THIS AGREEMENT WITNESSETH that the parties agree as follows:

1.01 The Parkinson Activity Centre:

The Parkinson Activity Centre comprises the building as per the floor plans attached hereto as Schedule A. The Society will have exclusive use of the following areas within the Facility; billiards room, computer room, and society office. The Society will have non-exclusive use of the following areas within the Facility; lounge, reception area, kitchen, main hall, meeting room, activity room, washrooms, hallways, and common spaces. The Society will be allocated exclusive storage space within the Facility for their program equipment and supplies.

2.01 Term of Agreement:

This agreement shall be for a one year term, commencing on the ____ day of _____, 2012.

2.02 **Option to Renew:**
The agreement can be renewed for four (4) terms. The agreement will automatically renew for an additional term upon each anniversary date, unless either party gives written notice at least 90 days prior to the anniversary of the agreement to negotiate changes or give notice of termination of the agreement.

2.03 **Default & Termination:**
If the Society is in breach of any of the terms or obligations of this Agreement, the City may deliver to the Society a notice of default stipulating what the default is and that the default must be rectified within 30 days of the notice. If the Society does not correct the default within the 30 day period following such notice, the City may at its discretion and without prejudice, take all steps considered necessary to rectify the default. At this time the City at its sole discretion may terminate this agreement. If the Society ceases to exist as a non-profit society in good standing in the records of the Registrar of Companies, the City may, in its sole discretion, terminate this Agreement.

3.00 **CITY COVENANTS:** The City covenants with the Society:

3.01 **Administration:**

The City will provide the Society administrative and program support under the direction of the Recreation and Cultural Services Department, primarily by a Community Recreation Coordinator. This includes, but not limited to:

- act as a liaison to other City departments; to communicate the Society's concerns and needs regarding security, janitorial, maintenance and repairs
- meet on a bi-weekly basis with a representative appointed by the Society to discuss operational issues and service delivery concerns
- attend the Society's monthly board of director meetings and AGM
- meet quarterly with a representative appointed by the Board regarding space allocation
- provide the Society a weekly facility schedule
- provide the Society with space in the City's "Active Living Guide for Older Adults" to promote their programs and services as well provide them with copies of the guide
- provide information about the Society on the City's Recreation web-page
- provide the Society with input and guidance when requested and/or where required regarding program delivery

3.02 **Finances:**

The City will contribute the sum of \$20,000 per annum to the Society toward the cost of the Society's Receptionist position, in payments of \$10,000 on January 1st and July 1st of each year.

3.03 **Equipment:**

City Facility Equipment

The City will provide and maintain the City Facility Equipment, which will be used by both the Society and the City, attached hereto as Schedule B.

City Program Equipment

The City will be responsible for providing and maintaining all equipment and supplies exclusively used by the City for operating its programs and services. In all non-exclusive areas in the Facility, the City is responsible for returning all of its equipment and supplies to their allocated storage space when not in use.

The City will also be responsible for setting up and taking down all equipment required to deliver their programs and services.

3.04 **Facility:**
The City will maintain the Facility, at a standard established by the City, consistent with other City facilities.

The City will assume financial and operational responsibility for:

- janitorial service
- HVAC (heating, ventilation, air conditioning)
- all electrical components
- plumbing
- all structural elements of the Facility (foundation, floors, walls, roof)
- fire extinguishers
- snow removal
- landscaping
- utilities (heat & light, public telephones, water, sewer)
- garbage collection
- building and content insurance

3.05 **Scheduling of Facility Use:**
The City will be responsible for scheduling all Facility use, including both Society and City programs, special events and rentals. Times allocated for use by the Society is attached hereto as Schedule C. Remaining time will be utilized by the City for programs, services and rentals.

On a quarterly basis the City will book the Society programming information into the facility schedule.

- by May 31st the September through December program information
- by August 31st the January through March program information
- by November 30th the April through June program information
- by February 28th the July through August program information

The City may grant the Society additional space outside of their allocated space, as identified in Schedule C. This additional space allocation will only be in effect for that quarter. The Society must make a written request to the City a minimum of fourteen (14) days prior to the commencement of the additional requested facility use. The request will only be granted if space is available.

If the Society does not require all of the space allocated for its use, as identified in Schedule C, the City may utilize that space for its purposes.

At the beginning of each quarter the allocated space in the Facility will revert back to Schedule C.

3.06 **Collection of Fees:**
The City will collect and retain all fees for use of the Facility for City programs, events and rentals.

3.07 **Damage:**
The City will be responsible for damage done to Society Facility Equipment, identified in Schedule G, by programs offered by the City and/or by rental groups.

The City will not be responsible for damage done to Society Program Equipment, which has not been returned to and locked in its allocated storage space, by programs offered by the City and/or by rental groups.

3.08 **Signage:**
The City agrees to provide signage within the facility identifying the Society's presence in the Facility. The City will also provide the Society with a display board that they can post notices and other information.

3.09 **Locking and unlocking:**
The City will be responsible for the locking and unlocking of the Facility, the locking and unlocking of any rooms used by the City, and the locking and unlocking of City allocated storage spaces.

