

Grants for Assistance Application

South Cariboo and District of 100 Mile House



100 Mile House

From Sheela
S. 26/24
(CS)

Thursday September 26th 2024 11:10 AM

Name of Organization: Cariboo Family Enrichment Centre Society

Mailing Address: PO Box 2427, 100 Mile Gouse, BC, V0K 2E0

Physical Address: 486 Birch Avenue, 100 Mile House, BC, V0K 2E0

Telephone (office): 250-395-5155 **email:** cpettman@cariboofamily.org

Purpose of Organization: The Cariboo Family Enrichment Centre strengthens the quality of personal, family and community life through education, counselling, referral and support.

How long has the organization operated in the community? 36 years

BC Society Registration Number: S-24022

Federal Charitable Registration Number: 12617 5413 RR0001

Chairperson's name: Stephanie Kappei

Telephone: [REDACTED] **email:** [REDACTED]

Treasurer or Financial Officer's name: Saturn Zezza

Telephone: [REDACTED] **email:** [REDACTED]

Current Grant Requested from CRD: \$ 5000.00

PROJECT INFORMATION

1. Brief Description of Proposed Use of Grant Being Applied For:

The Cariboo Family Enrichment Centre (CFEC) has taken on the duties of the "Age Friendly Society" in the South Cariboo and is building a program for serving the diverse needs of seniors in and around the 100 Mile House area. CFEC will utilize the requested funding to facilitate senior engagement in 100 Mile House and the entire South Cariboo (travelling to numerous sub-communities), providing a platform for listening to seniors to learn about emerging senior needs, providing services, advocacy, connection, education, referrals, activities, and supports.

2. How do you know there is a need for this service/project in our community?

The South Cariboo region has a large and growing population of seniors. Since the 2017 Wildfire and subsequent evacuation, the CFEC has seen a stark increase in seniors accessing our services, from counselling, support, health navigation, education, and engagement.

3. Start date of the project: 4/1/2025 **End date for the project:** 3/31/2026

4. Describe the key activities and timelines to complete this project: The CFEC Age Friendly Program targets vulnerable seniors in and around 100 Mile House, BC, and the broader South Cariboo Region with a Senior's Navigator (a senior person) engaging directly with other seniors in order to meet them where they are at to address their specific needs. These include, but are not limited to: -Working with seniors to promote volunteerism and connection to community events - Integrating seniors in the community by promoting mentorship and engagement -Providing resources and an avenue to educate and address instances of elder abuse -Supporting healthy aging by providing resources and connections to community by connecting seniors to events and activities in and around 100 Mile House -Assisting with financial security by educating around issues of fraud, helping to prepare applications for benefits, and connection to community resources such as food programs -Expanding awareness of elder abuse, including financial abuse, by engaging one-on-one with vulnerable seniors to provide support, education, and resources, as well as researching and delivering information to community groups, advocating with local police when scams and abuse are identified, and working with families to provide a wrap-around protection for seniors. -Supporting the social participation and inclusion of seniors and supporting healthy aging by providing health resources, assistance with doctor's appointments and advocacy, identifying and promoting healthy-living programs and supports, for example healthy eating grants, and connecting seniors with health, exercise, or mobility programs and opportunities. -Celebrating diversity and promoting inclusion by working with all seniors in community and developing and engaging with seniors' individual identities in order to promote living authentically in community. This could take the form of working with seniors to organize events celebrating diversity, providing inclusive resources to seniors to explore diversity, or attaching seniors to organizations such as Trans Care BC to help seniors explore their lived experiences. -Assisting with end-of-life preparations, connecting seniors to medical and assisted living facilities, ensuring end of life preparations such as wills and wishes are recorded and in place. -Creating and maintaining a South Cariboo Senior's Resource Guide. -Hosting meetings in 100 Mile House and the surrounding communities for the purposes of social inclusion, education, and to learn about senior's needs and gaps in services. The Senior's Navigator will work directly with seniors to meet their individual needs by providing resources, education, connection, and assistance, meeting the seniors "where they are at". The Senior's Navigator works as a contact point for seniors and can arrange to meet any number of needs by using research, collaboration, advocacy, and a knowledge of resources. As such, the goals for each client may be vastly different, but the Senior's Navigator will work along side seniors to meet their individual needs. The Navigator will use evidence-based practices and recognized techniques, such as SMART goals, to meet the objectives of each client.

5. How will you determine if the project/event was successful? The CFEC utilizes a Client Administrative Management System (CAMS) to track interactions with clients, group participation, goal setting, and well as any other outcomes as identified by senior's or the Navigator.

