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

Present: Marie Eveline, Céline Ruest, Frank Boisvenue, Doreen McNair, Sandra Freeman, Mike McMahon, Diane Brewer, Trevor Shaw, Moe Saleh, Jeet Wadehra, Francine Robichaud, Niraj Chandra, David Lee, Rachel McGregor

Regrets: Kay Dubie

Associates/Guests: Silvana Edwards (City/KSC), Richale Singer (Venvi Stonehaven), Bonnie Oostlander, James Bittle, Jay-Dee Purdie and Monica Sale (KSCI members).

Welcome and Introduction of Guests: The meeting was called to order at 9:00 am. President Marie Eveline expressed sadness at the recent passing of Susan Ditmar, board member, active volunteer, and friend. She will be greatly missed. A card for the family was passed around for Board members to sign; the Council will also be making a $100 donation to the Heart and Stroke Foundation in Susan's memory. A Celebration of Life was held the afternoon of July 17.

Guests were welcomed and introduced.

Presentations:

Richale Singer (Venvi Stonehaven): The Holiday Market is planned for December 2 from 2pm-4pm; a table is graciously offered to the Council at no charge, possibly for the craft group; the Membership Director also expressed an interest in having a table.

Silvana Edwards (City of Ottawa/KSC): Condolences were passed to the Council on behalf of the Seniors' Center staff at Susan's passing. Summer registration is at the highest level ever; all programs are running (no cancellations due to low enrolment). There are still spaces for Pickleball lessons, to take place at Kanata Highlands. Fall courses and programs will be available to view as of July 28; registration opens on-line at 9:00pm Thursday, August 13, and in person during normal business hours Friday, August 14. The center will run a workshop on navigating the online registration system on Tuesday, August 11 at 1:00pm.

A reminder that the Center is closed Monday, August 3 for the Civic holiday. The August Learning Series is on "Financial Wellness", Thursday August 27.

The public wi-fi has been up and running since April 1; the City is looking for an update from the Council on what we want to do with our wi-fi; they need to communicate with Bell asap.

A concern was raised from a new Center member who wanted a coffee at 1:45pm, but found the Café already closed (closing time was listed as 2:00pm).

There is a new rental in the Center, from the Alzheimer's Society, who are presenting a new program called "Minds in Motion" starting in August. The poster is on the Center bulletin board, and was circulated to Board members after the meeting. The Dementia Society also rents space in the Center (usually the 2nd Friday of the month), but that is a different program, focussing more on caregiver support.

General Items/Events:

- Health Team: The Health Fair (Saturday, October 17) is well in progress. The event will be very educational, and will include free food, free admission, and exhibitors (including at least 3 sponsors).

- Travel and Lifestyles Highlights: Four events are planned for August, including a "Singo" event in partnership with Hear Canada. The trip to "Puppets Up" in Almonte is almost sold out.

- Awesome Garage Sale: Saturday, August 22, 2026, 8:00am to 1:00pm. Fliers are now available, and were handed out to guests.

- 30th Anniversary Celebration: the team is now working on logistics and layout. The proceeds from the High Tea on July 23 will be going to the event.

Approval of Agenda

Céline Ruest moved that the agenda be approved as distributed; seconded by Frank Boisvenue. Carried.

Consent Agenda

The Chair asked if there were any items that members would like to pull from the consent agenda for discussion. Moe Saleh and Trevor Shaw indicated that they wanted to discuss a number of items in the Director's Reports. As a result they were added to the regular agenda.

Moe Saleh moved that the remainder of the Consent Agenda be approved as circulated; seconded by Trevor Shaw. Carried.

2.3.1 Additions to Directors' Reports (original document as circulated is attached)

Advocacy and Outreach: The Director recently attended a zoom meeting with OACAO (Eastern Region). They proposed a Seniors Center week, "an opportunity to shine a light on the vital role Seniors Active Living Centres play in supporting the health, wellbeing, and social connection of older adults across Ontario". The campaign idea is "Your Place, Your Pace, Your People" – the OACAO will develop social media templates for participating Centers to use with their own logos and images. Our interest in participating was passed along; it is expected to take place sometime in September.

Moe also indicated that changes were required to our website to enable polling of members on issues of concern for advocacy. The technology team will look into how to facilitate this.

Grants: a grant application has been submitted to the City for the dance idea, plus $6,000 for T&L trips. The federal grant deadline has passed; we have asked for an extension. No decision has yet been made in relation to our "SIN" grant; this is pending by the provincial government.

3. **In-Camera Session**: took place approximately 9:45-10:10.