- 3.10 **Security:**
The City will be responsible for ensuring that all doors, windows, and other entryways in the Facility can be properly locked and secured, as well as the management of the Facility's security system and security cameras.
- 4.00 **WATER STREET SENIOR CENTRE SOCIETY COVENANTS:** The Society covenants with the City:
- 4.01 **Administration:**
The Society will be responsible for:
- approving, coordinating and delivering a wide variety of recreational and educational programs for seniors that responds to their interests, stimulates their growth, and enhances their quality of life
 - hiring, training, supervising and evaluating the Society Receptionist, see Schedule D for job description
- A representative appointed by the Society will:
- meet on a bi-weekly basis with a representative of the City to discuss operational issues and service delivery concerns
 - meet quarterly with a representative appointed by the City regarding space allocation
 - provide the City with information regarding their programs and service for the City's "Active Living Guide for Older Adults"
- The Society will:
- notify the City of any proposed changes to their constitution and bylaws and shall make no further changes to its constitution (Schedule E) without the expressed written consent of the City which the City may withhold for any reason
 - provide the City a copy of their emergency procedures
- 4.02 **Finances:**
The Society will submit an annual financial statement to the City of Kelowna, prepared in accordance to generally accepted accounting principles and laws of the country, certified correct by the treasurer and approved by the Society. The Society will maintain an accurate and complete financial record that accounts for all revenues and expenses, and adheres to the Society's by-laws.
- 4.03 **Society Program Equipment:**
The Society will be responsible for providing and maintaining all equipment and supplies exclusively used by the Society for operating its programs and services. In all non-exclusive areas in the Facility the Society is responsible for returning all of its equipment and supplies to their allocated storage space when not in use. The Society will also be responsible for setting up and taking down all equipment required to deliver their programs and services.
- 4.04 **Facility:**
The Society agrees to meet with City staff regarding janitorial service as needed to provide input and feedback, dates to be mutually agreed upon.
The Society agrees to maintain the Facility in a clean and tidy condition, and will be responsible for removing unreasonable quantities of waste or refuse generated through the delivery of their programs and services.
- 4.05 **Schedule of Facility Use:**
On a quarterly base the Society will provide the City in writing their programming information. This document will indicate the following information: program names, program location, program time (day of the week, dates, and time of day), and any set up and take down time requirements.
- Timeline:
- by May 24th provide the City the September through December program information
 - by August 24th provide the City the January through March program information
 - by November 23rd provide the City the April through June program information
 - by February 21st provide the City the July through August program information

The Society may request additional space outside of their allocated space, as identified in Schedule C. The Society must submit a request in writing a minimum of fourteen (14) days prior to the commencement of the additional requested facility use. The request will only be granted if space is available. Any additional space allocation will only be in effect for that quarter.

The Society agrees that if it does not require all the time allocated for its use, as identified in Schedule C, the City may utilize the space for its purposes. The Society will inform the City a minimum of seven (7) days prior to commencement of facility use if it no longer requires that space.

At the beginning of each quarter the allocated space in the Facility will revert back to Schedule C.

The Society agrees not to allocate in whole or in part any portion of the Facility without the prior written consent of the City, which consent may be withheld for any reason. The Society also agrees not to rent or "sub-let" any of its allocated time to any other organization.

4.06 Collection of fees:

The Society shall have the authority to collect and retain membership fees and fees for programs and special events offered by the Society. These funds are to be used for the purposes of the Society and are to be reported as per 4.02.

4.07 Damage:

The Society will be responsible for damage done to City Facility Equipment, identified in Schedule B, by programs offered by the Society.

The Society will not be responsible for damage done to City Program Equipment which has not been returned to and locked in its allocated storage space, by programs offered by the Society.

4.08 Signage:

The Society agrees not to post any notices or signs within the facility other than on their designated display board.

4.09 Unlocking and Locking:

The Society will be responsible for the unlocking and locking of any of the rooms they use within the Facility, as well as the locking and unlocking of their allocated storage spaces. The Society will be responsible for any costs incurred for the locking or unlocking of the Facility outside of normal building hours of operation for the purposes of the Society.

4.10 Nuisance and Negligence:

The Society agrees not to do, suffer or permit any act which may in any manner directly or indirectly, cause injury or damage to the property or to any fixtures or appurtenances thereof, including, but not limited to any sidewalk, curb, gutter, road surface and/or landscaped boulevard bordering the property, or which may be or become a nuisance to or interference with anyone who occupies or has access to any part of the property, or which may render the property or any part thereof less desirable or injure the reputation thereof.

4.11 Abide by Laws:

The Society agrees to abide by and comply with, at its own expense, all laws, rules and regulations of every authority which in any manner relates to or affects the business or profession of the Society or the use of the property by the Society and to save harmless the City from all costs, charges or damages to which the City may be put or suffer by reason of any breach by the Society of such law, rule or regulation.

4.12 General Insurance Provisions:

Without in any way limiting the obligation or liabilities of the Society, the Society shall at its own expense maintain and keep in force during the term of this agreement, the insurance coverage listed in this article. The "deductible or reimbursement" for any policy required under this section shall not exceed Five

Thousand Dollars (\$5,000.00) per claim. The Society shall be responsible for all deductible amounts under the policies.

The Society shall at the time this agreement is signed, submit to the City, a certificate as per attached Schedule F, for all insurance policies or certified copies of all insurance policies (if requested) required under this article and shall also provide to the City from time to time as may be required, satisfactory proof that such policies are still in full force and effect.

Each insurance policy required under this article shall contain an endorsement to provide all named insured with prior notice of changes and cancellations. Such endorsement shall be the following form:

“It is understood and agreed that the City will be provided at least thirty (30) days written notice in advance of cancellation, change or amendment restricting coverage. Notice shall be given or sent by registered mail to all additional insured”.

4.13 Liability Insurance:

The Society shall be responsible for a policy of public liability and property damage insurance in an amount of no less than Two Million Dollars (\$2,000,000.00) against liabilities or damages in respect of injuries to persons (including injuries resulting in death) and in respect of damage arising out of the performance of this agreement.

The City shall be an additional insured on the policy. The policy shall preclude subrogation claims by the insurer against anyone insured there under. In addition, each insurance policy shall include the following “Cross Liability” clause:

“The insurance afforded by this policy shall apply in the same manner as though separate policies were issued, to any action brought against any of the named insured or on behalf of any other named insured.”

