

# MEMORANDUM OF UNDERSTANDING

Between  
The City of Ottawa  
and  
The Kanata Seniors Council Inc.

The purpose of this Memorandum is to outline the working arrangement, responsibilities and support for the Kanata Seniors Council Inc. and the Kanata Seniors' Centre. A previous agreement outlined the Terms of Reference for the Kanata Seniors' Centre Advisory Group; however, effective 13 September 2004 this organization has merged with The Kanata Seniors Council Inc. It is for this reason that this Memorandum needs to confirm the continuing role to be observed by the new organization.

## **Purpose:**

One purpose of the The Kanata Seniors Council Inc. (the Council) is to advise City of Ottawa (the City) staff on program delivery and general policies and procedures of the Kanata Seniors' Centre (the Centre). The Council will provide feedback and advice to staff that will help to ensure consistency with the Centre's vision, mandate, philosophy, and goals.

## **Objectives and Responsibilities of the Council with respect to the Centre:**

### **Specific objectives include but are not limited to:**

- advising on programs offered at the Centre;
- advising on marketing Centre programs;
- advising on potential physical modifications (e.g. equipment, minor alterations to the design of the Centre, to facilitate program needs);
- supporting the evaluation of the Centre's programs and services;
- communicating with the Centre members;
- advising on programming needs in the community for older adults;
- researching/providing information on programs offered at other venues;
- assisting in the identification and recruitment of service providers; and
- advising on additional and alternative programs to be offered at Centre to meet the needs of targeted groups.

The Council shall consider the needs and requests of members of the Kanata Seniors' Centre. The Council shall also endeavour to develop formal and informal means of communicating and receiving feedback from members of the Centre.

## Composition of the Council:

The Council is a federally incorporated body made up of seniors and individuals interested in seniors' issues in the Kanata and western Ottawa area.

There is a Board of Directors who are also members of the Kanata Seniors' Centre (**Note:** The executive includes a President, Vice President, Treasurer, Corporate Secretary, plus two Directors who serve as Members at Large);

The Board also has an Associate Director position to be filled by a City representative from the Centre and/or from the Parks and Recreation Branch.

Additional (non-voting) Associate Directors represent:

- The Western Ottawa Community Resource Centre,
- The Ottawa Library,
- The City of Ottawa Public Health Branch,
- The Ottawa Seniors Advisory Board and
- Retirement residences in the local area.

## Centre Advisory Team:

The Council and the Centre will establish an Advisory Team to coordinate activities on an ongoing basis for liaison and requirements.

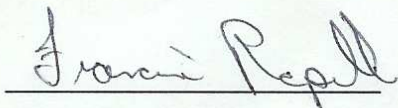
This Team will be composed as follows:

- One Director of The Kanata Seniors Council Inc., who acts as the Team Leader;
- Two members of the Kanata Seniors' Centre;
- The City of Ottawa Program Coordinator for the Kanata Seniors' Centre; and
- Other members as required at the discretion of the Team.

## Summary

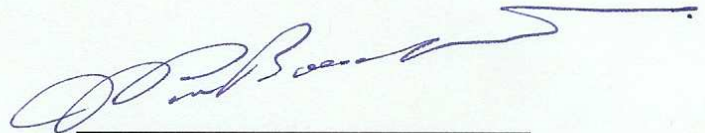
The purpose of this Memorandum is to set up a framework for cooperation and communication for the benefit of members of the Centre.

It does not obligate either party to offer services, funding, material or personnel support to the other party.



for the City of Ottawa

Date: 26 November 2004



Peter van Boeschoten

for The Kanata Seniors Council Inc.

Date: 1 November 2004