

Kanata Seniors Council Inc.
Minutes – Board of Directors Meeting of April 17, 2026

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

Regrets: None

Associates/Guests: Silvana Edwards (City/KSC), Niraj Chandra, Jay-Dee Purdie and Bonnie Oostlander (KSCI members).

Opening: Kay Dubie opened the meeting at 9:00 with a welcome to all and introductions. Thank you to Hear Canada for the donation of refreshments for the coffee break.

Approval of agenda: Two items were added: Cleaning the Capital and Wi-fi update. In addition, the second item under New Business identified as "Motion to appoint Niraj Chandra as a board member" was changed to "Introduction of, and presentation from, Niraj Chandra".

Moe Saleh moved that the agenda be approved with these additions/changes; seconded by Susan Ditmar. Carried.

Presentations:

Silvana Edwards (City of Ottawa): Stats for the 1st Quarter Jan 1st to the end of March indicate an 11.62% increase in participation of registered and membership programs at the Centre (an increase of 1019 visits, 2025 was 8770, 2026 was 9789, 2024 was 8084).

Summer Maintenance Closures: The Seniors' Centre will be closed for one week only – closed June 29th and reopening July 6th. Halls A, B and C are not scheduled to re-open until Saturday, July 18th after the flooring in Halls A and B has been replaced. These dates are subject to change if there are changes with the contractor. The council/café can decide if we will be closed for just the one week, or two (which is usually the case).

The City of Ottawa's Free Public Wi-Fi service is now available for all visitors and community members at the Kanata Seniors' Centre, John G. Mlacak Halls and Mlacak arena. This will provide further reach and better coverage than the current KSC member service. The Council needs to communicate with the City as to their plans for internet usage for their operations.

A Security camera was installed in the KSC lobby this week, in addition to the cameras in the arena lobby (to cover both main entrances/exits).

The Kanata Seniors' Centre survey closed on March 31st with 376 English responses and 8 French responses received. Feedback was very positive.

Summer registered programs will be available to view online starting May 5th. Online registration opens Thursday, May 14th at 9pm, and in-person registration opens on Friday,

May 15th during regular business hours. Some programs will be re-located to the Owen Prince room, library program room, or SS#1 Community Center (400 Goldridge Dr.) while Halls A, B, and C are closed. Program start dates and max capacities will also be adjusted as required.

In response to demand/requests, Chess will be added as a membership program during the Scrabble time slot on Wednesday mornings in the lounge starting on May 6th. Scrabble numbers have consistently been very low for the past year. Both programs will run simultaneously and will share the lounge.

Agreement between the Council and the City/KSC: the agreement is in the final stages with the business unit and will be circulated to the Kanata Seniors Council in the next couple of weeks. The target date for the agreement to be implemented is June 1, 2026 (but will have no effect on previous agreements made for FWFF rentals at KSC).

Volunteer appreciation event: Proposed date is Tuesday, June 2, 2026. Suggested activities include afternoon refreshments and a professional story telling. Would the Council like to partner and host a joint event again this year? Historically, this has been a joint event, honouring the volunteers of both the Council and the Center. (See discussion later in these minutes).

General Items/Events:

- **Health Team Highlights:** The Health team received 89 responses to their survey, of which 20% were in French. As a result, the team is going to try a French seminar at the Health Fair in the fall. One top vote-getter was Physical Activity for healthy aging – which is offered by the Center or FWFF, but these events often fill up quickly. The City suggested that the Center could run another “how-to” for the registration process; and reported on a few changes that are in the works. Another cardio class will be added to the schedule starting with the fall/winter programs; they are working with the Boxing 4 Health team to get them set up as regular instructors; and the Learning Series has been moved to add space for another class. Other vote-getters in the survey included Nutrition for Healthy Living and Brain Health. A summary report will be shared with the Board.
- **Travel and Lifestyles Highlights:** See report under item 2.3.1. In 2025, for Quarter 1, they had 218 participants; whereas, in 2026 they had 250 – a healthy increase! The team will be taking the month of June off, to allow patrons to focus on activities in FWFF. They had not planned much for the remainder of the year, pending the results of the Ottawa 200 grant application. This grant application was not successful, so there is more planning to do for the fall.
- **Far West Fun Fest:** Everything is good to go; the registration booklet has gone to print and should be available for distribution starting Friday, May 1 (registration Monday, May 11). The event received a ParticipACTION Community Grant in the amount of \$750, and many activities involving action or movement (dancing, boxing, NIA, etc.) have already been added to the website. The Council is officially registered as a participant in the ParticipACTION Community Challenge during the month of June.

