

McKenzie Towne Council (MTC) - Board of Directors Meeting

Tuesday, March 17, 2015 at 6:00 p.m.
McKenzie Towne Hall
(40 McKenzie Towne Blvd. SE)

MEETING MINUTES

ATTENDANCE: MALIK AMERY; SHELLEY WARK-MARTYN; LAURA ST. CROIX; JIM FITZ-MORRIS;
ROB VAN GASTEL; UTE DAVIES; JAMES BOYLE

REGRETS: ROD TAYLOR; SHAUNNA BOYD; BRIAN HENDERSON; DON REID

GUESTS: CHRISTINE HEMMINGER – GENERAL MANAGER

ITEM

1. **Call to Order** - Meeting called to order at 6:10 p.m.
2. **In Camera** – Directors went into In Camera from 6:11 p.m. to 6:30 p.m.
3. **Open Meeting** – began at 6:30 p.m.
4. **Introduction and Attendance**

Jaydel Gluckie, President of the McKenzie Towne Community Association (MTCA) was introduced as a guest.

A. Discussion on board members missed meetings.

MOTION: “That the Executive Committee meet to determine which type of absences will be recognized by the Board going forward”.
Moved by: Rob Van Gastel; Seconded by: Jim Fitz-Morris.

CARRIED

Rob Van Gastel proposed that we acknowledge the absence of Rod Taylor, Shaunna Boyd, Brian Henderson and Don Reid.

MOTION: “To excuse Rod Taylor, Shaunna Boyd, Brian Henderson and Don Reid from the meeting with reason”.

Moved by: Rob Van Gastel; Seconded by: Malik Amery. **CARRIED**

5. **Amendments to Meeting Agenda**

MOTION: “That we accept the agenda as circulated.”

Moved by: Jim Fitz-Morris; Seconded by: Ute Davies.

CARRIED

6. **Guests**

Jaydel Gluckie, President MTCA brought several items to the board for information.

- Middle Years Public School – grades 5 to 9 will be completed by September 2016 with an approved capacity of 900 students. School site is located in the south west side of the community in Elgin on McKenzie Towne Drive.
- AGM is May 13, 2015 at 6:30 p.m.

Action Items:

Executive Committee to meet to determine how absences will be recognized

- Upcoming – “Cyber Security Talk” with the City of Calgary Police Department.
- Petty Crime is up in the community, people should lock their vehicles, homes and garages.
- Are working on a history of McKenzie Towne and would appreciate any contributions that people can give.
- Community Clean – will be assisting the Council with this event by arranging for the City of Calgary to bring dumpsters on site.
- Green Line – which is the City of Calgary SE LRT line. Construction will be starting on the project soon.
Rob Van Gastel suggested that the MTCA request that this be a “paid” transit line and not honorary like other ones in the city.
- Prestwick Common (park with the fountain in it) has had the playground zone extended. MTCA has requested that the lines in the crosswalk be painted.
- McKenzie Towne Boulevard between 52nd Street and the Petro-Can gas station will be having a lit crosswalk installed this year.
- Discussion ensued about reduced speed zones in the community. Rob Van Gastel suggested that the MTCA request the whole of McKenzie Towne to be a 40 km community.

MOTION: “That the MTCA be requested to seek support from the City of Calgary to reduce the speed zone throughout the community of McKenzie Towne to 40 km.”

Moved by: Rob Van Gastel; Seconded by: Jim Fitz-Morris.

CARRIED

- MTCA is looking at running a “Most Beautiful Yard in McKenzie Towne contest”.
- They are looking for volunteers for the MTRA, they meet every second Wednesday of the month at McKenzie Towne Hall at 6:30 p.m.
- MTCA has access to a 1.7 acre piece of land which can be developed on for community use. They are looking for groups to partner with.
- Skateboard Park – would like to assist in seeing how the Council could continue to use the existing site for future skateboard use. Would like to get involved with the project.
- Playground Equipment – has access to grants to have playground equipment upgraded or replaced through grants and the City of Calgary. Again looking to Council for assistance.

Rob Van Gastel stated that there seem to be numerous opportunities for the two groups to work together which would benefit all McKenzie Towne residents.

He would like the MTCA to address the proliferation of signs along McKenzie Towne Boulevard going out to Deerfoot.

- Inverness Pond has been drained over the winter to locate the smell problem. A valve needs to be found and possibly replaced. There will also chemicals added to the water once the spring runoff happens to try to alleviate the algae problem.

7. Approval of Meeting Minutes

MOTION: “That we approve the February 17, 2015 minutes as circulated.”

Moved by: Jim Fitz-Morris; Seconded by: James Boyle.

CARRIED

Action Items:

8. Committee Reports

Action Items:

A. Executive Committee - Has not met, no report.

B. HR/Compensation Committee – Met on March 3, 2015. Reviewed TOR and submitted for approval. Would like to withdraw the document for further review. Presented their report of meeting for discussion.

MOTION: “To approve the HR/Compensation Committee report of March 3, 2015 as circulated.”

Moved by: Ute Davies; Seconded by: James Boyle. **CARRIED**

C. Finance/IT/Budget Committee – Has not met, no report.

i) Malik Amery presented the January 2015 Financial Reports.

MOTION: “To approve the January 31, 2015 Financial Reports as circulated.”

