

Kanata Seniors Council Inc.
Minutes of a meeting of the Board of Directors on May 12, 2023

Present: John Kern, Frank Boisvenue, Liz Tucker, Susan Ditmar, Sandra Freeman, Sarah Trant, Greg Richardson, Ken Major, Doreen McNair, Moe Saleh, Jeet Wadehra, Kay Dubie

Regrets: Peter van Boeschoten, Janet Baigent, Lianne Dwyer, Maureen Moynahan

Associates/Guests: Tia Joshi Taft (Timberwalk), David Lee, Michael McMahon, Susan Dawson, Daniela Butunoi, Gary Underwood

Opening: President John Kern opened the meeting shortly after 9:00 am with a welcome to all. As there were several guests attending, everyone introduced themselves around the table.

Approval of agenda: One item was added under old business - forming a committee to explore loaning out our Council logo.

Sarah Trant moved that the agenda be approved with this addition; seconded by Frank Boisvenue. Carried.

Approval of previous minutes:

Doreen McNair moved that the minutes of April 21, 2023 be approved as circulated, seconded by Greg Richardson. Carried.

Presentations:

Timberwalk Retirement Community (Tia Joshi Taft): Tia has replenished the in tray at the front desk with their flyers. They will be having a tea in June. They also do outings and Tour and Dine events. They have a new signature cookie (she has brought samples with her for us to try)

Ottawa Public Library: No report

City of Ottawa (Maureen Moynahan): Absent, but report will be sent.

Probus (Peter van Boeschoten): Absent, brief report given by John Kern - Trip to Diefenbunker and lunch at the Swan went well.

Correspondence: John Kern reports that no correspondence has been received. Rachel McGregor usually receives correspondence, but she is away at present.

Financial Report:

Liz Tucker presented the financial picture as of April 30, 2023. (see attached). The coffee shop is still not covering its expenses, but it is doing better than it was - income \$12,749.25. Cafe expenses - \$16,151.00. Seniors Marketplace - \$600 cheque from Red Oak has not yet been received. In view of the increase in our income, Liz suggests that we pay for one 3 month session of WOCRC's room rental. We can re-evaluate the rest of the year later.

Liz moved that we pay for one session of WOCRC's room rental. Kay seconded. Discussion was held. Carried.

Discussion re format of financial report distributed to Board members. It was mentioned that it is helpful to know exactly where the money has come from and exactly where it is going. All income goes into a general fund that can be used for any program. Each program is not required to fund itself. The money is shared between programs.

Yesterday, Liz received cheques from CRA adding up to \$710 for an HST rebate for 2022.

Directors Reports:

Administration: Ken Major - Ken sent out a memo because there was some confusion about our articles. The purpose of the memo was to set out the relationship between these three documents. The Articles of Continuance date back to 2014. Last September, 2022, the members approved amendments. A Certificate of Amendment was received September 13, 2022. These are the official documents for the corporation. Both documents have to be read to get the full picture, so Ken made the Consolidated Articles document, but that is not a legal document. Because of the confusion, the documents were taken off the website. The other document was the charity approval document from the CRA. This sets out our business number and explains why we were set up as a registered charity. This was also taken off our website. Ken included this document in the memo, and he has put it on the Council computer. Apparently, there is a paper copy in our cabinet.

Because we are a registered charity, we don't have to pay income tax on profits. 5% of the GST and 82% of the PST come back to us from the HST because we are a charity. If people make a donation to us, they can get a charitable tax receipt. This does not apply to sponsors because they expect something in return for their sponsorship fee. This would include the Kanata Theatre (who are a not-for-profit organization, but not a charity). Definition of

donation - the person is giving us something free and clear and not expecting anything in return.

Ken has the volunteer hours almost up to date, and he will turn them over to Rachel.

Advocacy and Outreach: Moe Saleh is our representative on the Community Forum run by the WOCRC and other local groups. Moe has sent out a table of Advocacy and Outreach activities (see attached), listing all the meetings that have been held in the last few months for the various projects and the actions taken at each meeting. The dementia Neighbourhood Watch issue is garnering a lot of interest, including from the police. There is a board meeting for the Neighbourhood Watch before the end of this month. Seven or eight organizations are involved. There are two people left that Moe was not able to contact.