- Frank Valentine Award: Three nominations have been received, and there are 3 non-Board member volunteers available to evaluate the applications and choose a winner (to remain confidential until the AGM). The process followed in the past will be used regarding the voting, getting the plaque made, etc.
- 30th Anniversary Celebration: Plans are progressing well; the team is about to sign the contract with the Holiday Inn. Tickets will be sold at the opening breakfast of FWFF June 4; all board members are being asked to buy and sell tickets. The subject of purchasing a whole table was discussed – is there a discount available (e.g. buy a table, get one free ticket, etc.)? Participants are already getting a discounted price on the meal; however, since the City Councillors and the Mayor will not be able to attend (election year), tickets that would normally have gone to them could be used to provide a purchase of a whole table at a reduced rate. Committee to report back on this.
- Awesome Garage Sale: Saturday, August 22, 2026, 8:00am to 1:00pm. Many student volunteers will be used; they will be available to help during the week leading up to it as well. Items can be brought to KSC Wednesday to Friday, August 19-21, between the hours of 9:00 and 4:00. Cathy Curry has agreed to be a model in the Fashion Show, along with 2 others; clothes modelled will be available in the Silent Auction.
- Cleaning the Capital: Friday, May 1; 5 volunteers will be participating (see item 2.3.1 – Advocacy and Outreach report).

Business Agenda

1. Approval of previous minutes

In the minutes of the March 20, 2026 meeting, one clarification/correction is required. On page 8, under the 30th Anniversary Celebration motion #2, it says that \$7,500 was approved in the 2025 budget; however, the 2025 budget included only \$2,500 for the gala. A further \$5,000 was approved by a motion at the April 11, 2025 Board meeting. Note that this change has no effect on the outcome of the motion.

Marie Eveline moved that the minutes of March 20, 2026 be approved with this correction; seconded by Trevor Shaw. Carried.

- 1.1. Action List: AGM items were all completed; the insurance summary is still pending and will be circulated soon.

2. Reports

- 2.1. Chair's report: Nothing really to report at this time due to the time required to compile the President's Report for the AGM. The Council has been very busy lately; there is a lot going on!
- 2.2. Executive Committee update: the committee met on April 13 and discussed many items on the agenda for this meeting. The minutes will be shared with the Board along

with the minutes of this meeting. Of particular interest is the Minty Gold and Silver Company, who will donate \$15 to the Council for every sale made to seniors for the remainder of 2026 (they rent the Susan Finch room twice a month).

2.3. Directors' Reports

2.3.1. Reports from Directors as previously circulated in advance.

Communications/PR – No report (position vacant)

Technology and Website

1. The centre has transitioned to a Free Wi-Fi service. Unfortunately, the 3Mbps speed up and down is too slow for our needs. Our current service, 45Mbps up and 11 Mbps down, is much faster. Contact will be made with the City to see if there is any possibility of getting our own SSID and upgraded speed. Additionally, the requirement to acknowledge acceptance for using the city Wi-Fi will not work with our Square terminals. We have until the end of April to sort this out before we start paying for the Bell network service.
2. Recruitment of new computer trainers is ongoing. We have some applications but lack résumés.
3. The office printer is working well after re-installing the printer driver. The error with printing KSCI documents to the printer in the computer training room was due to users selecting the wrong printer on the computer. The driver has been removed to resolve the issue. Additionally, printing to the office printer without logging in is possible using your smartphone. You will be required to install a Brother printer app (iPrint&scan) on your phone. In a pinch you can use a laptop and the USB printer cable.
4. The Technology Director would like to transition our KSCI Board interaction to the MS Teams application. This would simplify document sharing, messaging, calendar, file storage, meetings and calls in a single unified application. A committee is to be formed to examine this concept.
5. There is still a need to attract more male members; therefore, ideas for training, speakers, and topics that will increase male membership are being considered.

Travel and Lifestyles – Activity Summary: The team has run 10 events so far in 2026 (January through April), spanning international dining, theatre, seasonal outings, and cultural/lifestyle programming. Attendance has generally been strong, with several events selling out.

Finances: The team kitty currently sits at -\$493. The deficit is driven primarily by subsidizing events with higher transportation costs and by intentionally reducing prices on cultural events to encourage broader participation. The team is committed to finishing the year at a net zero balance.

Items for Board Awareness: The team applied for a City of Ottawa “Ottawa 200” grant (up to \$9,000) to fund community events from April through December. A decision was expected

April 13. If awarded, this grant will form the foundation of much of our programming for the remainder of the year. The team is intentionally deferring longer-range planning until the outcome is known. Results came in after this report was submitted. The grant application was not successful, so there is more planning to do for the fall.