6. Does your organization have sustainable funding? Please explain. The CFEC has offered services and supports

I confirm: *

☑ THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Date:

9/26/2024



Signature: (President/Chairperson) ?



Please attach minutes, list of Directors, and Financial Statements * ?

File Name



Annual General Meeting Minutes 2024-06-12.docx

223.8 KB



Statement of Directors and Registered Office 2024.docx

219.3 KB



CFEC 2023-24 Reviewed Financial Statements.pdf

830.4 KB

A final report for your last grant received MUST be included with this submission, if not previously submitted.

File Name



CFEC Age Friendly Program 6 month report.docx

216.9 KB

If your organization charges user fees/memberships/admission, attach your current fee structure.

Please provide a detailed financial budget for the project. *

File Name



CFEC Age Friendly Grant In Aid Budget.pdf

68.9 KB

to families and individuals in the South Cariboo since 1988, and has demonstrated through 36 years of operations to procure grants and funding to cover the cost of offering free services and supports. The Age Friendly Program costs approximately \$35,000 to operate annually, the CFEC does apply for other sources of income for the Age Friendly Program including BC Gaming, The BC Crisis Response Network, the province of British Columbia, and United Way Thompson-Cariboo-Nicola. The CFEC offers numerous in-kind donations to the program including rent, administrative support, and financial services.

7. Is your agency applying for funds from other sources for this project/event?

Yes

If so, which organizations? BC Gaming - \$15,000, BC CRN \$5,000, United Way \$5,000

8. Describe the impact of this application being denied or approval of an amount less than requested. Will you be able to complete the project/event if you do not receive the funds applied for?

CFEC is seeking every opportunity to sustain and expand the Age Friendly Program. With the current budget of \$35,000, this will allow the CFEC to employ the Senior's Navigator for 21 hours per week over the course of 12 months. Through our experience with the program, there is enough engagement and request for services to increase the Senior's Navigators hours. If funding is less than requested, the CFEC will be forced to reduce the Senior's Navigator's hours.

9. Does your organization charge user fees/membership/admission? If yes, attach your current fee structure.

No

10. Does your organization receive any other support(s) from the CRD? (i.e. financial support, rental subsidies, contribution agreements, tax exemption, use of CRD-owned facility) If yes, what support(s) and how much?

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11. How will you recognize the CRD's contribution to your organization?

CFEC will recognize the Cariboo Regional District and the District of 100 Mile House on their website, on all social media platforms (Facebook, Instagram), as well as in local print and radio media. In addition, all funds of the CFEC are noted in our bi-annual newsletter which is distributed to our over 250 members.

Date of your last Annual General Meeting (AGM): 9/12/2024

Previous Grant from CRD amount: \$ 2024-25 \$5,000

Previous project Description: The CFEC is nearing the 6 month end in the 2024-25 fiscal year, for which the CRD and District of 100 Mile House supplied funding. The Senior's Navigator has worked over 500 hours and has engaged with over 350 seniors on numerous occasions, facilitating and achieving all of the mandates as proposed in the Program Description.



CARIBOO FAMILY ENRICHMENT CENTRE

Strengthening the Quality of Personal, Family, and Community Life

ANNUAL GENERAL MEETING

THE CARIBOO FAMILY ENRICHMENT CENTRE

#1—486 Birch Avenue

100 Mile House, British Columbia V0K 2E0

cmeterms re kwséltkten (Room 111)

AGENDA

ITEM		RESPONSIBLE	
WEDNESDAY, JUNE 12, 2024 / 12:00 – 1:30			
PART A:		Board Chair	
1.	Acknowledgement "The CFEC is located on Tseqcenemc (unceded traditional lands of people of Canim Lake) on Secwepemculecw (lands of the Shuswap people)."		C. Pettman
PART B: Administrative Matters		Board Chair	
1.	Call to Order • Welcome and opening remarks by the chair		S. Kappei
2.	Attendance: Stephanie Kappei, Saturn Zezza, Rob Diether, Debra Williams, Ingrid Meyer, Lorna Ross, Cindy Steven, Chris Pettman Regrets: Denise Archie		Administration
3.	Additions and approval of agenda	Recommended motion: motion to approve agenda (with or without additions listed).	Motioned to approve: I. Meyer Seconded: R. Diether Motion Passed
4.	Consent Agenda <i>A consent agenda is a component of a meeting agenda that allows the board to group routine items and resolutions under one motion. Items in the consent agenda are voted on and approved in a single motion. A board member may remove any item from the consent agenda for discussion. Any items removed from the consent agenda need to be added to the main agenda, discussed and voted on in a separate motion.</i> 3.1. Previous meeting minutes 3.2. Organizational report 3.3. Committee reports (as appropriate) 3.4. New members/Membership 3.5. Correspondence	Recommended motion: motion to approve the consent agenda as presented (with the exception	Motioned to approve: S. Zezza Seconded: I. Meyer Motion Passed



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The CFEC is located within the traditional territory of the Tsq'escen people, part of the Northern Secwepemc to Qelmuw.



