

**Kanata Seniors Council Inc.**  
**Minutes of Annual General Meeting - September 10, 2018**

**Present:** Ken Cownley, Ken Major, Ann Paris, John Kern, Jeet Wadehra, Liz Tucker; and representing the City - Mayor Jim Watson, Marianne Wilkinson, Julie Pinet and Maureen Moynahan; Brad Hammond of West Ottawa Community Resource Centre; and MP Karen McCrimmon.

**Welcome and Call to Order:**

Vice-President and Chair Ken Major called the meeting to order at 11:05 am and welcomed members and guests. He then introduced the recording secretary Margaret Burman and asked if there was a quorum present. The secretary declared that there was.

**Introduction of special guests:**

The Chair welcomed Brad Hammond of the West Ottawa Community Resource Centre, and Julie Pinet and Maureen Moynahan of the Kanata Seniors Centre. Julie Pinet was asked to say a few words. The Mayor, Councillor Wilkinson and MP Karen McCrimmon would not arrive until about noon and would be asked to say a few words at that time.

**Approval of minutes of 2017 AGM:**

**Dagmar VanBeselaere moved that the minutes of the 2017 annual general meeting be accepted; seconded by Irene Watson. CARRIED**

**Receipt of Annual Financial Review of the fiscal year 2017 and report of Public Accountant:**

Treasurer Liz Tucker advised that our previous financial reviewer died early in the year, and she had to eventually go with a reviewer who was a bit more expensive. She went over items on the various statements and gave an explanations of some of them. She stressed that this is a financial review, not an audit.

**Liz Tucker moved that the financial review of the fiscal year 2017 and the accompanying Public Accountant's report be accepted as presented; seconded by John Williamson. CARRIED**

**Appointment of Public Accountant for 2018 fiscal year:**

**Liz Tucker moved that the members agree to dispense with the appointment of a public accountant at this meeting and that they direct the 2018/2019 Board of Directors to appoint a public accountant as soon as possible to conduct a financial review for the 2018 financial year; seconded by Jeet Wadehra. CARRIED**

**Motion to approve By-law No. 2**

Currently section 5.01 of By-Law No. 1 of the Kanata Seniors Council Inc (Council) provides that directors are elected to a 2 year term but restricts directors' terms of office to 3 consecutive 2 year terms, at which time they have to sit out a year before they can run for office again.

Considering the well-known and ongoing all to current difficulty, particularly in seniors' organizations where age and health impact on the availability, to find able and willing volunteers to serve on boards, the Board of Directors felt that it is not to Council's or anyone else's advantage to apply the restriction on an ongoing basis. Clearly, as could happen this year and next year under the restriction, to force persons key to the operations of Council out of office simply because they served too long is not in the best interest of Council or its members. In addition, prior to the number of volunteers recently coming forward to be directors, there was a concern that the application of the restriction could result in Council not having its required minimum of 10 directors in spite of the fact that those being forced out of office by the restriction were willing to serve another term.

While one of the reasons given for the restriction was to encourage new blood with new ideas, it was noted that since the restriction came into force in 2013 there has been a significant turnover in directors and there has always been room for new directors. The highest number of directors for any one year was 16 out of a possible maximum number of 20. At the AGM in September 2017 of the 9 members elected to the resulting 12 members on the Board of Directors, 7 were new members who have made substantial contributions to the operations of Council. In summary, the restriction in terms of office is not needed to encourage new blood.

For these reasons, on May 25, 2018 the Board of Directors approved By- Law No. 2 to remove this restriction in directors' terms of office. This By-Law is currently in effect but to remain in effect it requires the approval of the regular members of Council.

Therefore, I am making the following motion as set out in the copy of the agenda you have.

