

**Minutes of Kanata Beaverbrook Community Association (KBCA)  
Annual General Meeting  
18 June 2020**

For a viewing of the entire meeting use this link to a YouTube video - <https://youtu.be/XXfq6X7MN28>

Meeting was conducted online beginning at 7:30 pm using GoToMeeting. Extensive advertising for the meeting was conducted using email to those on our mailing list and outdoor signs posted at prominent intersections in the community for a week prior.

Present:

President: Neil Thomson,

Directors: Kevin McCarthy, Tom Lawson, Rob McAulay, Noel McGinnity and Dave Brown.

Members: 23 community members registered for the meeting and 12 were logged in when the meeting began. Others including presenters and City staff were also logged on as observers. In accordance with the By-Laws a quorum was established for approval of motions.

This meeting was called and chaired by KBCA President as the Annual General Meeting as per the requirement of the By-Laws.

## Agenda

- **Partner Presentations**
  - Western Ottawa Resource Centre
  - Ottawa Public Library
- **President's report**
- **Treasurer's report & outlook (COVID-19 impact)**
- **Renovation**
- **Green Beaverbrook**
- **Clublink/KGPC update**
- **Proposed Slate/Election – KBCA Board, Officers (& open positions)**
- **Adjournment**



For the complete set of slides presented at the meeting use this link:

<https://www.kanatabeaverbrook.ca/resources/KbcaAgmPresentation2020.pdf>

**Partner Presentations:**

Western Ottawa Resource Centre:

Michelle Hurtubise, the Executive Director presented this report:

As a result of the Covid-19 pandemic all services normally provided by this organization very quickly went on-line where possible. Some programs like providing transport for clients to appointments were restricted to only medical essential ones. All volunteer activities were cancelled and those programs still in service were carried out by paid employees.

Ottawa Public Library:

Jennifer Evans - Coordinator, Beaverbrook Branch and Abbey Clark - Librarian (Community Outreach), Beaverbrook Branch presented this report.

Although the actual branches are closed the library function is still being carried out where possible using on-line resources. This is especially true for activities aimed at children. E-Books are always available and book returns are being accepted at select branches (Beaverbrook branch included). Contact the library to make an appointment to pick up holds.

**President's Report:**

Neil Thompson, President KBCA presented this report.

See the full Presidents Report PDF for more details:

<https://www.kanatabeaverbrook.ca/resources/KbcaAgm2020PresidentsReport.pdf>

## Presidents Report – 2019

### Key Activities:

- ClubLink/Kanata Golf Course
  - KGPC created w KBCA assistance
  - KBCA director on KGPC board
- Laura Hogg – new Community Centre Coordinator
- Renovation
  - Asbestos Report, Planning, initial Projects

### ▪ Green Beaverbrook

- “Sustain Kanata North” kick-off with OBEC
- Neighbourhoods

### Other activities:

- Federal Candidates Meeting
- Heritage Ottawa Tour
- Hydro One
- Planning: 1131/1151 Teron
- FCA – Planning

[See the full Presidents Report PDF for more details: KBCA web site](#)

---

# Presidents Report – 2020

- COVID19 Community Impact
  - Kanata Seniors Council – mailer to non-tech seniors
  - Food Bank delivery app
  - FCA – initiated COVID19 cross Community Association working group
- COVID19 KBCA/Ctr Impact
  - Current and future Financial Impact (Treasurers Report)
  - Planning for re-opening Community Centre
- Other Planning Focus
  - Recruit KBCA Treasurer, Secretary, Communications Director
  - Recruit volunteers – leaders and “doers”

[See the full Presidents Report PDF for more details: KBCA web site](#)

---

## Presidents Report – Volunteers!

### **“Volunteers make the community go ‘round”**

- Communication – resident surveys, welcome brochure, Facebook
- KBCA representatives to other organizations
  - Schools
  - Houses of Worship
  - Local organizations
  - Other Community Associations
- Technology – web site renewal, database, [voip](#)
- Tree inventory – join small teams, street-by-street
- Events – Cleanup day, Mayfair, Community garage sale, social (street parties, ...)
- Advocacy – Development/Planning, Transportation

**Peter Chapman moved to accept the President’s Report as presented and the motion was seconded by Tony Vantellingen. The motion was approved by all present.**

**Treasurer's Report:**

Neil Thompson, President KBCA presented the Treasurer's Report.

