

Kanata Seniors Council Inc.
Minutes – Board of Directors Meeting of February 20, 2026

Present: Kay Dubie, Céline Ruest, Frank Boisvenue, Doreen McNair, Sandra Freeman, Mike McMahon, Susan Ditmar, Diane Brewer, Trevor Shaw, Marie Eveline, Moe Saleh, Rachel McGregor

Regrets: David Lee, Jeet Wadehra

Associates/Guests: Silvana Edwards (City/KSC), Karen Wagner (Kanata Ridge), Lisa Landry and Siham Ben Hssain (Spring Living), Karen Gilbert (Stittsville Villa), Niraj Chandra and Bonnie Oostlander (KSCI members).

Opening: Céline Ruest opened the meeting at 9:00 with a welcome to all and introductions. It was noted that Rick Baker from the Kemptville Seniors Center (he was on the original committee when KSC was built) might be dropping in.

Approval of agenda:

Frank Boisvenue moved that the agenda be approved as circulated; seconded by Marie Eveline. Carried.

Presentations:

Karen Gilbert (Levante): Karen is looking after Stittsville Villa, Stittsville Manor (independent living apartments), and Arnprior Villa. She noted that events are listed in our bi-weekly Flash, and everyone is welcome to attend.

Lisa Landry and Siham Ben Hssain (Spring Living/Robertson House): Siham was introduced, as she is new to her position at Robertson House. Robertson House has recently been fully renovated. They will be holding an open house, with live entertainment, Tuesday, February 24, 1:30-3:30pm.

Karen Wagner (Kanata Ridge): Kanata Ridge will be holding a nutrition talk at the end of March, focussing on how nutrition changes in our lifetime. It will include a chef demonstration.

Silvana Edwards (City of Ottawa): Spring registration opened last week; a new offering this term is “Philosophy over 50”, led by Susan Hempinstall. The March Learning Series (March 26) will be a presentation by Ottawa Paramedic Services, in French at 10:15 am and in English at 1:00 pm.

General Items/Events:

- Health Team Highlights: The team will present a Heart Health seminar in March and a Hearing seminar in April. Health Fair planning is already under way; date is Saturday, October 17, 2026. A health survey will be carried out over the next few weeks, requesting input from seniors on what topics they would like the team to cover.

- Travel and Lifestyles Highlights: The Drumming Circle, Kanata Theater trip, and lunch at Chez Lionel which took place in February were all very well received. March events include: the Legion for Fish and Chips; High Tea with a local vendor (sold out in 4 days!); and a Kanata Theater trip (“The Watsons”). A trip to the Sugar Bush in Vanier (Cabane à sucre) is planned for Thursday, April 1st or 2nd. The pancake breakfast scheduled for February 27 unfortunately had to be cancelled.
- Far West Fun Fest: The calendar of activities is filling in nicely; we aim to have the first draft of the registration booklet completed by the end of March. We are repeating some favourites from last year but adding some new items as well. So far, 11 local residences have booked time slots; we are waiting for confirmation from 3-5 more. We have applied for a Participaction Community Grant (value \$1000).
- Frank Valentine Award: Will be presented at the AGM. It is given to a community volunteer who is very involved with seniors. Application forms will be available in the KSCI office, and at the front desk. A copy will be provided to Peter van Boeschoten to be placed on our website. A copy of the notice that will appear in the newsletter will also be posted on the Council’s Facebook page.
- 30th Anniversary Celebration: Saturday, September 26, 2026, at the Holiday Inn with catering by Chez Lionel and live entertainment.
- AGM: Wednesday, May 20, 2026, 10:00-1:00, in KSC Halls C&D. During the registration period, one board member will be asked to sit at each table to solicit participation and input (a 3-question survey will be provided). A video celebrating 30 years of the Kanata Seniors Council will also be running during the registration period.

Following the coffee break, Niraj Chandra requested a few moments to introduce himself. He is considering the Board position of Director, Communications and PR, and feels he can make a contribution. He is recently retired, has a passion for writing, and wants to help people “find their passion”. He wants to talk to people and find out what moves them.