One item of new business - a sustainability engineer has asked us to look into the issue of speed bumps and their effects on cars. Moe has found the cause worthy of pursuing by Sucha Mann (rather than by us). He will call Mr Mann back and advise him of this.

Communications/PR: Sarah Trant introduced Daniela Butunoi as the new newsletter editor. The deadline for the next newsletter is Friday, May 19th, 2023. She thanked Greg for doing a good job with the last newsletter, while Sarah was away.

John has added an addendum to the PR flyer - it says that we are a registered charity that welcomes donations and gives tax receipts for donations of \$25 or more. It also promotes the sponsors. Aspira Red Oak has been added to the sponsor list.

Technology and Website: Greg Richardson - We recently received a donation of \$1000.00 in memory of Bill Sturgess, a computer instructor at KSC from 2009-2017. The donation is specified for use in the computer training area. The first money spent will be to replace the broken printer, probably next week. The instructors will meet to discuss where to spend the rest of the money. A note will be sent to the family to advise them of how we spent the money. Liz pointed out that when we receive money through Canada Helps, we don't get to keep all of it. She thinks we actually have \$960.00.

The first in person meeting of the computer instructors since Covid was held on Tuesday, May 9, 2023. They held a discussion re possible seminars to introduce the availability of computer training. The next meeting will be in August. In April 2023, we gave 25 computer training sessions, with \$210 revenue. This compares to April 2019, when 35 lessons were given, for a revenue of \$236.00.

Kay reports that Facebook is doing well.

Travel and Lifestyles: John Kern - The Team has operated or is hoping to operate the following trips:

Ottawa Valley Tours Travel seminar May 4, 2023

Limited trip to D'Arcy McGee's and the Kanata Theatre May 14, 2023

CAA Travel seminar June 8, 2023

Trip to Algonquin Cooking School for lunch June 9, 2023 (which has now sold out)

Potential Fraud and Scams presentation by Ottawa Police - TBD, possibly June

Trip to Rideau Carleton Raceway and Casino July 27, 2023

Ottawa River Boat Cruise in August

Potential series of visits to Seniors residences

See attached report

We are now selling tickets on Wednesdays from noon - 1:15pm when the West Ottawa Community Resource Centre holds their Wednesday Diners Club lunches. Upcoming ticket sales will be May 24, June 7 and June 21.

We are now adding our sponsors on the bottom of each trip flyer. We can't do that for seminars because they are targeted to specific companies.

Honours and Awards: Kay Dubie - We are in the process of putting together the list for the volunteer luncheon. It has been suggested that awards be part of the luncheon.

Membership and Volunteers: Rachel Mc Gregor is away at present.

Health: Jeet Wadehra - There have been two food recalls - Jeet will post them on the bulletin board. Ottawa Public Health has advised seniors >65 years of age to get an additional shot against Covid-19.

Kay reported on the Seminar for Emergency Preparedness, presented by the Council on Aging and the Red Cross, which took place yesterday, May 11, 2023. Forty-two people attended, and it was very popular. Kay would like to present another one in the fall. The Red Cross will send a questionnaire to Kay and Sandra that they can send to those who attended. The participants can return their email responses directly to the Red Cross, and they will share the aggregate responses with us.

Sponsorship: Sandra Freeman - Our current sponsors are Solva, All Seniors Moving, Astoria, Aspira Red Oak, Barb and Carole Realty. With sponsorship comes advertising, so she has

been cautious about adding too many sponsors. WildPine Residence is interested, as are Seniors for Seniors, the Bradley, Dymon Storage, Renos for Life.

Fundraising: No report at this time.

Grants: Kay Dubie - There are no new grants to apply for at present, but in July, there should be some new grants available.

Café: Frank Boisvenue - The cafe is considering not serving hot meals in the summer - just soups and sandwiches. This is what we have done in past years. The menu change will probably start in June.

Frank is also working with his committee to determine whether a price increase might be warranted.