Moved by: Malik Amery; Seconded by: James Boyle. **CARRIED**

D. Operations Committee

i) Terms of Reference Agreement – Jim Fitz-Morris presented the committee’s TOR for approval as there are adjustments required. After discussion and review 3 additional changes were also recommended.

- Add the word “policies” to bullet #4.
- Quorum – should read as – “Quorum shall be two (2) Board members of the Operations Committee. President is an ex-officio member of the committee.”
- Frequency of Meetings – should read – “meetings shall be at least monthly...”

MOTION: “That we approve the Operations Committee TOR as circulated with the above amendments. Moved by: Jim Fitz-Morris; Seconded by: Malik Amery. **CARRIED**

ii) Record of Meeting – The committee met on March 12 to discuss budget planning. Plans are now in place to release the new logo. There is an opportunity to purchase a new zero turn mower which was purchased by the dealer pre Canadian dollar downturn. A savings of \$2,500. Committee recommends that we make this purchase now.

MOTION: “That we re-allocate funds from Operations to Capital to facilitate the purchase of a new mower.”

Moved by: Jim Fitz-Morris; Seconded by: Malik Amery. **CARRIED**

Deferred Expense – due to the popularity and requests for more dog waste bag stations in the community, the committee would like to request that we acquire and install these new stations before the end of the fiscal year, but defer the costs into the next budget.

MOTION: “That we acquire and install 15 more dog waste bag stations in the community and book the expense to the 2015-2016 operational budget..”

Moved by: James Boyle; Seconded by: Ute Davies. **CARRIED**

E. Policy Committee – has not met, no report. Binders have been prepared by the GM for distribution to the committee, once all members have read and analyzed the policies of MTC they will meet and advise.

9. Other Business

Action Items:

A. Where are we at and where are we going – Strategy Discussion

Rob Van Gastel presented “boulders” for each committee:

Policy Committee – review of policies and continuous updates; identifying gaps.

Finance Committee – fiscal stability; oversight/governance on payables; payroll and expense reports; monthly meetings.

HR/Compensation Committee – development; reviews/GM; requirements/expectations of the roles; soft skills.

Operations Committee – development of new park; analyze use of current space in hall and look at how we can increase use; support, respect and guidance to key personnel; replacement schedules; effects on budgets going forward; direction on operations; strategic ideas; continuation of documentation; service level agreements.

Executive Committee – Set goals; look at how we can operate as a greener community; look at the future relationship with the CA.

B. President to meet with Councillor Keating - Rob Van Gastel advised the board know that he has a meeting scheduled with Councillor Keating and he will report back with the results. He has 4 items he will be discussing with him 1. Community electronic sign replacement 2. The current skateboard site 3. The traffic circle. 4. MTC and MTCA relationship.

C. Correspondence to President – email from resident requesting an update as to the status of McKenzie Towne Plaza. President advised that council would be looking at proceeding with the development of the park and encouraged them to come onto a committee to help with the planning process.

D. Correspondence from the President – letter to the McKenzie Towne Stampede Day Committee expressing our regret that the breakfast has been cancelled going forward. And, that the Council would not be interested in taking over the event going forward.

E. AGM Planning

Rob Van Gastel recommended that we set the AGM date earlier than November and would like to ask that the AGM date be set for Tuesday, October 20, 2015 @ 7:00 p.m. mailing date for package is September 25 and the record date is September 21.

MOTION: “That the board set the AGM for Tuesday, October 20, 2015.”
Moved by: Rob Van Gastel; Seconded by: Malik Amery.

CARRIED

Rob Van Gastel asked for Council to seek a proxy ruling from our legal advisors in regards to how the proxies are worded and if we would be able to have advance polls. He said that this is all about inclusion and he would like to see if we could make it easier for residents to vote on motions included in the AGM package.

MOTION: “That legal counsel be sought in regards to current and future proxy procedures.”

Moved by: Shelley Wark-Martyn; Seconded by: Malik Amery.

CARRIED

F. Elections Alberta Proposal

Elections Alberta contacted management to see if there was rental space available for an office for up to 2 months. After much discussion it was decided that we could not accommodate this request. But, space for advance polls and voting day will be available once an election date is set.

MOTION: “To extend the meeting past 9:00 p.m.”

Moved by: Malik Amery; Seconded by: Jim Fitz-Morris. **CARRIED**

10. GM 3rd Quarter Report

As circulated. Jim Fitz-Morris commented that he had read the entire document and thought it was very thorough and full of interesting information. He commends the work of the staff who contributed to it. Shelley Wark-Martyn requested that we submit unique family access in our reports. Of the number of people who come in the door each month, how many households that that represent. Laura St. Croix brought up some concerns about access to the building. GM to look into her concerns and ensure that staff and instructors are following proper facility procedures.

Discussion ensued in regards to what to post to the website, some members thought the entire board package should be posted, others suggested only the approved minutes. This item was sent to Operations Committee to come back with a recommendation.

11. Next Meeting Dates

Next Meeting Dates: Tuesday, April 21, 2015 – BUDGET APPROVAL; Tuesday, May 19, 2015. NOTE: The board meets every third Tuesday of the month.

12. Adjournment –

MOTION: “That we adjourn the meeting at 9:25 p.m.”

Moved by: Malik Amery

Action Items:

Executive Committee to pursue this with legal counsel

GM to compile unique household information for next quarterly report

Operations Committee to come back with recommendations