Business Agenda

4. Financial Report: A financial report was submitted by David Lee. As of the close of the previous month, KSCI remains in a strong financial position. We have a large amount of cash on hand, which should be invested.

   Highlights:

   - Cash on hand remains healthy and consistent with seasonal expectations.
   - All vendor payments, payroll obligations, and recurring service fees are current.
   - Revenue from programs continues to track close to forecast.
   - We have no GIC investments and would like to schedule bank visits.

   The financial report included discussion around the use of "Square", and the issues with using it. The Square terminal was originally brought in for Café use; since then, multiple other uses have joined: T&L, FWFF, Marketplace, etc. The Square is a POS service only, and is not really set up for multiple directors wanting different reports. We could upgrade to "Plus" to get multiple accounts and users, at a cost of $52 per month, but is not recommended at this time. Our current account is registered to John Williamson (former board member), and needs to be changed, and should not be tied to an individual's name or email address, but rather to the Council. This should be confirmed in Policy.

   4.1. The financial position to previous month-end (June 30, 2026) was circulated prior to the meeting. It was noted that expenses listed do not include HST, as we eventually get this money back. This affects how budgets are calculated – budget expenses should not include HST either. The grant amount of $750 for FWFF is included in FWFF income, not Grant income. The top of the report should read "Bank Balance as of June 30 2026", not May 31. "Membership" and "Membership Services" lines should be combined. Portfolio directors are reminded to review these statements every month.

   4.2. We have a GIC at RBC which was not recorded in previous annual financial reports; left behind when we closed our accounts there. It is believed that this GIC dates back to 2018, and may actually belong to the Craft Group. Once it is determined whose money it is (it is in a holding account at RBC), we need a letter of instruction from the President and Treasurer to withdraw the money. Trevor indicated we need to do a "prior period adjustment" to report interest income, and the balance as part of our assets. Kay Dubie is researching into whose money it really is.

   4.3. At the June 19, 2026 meeting of the KSCI Board of Directors, a motion was passed to change the signing authorities for KSCI. Unfortunately, upon review of the motions for the minutes, it was realized that the incorrect form was attached to the agenda item. Instead of the form that was submitted to Meridian which indicated that any two of the three authorized signers were required for all Meridian accounts, it referred to the previous situation in which the Treasurer must sign plus one authorized signer. The change to any two of the three signers was implemented to avoid delays in signing when the Treasurer was not available.

It was moved by Céline Ruest and seconded by Kay Dubie, that the Board confirm the following signing requirements for all Meridian accounts: Two to sign (any two authorized signers). Between June 25 and June 26, 2026, 13 votes were received electronically, all voting in favour of the motion. Thus the motion is carried.

5. Governance Reports

5.1. KSCI Draft Policy Manual: This was circulated prior to the meeting, and some feedback has been received. As the manual is quite large, it will be broken down into blocks/digestible components for approval. Discussion will continue at the retreat meeting on July 29; approval is scheduled for the September meeting. The manual has been divided as follows:

A-G Board Roles and Responsibilities
H-I Organizational Governance
J Data Governance and Risk Management
K-L Financial Management and Control / Fundraising
M-N Communications/PR-Outreach
O-P-Q Human Resource Management
Appendices

Board members are asked to forward copies of any forms utilized in their portfolios for review by the Policy Working Group in September.

5.2. Organizational Review Update:

5.2.1. The Q2 reporting template which was circulated caused some people difficulty, concerning where to put some updates. This will be looked at further at the July 29 retreat.

5.2.2. July 29, 2026 Retreat Agenda: A facilitator with lots of experience has been engaged for the day; a package will be sent out in advance so Board members have time to prepare.

6. Other Business

6.1. Awesome Garage Sale: using the Mlacak Halls instead of the rooms (like last year) will save about $600 in rental fees. Our permit from the City has been issued. Subject to Center staff approval, a number of "One-Time Volunteer Forms" will be available at the front desk. Volunteers are needed to help Wednesday through Friday, and also on Saturday. The question of what to do with the leftovers after the sale was discussed. Some organizations have been approached; Diane will follow up with the City to inquire about getting a truck.

6.2. Open House and Pancake Breakfast: Wednesday, September 16, 2026. Any portfolio director or event coordinator wishing to have a table should contact Kay.

6.3. Dance Proposal: Francine has secured an instructor (Marcel Gougeon), and a location (Bridlewood Community Center), both at no charge. A series of 10 lessons is suggested.