Business Agenda

1. Approval of previous minutes

Susan Ditmar moved that the minutes of January 16, 2026 be approved as circulated; seconded by Moe Saleh. Carried.

Diane Brewer moved that the minutes of the budget meeting held January 26, 2026 be approved as circulated; seconded by Doreen McNair. Carried.

1.1. Action List: Will be sent out each month with the minutes of the meeting.

2. Reports

2.1. Chair’s report: Kay felt that the Board is making progress, and is starting to become a nice working team. She thanked all those present for their time and effort.

2.2. Executive Committee Update: Note that there was no Executive Committee meeting this month, as there was no quorum present.

2.2.1. Resignation of John Box: John has chosen to resign from the Board of Directors, as well as all the positions he held and the committees he was helping with.

2.2.2. Corporate Secretary:

Céline Ruest moved that Susan Ditmar be nominated and appointed to the position of Corporate Secretary for the Kanata Seniors Council Inc. Seconded by Frank Boisvenue. Carried (100%).

2.2.3. Interim Directors for Volunteers and the Liaison Committee: Rachel will continue to do the administration work and database updates for volunteers in the absence of a Director for Volunteers. (A potential candidate for this position has been identified, but contact has yet to be made with the individual). The Liaison Committee meets with the city and other interested groups. Kay agreed to take over as interim chair of this committee, until after the AGM.

Céline Ruest moved that Kay Dubie be nominated and appointed to the position of interim Chair, Liaison Committee. Seconded by Frank Boisvenue. Carried (100%).

2.2.4. Update on status of employee: Trevor reported that our payroll account at CRA has been reactivated (we had one back in 2011 when we had a paid Executive Director), and everything has been set up (deductions, etc.). The first payroll check has already gone out.

2.3. Directors' Reports

2.3.1. Reports from Directors as previously circulated in advance.

Communications/PR – No report (position vacant)

Technology and Website – No report submitted.

Travel and Lifestyles – No report submitted.

Honours and Awards – Info under Frank Valentine Award (Presentations) and National Volunteer Week (New Business).

Membership – No report (position vacant).

Volunteers – Nothing to report at this time.

Health – We will be presenting a seminar in March on Women's Heart Health, and a seminar on Hearing in April, then break until September, when we will present a seminar on mental health. We will also be presenting a health survey to our seniors in the next couple of weeks to help us design our seminars for the coming months. I encourage all to complete the survey and encourage others to do so. We are also well into the planning for the health fair in October.

Advocacy and Outreach – Nothing to report at this time.

Sponsorship – Six renewals already is a solid start to 2026, and the fact that companies are gravitating toward advertising in the Flash over the newsletter tells us something about where they believe their visibility is strongest.

Fundraising and Grants – No report submitted.

Café – Not much to report at this time, we did have a very profitable January with sales over \$5,000.00. A special lunch to celebrate Valentine's took place Thursday, February 12th. As previously mentioned, a price increase will come into effect on April 1st. We will post the increase in the cafe at the beginning of March so everyone will be aware of the increase. We have also decided to provide a hot lunch on Bingo days, that is, every second Friday starting on April 1st. This will be for a trial period only.

Liaison Committee – No report (position vacant).

Other Items:

Bingo – Bingo continues to be a popular event with over 30 attendees most days. On February 6th, the group took a moment to remember one of the regular players who passed away in mid-January.

Seniors Marketplace – With two months still to go, we've had an excellent response to Marketplace '26. With a capacity of 40 tables, we already have more than 30 companies / organizations confirmed which suggests Marketplace '26 is hitting the right notes for vendors, and the demand is strong enough that we may even end up managing a sell-out scenario rather than chasing registrations.

2.3.2. Garage Sale Update/Motion to proceed: A draft of a motion distributed in advance suggested that the Garage Sale be held Saturday, April 11, in the Mlacak Halls. There were very few options available in terms of booking space at KSC and getting the Susan Finch room for storage. May 16 was available, but this was the long weekend, and there were also dates available in July and August. Use of the Halls (C&D) is preferred, as the rental fees will be lower than booking the individual rooms as in previous years. Concern was raised that if the Garage Sale was held April 11, this is too close to Marketplace (April 18), and will be a drain on volunteers, and attendees to both events. It would also mean the café would have to be open 2 Saturdays in a row. Other options discussed were to not have it this year, or to hold it towards the end of August. Diane has some activities planned, including a fashion show and possibly a silent auction. Note that May 7, 2027 has already been booked for next year.

