

**Kanata Seniors Council Inc.**  
**Minutes - Board of Directors Meeting of March 20, 2026**

**Present:** Kay Dubie, Céline Ruest, Frank Boisvenue, Diane Brewer, Marie Eveline, Susan Ditmar, Sandra Freeman, Mike McMahon, Doreen McNair, Trevor Shaw, Mohamed Saleh, Jeet Wadehra, and Beth Montgomery (Recording Secretary)

**Regrets:** David Lee and Rachel McGregor

**Associates/Guests:** Silvana Edwards (City of Ottawa), Patsy McCarthy and Janice Hannah (The Bradley), Cindy Massicotte (Wellings of Stittsville), Bonnie Oostlander (KSCI member)

**Opening:** Kay Dubie opened the meeting at 9:00 am with a welcome to all and introductions.

**Approval of agenda:**

Insurance was added to the Agenda under New Business.

**Frank Boisvenue moved that the agenda be approved with the addition; seconded by Susan Ditmar. Carried.**

**Presentations**

**Patsy McCarthy and Janice Hannah (The Bradley):** The residence has enjoyed plenty of celebrations lately with parties, music and food events. The Bradley has invited Steve Kingan (Frontline Financial Credit Union) for a wine and cheese event on March 26<sup>th</sup> from 2:00 to 3:00 pm called: “Smart Money Moves”, which is a talk for seniors wishing to make the move (or not); a cocktail party will follow afterwards. All are invited. Many big events coming up at The Bradley and they are published in their monthly newsletter and calendar of events. If anyone wishes to be included on the distribution list they can contact Patsy or Kay Dubie with their email address. The Bradley representatives were thanked for bringing the snacks for all to enjoy at coffee break.

**Cindy Massicotte (Wellings of Stittsville):** April is a very busy month when things take off, and the focus is on Easter. They are offering a takeaway meal that you can order - deadline is this week. They will be providing an Easter brunch on April 5<sup>th</sup> from 9:00 am to 1:00 pm and a buffet dinner from 3:30 to 6:00 pm. On April 25<sup>th</sup> from 10:00 am to 2:00 pm the Wellings will be holding a Healthy Aging Expo which, in the past, has been an open house event. There is no charge to attend. This event will focus on small businesses in the community. City of Ottawa staff will be participating to promote their programming. It was suggested that the Council should also make arrangements with retirement residences to promote and explain the programs and services being offered.

**Silvana Edwards (City of Ottawa):**

Work has begun to get public Wi-Fi at the Centre; it may be available by the end of March. This will affect the Council in the sense that currently the Wi-Fi is paid for by the City but once the public Wi-Fi is available, the City will not be maintaining two networks. Both services will run parallel for 30 days at which time the Council will need to decide whether public Wi-Fi is sufficient. The Council will need to have a policy around running business data over a public network. This will need to be part of the work undertaken by the Policy Working Group.

With the power outage on March 17<sup>th</sup> and the weather on Wednesday, March 11<sup>th</sup>, the Centre had to deal with last minute closures and the need to inform their members. It is important to urge everyone to ensure their e-mail address with the City is up to date as they have 950 members and

**Kanata Seniors Council Inc.**  
**Minutes - Board of Directors Meeting of March 20, 2026**

when something happens last minute, the members can be advised. The City has put a note on the calendar to that effect. The Centre's newsletter will also feature some emergency reminders and how they will affect people in the building i.e. the fire alarm, sheltering in place, lockdown or secure facility. The closure notices only go to the City's membership list but there are a number of board members on the list who can pass along the news of closures when these happen.

Along with security messaging, the City is looking into getting security cameras to be installed in mid-April.

A reminder to complete the Centre's survey by March 31<sup>st</sup>. A link was provided with the last two newsletters, there is a QR code at the front desk, and paper copies are also available if anyone cannot use a device.

With regards to the Learning Series, April is volunteer appreciation month but also advanced care planning month. On Thursday April 30<sup>th</sup>, there is an advanced care event planned.