The team has decided to take June off from programming. This gives volunteers a short break and avoids competing with the Far West Fun Fest, which runs June 4–18. A new team website is now live, centralizing event calendars, meeting minutes, training resources, and volunteer tracking. This is a meaningful improvement to team operations.

The team's 2025 annual summary will be presented at the AGM in May.

MAY EVENTS (PLANNED):

- May 11–15: Tulip Festival bus trip (contingent on Ottawa 200 grant)
- May 17: Kanata Theatre — The Heart of Robin Hood
- May 21: International Dining — Wok and Chop (max 30)
- May 29: Jewish Group Song and Israeli Dance (target 20–40 people, \$10/person) — part of a broader team initiative to incorporate more cultural programming and expose participants to diverse cultures in our community

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 – **OACAO East Regional Meeting:** The Director attended this virtual meeting on Tuesday, February 24, 10:00 - 11:00:

- Much talk related to funding and grants; they refer to it as advocacy and outreach. They help obtain grants. Our KSCI should be aware of this venue, I wasn't.
- The OACAO would assist in setting and promoting events that relate to health and aging
- Al Carl (al.carl@rogers.com), from Prostate Cancer Support, in Ottawa would participate in events and offers speakers to promote this male-specific killer.
- There was quite a reference to events that were proposed on their last annual meeting that are taken by members and were very successful. Awaiting the meeting minutes, if any, to provide detail

Recommendations:

1. Next meeting should be attended by directors dealing with Grants and Health events
2. Contact Al Carl (al.carl@rogers.com), for a presentation on Prostate Cancer Support
3. The OACAO may be approached to promote our events (Free)
4. We may consider participating in their local event for publicity. (Free)

OTHER EVENTS:

The Flash #42: was published on April 5.

KSCI Gathering #9 took place Wednesday, April 8, at 1136 Maritime Way, 4pm to 7pm.

Food was Chinese.

Cleaning the Capital: Five Board members will form the team to clean the Capital around our Centre. Application was submitted on March 28, as follows:

Date: Friday, May 1 (Rain date Friday, May 8)

Time: 10:00-noon

Sponsorship – We have 2 new sponsors: Thorncliffe Place Seniors Residence, and Seniors Journey.

Fundraising and Grants – No report submitted.

Café – Nothing to report at this time.

Liaison Committee – Nothing to report at this time.

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

Financials:

1. (Agenda items 3.4, 3.5) The treasurer would like to hold discussions on using e-transfers for all payment requests OR the implementation of corporate credit cards. Some directors have claims in excess of \$2k and this is not fair for these people to do this. The credit cards would be given to selected directors or their assigned representatives. We would have better tracking of expenses and the reduction of cheques being issued every week. A committee should be formed to examine this concept and to develop a policy and procedures if and when required.
2. (Agenda item 3.2) The monthly financial report format has now been standardized. It lacks total transparency and is a compromise version over a more detailed report. Directors are reminded that this is what most directors seem to want and therefore there should be no complaints about missing details.

Other Items:

Bingo – Nothing to report at this time.

Seniors Marketplace – Nothing to report at this time.

Far West Fun Fest – FWFF 2026 is a go! We have received a 2026 ParticipACTION Community Challenge Grant in the amount of \$750 towards our expenses. We are also grateful to the Kanata Seniors Craft Group, plus councillors Cathy Curry, Allan Hubley, Laine Johnson, Glen Gower, and Clarke Kelly who also donated money to the event. Everything is on schedule to have the booklets available May 1; registration starts at 9:00 am May 11.

Garage Sale – No report submitted.

AGM – Documents will be available on the website as of April 18.

2.4. Correspondence: A donation of \$300 was made to the Council, and a Thank-you note was received from Karen Gerrior in memory of her mother, Virgie.

