

**Kanata Seniors Council Inc.**  
**Minutes of a meeting of the Board of Directors on October 20, 2023**

**Present:** Greg Richardson, John Kern, Frank Boisvenue, Liz Tucker, Rachel McGregor, Susan Ditmar, Sandra Freeman, Sarah Trant, Jeet Wadehra, Moe Saleh, Lianne Dwyer, David Lee, Kay Dubie, Arnold Finkelstein, Doreen McNair, Michael McMahon

**Associates/Guests:** Janet Baigent (City of Ottawa), Peter van Boeschoten (Probus/Newsletter editor), Lisa Landry and Catherine Armstrong (Robertson House). Tia Joshi Taft (Timberwalk), Brad Hammond and Anna-Leigh Hughes from WOCRC, Shari Clancy (Wildpine), Pat Whitney (Carp Commons), Kanata North Councillor Cathy Curry and Sheila Sim, Kanata South Councillor Allan Hubley.

**Opening:** Co-chair Frank Boisvenue opened the meeting at 9:00 am with a welcome to all, and everyone was introduced. A special welcome was extended to City of Ottawa Councillors Allan Hubley and Cathy Curry. Thanks to Robertson House and The Bradley for providing treats!

**Approval of agenda:**

**Liz Tucker moved that the agenda be approved as circulated; seconded by Susan Ditmar. Carried.**

**Approval of previous minutes:**

**Sarah Trant moved that the minutes of September 22, 2023 be approved as circulated; seconded by Greg Richardson. Carried.**

**Presentations:**

**Carp Commons (Pat Whitney):** Carp Commons will be hosting lunch on November 10 for those attending the T&L trip to the Diefenbunker.

**Robertson House (Lisa Landry and Catherine Armstrong):** Robertson House is the newest sponsor of KSCI. All are welcome at their Hallowe'en get-together on October 31, 1:30-3:30 pm; there will be live entertainment.

**Wildpine (Shari Clancy):** Wildpine is having an open house on November 4; all are welcome to drop by.

**Timberwalk (Tia Taft):** Riverstone will be opening their 11<sup>th</sup> community soon, in Carlingwood. A pumpkin carving will be held on October 26, and a Hallowe'en party on October 31. For November events, look for the flyer on display in the KSC lobby.

**City of Ottawa (Janet Baigent):** Registration for the winter session opens online at 9:00pm on November 16, and in person on Friday, November 17 at any city facility. Fall session registration has been very successful: all courses were full and some had waiting lists. The city is looking for trained fitness instructors. The center is partnering with Earl of March High School's Grade 10 History class for a project. They are looking for 20 seniors to be

interviewed by the students on historical events, stories, or memories from WWII or later. Interviews would take place Wednesday, November 15 from 10:15-11:20am. The Christmas closure is from December 21-January 2; reopening Wednesday, January 3. A traditional Christmas dinner will be served Thursday, December 14, with entertainment from “Starry Nights”. Tickets must be purchased in advance.

Probus (Peter van Boeschoten): Upcoming event on November 14: the guest will be Johanna Lemke, author of “Enemy Under Our Roof”. The December event will be a visit to the Algonquin college culinary school.

### **Financial Report:**

David presented the financial picture as of September 30, 2023 (see attached). Starting in October, the format of the financial report will include comparison to the budget.

**Correspondence:** A letter of resignation from the Board was received from Gary Underwood.

### **Directors Reports:**

**Communications/PR:** Sarah reports that the Community Voice is still operational, but that there is a lot of competition for space. Neville will be attending the Remembrance Day lunch on November 9. Sarah congratulated Peter on the great job he is doing as newsletter editor. Peter informed us that input for the next newsletter is due to him by Saturday, November 11. He also indicated that we need to decide if we want to do a separate newsletter for December and January, or one combined issue, as we have done in the past.

**John Kern moved that KSCI issue one combined newsletter for December 2023/January 2024; seconded by Sarah Trant. Carried (100% in favour).**

### **Technology and Website:**

Computer Training Stats for the month of September 2023: Lessons Sold 28; Revenue \$240, compared to 2019 Lessons Sold 22; Revenue \$152. Registration for the upcoming computing seminars is going well. Computing Security 26 October has registrations for over half of the room’s capacity, and Streaming TV (Internet TV) 27 October has currently 14 people registered. Repeats of both seminars will be held in late November. For Ask the Techie, 4 requests have been received in the last 60 days; the trial will continue for another 30 days before taking a decision as to whether or not to continue. New capability in the computer room: a high visibility keyboard has been added to the large print PC display immediately to your left as you enter the computer room. Let us know how it works for you. Thanks to Bill Robertson for the suggestion.