4.14 Director’s and Officer’s Insurance:

The Society must have Director’s and Officer’s Insurance at the time this agreement is signed, and upon request must be able to provide the City proof that such policy is in full force and effect throughout the life of the agreement.

4.15 Not to Void Insurance:

The Society must not do or permit anything to be done which would render any other policy of insurance on the property or any part thereof void or voidable or which would cause an increase in the insurance premiums. In the event the Society does anything that would cause an increase in the insurance premiums on the property, the organizer shall pay that amount which represents the increase in the insurance premium by virtue of the Society’s use or occupation of the premises.

4.16 Hold Harmless:

The Society shall save and hold harmless the City, its officers, agents, servants and employees from and against all suits or claims alleging damage or injury (including death) to any person or property that may occur or that may be alleged to have occurred, in the performance of this Agreement, whether such claim shall be made by an employee of the Society or by a third party. The Society shall defend any and all such actions and pay all legal charges, costs and other expenses arising there from.

IN WITNESS WHEREOF this agreement has been executed by the parties hereto on the date and year first written above.

Signed in the presence of:

CITY OF KELOWNA By its authorized signatory (ies)

Witness

Address

Occupation

Signed in the presence of:

WATER STREET SENIOR CENTRE SOCIETY
By its authorized signatory (ies)

Mairi Forsyth
Witness

109 1660 Ufran Ct
Address

Retired Teacher
Occupation

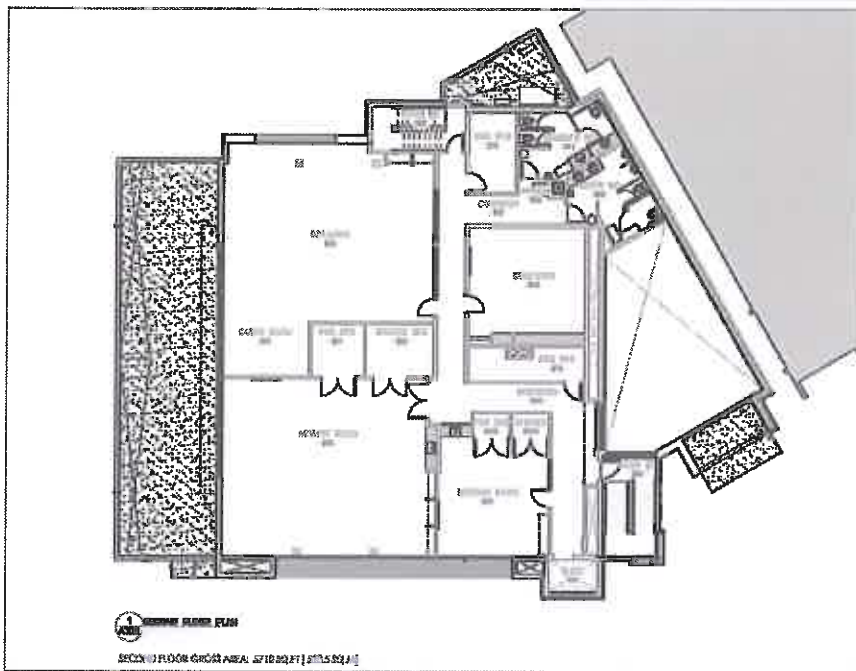
Carole H. Bridges

DATE: Oct 23 2012

List of Schedules:

Schedule A	Floor Plan – Parkinson Activity Centre
Schedule B	City Facility Equipment
Schedule C	List of Room and Times available for use by the Society
Schedule D	Receptionist Job Description
Schedule E	Society Constitution & Bylaws
Schedule F	Certificate of Insurance
Schedule G	Society Facility Equipment

SCHEDULE A - Floor Plan – Parkinson Activity Centre



SCHEDULE B – City Facility Equipment

City Facility Equipment		Main Hall	Activity Room	Meeting Room	Lounge	Reception Area	Kitchen	Building	total #
tables	8ft rectangle	20	8						28
	small			6					6
dining tables					8				8
chairs with arms & stacking	stacking	150	60	20	32				262
dollies	chair	15	6	2					23
	tables	2	1						3
podium		1							1
pull down screen (with mounting brackets)	84x84	1	1	1				1	4
white board (outside each room)		1	1	1			1	2	6
white board (in rooms)			2	1					3
flip chart stands								6	6
portable sound system		1	1						2
3 lobby chairs & 2 side tables	(2 up & 1 down)						5		5
display units					2				2
display racks (magazine & pocket)						3			3
garbage cans			1	1	2		2		6
recycle bins			2	2	2	2	2		10
paper towel dispenser & soap dispenser			1	1			1		3
<i>Kitchen</i>									
trolleys							3		3
bussing trays							6		6
Flatware holders							3		3
coffee urns (50 & 100)							2		2
place settings (2 plates, 2 bowls)							180		180
1 knife, 2 forks, 3 spoons							180		180
glasses							180		180
coffee cups/saucers							180		180
salt & pepper shakers							24		24
sugar & cream dishes							5		5
water jugs							20		20
stock pots & lids							7		7
sauce pans & lids							5		5
fry pans							4		4
roasting pans & sheets							4 each		8
chafer dishes (serving)							4		4
cutting boards							3		3
misc kitchen items including: 8 wooden spoons & 17 serving utensils, 2 whisks, 8 knives, 3 mixing & 4 serving bowls, 2 can openers, 1 colander							45		45
hot pads & pot holders							6		6
dishwasher racks							8		8