3. **Financial Report**

3.1. Final 2026 budget: this still needs to be circulated to the Board.

- 3.2. Financial position to previous month-end: this was circulated in advance, and is attached to these minutes. Note that this statement is as of March 31; any money that came in in April will not be reflected in the statement. This will be the standardized format going forward; it is a summary statement only. Requests for details behind the numbers will be dealt with on an as-needed basis. The Café Director requested details behind the Café numbers for the first quarter; and the T&L Director would like a quarterly summary of T&L income and outgo. A short-term investment is coming due next month; options should be researched to determine what best to do with it.
- 3.3. Electronic forms for Reimbursement of expenses: Submitting electronic requests for payment should speed up the process for getting reimbursement cheques. Directors would be responsible for submitting forms for their volunteers; photos of receipts can be uploaded into the request. The Treasurer suggested purchasing the Quickbooks App, which would cost \$5-10 per month. Perhaps we could try a 30-day trial.
- 3.4. Reimbursement options (e.g. e-transfer): The issue with e-transfers is that 2 signatures are required on each reimbursement. It was suggested that research be done to establish if it is possible to set up dual authorization on an e-transfer. A committee should be struck to study this; the idea should be referred to the Policy Working Group to create a policy and procedures around it.
- 3.5. Use of a corporate credit card: Issues around this include annual fees, how to control who gets one, how to verify items are legitimate Council expenses, etc. It was agreed that everything discussed under items 3.3, 3.4, and 3.5 should be bundled together and a proposal should be submitted to the Board: options, cost, security, administration, etc. It can later be part of our Financial Policy.
- 3.6. Use of tap machine for Marketplace: payment for about 4 exhibitors will be collected at the event on April 18. Amounts and who they come from can be written on an envelope and put in the safe, so the Treasurer/Bookkeeper know how to allocate funds.

4. Governance Reports

- 4.1. AGM: a revised list of motions for the AGM was circulated, and is attached to these minutes. The wording of Motion #4, concerning the bylaw change, has been modified following consultation with Ken Major. Terminology: “nominees” refers only to those starting a new 2-year term (new to the Board or standing for re-election). Those with 1 year left of a 2-year term are not nominees, but just continue as Board members. It was noted that the Director who joined the Board to fill a vacancy created by a death will continue for the remainder of that person’s term. Note that there will be no proxy form this year: the Board has to approve the use of proxy forms and have it ratified by the membership before we can start using them.

Céline Ruest moved that the Board approve the list of five nominations to be presented at the AGM; seconded by Frank Boisvenue. Carried 100%. All motions are to be ratified by the members at the AGM.

- 4.2. Skills Matrix: Only 7 of 13 Directors completed the skills matrix. The remaining 6 are urged to do it – it only takes a couple of minutes, and it helps fill in the picture of what we need to do for recruitment and planning. Using the information we currently have, the Executive will be meeting next week to examine gaps and determine who is capable of doing which jobs. We will also be updating the information needed to submit to Volunteer Ottawa about our vacancies.
- 4.3. Policy Working Group Update: The group is happy that the Board is taking an interest in this subject; there are always ideas for a new policy. The group has also been working on a Board self-assessment tool, to evaluate performance of both the Board and individual board members. This helps with continued professional development for board members. A copy will be sent out before the next meeting, and should be filled out before June. Information will be refreshed on an annual cycle.
- 4.4. Organizational Review Update (as part of the Strategic Plan): An outline has been provided; this helps fit all the pieces together.

Old Business

- National Volunteer Week April 19-25, 2026: Thank-you notes have been written for 65 volunteers, and posters will be put up next week for National Volunteer Week. Men will receive a coupon for a drink at the Café; women will receive a small gift. Every effort will be made to visit teams next week so that people can be thanked in person. The theme is “You are a Bright Light”.

New Business

- Possible new Board member: The Board received a verbal presentation from a prospective Board member, a new member of our community. He introduced himself and talked about what he would like to see as far as a Communications Plan for the Board. He talked about a structured approach with key themes of “Seniors helping seniors” and Community engagement, focussing on our 30th Anniversary Celebrations and our achievements.
- Volunteer Appreciation Event (follow-up from City of Ottawa presentation earlier): it is believed that there is some money in the budget (under Honours and Awards) for Volunteer appreciation: an amount for ½ the cost of the meal at such an event; plus some money for National Volunteer Week. There was a brief discussion about whether we wanted to do a joint event with the City this year.

Susan Ditmar moved that the Council partner with the City for a joint Volunteer Appreciation Event in 2026; seconded by Jeet Wadehra.

It was suggested that we add a clause about contributing funds up to the maximum allocated in our budget, so the motion was amended as follows:

Susan Ditmar moved that the Council partner with the City for a joint Volunteer Appreciation Event in 2026; and contribute 50% of the cost, up to a maximum of

the amount specified in the 2026 budget for the event. The motion was seconded by Jeet Wadehra. Carried (100% in favour).

- Wi-Fi Update: At the moment, both our existing wi-fi and the new public wi-fi are running in parallel. Our issues are security, lack of speed, and devices on the network that don't go through the portal (accept terms and conditions, etc.). We are working with a network engineer to possibly set things up so that we are on the new public network, but in a protected area. Negotiations are ongoing. The KSC recreation supervisor has asked to be involved when a final decision is made with Bell, so that the account name can be transferred to the Council.
- Formal agreement with the City of Ottawa (see City report under Presentations).
- Website and Computer Training issues and options – deferred to May meeting.