**WHEREAS it is considered to be in the best interests of the Kanata Seniors Council Inc to amend its general operating, By-Law No 1, dated September 9, 2013, to remove the 3 consecutive term restriction in the terms of office of directors,**

**BE IT RESOLVED AS AN ORDINARY RESOLUTION THAT**

**By-Law No 2 which removes the 3 consecutive term restriction in the terms of office of directors; which was enacted by the Board of Directors by resolution on May 25, 2018; which has been submitted to this meeting and is annexed to the minutes as SCHEDULE A is approved and is effective as of May 25, 2018.**

**Moved by Ken Major, seconded by Louise Locus. CARRIED.**

**Motion to increase number of Directors to 19 for 2018-19 Board:**

**Ken Major moved that the number of Directors be increased to 19 for the 2018-19 Board; seconded by Jeet Wadehra. CARRIED.**

**Thanks to our 2017 Board of Directors:**

The Chair thanked the following members who served on the Board of Directors this past year:

David Andrews (deceased)	Frank Boisvenue
Ken Cownley	Kay Dubie
Peter Fedirchuk	John Kern
Ken Major	Rachel McGregor
Ann Paris	Liz Tucker
Sarah Trant	Jeet Wadehra

**The following have one more year to serve on a two-year term:**

Ken Cownley	Kay Dubie
Rachel McGregor	Peter Fedirchuk
Liz Tucker	Frank Boisvenue
Ken Major	Ann Paris

**The following have agreed to stand for election to the Board of Directors:**

Sarah Trant	John Kern	Sheila Horton
Jeet Wadehra	Joe Anderson	
Brian Jeffrey	Janet Kaplan	
Diane Raitanen	Sylvia Ralphs-Thibodeau	
Dagmar Van Beselaere	John Williamson	

Those standing for election were asked to say a few words about themselves.

**Board formalities for election or acclamation:**

**Margaret Burman moved the elections be closed and that all candidates be appointed by acclamation; seconded by Ann Paris. CARRIED.**

**New business:**

Kanata Seniors Council Inc (Council) was continued as a not-for-profit corporation under Canada Not-For-Profits Corporation Act (the Act) on September 9, 2013.

Council's By-Law No. 1 in Section 1.05 provides that the financial year-end of Council is December 31.

Paragraph 160(1)(b) of the Act and subsection 61(2) of the regulations to the Act provide that the Annual General Meeting of Council shall not be later than six months after the most recent financial year-end.

Therefore, beginning in 2019 Council's Annual General Meeting will be held prior to the end of June each year.

Monday June 17, 2019 is a tentative date for 2019 Annual General Meeting.

**Year in review:**

John Kern talked about the year past, a synopsis of which is attached to the minutes as Schedule B.

**Special speakers:**

Mayor Jim Watson, MP Karen McCrimmon and Councillor Marianne Wilkinson each spoke briefly.

**Closing remarks:**

Ken Major thanked Wellings of Stittsville for their sponsorship of this event, and Frank Zeitlhofer and his café volunteers who have worked behind the scenes. He also thanked everyone who attended the AGM and invited them to partake of the light lunch sponsored by Wellings of Stittsville. The newly acclaimed Directors were reminded to adjourn to Hall A following lunch.

**Adjournment:**

There being no further business, Diane Raitanen moved that this meeting be adjourned.

Margaret Burman  
Secretary

**Schedule "A"**

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**BE IT ENACTED** as a by-law of the Corporation as follows:

### **SECTION 1 - No change to other provisions of By-Law No. 1**

Except, as provided below in Sections 2 and 3 of this By-Law, the provisions of By-Law No. 1 of the Corporation as enacted by the directors of the Corporation by resolution on the 16th day of August 2013 and confirmed by the members of the Corporation by special resolution on the 9th day of September 2013 remain unchanged.

### **SECTION 2 - Repeal of Section 5 Director-Election and Term Section 5.01 of By-Law No. 1**

Section 5 DIRECTORS - 5.01 Election and Term of By-Law No. 1 which reads as follows:

“The Board of Directors shall be elected for a term of two (2) years by the Regular Members at the annual general meeting of the Members.

Board membership is restricted to 3 consecutive terms, to include past service, without a one year break.”,

is hereby repealed and replaced by Section 3 of this By-Law

### **SECTION 3 DIRECTORS - Election and Term**

The Board of Directors shall be elected for a term of two (2) years by the Regular Members at the annual general meeting of the Members.

### **SECTION 4 - Effective Date**

This by-law shall be effective when made by the board.