CARIBOO FAMILY ENRICHMENT CENTRE

Strengthening the Quality of Personal, Family, and Community Life

		item(s)	
5.	Conflict of interest declarations		S. Kappei
PART B: Matters for discussion/decision			As Per Item
6.	New Business		
	6.1 Adoption of Rules of Order: Democratic Rules of Order	Recommended Motion: Adopt Democratic Rules of Order	Motioned: R. Diether Seconded: I. Meyer Motion Passed
	6.2 Review of the 2023 CFEC AGM Minutes.	Recommended Motion: Accept Minutes of 2023 AGM.	Motioned: S. Zezza Seconded: R. Diether Motion Passed
	6.3 CFEC Reviewed Financial Statements 2023/ 2024.	Recommended Motion: To adopt Financial Statements as recommended	Motioned: I. Meyer Seconded: S. Zezza Motion Passed
	6.4 Appointment of MNP LLP to review the 2024/2025 Financial Statements. CFEC administration will bring forward other auditors for consideration for the 2024/2025 financial statements. The board will appoint auditors after receiving information regarding services and price quotes.	Recommended Motion: To bring forward other auditors quotes.	Motioned: R. Diether Seconded: S. Zezza Motion Passed
7.	Standing Items		
	7.1 Review of Bylaws – circulated prior to AGM for board review. CFEC has made changes to the bylaws to align the language with the current BC Societies Act. Changes of note include; the removal of the past chairperson position, and the removal of the Corporate Seal clause. And changing to gender neutral language.	Recommended Motion: To accept the CFEC bylaws as circulated.	Motioned: I. Meyer Seconded: S. Zezza Motion Passed
	7.2 Review of the CFEC Constitution – circulated prior to AGM for board review. CFEC has made changes to the constitution for approval. Changes of note include; aligning the constitution with the CFEC Mission Statement.	Recommended Motion: To accept the CFEC constitution as circulated	Motioned: S. Zezza Seconded: R. Diether Motion Passed
	7.3 Annual Chairperson Report – Thank you to everyone at CFEC especially Chris for the job you are doing.		S. Kappei
	7.4 Membership – CFEC currently has 94 members.		C. Pettman
	7.5 Election of Board of Directors –2024/2025 fiscal year - Ingrid and Stephanie will remain on the board but step down from their current positions. Rob and Saturn will stay on. Debbra Williams has accepted the nomination to join the board. Denise will be stepping down.	Recommended Motion: To have Chris Pettman lead the nomination for Election of	Motioned: I. Meyer Seconded: R. Diether Motion Passed



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CARIBOO FAMILY ENRICHMENT CENTRE

Strengthening the Quality of Personal, Family, and Community Life

		Board of Directors	
	7.7 Board Chair to resume meeting as Chair		
8.	Committee Meetings <ul style="list-style-type: none"> • Finance Committee • Annual Board Review Workshop • Audit Committee • Annual General Meeting • Ethics Committee • Accreditation Committee • Policy Committee • Nominating Committee • Fund Development 		
9.	Date of next CFEC Annual General Meeting – TBD. Would like to have in June 11 2025. <ul style="list-style-type: none"> • 		S. Kappei
	Adjournment: 1:00 p.m.	Recommended motion: Motion to adjourn.	Motioned: I. Meyer Seconded: R. Diether Motion Passed



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CARIBOO FAMILY ENRICHMENT CENTRE

Strengthening the Quality of Personal, Family, and Community Life

STATEMENT OF DIRECTORS AND REGISTERED OFFICE

Board of Directors – June 2024 to June 2025

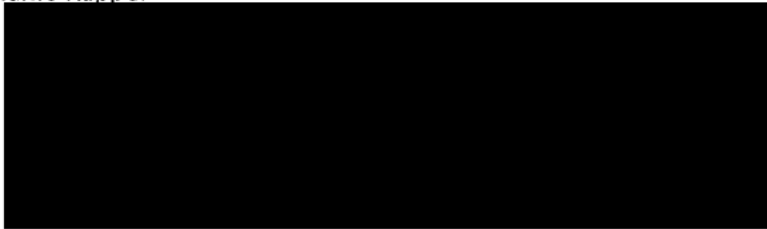
Board Co-Chair and Executive Director and member of all committees