SCHEDULE C - Space Allocated to the Society

Main Hall (non-exclusive use)		# hrs
Monday	8:00 am - 6:00 pm	10
Tuesday	8:00 am - 12:00 pm & 4:00 pm - 6:00 pm	6
Wednesday	8:00 am - 3:00 pm	7
Thursday	8:00 am - 11:00 pm	15
Friday	8:00 am - 2:30 pm & 4:30 pm - 7:00 pm	9
Saturday	10:00 am - 4:00 pm & 4:00 pm on once/ month	6 (7)
Sunday	4:30 pm - 10:30 pm & 8:00 am - 1:30 pm once/month	6 (11.5)
Activity Room (non-exclusive use)		
Monday	8:00 am - 11:00 am & 12:30 pm - 3:00 pm & 6:30 pm - 9:00 pm	8
Tuesday	11:00 am - 4:00 pm & 6:00 pm - 9:00pm	8
Wednesday	8:00 am - 11:00 pm & 12:30 pm - 3:00 pm	5.5
Thursday	8:00 am - 3:00 pm	7
Friday	8:00 am -11:00 pm	3
Saturday	no hours	0
Sunday	no hours	0
Meeting Room (non-exclusive use)		
Monday	12:00 pm - 4:00 pm & 6:00 pm - 9:00 pm	7
Tuesday	8:00 am - 1:00 pm	5
Wednesday	8:00 am - 9:00 am	1
Thursday	1:00 pm - 5:00 pm	4
Friday	12:00 pm - 3:30 pm	3.5
Saturday	no hours	0
Sunday	no hours	0
Kitchen (non-exclusive use)		
Monday	8:00 am - 1:30 pm	5.5
Tuesday	8:00 am - 1:30 pm	5.5
Wednesday	8:00 am - 1:30 pm	5.5
Thursday	8:00 am - 1:30 pm & 5:30 pm - 9:00 pm	9
Friday	8:00 am - 1:30 pm	5.5
Saturday	12:00 pm - 5:00 pm	5
Sunday	4:30 pm - 11:00 pm & 8:00 am - 1:30 pm once/ month	6.5 (12)
Lounge (non-exclusive use)		
Monday	8:00 am - 4:00 pm	8
Tuesday	8:00 am - 4:00 pm	8
Wednesday	8:00 am - 4:00 pm	8
Thursday	8:00 am -9:00 pm	13
Friday	8:00 am - 4:00 pm	8
Saturday	10:00 pm - 4:00 pm & 4:00 pm -5:00 pm once/month	6 (7)
Sunday	4:30 pm - 11:00 pm & 8:00 am - 1:30 pm once/month	6.5 (12)
Billiard Room (exclusive use)		
Monday	8:00 am - 9:00 pm	13
Tuesday	8:00 am - 9:00 pm	13
Wednesday	8:00 am - 9:00 pm	13
Thursday	8:00 am - 9:00 pm	13
Friday	8:00 am - 9:00 pm	13
Saturday	8:00 am - 5:00 pm	9
Sunday	8:00 am - 5:00 pm	9
Computer Room (exclusive use)		
Monday	8:00 am - 9:00 pm	13
Tuesday	8:00 am - 9:00 pm	13
Wednesday	8:00 am - 9:00 pm	13
Thursday	8:00 am - 9:00 pm	13
Friday	8:00 am - 9:00 pm	13
Saturday	8:00 am - 5:00 pm	9
Sunday	8:00 am - 5:00 pm	9
Total Number of hours		374.5 (394)

SCHEDULE D

Society Receptionist Job Description

Typical Duties:

1. Perform customer service functions such as answering enquiries relating to the programs and services of the Society.
2. Receive and resolve basic customer service issues, and exercise independent judgment regarding when to refer items to the City's Community Recreation Coordinator and/or the Board of Directors of the Society.
3. Receive payment for Society memberships, programs and activities, and issue receipts as required.
4. Assist in maintaining accurate program (registered & drop-in) and special event attendance.
5. Assist in maintaining accurate membership list of the Society.
6. Maintain accurate cash records, through completion of daily cash balance and related control reports; ensure money is properly safeguarded. Deal with invoices and statements, and payment arrangements.
7. Manage and monitor the room key system for the Societies programs, activities, and events.
8. Manage the Societies' phone system, receive and relay messages.
9. Operate a variety of basic office equipment such as: photocopier, fax machine, adding machine, computer and printer. As well ensure computers and other equipment is properly shut down at the end of the day.
10. Types correspondence and various other materials; composes memos and letters of a standard nature, establishes and maintains appropriate files and record systems; opens and distributes mail; makes photocopies and performs various other receptionist duties.
11. Monitors the Society's bulletin boards; approving, posting and removing notices as required.
12. Provide information regarding the Society's programs and services to the City on a monthly basis for the Active Living Guide for the Older Adult.
13. Makes referrals to other community agencies and organizations.
14. Contacts members of the Society regarding program cancellations and changes.
15. Performs other related work as required by the Society.

Required Skills and Qualifications:

1. Proficiency and experience in administrative procedures, practices and the use of office equipment evidenced by completion of a recognized Certificate Program in Office Administration or an equivalent educational program.
2. Knowledge of, and experience with computer systems such as Word, Excel, and Simply Accounting
3. Knowledge of procedures relating to the receiving, balancing and depositing of money.
4. Ability to administer registration of programs, activities and special events.
5. Ability to communicate effectively and to exercise independence of judgment in determining priorities and solving customer service problems and issues.
6. Ability to manage multiple tasks simultaneously and to work with minimal supervision, along with the ability to exercise courtesy, tact, diplomacy and persuasion in dealing with the public.
7. Must be bondable.