<https://www.kanatabeaverbrook.ca/resources/KbcaAgm2020TreasurersReport.pdf>

## Treasurers Report – Cash on Hand

<b>CASH ON HAND</b>		
<b>As at Dec 31, 2020</b>		
<b>Bank:</b>		
General/Membership Account (130-13)	\$ 8,700	
Building Account (008-17)	\$ 54,243	
Business Savings Account	\$ 2,619	65,562
<b>Investments:</b>		
GIC - #15P4J5	\$5,431	5,431
<b>TOTAL</b>		<b>70,993</b>

---

# Treasurers Report – 2019 Actuals, 2020 Budget

## Notes:

- 2020 budget is pre-COVID (Feb 2020)
- Reviewed by former KBCA Treasurer

In KBCA P&L Format	2019 Budget	2019 Actual	2019 Variance	2020 Budget
<b>Revenues:</b>				
Community Funding	28,303	27,968	(335)	28,527
Facility Rental	20,000	27,213	7,213	28,574
PRSC Risk Pass Through	0	-	-	-
Interest Income	0	-	-	-
Gift	-	1,500	1,500	-
Donations (Special projects)	5,000	97	(4,903)	-
Memberships	1,000	134	(866)	200
Total Revenue	54,303	56,912	2,609	57,301
<b>Expenses:</b>				
Community Centre Maintenance	3,050	2,817	(233)	3,439
Building Maintenance	750	61	(689)	600
Building Leasehold Improvements	10,000	1,185	(8,815)	25,000
Staffing	19,500	22,726	3,226	21,684
Construction Relocation Expense	0	-	-	-
Convention or Meeting Expense	350	-	(350)	-
Equipment (purchase, rental, repair)	150	449	299	463
Insurance	900	825	(75)	850
Internet	1,200	1,521	321	1,566
Legal Fees	0	-	-	-
Donations ( Subsidies for Scouts/Guides )	640	-	(640)	640
Other Misc Expenses	-	41	41	100
Professional Services Fees	0	-	-	-
Telephone	1,400	1,492	92	300
Utilities	3,450	1,566	(1,884)	3,413
Outdoor Rink Maintenance	3,052	2,946	(106)	3,005
Board Expenditures (Membership Fee Expenses )	300	280	(20)	300
Community Events (Seasonal/Other)	2,000	326	(1,674)	2,000
Community Projects	5,000	407	(4,593)	8,000
Bank Expenses	200	102	(98)	105
Postage & Delivery	150	74	(76)	76
Printing	250	173	(77)	178
Supplies & Materials	-	-	-	-
Total Expenses	51,592.00	36,929	(14,663)	71,118
Profit (Loss)	2,711	19,982	17,271	-13,817

The KBCA financial records have been reviewed by the former Treasurer of the KBCA and City of Ottawa staff responsible for oversight of community associations.

While the cash position of the KBCA is quite favourable, it must be remembered that this is a result of over 50 years of savings. At the moment the Community Centre is closed, at the order of the City of Ottawa, as a result of the current Covid-19 pandemic. An assessment of the impact of reopening the Centre shows that cleaning costs would increase approximately 200% - 300% while revenue would decrease by 50% as a result of measures imposed by public health officials to ensure the safety of the public and minimize further outbreaks of Covid-19. This financial situation would very quickly decrease our cash position and has been assessed as being untenable. The decision therefore is that we keep the Centre closed until such time as restrictions on usage are relaxed.

See further slides on potential financial impacts in the YouTube video referred to above.

Marianne Wilkinson suggested that if one large group had exclusive use of the facility this could reduce our costs as they could be responsible for cleaning during the day.

**Marianne Wilkinson moved to accept the Treasurer's Report as presented and the motion was seconded by Peter Chapman. The motion was approved by all present.**

*Note –On 23 June 2020 Main Street Community Services, a local group who provide services to younger clients who are challenged by a disability or an exceptionality, requested exclusive use our entire facility for the foreseeable future. The extra space our rooms will provide will allow them to conduct their programs and respect the appropriate social distancing protocols demanded by Public Health regulations. They will responsible for all cleaning during the day and we will have to provide overnight cleaning services. This usage will allow us to assess the financial impact of the increased management and cleaning costs associated with running our facilities during this time of restrictive protocols.*

## Community Centre Renovations:



- Laura Hogg – extensive experience with Office renovation
- Created overall Renovation Plan.
- Worked with Directors for budget, priority of projects
- Quotes and vendor selection
- Selection of Interior Designer (selected, design complete), Lighting Designer/installation organization (pending)
- Lockable Storage Plan & Installation – Completed May 2020

## **KBCC Renovation Plans**

Goal:

In consultation with our users:

- Freshen up the Community Centre
- Bring it up to a 2020 version of the original 1965
- Use consistent, durable, sustainable and up-to-date fixtures and finishes.

## KBCC renovation - Infrastructure

- Upgrade Electrical + 60 amp sub panel
- 1<sup>st</sup> floor door replacement + accessible (incl. exterior ramp)
- 2<sup>nd</sup> floor – upgrade door to elevator from 2<sup>nd</sup> floor main room to accessible
- Replace lighting with LED – auto on/off