A discussion was had regarding signage for the cafe. Points that were raised were:

- Visibility of signs in 3 key areas where signs used to be and are now removed, representing a missing advertising opportunity
- Teenagers from the high school and tennis players see these signs and may come to the cafe because of them. This would increase revenue for the cafe and will provide more nutritious meals for the teens than are available in the tuck shop. Few teens currently eat in our cafe.
- Subsidizing food for seniors. Should these subsidies be passed on to others visiting the cafe? Our cafe has acquired a reputation for providing good, affordable food, which seniors may be increasingly in need of in our current economic times.
- Engagement - if younger people come into the cafe, they become more aware of the seniors in our community. It also gives the seniors an opportunity to have conversations with other people.
- Not having the signs visible could limit a potential increase in sales. The cafe's revenues have decreased in the last 2 years. There was a question as to whether there was a significant increase in revenue in the past with the attendance of students in the cafe - at present, there are not many students seen in the cafe.

Greg Richardson moved that we purchase new signs. Jeet Wadehra seconded. Five in favour, five opposed, one abstention. Tie broken by President John Kern in favour of purchasing new signs.

Frank Boisvenue will look into pricing of signs. They would be long lasting and should last for several years - the last ones lasted 6 or 7 years. The expectation is that the signs would cost \$250-\$300 for three signs.

Advisory: John Kern - the team did not hold a meeting last session. The next meeting will be next month and will be the last for the summer.

Old Business:

Committee to explore loaning out the Council logo: John Kern - if we allow someone to use our logo, that implies that we are supporting what that organization does. This would be the sort of thing the committee will look into.

Seniors' Lifestyle Marketplace: Saturday April 22, 2023 - John Kern wrap up and review. 261 people attended the Marketplace. We made around \$1500. The exhibitors wish to return. We missed out on some exhibitors who got back to us after the details were printed, so we couldn't add them. They had all been notified of the event last November, and reminded again in January/February.

Garage Sale: Saturday May 6, 2023 - Greg Richardson wrap up and review. We had a fantastic garage sale. Fifty-three volunteers, ten of whom were students, filled seventy shift positions over two days. Greg thanked the members of the garage sale committee, the volunteers, those who donated, those who bought and Janet Baigent and her staff for their exceptional support. Sarah thanked Greg and Susan Ditmar for their hard work. Sales revenue \$3,744.30. Expenses \$128.01. Net proceeds to KSC \$3,616.29. Feedback from everyone was that it was fun.

Far West Fun Fest: May 18 - June 1, 2023 - Liz Tucker and Kay Dubie - 78 participants have signed up. The set up is going well.

Annual General Meeting: Monday June 19, 2023 - Susan Ditmar - Preparations are going smoothly. There will be a meeting next week. The email to members will be going out May 19th. Floor plan - discussion about sponsors having a table to display some of their materials. One table for gift baskets and one for sponsors displays. An invitation has not yet gone out to the sponsors.

Emergency Preparedness Workshop (Council on Aging): Thursday May 11, 2023 - Sandra Freeman/Kay Dubie - Kay reported on the Seminar for Emergency Preparedness, presented by the Council on Aging and the Red Cross. This occurred yesterday. Forty-two people attended, and it was very popular. Kay would like to present another one in the fall. The Red Cross will send a questionnaire to Kay and Sandra that they can send to those who attended. The

participants can return their email responses directly to the Red Cross, and they will share the aggregate responses with us.

Cleaning the Capital Campaign: Friday May 5, 2023 - John Kern - cleanup around the Kanata Seniors Centre building and parking lot, the park, around the Mlacak Center. Five garbage bags were filled with masks, styrofoam plates, etc. The litter is recurring, but is not too bad yet. There is a picture of the volunteers on our Facebook page. There was the suggestion that the Council should do this again next year.

New Business:

Sarah Trant - Newsletter. She will be getting a report on the Marketplace. She requested that Greg Richardson provide a report on the Garage Sale. She requested that Susan Ditmar provide a notice regarding the upcoming AGM. She asked Kay Dubie for a short report on the Emergency Preparedness seminar and something for the upcoming Far West Fun Fest. She also needs a short article on Cleaning the Capital. She would like a short article from Moe Saleh on advocacy - we have never run a piece on it. She would like a menu for June for the cafe from Frank Boisvenue. All submissions are due by May 19th.

Gary Underwood - guest - has enjoyed today's meeting. He is a neighbour and has some free time. He would like to be involved in something important. He appreciates the experience of the directors that are here, and he notes that there are some new people who seem motivated and energized. Gary feels that he could be helpful at the Board level. Gary feels that he could bring some value to Health, Advocacy, Advisory and Fundraising. He has broad experience in governance and in business. John will give him the membership sign up sheet and an application to be a Director on the Board.