### **Travel and Lifestyles:**

#### **Completed Trips & Seminars Since Last Update**

- Kanata Theatre Glorious, Sept 24th (participants: 25, profit: \$100)
- Jabulani Vineyard Wine Tour, Sept 28 (participants: 10, profit: \$22)

- Seminar: Protecting Yourself from Frauds & Scams, delivered by the Ottawa Police, Oct 12 (participants: 75, loss: \$37 for cookies & coffee).

### **Upcoming Trips & Seminars Since Last Update (on sale now)**

- Diefenbunker with Lunch Provided by Carp Commons, Nov 10 (15 tickets sold — SOLD OUT)
- Kanata Theatre Twelfth Night, Nov 12 (4 of 20 tickets sold)
- International Restaurant Series: Lone Star, Nov 29th (8 of 12 tickets sold)

Kanata Theatre Glorious was well attended and oversold (25 tickets, 5 more than max). We were able to add a few extra seats to meet the demand. The Jabulani Wine Tour was not as popular as anticipated, likely due to the cost (\$70 per ticket). However, the group that attended had a really good time. This was our attempt at using Uber for a smaller event. The conclusion is that we would only use Uber again if we are going from a populated area to another populated area. This time it worked out just fine, but there is a higher risk of not getting picked up when the destination is remote. The Seminar by the Ottawa Police on Frauds & Scams was extremely popular. Well attended & a great event.

We have 3 more events that are currently for sale; all taking place in November. So far ticket sales are progressing well.

Sandra mentioned that Jane Pick at Kanata Theater has agreed that we can have our brochure available in the lobby of the Theater.

**Honours and Awards:** Nothing to report. Liz thanked everyone for the Indigo gift card presented to her last month; it was wisely spent!

**Membership and Volunteers:** An email will be going out shortly mentioning several volunteer opportunities that are available. Kay would like 8-10 volunteers to help with the “telephone tree”, keeping in contact with our members who do not have email addresses.

**Health:** A Fall Prevention Seminar is planned for November 23, run by AIM Fitness. The committee is proposing a Staying Connected Workshop, run by the Ottawa Council on Aging, for December 7, 1-4pm. They would also like to run a Hearing Clinic in the New Year, by Davidson’s.

Ottawa Public Health has been communicating with seniors’ organizations, and has sent out a “Respiratory Season Information Toolkit” designed for older adults. It comes from the office of Dr. Vera Etches, Medical Officer of Health, and gives information about staying diligent during the upcoming season – handwashing, reducing the spread of germs, etc. The information is all geared to older adults, and could perhaps be included as a link when we do our November membership email.

**Advocacy and Outreach:** Moe indicated that he is looking for up to 5 new volunteers to be members of the A&O Committee. He hopes these volunteers will be spokespeople for KSCI.

Discussion arose around the need for a Seniors Roundtable or a Seniors Advisory Committee. Councillor Allan Hubley indicated that he and Councillor Theresa Kavanagh have been appointed Council Liaisons for Older Adults. He also reported that the city is working on an Older Adult Plan, but it is not ready yet. He will put Moe in contact with the staff who are working on it. Sarah mentioned that the council many years ago had put together a list of important issues for seniors at the time, and had put out a report. It was a good opportunity for seniors to work together, and some items were actioned. She indicated that seniors were not necessarily looking for money; rather, they are looking for recognition and someone to represent their interests.

Councillor Hubley was pleased to report that Mayor Sutcliffe agreed we need 2 representatives for older adults, as one is not enough. He provided a list of improvements that had been made between 2020 and 2022 under the Older Adult Plan:

- **2,837** sidewalk curbs graded from the top of the sidewalk to the street to eliminate tripping hazards
- **13** City facilities had accessibility upgrades such as automatic door openers, ramps and grab bars
- **50** benches were added where many older adults travel
- **191** benches were installed at **25** transitway stations
- Crossing and signal times were adjusted at **72** busy intersections to allow more time to cross the street
- **74** new intersections have accessible pedestrian signals and countdown timers
- **350** on-street bus stops were improved for accessibility
- **81** new grit boxes for public use to keep sidewalks safe for walking during the winter
- Over **3,000** Older Adult Emergency Preparedness kits were distributed in **6** languages
- **980** Smart burners, **1,525** carbon monoxide alarms, and **229** smoke alarms were installed for low-income seniors
- **1,943** free dental screenings were provided for low-income seniors
- **18** recreation locations were equipped with older adult appropriate fitness equipment
- A **Techno Buddies** program was created to offer older adults one-on-one computer and technology assistance by teen volunteers
- **Thousands** of older adults participated in recreational and art activities and workshops
- About **2,400** older adults participated in the Better Strength Better Balance program every year
- **131** affordable housing units for seniors are in development
- **104** seniors were approved for the Ontario Renovates Program
- **1,475** Programs and Services for Older Adults Guides were distributed in **5** languages
- **104,000** Older Adult Recreation Guides were distributed in French and English
- **795** Mental Health Caregiver Guides were distributed in French and English
- Every year a **flag raising** ceremony celebrates the International Day of Older Persons
- The **Senior of the Year Award** is presented annually to an outstanding senior citizen