A question was raised regarding retirement homes being able in the past to pay \$600 for their brochures to be made available in the lobby area at the Centre. Silvana indicated that this is no longer possible since the City Centres are being harmonized in the services they provide and it would be too difficult to do so for all the residences as space is limited. It was recommended that if retirement homes would like exposure at events they could donate desserts or goodies or a portion of the cost for an event.

The Council was congratulated on being a recipient of the Participation Grant (\$750) for Far West Fun Fest since many activities met the criteria.

### **Council Updates**

- **Health Team**: A Hearing Seminar will be held on April 16<sup>th</sup> and there will be a music bingo as part of the session from Hear Canada. This is the last seminar until September. March 31<sup>st</sup> is the due date for the Health survey. We have received at least 64 surveys, but will need to put them out at the travel table to get greater participation.
- **Travel and Lifestyles Highlights**: The Travel team has been very busy planning the March events, which include high tea today, with 40 people planning to attend; a bus trip to Stanley's Sugarbush on March 24<sup>th</sup>, and the Kanata Theatre on March 29<sup>th</sup> with a lunch get together before the play. In April, lunch will be at the Mongolian Village Grill Restaurant; there will be another bus event to the Experimental Farm to see the baby animals. An event is planned for April or May where we will be looking to expand the reach of some of our events by experimenting with an evening dinner to pull people in from our age group who have not yet retired and work during the day. The team is also working with the sponsorship program to have an event at a residence in April or May. Of interest in May, we are having a Jewish group come in for song, dance, and food so we are trying to be culturally diverse.
- **Far West Fun Fest**: The calendar for 2026 is almost completed and we are just missing a few details. Dates to remember: booklets will be available at the Centre on May 1<sup>st</sup>, registration is

**Kanata Seniors Council Inc.**  
**Minutes - Board of Directors Meeting of March 20, 2026**

May 11<sup>th</sup> starting at 9:00 am and will go until May 22<sup>nd</sup>, the opening breakfast is June 4<sup>th</sup> and the closing ceremony and lunch is June 18<sup>th</sup>. A variety of activities have been planned, including our regular events from years past as well as new ones such as: painting, NIA, dancing and drumming, to name a few. Next step: the booklet and registration documents are to be finalized, and prizes are to be collected. Everyone is welcome to provide, or encouraged to gather, prizes to be given out during Far West Fun Fest events. The target date for the completion of the booklet is the end of March.

- Frank Valentine Award: One nomination has been received so far. Applications are available at the front desk, in the Council office, and on the website. The deadline is April 15<sup>th</sup>.
- 30<sup>th</sup> Anniversary Celebration: The party will be held Saturday, September 26<sup>th</sup> starting at 5:00 pm.
- Awesome Garage Sale: The date of the garage sale was delayed due to scheduling issues and is now planned for Saturday, August 22<sup>nd</sup>. A committee will be set up in the next month. There will be a silent auction on a few items and a fashion show. Volunteers have been asked to help with the fashion show, which starts at 9:00 am.
- Bingo: Bingo continues to be a popular activity every 2 weeks. The next Bingo will be held on March 27<sup>th</sup> and then April 10<sup>th</sup> and 24<sup>th</sup>, and May 8<sup>th</sup> and 22<sup>nd</sup>. There will be no Bingo over the summer months - they will resume in September.

**Business Agenda**

1. Approval of Minutes - February 20, 2026

**Moe Saleh moved that the minutes be approved as circulated; seconded by Frank Boisvenue. Carried.**

1.1 Action List: The items listed were reviewed and most were determined to be completed. We are still in need of a Director for the Volunteers Portfolio.

2. Reports

2.1 Chair's Report: The draft communications plan that we received from the individual interested in being considered for the Communications and PR position is a comprehensive plan that looks good so we will discuss it further and come up with a decision whether we will move forward or not. A comprehensive review of the Council's history has been completed and will be included in the video presentation that will be made available at the AGM, FWFF, and the 30<sup>th</sup> Anniversary Celebration. It will be made available after these three events on the website and a link will be posted on the Facebook page. The Policy Working Group is making progress in its review and will be working with a former Board member for policy questions that may be put forward. The deadline for the year end reports that will be summarized for the AGM is April 1<sup>st</sup>.