SCHEDULE E – CONSTITUTION AND BYLAWS

WATER STREET SENIOR CENTRE SOCIETY

1360 Water Street
Kelowna, B.C.
V1Y 1J1
(250) 762-4108

CONSTITUTION

SECTION 1: NAME:

- 1.01 The name of the Society shall be the WATER STREET SENIOR CENTRE SOCIETY, hereafter referred to as the “Society”.

SECTION 2: PURPOSES:

- 2.01 To operate a senior centre for the senior citizens of Kelowna and district.
2.02 To provide a wide variety of recreational and educational programs for seniors that respond to their interests, stimulate their growth and enhance their quality of life.
2.03 To co-operate with the City of Kelowna in any matter concerning the Water Street Senior Centre.
2.04 To enter into contracts with the City of Kelowna, among others, on matters of mutual concern.
2.05 To do all such things as are conducive to the attainment of the above objectives.

SECTION 3: NON-PROFIT STATUS:

- 3.01 The Society shall be carried on without purpose of gain for its members, and no part of any income of the Society shall be payable or otherwise available for personal benefit of the member(s) thereof, and any profits or other accretions to the Society shall be used for promoting its purposes.
This provision is unalterable.

SECTION 4: DISSOLUTION OF THE SOCIETY:

- 4.01 Upon wind-up or dissolution of the Society, the assets remaining after the payment of all costs, charges, and expenses properly incurred in the wind-up, including the remuneration of the liquidator, and after payment to employees of the Society of any arrears of salaries or wages, and after payment of any debts of the Society, shall be distributed to a charitable organization(s) in Canada, registered under the provisions of the Income Tax Act, and/or the Parks and Leisure Services Department of the City of Kelowna; such distribution shall be determined by the Board of Directors. This provision is unalterable.

BYLAWS

PART ONE: INTERPRETATION:

- 1.01 “Society Act” means the Society Act of the Province of British Columbia from time to time in force and all amendments to it.
1.02 “Directors” means the directors of the Society for the time being.
1.03 “Registered Address” of a member means his address as recorded in the register of members.
1.04 Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a corporation.
1.05 The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.

PART TWO: MEMBERSHIP:

- 2.01 The members of the Society are the applicants for incorporation of the Society, and those persons who subsequently have become members, in accordance with these bylaws and in either case, have not ceased to be members.
- 2.02 A person 50 years of age or older may apply to the directors for membership in the Society and on acceptance by the directors shall become a member.
- 2.03 Every member of the Society shall uphold the constitution and comply with these bylaws.
- 2.04 The amount of the first annual membership dues shall be determined by the directors and after that the annual membership dues shall be determined at the annual general meeting of the Society; provided that the Board of Directors may from time to time waive the payment of dues in cases of financially disadvantaged persons.
- 2.05 A person shall cease to be a member of the Society
- (a) by delivering his resignation in writing to the Secretary of the Society or by mailing or delivering it to the address of the Society;
 - (b) on his death;
 - (c) upon the dissolution of the Society;
 - (d) on being expelled;
 - (e) upon not having been a member in good standing for twelve consecutive months.
- 2.06 (a) A member of the Society may be expelled by a special resolution of the membership passed at a general meeting.
- (b) The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
- © The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
- 2.07 All members of the Society are in good standing except a member who has failed to pay his current annual membership fee or any other subscription or debt due and owing by him to the Society and he is not in good standing so long as the debt remains unpaid; provided that a member who has paid his or her annual membership fee in any fiscal year shall continue to be in good standing until and including the date of the Annual General Meeting in the following year or until the fifteenth day of February in that year, whichever shall occur the sooner; provided that beginning in the year 2003 a member who has paid his or her annual membership fee for the fiscal year ending May 31, 2003, shall continue in good standing until the date of the annual general meeting in June of that year or until the 30th day of June in that year, whichever shall occur the sooner, and so from time to time in each and every subsequent year.
- 2.08 A person who resides in Kelowna and district shall be entitled to visit the Water Street Senior Centre three times in any one calendar year. On the fourth visit a membership shall be required. Members may bring visitors from outside the Okanagan Valley to the Water Street Senior Centre, who shall not have to take out a membership but shall pay participation fees of any activity attended.
- 2.09 Honorary Membership may be granted to any senior according to criteria established by the Board of Directors and adopted at a general meeting. Such honorary members shall have the same privileges and responsibilities as any other member of the Society who became a member of the Society via clause 2.02 of these bylaws.
- 2.10 Memberships shall not be accepted within fourteen days prior to any annual general meeting.
- 2.11 Any membership list maintained by the Society shall not be distributed or sold to any individual or organization except as authorized by the directors.

PART THREE: MEETINGS OF MEMBERS:

- 3.01 General meetings of the Society shall be held at the time and place, in accordance with the Society Act, that the directors decide.
- 3.02 Every general meeting, other than an annual general meeting is an extraordinary general meeting.
- 3.03 The directors may, when they think fit, convene an extraordinary general meeting.
- 3.04 Notice of a general meeting shall specify the place, day and hour of meeting, and, in case of special business, the general nature of that business.

- 3.05 The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- 3.06 The first annual general meeting of the Society shall be held not more than fifteen months after the date of incorporation and after that an annual general meeting shall be held at least once in every calendar year and not more than fifteen months after the holding of the last preceding annual general meeting.
- 3.07 NOTWITHSTANDING the provisions of By-Law 3.06 in the year 2003 the annual general meeting shall be held in the month of June and thereafter an annual general meeting shall be held at least once in every calendar year and not more than fifteen months after the holding of the last preceding annual general meeting.
- 3.08 Not less than fourteen days written notice of a general meeting of the Society shall be given to each member entitled to receive such notice. A notice sent by mail shall be deemed to have been given on the second day following that on which the notice is posted.