Councillor Hubley indicated the Older Adult Plan will be updated, then they will start meeting with the different groups. All agreed that communication is a big part of any round table or advisory group – interested groups need to know what has been done. Councillor Curry indicated that she always tries to see things through a senior's lens, and creating an advocacy committee is a good way to get the word out and get ideas together. There are always

competing requirements; she tries to talk with Karen McCrimmon (MPP) and Jenna Sudds (MP) as often as possible.

The Board of Directors was very grateful to Councillors Hubley and Curry for taking time out of their busy schedules to attend our meeting and contribute in such a positive way.

**Sponsorship:** All 9 sponsor payments have been received and deposited, totalling \$6,900, plus \$300 value in-kind from the Kanata Theater. One other sponsorship (Chartwell Stonehaven) is pending, for an additional \$600. In addition, Sandra is currently in discussion with Dymon Storage, Seniors for Seniors, Lifeline Medical Alert Systems, and Davidson Hearing Aids, as well as some more residences.

**Fundraising and Grants:** Arnold has submitted an application for an Ottawa Community Foundation Grant, requesting \$13,000 to help the Travel team. It will be around 6 months before we hear whether or not we are successful. Arnold is also working on qualifying for grants for seniors – if we qualify, we will be given a number to use on all future grant applications, simplifying the process.

John brought up the idea of selling cookies as a fundraiser for the café. Although we can't sell things in the café that were prepared in private homes, there are other options.

**John Kern moved that KSCI initiate a fundraising promotion by purchasing commercial cookies and selling them through the café; seconded by Lianne Dwyer. After discussion, the vote was 13 in favour, 1 opposed, and 1 abstained. Motion carried.**

**Discussion:** Options put forward include having volunteers do the baking (this has liability issues); have the cookies baked in the café and then packaged; or having the cookies made by residences and donated for us to sell. It was accepted that the motion was approved in principle; i.e. the café could go ahead and develop a proposal.

**Café:** John reports the purchase of a bar stool for use at the Front Counter of the Cafe for the volunteer who works there; the cost was \$23.00. The Cafe held a successful Thanksgiving Lunch; 35 people attended with 10 Cafe volunteers working at the event.

The following are Cafe stats covering the period of one month (September 5 through October 5). The Cafe had 719 people purchase food and beverage items. The Cafe sold 449 cups of coffee and tea and served 164 hot meals, 302 sandwiches, 89 muffins, and 106 bowls of soup. We used 26 takeaway containers. The continental breakfast has been pulled back due to lack of support.

**Future Planning:** A lunch on November 9 honouring our Veterans will include music from World Wars 1 and 2 plus a table where people can display their military medals or a photo of themselves or a spouse or relative who are or were in the service of Canada. Karen McCrimmon (MPP and Canadian Armed Forces Veteran) and the Community Voice will be present. Tickets are now on sale in the Cafe. For the balance of this year, more advertising and promotion will be undertaken to feature our grilled cheese sandwich with a bowl of soup, plus our take-out and catering services. The items listed in the Cafe Marketing and Promotion Plan

for 2024 will be instituted, including a new Cafe Loyalty Card (when customers purchase 10 cups of coffee or tea, they receive a complimentary one).

**Advisory:** No report.

**Executive Committee Report:** Tabled until November meeting.

**Old Business:** Brainstorming session wrap-up tabled until November meeting.

**New Business:**

**Budget 2024:** David explained pages 5-9 of the budget package, and the Board focussed on page 9, the high-level summary (attached). The bottom line is that the council is projecting a shortfall of \$25,405 for the 2024 year. For 2023, the budget deficit was less than \$7K; David explained that the difference is mostly due to the change in café compensation and increased food costs. It should also be pointed out that the numbers on page 9 are “worst case scenario”, i.e. it assumes our current grants are no longer available (newsletter, technology, etc.). It also includes hidden costs that weren't accounted for before; such as meals for café volunteers, lost café revenue on Diner Club days, etc.

The budget seems to be driven mainly by the café, since that is our biggest item for revenue and expenses. Much discussion ensued around options for the large café deficit. Ideas included: raising prices and operating the café more as a business; paying for only one café manager; or even closing the café (all agreed this was not desired, as the café is the social hub of the center and brings seniors together). Another suggestion was that we need a couple of grants and some fundraising to offset the café loss. It was also agreed that a separate meeting is required to address the issue of the café budget.