2.2 Executive Committee Update: Quorum was not met, however there was good discussion on the Board agenda items. The minutes will be shared with the Board.

**Kanata Seniors Council Inc.**  
**Minutes - Board of Directors Meeting of March 20, 2026**

2.3 Directors' Reports

2.3.1 Reports from Directors as previously circulated in advance are attached to the minutes.

**Communications/PR** – No report (position vacant)

**Technology and Website** – No report submitted.

**Travel and Lifestyles – General Updates:** Our two new Travel Team members are now trained, contributing well, and fitting in nicely with the team. They are a fantastic addition, and it's great to see them contributing so much already. They have great ideas and wonderful energy and are such a good addition to the team. As mentioned last month, a request was submitted for Ottawa 200 funding through the City, for a grant of up to \$9,000. We are hoping to hear back by the end of the month, at which point we would begin building out a program plan around sites and activities that help celebrate Bytown's 200<sup>th</sup> birthday. If the grant is approved at the maximum amount, this would become a major program stream for us and would shape many of the events we create for the year. We are very hopeful this comes through, as this program will be a lot of fun for us to develop and for our members to participate in.

**Financial Report:** From a financial perspective, we are currently running at about our net-zero level. We will continue to create revenue-generating events that can help offset the cost of other programs and keep them affordable for members, but at the moment we are essentially at break-even.

**Events: February 2026:** Friday, February 6 - Drumming Circle (**sold out**); Sunday, February 8 - Kanata Theatre: *The Drowning Girls*; Wednesday, February 18 - International Dining: Chez Lionel; Friday, February 27 - Pancake Breakfast at Centre (cancelled: not enough interest to run it).

**March 2026:** Friday, March 13 - International Dining: Legion Fish & Chips; Friday, March 20 - High Tea (**sold out**); Tuesday, March 24 - Sugar Bush (**sold out**); Sunday, March 29 - Kanata Theatre: *The Watsons* (**sold out**).

We also have additional events planned for April and May, although some plans may shift depending on whether the Ottawa 200 grant is approved.

**Honours and Awards** – No report submitted.

**Membership** – No report (position vacant).

**Volunteers** – Nothing to report at this time.

**Health** – Nothing to report at this time.

**Advocacy and Outreach** – Nothing to report at this time, however a recommendation for an event will be provided at the next Board meeting.

**Kanata Seniors Council Inc.**  
**Minutes - Board of Directors Meeting of March 20, 2026**

**Sponsorship** – Nothing to report at this time.

**Fundraising and Grants** – No report submitted.

**Café** – The Café has once again surpassed the \$5,000.00 monthly sales for February. Mondays are becoming very busy, and Bingo Fridays are also becoming busy. As previously mentioned, we will be serving hot meals on Bingo Fridays for a trial period beginning April 10<sup>th</sup>.

The notice regarding the price increases has been posted in the Café; the effective date for price increases is April 1st. A special lunch for St. Patrick's Day celebrations was held on Thursday, March 19<sup>th</sup>.

The Health inspector paid a visit to the Café last week. All is in line with regulations except for a couple of items. The cutting boards we are using are to be discarded and he suggested we purchase titanium ones, which are more durable and safer. Five new boards were purchased, and the plastic ones have been discarded. Our cleaning solutions should also be monitored so the necessary sticks to test the cleaning solution have been ordered. A copy of his report is posted in the Café.

**Liaison Committee** – No report submitted.

**Executive Committee Report** – Items discussed under Old and New Business.

**Other Items:**

**Bingo** – Nothing to report at this time.

**Seniors Marketplace** – For Marketplace '26, we are officially full! We're just five weeks out, and we've already reached our maximum of 44 exhibitors. Interest has been incredible and we're thrilled to see such strong community support. Advertising for the event is running steadily in our newsletter and e-flash, and we're continuing to broaden our reach through multiple community channels, including: our Facebook page; City Councillor newsletters; the Council on Aging online news publication; Ottawa Lookout, reaching 49,000 readers across the city; West Carleton Online; The Community Voice; and signage at the Seniors Centre and in local businesses and residences around the Centre. Please help us spread the word by sharing the event details with your family, friends and neighbors - a personal invitation goes a long way in bringing more visitors through the doors to support our exhibitors.