Directors (Term) = maximum of 3 consecutive 2 year terms

Executive (Position) = maximum of 3 consecutive 1 year terms

Co-Chairperson

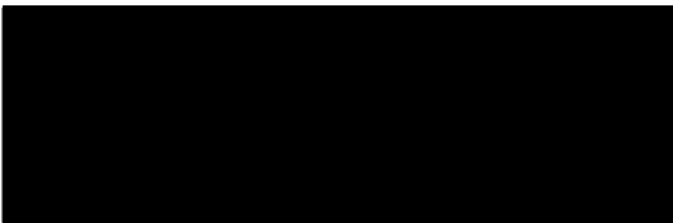
Stephanie Kappei



Appointed: 2017-09-01

Co-Chairperson

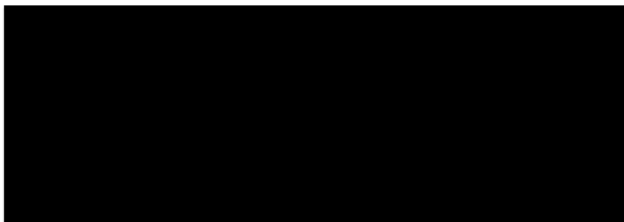
Rob Diether



Appointed: 2022-06-16

Treasurer

Saturn Zezza



Appointed: 2022-06-16



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CARIBOO FAMILY ENRICHMENT CENTRE

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Director

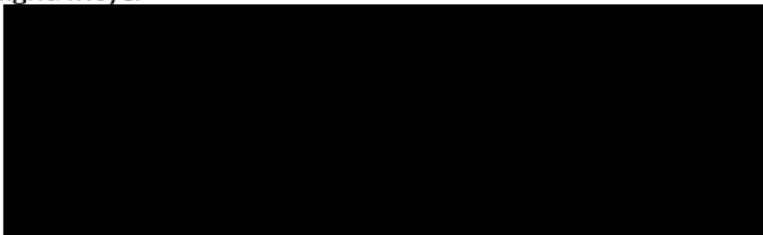
Debra Williams



Appointed: 2024-06-12

Director

Ingrid Meyer



Appointed: 2015-02-03

Audit Committee and Finance Committee are committees of the whole.

Statement of directors and registered office

12 (1) A society must have a statement of directors and registered office that sets out

(a) the full names and addresses of the directors of the society, and

(b) the delivery address and mailing address of the registered office of the society.

(2) For the purposes of subsection (1) (a), the address of a director may be either of the following:



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(a) the director's residential address;

(b) another address at which the director can usually be served with records between the hours of 9 a.m. and 4 p.m., local time, from Monday to Friday, inclusive.



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Cariboo Family Enrichment Centre -2025-26 Age Friendly Budget District/CRD Grant In Aid	
Senior Navigator Wages/Benefits	2950
Nutrition (Snacks, Meals, Refreshments for participants)	1200
Transportation for Clients	450
Program Supplies	400
Total Expenses	5000

To the Board of The Cariboo Family Enrichment Centre Society:

Report on the Financial Statements

We have reviewed the accompanying financial statements of The Cariboo Family Enrichment Centre Society (the "Society") which comprise the statement of financial position as at March 31, 2024, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the Society, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of The Cariboo Family Enrichment Centre Society as at March 31, 2024, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Report on Other Legal and Regulatory Requirements

As required by the British Columbia Society Act, we report that in our opinion, these principles have been applied on a basis consistent with that of the preceding year.

Prince George, British Columbia

June 12, 2024



Chartered Professional Accountants

The Cariboo Family Enrichment Centre Society
Statement of Financial Position

As at March 31, 2024

	2024	2023
Assets		
Current		
Cash (Note 3)	308,860	289,269
Accounts receivable	21,648	61,538
Prepaid expenses	2,920	5,151
Current portion of investments (Note 4)	171,213	-
	504,641	355,958
Investments (Note 4)	1,200	164,260
Tangible capital assets (Note 5)	27,142	32,390
	532,983	552,608
Liabilities		
Current		
Accounts payable and accruals	18,689	24,431
Government remittances payable	21,646	23,332
Wages and benefits payable	66,267	63,408
Deferred contributions (Note 6)	328,442	296,471
Unearned revenue	967	1,012
	436,011	408,654
Commitments (Note 7)		
Net Assets		
Net assets invested in tangible capital assets	27,142	32,390
Net assets internally restricted (Note 8)	210,734	217,581
Net debt unrestricted	(140,904)	(106,017)
	96,972	143,954
	532,983	552,608