Next Meeting: Friday, May 15, 2026, 9:00 am, Owen Prince Room, KSC

Adjournment: Motion to adjourn (Moe Saleh/Jeet Wadehra). Meeting was adjourned at 11:35 am.

**MOTIONS FOR CONSIDERATION AT THE
2026 ANNUAL GENERAL MEETING
KANATA SENIORS COUNCIL INC.**

1. RECEIPT OF MINUTES

THAT the minutes of the June 16th, 2025, Annual General Meeting of the Kanata Seniors Council Inc. be approved.

2. ORDINARY RESOLUTION - RECEIPT OF 2025 FINANCIAL STATEMENTS

THAT the financial review of Kanata Seniors Council Inc. for the financial year ended December 31st, 2025, be accepted as distributed.

3. ORDINARY RESOLUTION - APPOINTMENT OF PUBLIC ACCOUNTANT

THAT Kelly Huibers McNeely Professional Corporation be appointed as the Kanata Seniors Council Inc.'s public accountant to conduct a financial review of Council's financial records for the 2026 fiscal year.

4. ORDINARY RESOLUTION – AMENDMENT TO BY-LAWS

THAT Section 5, Article 5.01 be amended 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.

Commencing with the election of Directors at the 2026 annual general meeting, a Director is eligible for election as a Director for three (3) consecutive two (2) year terms and then is not eligible for re-election until a period of one (1) year has expired.

5. ORDINARY RESOLUTION - CONFIRMATION OF DIRECTORS

THAT the list of nominees are hereby elected Council Directors for a two-year term.

Kanata Seniors Council
Financial Position as of Mar 31 2026

Bank balance as of Feb 28 2026	\$ 76,230
Bank balance as of Mar 31 2026	\$ 76,604
Change in Bank Balance	\$ 374
Short term Investments	\$ 20,000

Portfolio	Income	Expense	Net 2026 Profit/Loss	2025 Profit/Loss	Net Budget
Bingo	\$ 1,653	\$ 42	\$ 1,611	\$ 802	\$ 2,650
Café	\$ 16,431	\$ 16,625	-\$ 194	\$ 1,498	\$ 2,597
Donations incl. Canada Helps	\$ -	\$ -	\$ -	\$ -	\$ -
Fundraising	\$ -	\$ -	\$ -		\$ 2,000
Gala	\$ -	\$ -	\$ -		\$ -
Garage Sale	\$ -	\$ -	\$ -	\$ -	\$ 1,740
Grants	\$ -	\$ -	\$ -		-\$ 50
Seniors Marketplace	\$ 5,861	\$ 195	\$ 5,666	\$ 2,503	\$ 3,350
Sponsorship	\$ 5,200	\$ 23	\$ 5,177	\$ 3,600	\$ 12,600
Admin (office, ins, misc.)	\$ 2,000	\$ 2,184	-\$ 184	-\$ 62	-\$ 6,335
Advocacy	\$ -	\$ 100	-\$ 100	\$ -	-\$ 500
AGM	\$ -	\$ -	\$ -	\$ -	-\$ 965
Cafe Revenue share	\$ -	\$ -	\$ -		\$ -
Communications	\$ -	\$ -	\$ -		-\$ 1,560
IT Technology	\$ -	\$ -	\$ -	\$ 285	-\$ 1,900
Far West Fun Fest	\$ 1,050	\$ 55	\$ 995	-\$ 103	-\$ 410
Health	\$ 625	\$ 100	\$ 525	\$ 346	-\$ 1,810
Honours & Awards	\$ -	\$ -	\$ -	\$ -	-\$ 3,350
Membership	\$ -	\$ -	\$ -	\$ -	-\$ 300
Membership Services	\$ -	\$ 265	-\$ 265	-\$ 130	\$ -
Newsletter	\$ -	\$ 368	-\$ 368		-\$ 2,000
Social Engagement	\$ -	\$ 94	-\$ 94	\$ -	-\$ 2,415
Travel & Lifestyle	\$ 2,255	\$ 3,303	-\$ 1,048	\$ 1,595	\$ -
Treasurer/HST	\$ -	\$ 2,500	-\$ 2,500	\$ -	-\$ 6,200
Website	\$ -	\$ -	\$ -	\$ -	\$ -
WOCRC		\$ -	\$ -		\$ -
Totals	\$ 35,075	\$ 25,854	\$ 9,221	\$ 10,334	-\$ 2,858