PART FOUR: PROCEEDINGS AT GENERAL MEETINGS:

- 4.01 No business other than the election of a chairman and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.
- 4.02 A quorum required to conduct business of a general meeting shall be 25 or more voting members.
- 4.03 If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be terminated until there is a quorum present or until the meeting is adjourned or terminated.
- 4.04 Subject to bylaw 4.05, the president of the Society, the first vice president, or in the absence of both, the second vice president, shall preside as chairman of a general meeting.
- 4.05 If at a general meeting
 - (a) there is no president, vice-president or other director present within 15 minutes after the time appointed for holding the meeting; or
 - (b) the president and all the other directors present are unwilling to act as chairman, the members present shall choose one of their number to be chairman.
- 4.06 The chairman may not move nor second a resolution or motion.
- 4.07 A resolution requires a seconder.
- 4.08 Except for special resolutions, questions arising at a general meeting shall be decided by a majority of votes.
- 4.09 In case of an equality of votes the chairman shall not have a casting or second vote in addition to the vote to which he shall be entitled as a member, and the proposed resolution shall not pass.
- 4.10 A member in good standing and present at a general meeting of members is entitled to one vote.
- 4.11 Voting shall be by show of hands, or by ballot if agreed to at the meeting by members present.
- 4.12 Voting by proxy is not permitted.
- 4.13 The agenda at an Annual General Meeting shall include the following:
 - (a) Confirmation that a quorum is present
 - (b) Call to order
 - (c) Reading minutes of last annual general meeting
 - (d) Financial Report
 - (e) Approval of Budget
 - (f) Correspondence
 - (g) President's Report
 - (h) Committee Reports
 - (i) Election of Auditor
 - (j) Old Business
 - (k) New Business
 - (l) Setting of Membership Dues
 - (m) Election of Officers and Directors
 - (n) Adjournment
- 4.14 Candidates for office, or others, shall not dispense goods and services to members of the Society at or before a general meeting.

PART FIVE: DIRECTORS AND OFFICERS:

- 5.01 The directors may exercise all the powers and do all the acts and things that the Society may exercise and do, and which are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in general meeting, but subject, nevertheless, to
- (a) all bylaws affecting the Society;
 - (b) these bylaws; and
 - (c) rules, not being inconsistent with these bylaws, which are made from time to time by the Society in general meeting.
- 5.02 The powers of the directors shall be limited to the extent that they shall take none of the following steps without first having obtained the sanction of a special resolution:
- (a) the sale or disposition of any real property;
 - (b) the sale or disposition of any item of personal property of a value in excess of \$10,000; and
 - © the expenditure of any sum of money in excess of \$10,000 for any single purchase whether of real or personal property or for payment of services of any kind whatsoever with the following exceptions:
 - (1) sums in excess of \$10,000 may be expended without the sanction of a special resolution where such sums have been authorized in a budget passed at a general meeting; and
 - (2) in case of an emergency requiring the immediate expenditure of a sum of money in excess of \$10,000 in order to secure or protect or repair a building or part of a building belonging to the Society which would otherwise be in danger of further damage to it or its contents, the directors may expend such moneys to the extent required without first having obtained the sanction of a special resolution, but in any such case the directors shall make a full report to the next general meeting of the Society stating their reasons for making any such expenditure and accounting fully for the moneys so expended.
- 5.03 No rule, made by the Society in general meeting, invalidates a prior act of the directors that would have been valid if that rule had not been made.
- 5.04 The president shall annually appoint a Nominating Committee of not less than three members, not less than sixty days before the annual general meeting. Nominations with the prior acceptance of the nominee may be accepted from the floor of the annual general meeting.
- 5.05 The Board of Directors shall consist of the four elected officers, immediate past president, and five directors at large who shall be elected at the annual meeting as hereinafter provided.
- 5.06
- (a) The officers and directors whose terms shall have expired, shall retire from office at each annual general meeting when their successors shall be elected.
 - (b) Separate elections shall be held for each office to be filled.
 - © An election may be made by acclamation, otherwise it shall be by ballot.
 - (d) If no successor is elected the person previously elected or appointed continues to hold office until his successor has been elected or appointed.
- 5.07 There shall be four officers elected annually:
- (a) President
 - (b) First Vice-President
 - (c) Second Vice-President
 - (d) Secretary
- 5.08 Elected officers shall serve no more than three consecutive terms.
- 5.09 No two members of the same household may hold office at the same time, provided that this clause may be waived by an ordinary resolution passed at the annual general meeting, except that in such case no two members of the same household can together sign cheques.
- 5.10 At the first general meeting of the Society following incorporation there shall be elected three two-year directors at large and two one-year directors at large. The three directors at large receiving the largest number of votes shall be the two-year directors at large and two directors at large receiving the next largest number of votes shall be the one-year directors at large. In the event that there shall be only five nominees, then their five names shall be placed in a hat or other suitable receptacle, and the first three names drawn there from shall be the two-year

directors at large, and the remaining two names shall be the one-year directors at large. Thereafter, the directors at large shall retire from office at the annual general meetings in which their respective terms of office shall expire, and at those meetings their successors shall be elected for two year terms.