Next Meetings: Friday, June 9, 2023, 9:00 am. Friday July 14, 2023, 9:00 am. Please note that these are the **second** Friday of the month. Friday, June 23, 2023 there will be a meeting of the board to decide who the new directors will be.

Adjournment:

A motion to adjourn was made by Greg Richardson and seconded by Susan Ditmar. Carried.

Meeting was adjourned at 10:40.am.

Reports

Kanata Seniors Council Inc. (KSCI)

A Projects

Advocacy & Outreach

Advocacy and Outreach (A&O) - Projects Status

#	A&O Projects	Initiative	Contact	Start	Finish	Status	
						19-May-23	Notes
1	Dementia Neighborhood Awareness	KSCI	Moe Saleh	21-Apr-23		note 1	
2	Kanata Community Forum KCF	Lions & WOCRC	Angela Lorusso	16-Nov-22		note 2	
3	Stronger Together	Dementia Society	Agatha Park	14-Nov-22	28-Apr-23	note 3	Completed
4	Inclusive Study	Dementia Society	Kimberly Campbell	13-Apr-23	29-Apr-23	note 4	Completed
5	Aging in Place	All Things Home	Anita Murray	11-Apr-23	29-Apr-23	note 5	Completed
6	Older Adult Plan	City of Ottawa	olderadults@ottawa.ca	1-Jan-20	13-Apr-23	note 6	Completed
7	Speedbumps	Sucha Mann P. Eng.	(613)591-3002	30-Apr-23	17-May-23	note 7	Pending
8	New Incitive: 1:	KSCI	Moe Saleh	22-May-23		note 8	Yet to Start
9	New Incitive: 2						
10	New Incitive: 3						

Notes:

- 1.1.1 Approached Council Curry on Fri. 28 April, replay on 8 May, praising "this important work" and recommending the involvement of:
 - a. Western Ottawa Community Resource Centre (WOCRC)
 - i. Angela Lorusso od WOCRC contacted on 8 May, will disseminate the *Proposal* (Seniors Dementia Awareness) within the organization and,
 - ii. to the Kanata Community Forum (KCF) Steering. I am foreseen to present the Proposal to both organizations
 - b. Ottawa Public Health (OPH), no contact is defined yet
 - c. Concur with the participation of Council Allan Hublely who, on 8 May, suggested a meeting during the next NW Gathering (with OPS) on 28 May
- 1.2 Meeting on 9 May with: (1) Ian Govan, Director, Ottawa NW Board, (2) Cst. Jeffery Kostuch, Community Police Office, obtained full enthusiastic support for the *Prop sal. Outcome:*
 - a) Requested to update the NW Handbook and Handout (*Documents*), b) Submit the Proposal to the NW Board for next meeting in 2 weeks
- 1.3 Contacted V. McNabney ex OPS Volunteer, D. Houston, NW Coordinator to assist in developing the NW documents
- 1.3 Next steps: Formal presentation of the *Proposal* with the updated *Documents* to (1) Councils, (2) OPS, NW, (4) WOCRC, (5) OPH, (6) KCF...
- 2 Zoom Meeting 8 May, Highlights will be published shortly, added: Presentation of the *Proposal* to next meeting Agenda
- 3 Project wrapped up on March 31st, 2023
- 4 Poster is posted on our Annunciation Board and received "Thank You" message from r. Campbell, Project Manager
- 5 Assigned to others for its irrelevancy with *A&O* (Advocacy and Outreach)
- 6 The Project has expired and City (Project Sponsor) has no new initiative. See Note 8
- 7 *Selective subject that we inherently lack the needed scientific expertise to deal with. We found the cause to be worthy of pursuing by the originator.*
- 8 Lobby the City for a forum to dialogue in place of the expired "*Older Adult Plan*"

Projects Status

1 of 1

2023-05-09

Greg Richardson Reports May 12, 2023

Technology

We recently received a donation of \$1000 in memory of Bill Sturgess. Bill was a computer instructor at KSC for 8 years from 2009 to 2017 and he greatly enjoyed working with seniors during his tenure. This donation is specified for use in the computer training centre. The first

use will be to replace the printer in the computer room. Use of the balance of the monies has not been determined yet, but discussions are ongoing amongst the computer instructors as to the best application of the donation.