**Greg Richardson moved that KSCI Board of Directors approve the proposed 2024 budget for all items except the café, which will be discussed separately. Seconded by Jeet Wadehra. Carried (100% in favour).**

Items tabled to the November meeting:

- Social Media – how to improve our engagement
- Executive Committee Report
- Brainstorming Session October 5 wrap-up/review
- Café motion – purchase of new electronic cash register and printer

**Next Meeting:** Friday, November 17, 2023, 9:00 am

**Adjournment:** Meeting was adjourned at 11:35 am.

Kanata Seniors Council  
Financial Position as of September 30, 2023

Bank Balance as of January 1<sup>st</sup> 2023 **4,507.04**

**Income**

Coffee Shop – cash	13,491.40	
Coffee Shop – Square (Tap & Pay)	9,443.38	
Computer Training	1,995.00	
Sponsorship	5,700.00	
Lifestyle Marketplace	5,438.45	
Travel& Lifestyle	5,511.00	
Donations including Canada Help	1,155.71	
Garage Sale	3,648.20	
Far West Fun Fest	3,344.00	
HST Returned	710.29	
Miscellaneous (including Council shirt)	82.50	
AGM	375.00	
	50,894.93	50,894.93
		55,401.97

**Expenses**

Admin, (toner, cheques, vol.wk)	1,102.21	
Coffee Shop	29,761.40	
Travel & Lifestyles	4,373.37	
Seniors Lifestyle Marketplace	3,976.70	
Directors Insurance	660.96	
Membership	150.00	
Computer Software & Website	974.15	
Garage Sale	128.01	
Far West Fun Fest	3,505.80	
AGM	340.67	
Professional Fees (Auditor)	2,373.00	
Miscellaneous	20.48	
	47,366.75	47,366.75

**\$8,035.22**



### **Café Expenses**

Café Manager	8,400.00
Assistant Manager	2,500.00
Coffee Supplies	4,355.61
Food	11,126.89
Non food (including signage)	1,195.94
Laundry/Oven Cleaning	1,600.00
Transportation	180.00
Food Handler Courses	402.96
	<b>29,761.40</b>

### **Seniors Marketplace**

1 <sup>st</sup> week advertisement	1,356.00	for 1 week
Hall Rental	331.65	
Signage	525.45	
Misc. Costs	196.99	
Refunds	157.20	
Refreshments	53.41	
2 <sup>nd</sup> week advertisement	1,356.00	
	<b>3,976.70</b>	

### **Mutual Funds**

As of December 31 <sup>st</sup> 2022	32,692.40
As of March 31 <sup>st</sup> 2023	33,982.56
Increase of	1,290.16

GIC renewed April 26/23                      **6,473.00**

Kanata Seniors Council Inc.  
Draft Budget 2024 (page 9)

**Budget 2024 Summary**

Program	Income	Expense	Net	Comments
Admin	\$ -	\$ 3,230.00	\$ (3,230.00)	Insurance, toner, paper
Advocacy	\$ -	\$ 500.00	\$ (500.00)	Membership
AGM	\$ 500.00	\$ 500.00	\$ -	
Café	\$ 26,500.00	\$ 48,550.00	\$ (22,050.00)	Contract expense \$22,800
Fundraising	\$ 1,600.00	\$ -	\$ 1,600.00	
FWFF	\$ 4,000.00	\$ 4,500.00	\$ (500.00)	
Garage	\$ 3,100.00	\$ 500.00	\$ 2,600.00	
Health	\$ 1,200.00	\$ 1,400.00	\$ (200.00)	
Honour and Awards	\$ -	\$ 10.00	\$ (10.00)	
IT Technology	\$ 1,710.00	\$ 2,725.00	\$ (1,015.00)	Loss of internet, phone grant
Marketplace	\$ 6,000.00	\$ 2,400.00	\$ 3,600.00	
Newsletter	\$ -	\$ 2,400.00	\$ (2,400.00)	Loss of printing grant
Sponsor	\$ 7,200.00	\$ 400.00	\$ 6,800.00	
Travel	\$ 28,800.00	\$ 28,020.00	\$ 780.00	
Treasurer	\$ 1,100.00	\$ 8,630.00	\$ (7,530.00)	Audit \$2,700. Tax rebates
WOCRC	\$ -	\$ 3,350.00	\$ (3,350.00)	Café loss \$2,600
<b>Totals</b>	<b>\$ 81,710.00</b>	<b>\$ 107,115.00</b>	<b>\$ (25,405.00)</b>	