**Far West Fun Fest** – The calendar for FWFF 2026 is now complete! A variety of activities are planned, everything from soup to nuts (actually strawberries to NIA in our case). We are still waiting for a few residences to confirm details of their event, but the time slots are booked. Next steps are getting the booklet and registration documents finalized, and start collecting prizes for the activities. We are very grateful to the Kanata Seniors Craft Group, as well as City Councillors who have donated money to help with our costs.

**Kanata Seniors Council Inc.**  
**Minutes - Board of Directors Meeting of March 20, 2026**

Garage Sale – No report submitted.

AGM – Nothing to report at this time.

2.4 Correspondence – nothing to report.

3. Financial Report

3.1 The Year-end Financial Report was provided for review prior to the meeting. Any issues will need to be addressed by the Treasurer at the AGM.

3.2 and 3.3 Concerns were raised regarding the 2026 budget and monthly financial reports that have not been provided for some time.

**Trevor Shaw moved to approve the 2025 Year-end Financial Report; seconded by Susan Ditmar; majority in favor with one abstaining to vote. Passed.**

**Moe Saleh moved to retain the services of Kelly, Huibers, McNeely for the 2026 financial review; seconded by Frank Boisvenue. All in favor. Passed**

4. Governance Reports

4.1. and 4.1.1. The strategic planning report was provided in advance of the meeting. Approval was provided to develop an Operational Plan, which was drafted for this year incorporating the recommendations made by the Board and including the objectives for this year. Some of the responsibility areas are blank as no one has been assigned; these may not be completed this year. A quarterly update of the Operational Plan is scheduled, and Directors were encouraged to use the reporting document to update on their assigned portfolios. It was recommended to use color coding when providing status reports and the use of computer software to manage reporting will be explored.

4.1.2. Completion of Skills Matrix: Seven out of thirteen responses were received. The roll-up report is confidential, so everyone is encouraged to complete their personal assessment. This exercise will help identify gap areas where recruitment or training is necessary. Where gaps exist, one option would be to have a volunteer coordinate the portfolio and report to a Board Director. Due date for input is March 31<sup>st</sup>. Reach out if anyone needs assistance. It was recommended that when completing the roll-up report, a legend should be included.

4.2. Policy and Procedures: Two meetings have been held to date. Draft policies were developed where none existed, such as board recruitments and a self assessment tool to use before having new board members. The Minutes are available for anyone who wishes to see them. The working group has made good progress. The next meeting will address financial issues such as grants, fundraising, etc. Board members were asked to review their position descriptions and forward any revisions to the chair of the working group. By June we will have most of the components in place. A presentation to Board members will provide insight on what is available and what still needs to be done. Once the review process is completed by the working group, documents will be sent to the Board for approval. It was requested that updated documents be

**Kanata Seniors Council Inc.**  
**Minutes - Board of Directors Meeting of March 20, 2026**

provided in small bundles to get better feedback. The committee will decide on how much of a breakdown to send out.

4.3 AGM - Motions for consideration (document circulated in advance): The list of motions was reviewed. Within the next two weeks, Directors will be asked to confirm their intentions to remain or end their term on the Board. Motion number 5 was made in 2025 and needs to be ratified by the membership. After discussion, it was agreed that this motion needs to be slightly reworded to include a transitional provision to the By-law that indicates timelines for new Directors, for those returning with one year left on their term, and for those who are seeking re-election for a second or third term. This will avoid turnover of too many Directors at the same time.

AGM – Review and approval of AGM agenda (document circulated in advance): No concerns were raised with the content or format of the agenda. Board members will be asked to sit at the different tables and exchange with members at their table during the registration period from 9:30 to 10:00. A survey of three questions will help initiate the discussion. Rather than have the chair read through the yearly overview, Portfolio Directors will be asked to summarize their team’s work. This will allow for more interaction and visibility of board members and identify who is responsible for what. Since the By-laws allow for proxy voting, a proxy form has been developed by the working group and will be used for anyone unable to attend the meeting wanting to designate someone in attendance to vote on their behalf.