The first live meeting of the computer instructors since COVID was held on Tuesday of this week, with 5 of our 7 instructors attending. Topics such as training issues, donation uses and possible computer seminars in the fall were discussed. Seminars were confirmed as a good way to provide information to a larger audience as well as a possible introduction to our computer training program. The next meeting will be held in early August to identify specific seminar topics for 2 or 3 seminars and to begin to collate seminar content.

Computer training statistics for the month of April: in 2023- 25 lessons and \$210 in revenue compared to 2019- 35 lessons and \$236 in revenue.

Garage Sale

For anyone who didn't know, we had a fantastic Garage Sale last Saturday. 53 volunteers, 10 of whom were students, filled 70 shift positions over 2 days. And yes, that meant some volunteers worked multiple shifts! Before going any further, I'd like to thank the members of the garage sale committee, all the volunteers, those who donated, those who bought, and, in particular, Janet Baigent for her exceptional and steadfast support as well as her staff for making this a Garage Sale that will be tough to beat. Sales revenue \$3,744.30; Expenses \$128.01, Net Proceeds \$3,616.29.

If that wasn't enough, all the feedback I received from both volunteers and participants said it was fun.

Kanata Seniors Council Inc (KSCI)

Prepared by Ken Major May 8, 2023

A. Clarification of the Relationship of the 3 Documents Dealing with KSCI's Articles

1. KSCI's Certified Articles of Continuance (A Legal Document)

KSCI was originally incorporated in March 2000, as a non-for-profit corporation under PART II of the Canada Corporations Act (the old Act).

In 2009 the new Canada Not-for-profit Corporations Act (the new Act) was legislated into law. Not-for-profit corporations, including registered charities incorporated under the old Act, were given a certain amount of time to continue under the new Act, to be able to continue as a corporation.

At the AGM on 2013-09-09 KSCI's Articles of Continuance (no change in objectives) were approved by the members. On 2014-01-24, Industry Canada (Now called Corporations Canada) issued KSCI a Certificate of Continuance with the Articles of Continuance attached.

2. KSCI's Certified Articles of Amendment (A Legal Document)

At the AGM on 2022-09-12 KSCI's Articles of Amendment were approved by the members. On 2022-09-13 Corporations Canada issued KSCI a Certificate of Amendment with the Articles of Amendment attached.

3. KSCI's Consolidated Articles a Document Prepared by Ken Major

Many of the provisions of the Articles of Continuance were not amended and both documents 1. and 2. have to be read to get the complete picture of Council's Articles. That is why I prepared the document, KSCI Consolidated Articles, which contains the unamended provisions of the Articles of Continuance and the amendments in the Articles of Amendment. It is implied in KSCI's cloud data base that this document is a legal document. It is not a legal document.

The Certified Articles of Continuance and Certified Articles of Amendment are the legal documents and if KSCI is asked for documents under which KSCI is governed those are documents that are being requested.

Note: Electronic copies of all 3 documents are available in the subfolder KSCI ARTICLES OF INCORPORATION to the main folder KSCI ADMIN FILES KEN MAJOR on the Office computer and hard copies are available in the Corporate section of KSCI's filing cabinet in the office

B. KSCI CRA Registered Charity Approval Document and Entity Status

Based on KSCI's objectives and activities, on October 24, 2006, the CRA approved KSCI as a registered charity under the Income Tax Act, because KSCI benefits the community. The approval letter, a copy of which is included in the email with this document, is one of KSCI's key legal documents. While I have included it in a subfolder to the folder KSCI ADMIN FILES KEN MAJOR on the office computer, I recommend that it be included in KSCI'S cloud data (mega). There among other things, it would be available for as ready reference for those looking for KSCI registration number and a reminder that KSCI has to meet certain requirements to maintain its registered status.

While one of the criteria to qualify to be a registered charity is to be a not-for-profit corporation many not-for-profit corporations (For example clubs, societies, associations and others) do not qualify for registered charity status as their objectives and activities not of a charitable nature. Therefore, when referring to KSCI's entity status it is important to use "registered charity" which is a recognized term.