Diane Brewer moved that the Garage Sale be held August 15 or August 22, 2026, depending on availability of Halls C&D and the Susan Finch Room. Seconded by Moe Saleh. Carried (100%).

2.3.3. New Grant Application was completed and submitted by Trevor for the Ottawa 200th Anniversary celebration. For this grant, and due to time constraints, an electronic vote took place February 9 and 10, 2026 as follows:

Trevor Shaw moved that the Council proceed with making a funding application to the City of Ottawa 200 Civic Events Funding Program. Seconded by Mike McMahon. Electronic votes were received from 10 Board members; they were 100% in favour of the motion.

Summary of Background information: The City is providing funding to help celebrate the 200th Anniversary of the City of Ottawa/Bytown. After an e-canvass for interest and possibilities, it was proposed to make an application to the City of Ottawa to secure \$9,000 that would enable free tour(s) of Ottawa as part of the celebration of the 200th anniversary of the City of Ottawa. The deadline for filing an application to the City was February 27th, hence the request for an e-mail motion and vote by the Board, to provide sufficient time to make an application.

The project involves organizing and running bus tours to locations in Ottawa that are of historic and cultural significance to Ottawa. This may include, for example, the Bytown Museum, Rideau Hall, Central Experimental Farm, Vanier Sugar Bush, and Parliament Hill. This would be beneficial to our senior's community and within the mandate of KSCI. City funding would cover the cost of bus rental and entry fees to sites/places that represent the history and culture of the City of Ottawa. This would take special planning and arranging.

Trips would take place over late spring to early fall. A budget and funding request of \$9,000 is set based on six trips at \$1,500 each. Participants would be responsible for their own lunch. Mike McMahon discussed the project with his volunteer team, and they are happy to support it and make it happen. This does not represent creation of a new program for the Council. Rather, it is an enhancement/adaptation for the *Discover Small Town Ontario* program that is in place. It is not expected to cover KSC administrative overhead costs or yield surplus funds for the Council. If insurance needs to be purchased, this will be covered out of funds provided by the City. Any unused funds would be sent back to the City.

- 2.4. Correspondence: Information was received from OACAO inviting us to attend their upcoming regional meetings: virtually on February 24, and in person on April 29 at the Perley Health Centre. Moe will attend the virtual meeting on February 24. Anyone interested in attending the meeting April 29 should let Kay know.

3. Financial Report

- 3.1. 2025 Year-end financial review has been received; approval deferred to the next meeting.
- 3.2. Final 2026 budget: no update
- 3.3. Financial position to previous month-end: not received. It was mentioned that the template used for the budget (which is proposed for use with the month-end statement as well), is too cumbersome. The format of the month-end statement should be approved by the Board, and should meet the needs of the Board (e.g. simple, clear). There was nothing wrong with the monthly report the Board had been receiving for the past several years. It was also noted that there should be someone to report to the Board on financial matters if the Treasurer is unable to attend the meeting. The President will speak with the Treasurer to work on a format, with help from another Board member with financial experience.

Café staff have expressed a concern that they sometimes have to wait for the Treasurer to sign checks, which delays their receipt of the money owing to them.

- 3.4. Financial support/invoicing from councillors: Local councillors have money available to donate to community groups, such as KSCI. Each January, they have a new “pot”. Now that we have to pay room rental fees, the President sent a letter to the councillors asking them for financial assistance. The city requested a meeting, but we are not sure of the agenda. The meeting was eventually cancelled and not rescheduled. Financial assistance was also requested to help with FFFF costs. In order to track such requests, if you request money from the councillors, please let the Vice-President know. Also, be sure to express thanks publicly for any funds received. It is important that we build better relationships with all local councillors.