The first package including the flyer, the call for nominations, and the nomination form will be sent to members with an e-mail address, next week. Copies are available at the front desk, in the office, at the travel table and on the website. The official package including the agenda, previous minutes, financials, yearly summary etc. will be sent within the timelines identified in the By-laws. The distribution list will be reviewed to ensure contact information is available. Anyone not having an e-mail address will be contacted by phone to inform them they can pick up the packages at the Centre.

**Old Business**

- Process before Requesting Funds from Councillors: All request made to councillors are to be documented. Information regarding the request is to be sent to the Vice President for tracking purposes.
- 30<sup>th</sup> Anniversary Celebration Update: Two motions (documents distributed prior to the meeting) have been put forward for approval in order to reinforce the Board’s support for the event and to emphasise funding needs and ticket sales.

Motion #1: Details of this motion were reviewed and financial implications clarified.

**Trevor Shaw moved to approve entering a contract with Holiday Inn & Suites for securing the venue and services for the 30<sup>th</sup> Anniversary Celebration on September 26, 2026; seconded by Doreen McNair; all in favor – with two abstaining. Carried.**

**Kanata Seniors Council Inc.**  
**Minutes - Board of Directors Meeting of March 20, 2026**

Motion #2: When the “Gala” was being planned, \$7,500 was approved in the 2025 budget, however that event got cancelled and none of the funds were transferred to the 2026 budget for the 30<sup>th</sup> Anniversary Celebration. We have managed to secure \$2,000 in donations, however financial support from the Board for up to \$5,500 is requested since we do not foresee having success in fundraising what is required to break even.

**Trevor Shaw moved to amend the 2026 Budget of the Council to provide for up to \$5,500 in support of the 30th Anniversary Celebration on September 26, 2026; seconded by Jeet Wadehra; all in favour. Moved.**

- National Volunteer Week: Starts April 19<sup>th</sup> and goes to April 25<sup>th</sup>. Thank you cards with the theme “You are a bright light” are ready and will list the areas where each volunteer is involved. Small tokens of appreciation were purchased and will be hand delivered with the cards to each volunteer.

**New Business**

- Formal Agreement with the City: Deferred to next meeting.
- Insurance: A status report was provided on the various insurance policies. The directors’ insurance, which is due at the end of the month, has been renewed. The cheque requisition has been prepared and needs to be received by March 31<sup>st</sup>.

The regular insurance we get through the City covering activities, etc. is due May 31<sup>st</sup>. We will need to confirm with the insurer what information regarding activities will be required. We gave them a long list in the past and added on as events were organized.

The other insurance we may need is WSIB to cover an employee.

A question was raised regarding liability insurance for participants if anything happens to them at our events. They would be covered by their personal insurance. Our liability insurance would cover directors and volunteers at any of our events.

After we get it sorted out, a summary will be prepared outlining each policy and what it covers or does not cover. We have to get the full details for the 30<sup>th</sup> Anniversary Celebration and give that to the insurance to see if there is an extra cost to protect us from a lawsuit.

We will need to establish how this will impact the events organized by the Travel Team. A copy of the waiver should be sent to the chair of the Policy Working Group for inclusion in the Policy Book.

- New Epson Projector: This was a gift to Council therefore a tax receipt needs to be provided to the company.
- Building-wide Wi-Fi: An update on this project was provided by the City (page 1).

**Kanata Seniors Council Inc.**  
**Minutes - Board of Directors Meeting of March 20, 2026**

**In camera meeting:** started at 11:30. Motion to adjourn the in-camera meeting (Marie Eveline /Frank Boisvenu). All in favor. Carried. Meeting adjourned at 11:50

**Next Meeting:** Friday, April 17<sup>th</sup>, 2026, at 9:00 in the Owen Prince Room, KSC.

**Adjournment:** Motion to adjourn the board meeting (Frank Boisvenue/Jeet Wadehra). All in favor. Carried. Meeting adjourned at 11:51 am.