- 5.11 The directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors, including the office of immediate past president.
- 5.12 A director so appointed holds office only until the conclusion of the next following annual general meeting of the Society, but is eligible for re-election at the meeting.
- 5.13 If a director resigns his office or otherwise ceases to hold office, the remaining directors shall appoint a member to take the place of the former director.
- 5.14 No act or proceeding of the directors is invalid only by reason of there being less than the prescribed number of directors in office.
- 5.15 The members may by special resolution remove a director before the expiration of his term of office, and may elect a successor to complete the term of office.
- 5.16 The directors shall serve without remuneration, and the directors shall not receive directly or indirectly any profits from their position as directors, but may be paid expenses incurred by them in the performance of their duties.
- 5.17 At each annual general meeting a member of the Society shall be elected as Treasurer. He or she shall hold office until the next annual general meeting when he or she shall retire, and at that time, his or her successor shall be elected, or (subject as follows) he or she may be re-elected.
- 5.18 The Treasurer shall not hold that office for more than three consecutive terms; provided that after three consecutive terms, if the Treasurer shall not in the following year hold any office in the Society, or if he or she shall hold some other office in the Society, then he or she shall, after that intervening year, be eligible to be elected again as Treasurer for up to three consecutive terms, and so from time to time.
- 5.19 In the event of a vacancy in the office of Treasurer occurring between annual general meetings, the directors may appoint a member to fill a vacancy in that office. The member so appointed shall hold that office only until the next annual general meeting, but he or she shall be eligible for election at that meeting.
- 5.20 The members may by special resolution remove the Treasurer before the expiration of his term of office, and may elect a successor to complete his term.
- 5.21 The Treasurer shall not be a member of the Board of Directors, and he or she shall not be entitled to vote at their meetings, but he or she shall be expected to attend all meetings of the directors and all general meetings of the Society.
- 5.22 The directors may in any year authorize payment to the Treasurer of a reasonable honorarium in recognition of his or her services to the Society, to be paid either in lump sum or in installments as the directors in their discretion shall determine.

PART SIX: ADVISORS AND ASSOCIATES:

- 6.01 The board of directors may request appointed persons to serve the board as advisors or associates; these will be non-voting participants.
- 6.02 Each activity committee shall be comprised of three people who shall organize and operate their respective activity. They may attend monthly directors' meetings, but shall not have a vote.

PART SEVEN: PROCEEDINGS OF DIRECTORS:

- 7.01 The directors may meet together at the places they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings as they see fit.
- 7.02 The directors may from time to time fix the quorum (but in any case it shall be not less than 6) necessary to transact business, and such quorum shall include at least 2 elected officers.
- 7.03 The president shall be the chairman of all meetings of the directors, but if at a meeting the president is not present within 30 minutes after the time appointed for holding the meeting, the first vice president or the second vice president, in that order, shall act as chairman; but if none is present then the directors may choose one of their number to be chairman at that meeting.
- 7.04 The chairman may not move nor second a resolution or motion.

- 7.05 A resolution requires a seconder.
- 7.06 Questions arising at a meeting of the directors and committees of directors shall be decided by a majority of votes.
- 7.07 Voting shall be by show of hands, or by ballot if agreed to at the meeting by members present.
- 7.08 Voting by proxy is not permitted.
- 7.09 The directors may delegate any, but not all, of their powers to committees consisting of a director or directors as they see fit.
- 7.10 A committee so formed in the exercise of the powers so delegated shall conform to any rules imposed on it by the directors, and shall report every act or thing done in exercise of those powers to the earliest meeting of the directors to be held next after it has been done.
- 7.11 A committee shall elect a chairman of its meetings; but if no chairman is elected, or if at a meeting the chairman is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee shall choose one of their number to be chairman of the meeting.
- 7.12 In case of an equality of votes the chairman does not have a second or casting vote, and the proposed motion shall not pass.
- 7.13 A director deemed to be in conflict of interest position shall absent himself from the meeting while the matter is being discussed and any vote taken on such matter.

PART EIGHT: DUTIES OF OFFICERS:

- 8.01 The President shall preside at all meetings of the Society and of the directors.
- 8.02 The President is the chief executive officer of the Society and shall supervise the other officers in the execution of their duties.
- 8.03 The President shall be an ex-officio member of all other committees but shall not have voting privileges on these committees.
- 8.04 The First Vice President, or in his absence, the Second Vice President, shall carry out the duties of the President during his absence, or if he is unable or unwilling to preside.
- 8.05 The Secretary shall
- (a) conduct the correspondence of the Society;
 - (b) issue notices of meetings of the Society and directors;
 - (c) keep minutes of all meetings of the Society and directors;
 - (d) keep custody of all records and documents of the Society except those required to be kept by the treasurer;
 - (e) have custody of the common seal of the Society; and
 - (f) maintain the register of members.
- 8.06 In the absence of the secretary from a meeting, the directors shall appoint another person to act as secretary at the meeting.
- 8.07 The Treasurer shall
- (a) keep the financial records, including books of account, necessary to comply with the Society Act;
 - (b) render financial statements to the directors, members and others when required;
 - (c) deposit all monies received in the name of the Society at a bank, trust company or credit union selected by the directors; and
 - (d) prepare, in conjunction with the directors, a budget for presentation to the annual general meeting.

PART NINE: FURTHER DUTIES AND POWERS OF THE DIRECTORS:

- 9.01 The board of directors shall assist in the promotion and organization of activities provided by or conducted for the members and/or users of the Society and shall supervise monies raised by these activities.
- 9.02 The board of directors may accept monies, gifts or grants on behalf of activities in connection with the Society. All funds received shall be accounted for in full and be deposited to the credit of the Society.

- 9.03 The board of directors shall have power to regulate the conduct of any activity committee, member or user of the Society if that conduct is considered to be detrimental to the best interests of the Society.
- 9.04 The board of directors shall ensure that all activities of the Society be non-political and non-sectarian.

PART TEN: CONTROL AND MANAGEMENT:

- 10.1 Approval of the annual budget for operation of the Society shall also constitute approval for the board of directors to make such expenditures as are necessary for the day to day operation of the Society.