Approved



Director

Director



The accompanying notes are an integral part of these financial statements

The Cariboo Family Enrichment Centre Society

Statement of Operations

For the year ended March 31, 2024

	2024	2023
Revenue		
Ministry of Children and Family Development	708,668	617,030
Other contribution revenue	469,091	513,219
Childcare revenue	446,626	479,512
BC Gaming Commission	123,350	123,350
Interior Health Authority	85,600	91,209
Fundraising	40,168	51,169
Interest, course fees and other income	8,756	2,828
	1,882,259	1,878,317
Expenses		
Wages and benefits	1,531,475	1,432,572
Rent	108,138	107,748
Program supplies	97,702	115,609
Donations in kind	23,284	14,157
Staff development	21,848	24,275
Repairs and maintenance	20,809	27,856
Phone, fax and internet	17,077	16,747
Office supplies	15,039	16,464
Insurance	14,063	12,173
Audit	11,913	16,431
Facilitator and subcontractor fees	10,667	74,457
Travel	7,758	7,684
Janitorial	7,527	8,687
Photocopier	7,058	5,296
Advertising	6,384	8,394
Office equipment lease	5,364	4,802
Membership and professional fees	4,116	3,836
Conferences	-	5,848
Amortization	19,019	18,650
	1,929,241	1,921,686
Deficiency of revenue over expenses	(46,982)	(43,369)

The accompanying notes are an integral part of these financial statements

The Cariboo Family Enrichment Centre Society
Statement of Changes in Net Assets

For the year ended March 31, 2024

	<i>Invested in Tangible Capital Assets</i>	<i>Internally Restricted Net Assets (Note 9)</i>	<i>Unrestricted Net Debt</i>	2024	2023
Net assets (debt), beginning of the year	32,390	217,581	(106,017)	143,954	187,323
Deficiency of revenue over expenses	(19,019)	-	(27,963)	(46,982)	(43,369)
Purchase of tangible capital assets	13,771	-	(13,771)	-	-
Transfer from internally restricted reserve	-	(6,847)	6,847	-	-
Net assets (debt), end of year	27,142	210,734	(140,904)	96,972	143,954

The accompanying notes are an integral part of these financial statements

The Cariboo Family Enrichment Centre Society

Statement of Cash Flows

For the year ended March 31, 2024

	2024	2023
Cash provided by (used for) the following activities		
Operating		
Deficiency of revenue over expenses	(46,982)	(43,369)
Amortization	19,019	18,650
	(27,963)	(24,719)
Changes in working capital accounts		
Accounts receivable	39,891	(25,723)
Prepaid expenses and deposits	2,231	(2,290)
Accounts payable and accruals	(5,743)	(17,458)
Government remittances payable	(1,686)	936
Wages and benefits payable	2,859	(930)
Deferred contributions	31,971	(67,326)
Unearned revenue	(45)	(1,621)
	41,515	(139,131)
Investing		
Purchase of capital assets	(13,771)	(3,027)
Purchase of investments	(8,153)	(1,077)
	(21,924)	(4,104)
Increase (decrease) in cash resources	19,591	(143,235)
Cash resources, beginning of year	289,269	432,504
Cash resources, end of year	308,860	289,269

The accompanying notes are an integral part of these financial statements



CARIBOO FAMILY ENRICHMENT CENTRE

Strengthening the Quality of Personal, Family, and Community Life

2024-09-27

Cariboo Family Enrichment Centre Age Friendly Program

Six month report for 2024-25 fiscal year.

The Cariboo Family Enrichment Centre (CFEC) has completed 6 months of the 2024-25 Age Friendly Program funded jointly by the District of 100 Mile House and the Cariboo Regional District.

Achievements of the program thus far include:

- Over 500 hours of work by the Senior's Navigator
- Engaging with over 350 unique seniors in the South Cariboo region
- Facilitating 4 "World Café" model community engagements in outlying areas (Lone Butte, Green Lake, Forest Grove, 108 Mile Ranch)
- Offered numerous education pieces at events including Better At Home Program, Financial Security, and Senior Abuse
- Connected over 100 Seniors to community programs and services
- Established working relationship with BC CRN
- Updating South Cariboo Community Senior's Guide



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