6.4. Update on Network modifications: David has secured 2 quotations for network modifications, both fairly expensive. These will be passed to the Technology Working Group for assessment and recommendations. We need a system that this group will feel comfortable managing – given that directors and committees are subject to frequent turnover, it makes sense to pay an external company to manage some aspects; in particular, security. In the meantime, we will continue to pay for our wi-fi with Bell until we decide we no longer need it. We should confirm with the City if this is acceptable.

6.5. Technology Management Program: As part of KSCI's organizational review, a more effective use of technology has been identified as an area of development. We would like to explore options around providing Board members with a site that has databases that can be accessed remotely, a common calendar, Board agenda materials, and other administrative items. A site like the Travel and Lifestyles Team website would be most useful. Whether this is a private section on our current website, use of the "mega" website or another website altogether is open for consideration.

The Technology Management Program will be led by a Technology Director (yet to be identified) who will provide technology leadership for KSCI. This is a "player-coach" role who will advise on an affordable, mission-aligned technology strategy while independently managing day-to-day support.

Technology Support Team

The primary focus of this team would be on infrastructure and support starting with Wi-Fi concerns, reviewing David Lee's proposals re technology, identifying database options for the Membership and Volunteer programs, updating the website, etc. The team will comprise of the Webmaster (Christine Woodley), Technology Assistants (Bhavani Krishnan from the Travel and Lifestyles team and Amir Elhady – a new volunteer) and other technology volunteers who have the skills required. Their goal will be to ensure systems are secure, simple, and reliable ensuring quick turnaround times when troubleshooting for IT issues.

Technology Training Team

This component will be led by a Training Coordinator (Wes Rideout) and the team would include the current computer trainers (Nancy Lawson, Al Desrochers, and Bert Drenth) and others who may join the team after further review of resumés. They will continue to provide computer training and will be asked to identify concerns and areas of increased needs in order to develop an annual technology training plan where seminars could be provided to seniors.

Both teams will meet independently between now and mid-September, after which a group meeting will be scheduled to establish the way forward on identified priorities. Board members are asked to identify any specific technology requirements they may have that would facilitate the delivery of their programs and provide this information to Marie Eveline or Céline Ruest by July 24th.

6.6. Municipal Election Strategy: Ontario's next municipal elections are taking place on October 26, 2026. Municipal councils directly control vital services like public health, transportation, housing, and community amenities required to help older adults live independently. The election provides an opportunity for KSCI, through a multifaceted strategy, to promote the welfare of seniors and older adults – one of our key strategic goals.

It is proposed that KSCI develop a comprehensive election strategy that includes:

- Encouraging all seniors to vote through newsletter, website and the Flash.
- Hosting an all candidates meeting. Marsha and John Kern have agreed to organize such a meeting. More details to follow. Céline is taking the lead on this component.
- Developing an election guidebook for Council members to utilize during the election identifying key issues for seniors and questions to pose to candidates.
- Working with other like-minded organizations on common messaging.

Key Advocacy Issues for Seniors: When engaging with 2026 municipal candidates, older Ontarians and advocates consistently focus on these specific priorities:

1. **Affordable Housing:** Advocating for diverse housing options and property tax relief to allow seniors to age safely in their own communities.
2. **Home & Community Care:** Promoting access to high-quality care delivered by not-for-profit organizations.
3. **Public Health & Safety:** Demanding public health infrastructure, accessible infrastructure, and safe, walkable streets for older residents. Prevention of elder abuse.

It was moved by Mike McMahon that the Board develop a municipal election strategy as outlined above, in collaboration with other interested groups; seconded by Frank Boisvenue. Carried (100%).

6.7. Board Vacancy – Corporate Secretary: Nominations/volunteers were requested for someone to take over the position of Corporate Secretary, but none were received. The possibility of combining the position with the Treasurer position was mentioned. Board members are asked to review the job description for Corporate Secretary, and this will be discussed more at the July 29 retreat. In the meantime, Rachel will look into the updates to the Board listing with Corporations Canada.

Next Meetings:
Wednesday, July 29, 2026, 9:30 am, Party Room at 1136 Maritime Way – Retreat for Board members only. (No regular Board meeting in August).
Friday, September 18, 2026, 9:00 am, Owen Prince Room – regular monthly Board meeting.

Adjournment: Motion to adjourn (Frank Boisvenue/Jeet Wadehra) at 11:32 am.

MEMORANDUM

To Kanata Seniors Council Board of Directors

From: Marie Eveline, Chair

Date: July 10, 2026

Re: Chair's Report

REQUIRED ACTION
Receive for information.