PART ELEVEN: SEAL:

- 11.1 The directors may provide a common seal for the Society and destroy a seal and substitute a new seal in its place.
- 11.2 The common seal shall be affixed only when authorized by a resolution of the directors and then only in the presence of any two of the officers as specified in the resolution.

PART TWELVE: BORROWING:

- 12.1 Subject as hereinafter provided, in order to carry out the purposes of the Society the directors may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in the manner they decide and, in particular but without limiting the foregoing, by the issue of debentures.
- 12.2 No debenture shall be issued and no moneys shall be borrowed in excess of \$10,000 without the sanction of a special resolution.
- 12.3 The members may by special resolution restrict the borrowing powers of the directors, but a restriction imposed expires at the next annual general meeting.

PART THIRTEEN: AUDITOR:

- This part applies only if the Society is required or has resolved to have an Auditor.
- 13.1 At each annual general meeting the Society shall elect an auditor to hold office until he is re-elected or his successor is elected at the next annual general meeting.
- 13.2 An auditor may be removed by ordinary resolution.
- 13.3 An auditor shall be promptly informed in writing of appointment or removal.
- 13.4 No director and no employee of the Society shall be auditor.
- 13.5 The auditor shall complete an audit or financial review of the accounts of the Society for presentation to the annual general meeting.

PART FOURTEEN: FINANCES:

- 14.1 In the year 2002 the fiscal year of the Society shall be for a period of seventeen (17) months beginning on the 1st day of January, 2002, and ending the 31st day of May, 2003, and thereafter the fiscal year of the Society shall be for a period of twelve (12) months ending the 31st day of May in each year or such other twelve (12) month period as may be set from time to time and approved by the membership.
- 14.2 The board of directors shall establish a schedule of activity fees, excluding membership fees, as required.
- 14.3 Funds received from each activity, along with receipts for any expenditures, shall be submitted along with remaining funds for deposit.
- 14.4 The authorized signatories for the bank account or accounts of the Society shall be any two of the president, the first vice-president and second vice-president, or any one of them together with either of the secretary or treasurer; except that in such case no two members of the same household can together sign cheques.

- 14.5 The elected officers of the Society and/or the Treasurer shall have the right to make expenditures under \$100 without calling a meeting of the directors.
- 14.6 The elected officers of the Society shall have the right to make expenditures over \$100 in any emergency without calling a meeting of the directors.
- 14.7 At the first meeting of the directors after the elected officers and/or the Treasurer shall have made expenditures either under \$100 pursuant to By-Law 14.5, or over \$100 pursuant to By-Law 14.6, or both, the elected officers shall report such expenditures, with appropriate particulars, to the meeting.

PART FIFTEEN: NOTICES TO MEMBERS:

- 15.1 A notice may be given to a member either personally, or by mail to him at his registered address, or by posting on the Water Street Senior Centre bulletin board.
- 15.2 A notice sent by mail shall be deemed to have been given on the second day following that on which the notice is posted, and in proving that notice has been given it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.
- 15.3 Notice of a general meeting shall be given to the auditor if Part 13 applies.
- 15.4 No other person is entitled to receive a notice of general meeting.

PART SIXTEEN: BYLAWS:

- 16.1 On being admitted to membership, a member is entitled to receive without charge a copy of the constitution and bylaws of the Society.
- 16.2 These bylaws shall not be altered except by a special resolution which requires a majority of not less than 75% of the votes cast.
- 16.3 Proposed amendments shall be submitted to the members at least two weeks in advance of the general meeting at which they shall be on the agenda.

PART SEVENTEEN: MINUTES, BOOKS, RECORDS:

- 17.1 The minutes, books, records and any other documents relating to the Society shall be kept on file in the main office of the Society.

PART EIGHTEEN: RULES OF ORDER:

- 18.1 Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by these bylaws or by the Society Act or any regulations pursuant thereto or any other applicable or relevant statutory provisions or regulations.

October, 28, 2004

SCHEDULE F - CERTIFICATE OF INSURANCE

This Certificate is issued to:

- The City of Kelowna – c/o 645 Dodd Road Kelowna, BC V1X 5H1
- The City of Kelowna – c/o 1800 Parkinson Way Kelowna BC V1Y 4P9

Insured

Name:
Address:

Broker

Name:
Address:

Location and nature of operation or contract to which this Certificate applies:

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Type of Insurance	Company & Policy Number	Policy Dates		Limits of Liability/Amounts
		Effective	Expiry	
Section 1 Comprehensive General Liability including: <ul style="list-style-type: none"> • Products/Completed Operations; • Blanket Contractual; • Contractor’s Protective; • Personal Injury; • Contingent Employer’s Liability; • Broad Form Property Damage; • Non-Owned Automobile; 				Bodily Injury and Property Damage \$ 2,000,000 Inclusive \$ _____ Aggregate \$ _____ Deductible
Section 2 Automobile Liability				Bodily Injury and Property Damage \$ 2,000,000 Inclusive

It is understood and agreed that the policy/policies noted above shall contain amendments to reflect the following:

1. **Any Deductible or Reimbursement Clause contained in the policy shall not apply to the City of Kelowna and shall be the sole responsibility of the Insured named above.**
2. **The City of Kelowna is named as an Additional Insured.**
3. **30 days prior written notice of material change and/or cancellation will be given to the City of Kelowna.**

Print Name

Authorized Signatory

Date

Title

Company Name

SCHEDULE G – Society Facility Equipment

- **Piano & Stool**
- **TV monitors with brackets**
- **1 Bingo board**
- **1 Bingo board with spectrum keyboard**
- **speakers with brackets**
- **spotlights**
- **1 flat screen TV**
- **1 chalk Board with glass case**