4. Governance Reports

- 4.1. 2026-2029 Strategic Plan: Several documents were sent out two weeks in advance of this meeting, to allow time for everyone to review the material. Background information was provided with the key components to the Council’s success being our By-Laws and our strategic plan. The council got a good start on developing a strategic plan, with the 2 retreats last year. The key goals for the organization and the draft organization chart are two documents that were consulted during the drafting of the strategic plan. A graphic summarizing the plan and the goals is attached as part of these minutes. The plan focusses on 4 main goals or areas of focus: Programs and Services; Community Outreach and Engagement; Community Partnerships; and Organizational Development. There are 3 steps to the plan: approve it; implement it; and report on it. The strategic plan should be a living document, and provide us with a framework for how to move forward. Goals we had previously chosen were integrated into the one-year operational plan, which has not yet been circulated.

Marie Eveline moved that the proposed KSCI 3-year strategic plan be approved as circulated. Seconded by Frank Boisvenue.

Discussion: Outstanding issues are capacity and priorities. Also, we need to staff some key directors’ portfolios; e.g. Fundraising, Communications/PR, and Marketing. We need to take on new board members with specific skill sets that we are missing. We should also have a board self-assessment. We have a good working group that wants to move forward, and it will be good to have some structure around our activities. Marie Eveline was thanked for all her work on this project.

After discussion, the above motion was carried 100%.

Marie Eveline moved that the proposed timelines for implementation of the strategic plan be approved as circulated. Seconded by Sandra Freeman. Carried 100%.

- 4.2. Policies and Procedures: A review of the existing policies was conducted to identify what we have, and what is missing. A summary document was circulated in advance. Identifying the gaps is a big job, and a committee is needed to complete this work.

Marie Eveline moved that a KSCI Policy Working Group be formed to review existing KSCI policies, identify required changes, and develop policies for identified gap areas for approval by the KSCI Board of Directors by June 2026. Seconded by Moe Saleh. Carried (100%).

Four directors have come forward to participate as members of the working group, but more volunteers are needed. It was also recommended that as part of the policy review process, strong consideration be given to the establishment of a Finance Committee to oversee the financial operations of the Council. The formation of a Finance Committee will be looked at later, once reporting issues are resolved. This will be considered as a direction for the working group, rather than a separate motion.

- 4.3. AGM – motions for consideration: The AGM will include the standard motions (approval of previous minutes, acceptance of financial review, appointment of public accountant for 2026, board members to be elected, etc.). It will also include a motion for a bylaw change about Board terms (i.e. maximum of 3 terms, which must be followed by at least one year off). The exact wording of that motion will be discussed by the AGM committee at their next meeting. Note that a motion on this subject was approved by the Board last year, but it was never ratified by the membership at last year's AGM. The motion will be discussed at the March Board meeting. It was suggested that succession planning needs to be in place before approving such a motion.

Old Business

- 30th Anniversary Celebration Update: since gala funds committed in 2025 were not transferred to the 30th Anniversary Celebration, the committee needs to raise \$6-7K in order to subsidize ticket prices. \$2-3K is already in place with donations from supporters, but more organizations need to be contacted. A letter about the celebration was requested identifying why the Council would need the money, what it is for, the value of donating to the event, etc., which would be provided to potential donors. There also needs to be a consistent policy in place as to how many free tickets to the event are given for each donation.

New Business

- National Volunteer Week April 19-25, 2026: Diane wants to visit each team and present thank you notes to each volunteer. To that end, she will require a list of volunteers for each team (Café, Board, T&L, Health, FWFF, Marketplace, 30th Anniversary, AGM, Bingo, etc.).

Next Meeting: Friday, March 20, 2026, 9:00 am, Owen Prince Room, KSC

Adjournment: Motion to adjourn (Frank/Marie). Meeting was adjourned at 11:40am.

KANATA SENIORS' COUNCIL 2026-2029 STRATEGIC PLAN – “Seniors Helping Seniors”

Our Vision To support a vibrant and inclusive community where seniors thrive, living with dignity, independence and purpose.

Our Mission To enhance the quality of life of older adults by providing social, recreational, educational and supportive programs and services that foster well being, connection and inclusion in the broader community.