BACKGROUND
2.1 Chair's Report
It was with incredible sadness I learned of the sudden passing of Susan Ditmar. Susan has been a significant presence with the Council and on the Board serving in a number of roles including Corporate Secretary. She will be greatly missed

I have continued to familiarize myself with my role as President and meeting with as many individuals as possible to discuss KSCI and our role in the community.

Facility Agreement with City of Ottawa
In response to correspondence from the city, I clarified that our timelines were such that KSCI would not be in a position to discuss our response to the draft proposal until the fall. No final revised timelines have been suggested by the city.

Portfolio vacancies
Recruitment to fill vacancies in the technology and communications/PR portfolios is continuing with mixed success. Although candidates have been interviewed for the Technology Team, no suitable candidates have been identified to fulfill the Communications portfolio.

Events
I attended the Council on Aging AGM on June 25, 2026. The Council just celebrated its 50th anniversary and continues to raise its profile and host events of interest to older adults in the community. Relationship building is a strong focus of the Council and, along with Moe and Kay, I am seeking additional ways to collaborate with other community organizations, especially around a municipal elections strategy.

2.4 Correspondence
There were no items of correspondence requiring KSCI action.

Directors' Reports – July 17, 2026 KSCI Board Meeting

Communications/PR – No report (position vacant). No other applications have been received for this position from the posting with Volunteer Ottawa.

Technology and Website – Interviews were held with candidates who were referred from the Volunteer Ottawa database for the Technical Support position with one candidate meeting the Council's requirements. A meeting of the Technical Support team is scheduled for July 28th and the Technology Support Team will be meeting on September 10th. See memorandum provided for additional information.

Travel and Lifestyles – **General Updates:** We intentionally slowed our event schedule over the summer. This is normally a quieter season, many members are away, and some of the team was also busy supporting Far West Fun Fest. We still have a good summer lineup, including My Thai Village, Puppets Up in Almonte, and mini-putt at The Marshes and more to come.

Team Update: I am very happy to welcome George Steeves to the Travel Team. George previously organized outings for Probus and brings some great experience to the team. He is going through our training now, is working well with everyone, and is already paired up with a team member to help plan one of our fall events. We can already tell he is going to be a wonderful addition and it is very nice to have another guy on the team!

Financial Report: The team currently has an adjusted balance of approximately $790. This is based on the approximately $866 kitty, less an estimated $76 for our share of Square transaction fees through the end of June. We continue to use these funds to keep larger trips and cultural events affordable, with the goal of finishing close to break-even.

Looking Ahead: We have a busy late-summer and fall season in development. Plans include an LRT trip to the ByWard Market, a Domaine Perrault Winery trip, a ballroom dance event which includes a series of lessons, a murder mystery, and our regular International Dining and Kanata Theatre events, as well as others.

Honours and Awards – No report submitted.

Membership – At the end of June, Moe, Sandra and Francine participated in the Bridlewood Block Party where we had a booth to promote The Kanata Seniors Council. We generated a lot of interest, and many people asked questions about the Kanata Seniors Council. A follow-up letter was sent to everyone who had kindly shared their contact information, inviting them to become members of the Kanata Seniors Council.

Since we had over 135+ attendees at FWFF, the membership team reviewed the attendee list to identify new participants and to prepare a thank-you letter inviting them to join the Kanata Senior Council emphasizing the advantage of having access to all the KSC activities, times, dates, and more.

A meeting is planned with various organizations (Men's shed, Probus) to explore opportunities for collaboration and to encourage more men to become members. A meeting is also planned with Rachel and Céline to get information about the membership database, and to answer many questions.

Volunteer Management – A meeting is scheduled for July 15th to discuss roles and responsibilities. A survey was sent on July 6th to KSCI volunteers whose names appear in our database. A number of responses have been received with some volunteers interested in helping with the delivery of this program. More time will need to be spent to review past practices and lessons learned from other organizations before a proposal can be put forward to the Board. The objective is to have this exercise completed by September in order to have any costs associated to the program identified during the budget exercise.

Health – No report submitted.

Advocacy and Outreach

- The Flash Issue 48: was posted Sunday, July 5th on the Council web page and distributed to all members' emails.
- KSCI exhibited at the Bridlewood Block Party on Saturday, June 20th, 11:00 am–5:00 pm at the Eva James Memorial Centre, 65 Stonehaven Drive, Kanata. Our tent was at the front of the entrance. A new record number of visitors that exceeded the 2,000 by far with more than 700 persons at any time throughout the day. Over a dozen individual requested memberships with our Council.
- The Council Social Gathering #11, referred to as the KSCI Social Club, will be held on Thursday, July 16th from 4:00-7:00 pm. The next gathering of this Social Club (#12) will be later in September, exact date, time and venue will be shared with all later on.
- Joined the Ottawa Council Meeting on Wednesday, June 24th, at City Hall to celebrate the "Seniors Month Proclamation" in Ottawa. Our participation was part of the Older Adult Plan - Roundtable Members.