CERTIFIED to be By-Law No. 2 of the Corporation, as enacted by the directors of the Corporation by resolution on the 25<sup>th</sup> day of May, 2018 and confirmed by the members of the Corporation by ordinary resolution on the 10th day of September, 2018

**Schedule “B”**

## **Kanata Seniors Council 2017/2018 – YEAR IN REVIEW**

### **Advisory Committee:**

Our Council members, working with Julie Pinet, continued their work to ensure that the Council and Centre worked together on various projects

### **Café:**

The number of clients visiting the Café were approx. 11,000 people

A number of new dishes were served during this period.

A number of new cooks and volunteers have been recruited and trying out new recipes.

A number of themed lunches were held (such as British Pub Lunch and St Pats Day.)

Food Handling Safety training took place for all new volunteers and we are complying with the new City of Ottawa Health regulations.

We have approx. 40 volunteers who worked a total of 6742 volunteer hrs.

### **Communications:**

This year has proved an interesting year with the closing of the Kanata Kourier and other Metroland Media newspapers. We now have to utilize other forms of media such as Facebook, the internet (new West Carleton on-line paper) and the bi-weekly Community Voice paper for Kanata and Stittsville. We have good relations with both papers and have been successful in getting stories and articles printed. We continue to produce our monthly newsletter. We also provided media support to the other Council programs.

### **Council Administration:**

As the Council is a registered charity, we applied and received the HST Rebate on our purchases for the Café and other Council expenses for the period from July 1, 2013 to July 1 2018 and have set up procedures to make future claims.

Researched Government regulations as it relates to the Council and have taken steps to ensure the Council complies with all regulations.

Studied various Grants that the Council could apply for in the future.

Researched CRA guidelines on allowable activities for registered charities and the issuing of donation receipts for income tax purposes.

Undertook an inventory of all equipment owned by Council.

### **Council Special Events:**

PANCAKE BREAKFAST – Sept 2017– 250 ATTENDED

AGM -SEPT 2017

FRANK VALENTINE AWARD - SEPT 2017 – LIZ TUCKER

EXPO 55 – SEPT 2017

CHRISTMAS WRAP- DEC 2017 - \$ 2250.00

RETIREMENT LIVING FAIR- APR 2018 -40 EXHIBITORS AND 275 PEOPLE ATTENDED

FAR WEST FUN FEST – MAY 2018 – 147 people participated

VOLUNTEER RECOGNITION AWARDS – JUN 2018

PANCAKE BREAKFAST – SEPT 2018 (ANTICIPATE 250 ATTENDING)

AGM –SEPT 2018

FRANK VALENTINE AWARD – SEPT 2018 – NOT AWARDED

### **Health:**

Continue to monitor Health issues, including food and drug recalls.

### **Membership:**

The Council membership continued to grow and increased effort was placed on updating the membership list.

Each of our new Council volunteers received a one-on-one interview to ensure each of them understood Council objectives and were placed in the volunteer job they wished.

### **IT Technology – Computers - Website:**

Revenues are down compared to 2017 at this time. YE is expected to be on budget with expenses on target for YE.

The computer instruction program continues. The number of lessons given in the first half of 2018 was 96 compared to 105 during the same period of 2017.

Council website traffic was down slightly but based on the half year total of 16,453 hits vs the 2017 total of 35,191 hits yearly, results are expected to be in the same range as the 2017 total.

Total number of volunteer hours worked was 133.

Various updates were completed on the website home and the training pages.

A visitors' book has been placed at reception and individuals interested in the training program can request a telephone call back within 5 working days from a member of the IT team.

Beginning in the fall we will be investigating ways in which we can use website traffic statistics to support our site management.

We have researched several potential POS (Point of Sale) applications for Council use.

We are undertaking a 'pilot' program to advertise our IT services to local Seniors Residences.

We now expect to begin this by the end of September.

### **Public Relations:**

Creation and distribution of new Council promotional brochure.

Council arranged a workshop on the Older Adult Plan.

Series of workshop and seminars held throughout year dealing with older adults issues.

### **Sponsorship:**

Continued our Sponsorship programs which assisted in the operations of our Council Activities.

Develop a fundraiser event to support the Council which is to take place in Apr 2019

### **Travel:**

Trips operated: 12

Participants on trips and at Travel Presentations: 337 people

Total Volunteer hours worked: 909 hrs

**Total number volunteer hrs worked by Council Volunteers:  
approx. 9270 Hrs based on min wage - total dollar value is approx.  
\$ 139,050.00**