## Renovation Budget

**Note:**

- June 2020

### Infrastructure + Windows + Changing Station

<u>Project Item</u>	<u>Description</u>	<u>Cost</u>	<u>Contractor / Supplier</u>
<b>Electrical SubPanel</b>	Electrical – installation of new subpanel with 60 Amp service, wiring to Accessibility operator on 1st floor	\$3,200.00	Bekkers Electric
<b>1st floor door replacement and Accessibility</b>	Replace door, frame and hinges; Instal accessible operator on exterior door	\$5,757.60	Nepean Kanata Lock
	Lower threshold and grade exterior	\$2,500.00	Claude Lemains GC
<b>2nd floor door Accessibility</b>	Install accessible operator on second floor door to elevator lobby	\$3,515.86	Nepean Kanata Lock
	Electrical – wiring to operator	\$625.00	Bekkers Electric
<b>Window Coverings/Fixtures</b>	Supply & install new cordless window coverings in 2 <sup>nd</sup> floor corridor and 2 <sup>nd</sup> floor main room	\$4,234.30	Blinds of All Kinds
<b>Baby Changing Station</b>	Supply new Koala Kare Products vertical baby changing station <a href="https://www.uline.ca/BL_6975/Baby-Changing-Stations">https://www.uline.ca/BL_6975/Baby-Changing-Stations</a>	\$413.00	Uline
	<b>Total (w/o HST)</b>	<b>\$17,045.76</b>	
	HST	\$2,215.95	
	<b>Total</b>	<b>\$19,261.71</b>	

# Renovation Budget

**Note:**

- June 2020

## Chairs, Tables & Storage Carts

Item	Unit Cost	units	total	hst	Total
Chair	\$ 47	100	\$ 4,725	\$ 614	\$ 5,339
Chair carts	\$ 699	4	\$ 2,796	\$ 363	\$ 3,159
Folding tables	\$ 193	20	\$ 3,850	\$ 501	\$ 4,351
Table Cart	\$ 316	2	\$ 632	\$ 82	\$ 714
<b>Total</b>			<b>\$ 12,003</b>	<b>\$ 1,560</b>	<b>\$ 13,564</b>

Total renovation expenditure  
(2020): **\$32,825.71**

---

See further slides on layouts for proposed renovations in the YouTube video referred to above.

This renovation plan includes improvements to infrastructure and purchase of new furniture at a proposed cost of approximately \$33,000. KBCA is seeking approval in principle of the renovation plan at this time and will seek authorization to proceed in the fall at a special Annual General Meeting. This will allow us time to fully understand our financial situation as a result of re-opening requirement from the City of Ottawa.

**Rob McAulay moved to approve the renovation plan as presented. The motion was seconded by Peter Chapman and approved by all present. The concept of seeking authorization to proceed at a further Annual General Meeting in the fall was also agreed to.**

### Green Beaverbrook:

See further information on this topic in the YouTube video referred to above.

Kanata Golf Course Update:



## Kanata Golf Course Update

- KGPC formed in 2019 as a separate Community Assoc
- Fund raised \$180,000, hired Planner, Legal Team, seeking accredited Engineering experts on planning
- Won standing in the 40% agreement court case, supporting the City of Ottawa
  - In court Jul 8/9/10 – streaming (e.g. YouTube) planned
- Legal fight just starting – donate, donate, donate
- Lawn Signs and T-Shirts Available



**Kanata Greenspace Protection Coalition**  
A Not-for-Profit Corporation established in 2019



## Kanata Golf Course Update

**Donate:**

- Cheque, Square, GoFundMe  
<https://ourkanatagreenspace.ca/donate-now/>



<https://ourkanatagreenspace.ca>



<https://shop.ourkanatagreenspace.ca/>



**Kanata Greenspace Protection Coalition**  
A Not-for-Profit Corporation established in 2019

Proposed Slate – KBCA Board & Officers:



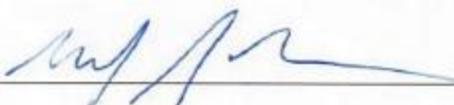
**Nominations for KBCA Board of directors**

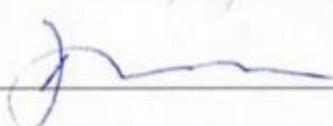
- **President:** Neil Thomson
- **1st Vice-President:** Rob McAulay
- **2nd Vice-President:** David Brown
- **3rd Vice-President:** <Vacant>
- **Secretary:** <Vacant>
- **Treasurer:** <Vacant>
- **Communications Director:** <Vacant>
- **Director, Cluster 1:** Tom Lawson
- **Director, Cluster 2:** Noel McGinnity
- **Director, Cluster 3:** Kevin McCarthy
- **Technical Director – web, voip, facebook** <Vacant>

Andrew Glen moved to approve the proposed slate of the KBCA Board of Directors. The motion was seconded by Peter Chapman and approved by all present.

Adjournment:

Meeting was adjourned at 9:01 pm.

**1<sup>st</sup> Signature:** \_\_\_\_\_  
  
**Name of Signatory (please print):** \_\_\_\_\_ Neil Thomson  
**Title of Signatory:** \_\_\_\_\_ President  
**Name of Organization:** \_\_\_\_\_ Kanata Beaverbrook Community Association

**2<sup>nd</sup> Signature:** \_\_\_\_\_  
  
**Name of Signatory (please print):** \_\_\_\_\_ Rob McAulay  
**Title of Signatory:** \_\_\_\_\_ 2nd Vice President