Sponsorship and Fundraising – No report submitted.

Grants and Contributions – No report submitted.

Café – As previously mentioned, the Café will not be providing hot meals during the months of July and August. This week has been very slow, not many events at the centre which results in less customers. We are working with "skeleton" staff volunteers. We have also brought back ham sandwiches which seem to be selling well. We continue to serve sandwiches, soup, muffins, etc.

Linda has organized a get together for the Café volunteers to be held in August where we meet for dinner at Busters. This is well attended by almost everyone and a fun evening.

One item the managers have requested that I bring to your attention is that they do not want anyone entering the Café to fill water jugs, get cups, etc. If you have an event coming up, and you would like water, etc. please advise Linda at least one week in advance and the Café volunteers will prepare it and bring it where you would like it. The managers have advised that it is very disruptive to have other people trying to fill up water jugs, etc. when they are busy serving customers.

Liaison Committee – Nothing to report at this time; committee has not met recently.

Other Items:

All Candidates Meeting – A small working group will be meeting on July 20th to discuss how to proceed with this event. Tentative dates have been identified when two of the halls are available in the evening. Details will be finalized and provided to the Board once we have contacted the candidates and a workplan has been established.

Far West Fun Fest – From the comments received on our evaluation questionnaire, FWFF 2026 was a great success. Everyone enjoyed the activities and were grateful for opportunities to meet new people and try new things. Many people said they would definitely attend next year. Seven residences have already said they will participate next year. We finished the event about $300 in the black.

Garage Sale – No report submitted.

Kanata Seniors Council

Financial Position as of Jun 30 2026

Bank balance as of May 31 2026	$ 115,286
Bank balance as of June 30 2026	$ 115,660
Change in Bank Balance	$ 374
Short term Investments	$ -

Portfolio	2026 Income	2026 Expense	Net 2026 Profit/Loss	2025 Profit/Loss	2026 Net Budget
Bingo	$ 2,954	$ 46	$ 2,908	$ 889	$ 2,650
Café	$ 31,548	$ 29,079	$ 2,468	$ 5,127	$ 2,597
Donations incl. Canada Helps	$ 300	$ -	$ 300	$ 261	$ -
Fundraising	$ -	$ -	$ -		$ 2,000
Gala	$ 11,141	$ 930	$ 10,210		$ -
Garage Sale	$ -	$ -	$ -	$ 2,088	$ 1,740
Grants	$ -	$ -	$ -		-$ 50
Seniors Marketplace	$ 6,018	$ 1,928	$ 4,090	$ 6,212	$ 3,350
Sponsorship	$ 7,200	$ 23	$ 7,177	$ 8,100	$ 12,600
Admin (office, ins, misc.)	$ 2,665	$ 4,035	-$ 1,370	-$ 3,231	-$ 6,335
Advocacy	$ -	$ 100	-$ 100	-$ 100	-$ 500
AGM	$ -	$ 121	-$ 121	-$ 1,058	-$ 965
Cafe Revenue share	$ -	$ -	$ -		$ -
Communications	$ -	$ -	$ -		-$ 1,560
IT Technology	$ 450	$ 289	$ 161	-$ 1,452	-$ 1,900
Far West Fun Fest	$ 7,590	$ 5,836	$ 1,754	$ 1,266	-$ 410
Health	$ 625	$ 100	$ 525	$ 246	-$ 1,810
Honours & Awards	$ -	$ 37	-$ 37	-$ 350	-$ 3,350
Membership	$ -	$ -	$ -	$ -	-$ 300
Membership Services	$ -	$ 465	-$ 465	$ -	$ -
Newsletter	$ -	$ 368	-$ 368	-$ 683	-$ 2,000
Social Engagement	$ -		$ -	$ -	-$ 2,415
Travel & Lifestyle	$ 6,060	$ 4,025	$ 2,035	$ 1,733	$ -
Treasurer/HST	$ -	$ 2,500	-$ 2,500	-$ 2,400	-$ 6,200
Website	$ -	$ -	$ -	$ -	$ -
WOCRC		$ -	$ -		$ -
Totals	$ 76,550	$ 49,883	$ 26,667	$ 16,649	-$ 2,858