

McKenzie Towne Council (MTC) - Board of Directors Meeting

Tuesday, August 11, 2015 at 6:00 p.m.
McKenzie Towne Hall
(40 McKenzie Towne Blvd. SE)

MEETING MINUTES

ATTENDANCE: ROB VAN GASTEL; JAMES BOYLE; MALIK AMERY; UTE DAVIES; SHAUNNA BOYD;
JIM FITZ-MORRIS

REGRETS: LAURA ST. CROIX; BRIAN HENDERSON

GUESTS: CHRISTINE HEMMINGER – GENERAL MGR; SHELDON KINGCOTT – PROPERTIES MANAGER

ITEM

1. **Call to Order** - Meeting called to order at 6:00 p.m.
2. **In Camera** – went in camera from 6:01 to 7:00 p.m.
3. **Open Meeting** – began at 7:03 p.m.
4. **Introduction and Attendance** – Sheldon Kingcott, Properties Manager MTC.
5. **Amendments to Meeting Agenda** - none
6. **GM Report** – General Manager Christine Hemminger reported the following:
 - 1) Canada 150 Grant – WEDC – Brian Henderson and Sheldon Kingcott have already met and have been discussing next steps. They will be visiting parks in the next few weeks to get ideas.
 - 2) CPTED Report – met with the police in regards to putting washrooms in at Prestwick Common. Did a walk through on site and was verbally told that as long as the facility was locked at night, was properly lit and had security cameras on site they had no problem with washrooms being installed.
 - 3) Wheelchair Ramp – is disintegrating rapidly, was to be repaired when the stairs were done but the contractor is no longer available for such a small job. We are looking for a new contractor and expect the work to be done soon.
 - 4) McKenzie Towne Business Alliance – this group has formed and staff is working with them to market and promote McKenzie Towne, McKenzie Towne Hall, and the store front businesses outside of the immediate areas. The goal is to bring people into this great community to live, shop and visit. More information once the group is more formalized.
 - 5) Programming and Rentals – administration is looking at how we can market and promote our programming and rental opportunities more than we have been. We have hired a new Program Coordinator and will be looking for new ideas from them.

Action Items:

7. Approval of Meeting Minutes

MOTION: "That we approve the July 23, 2015 minutes as circulated."
Moved by: Malik Amery; Seconded by: Jim Fitz Morris. **CARRIED**

8. Committee Reports

A. Executive Committee –

- i) Letter to Shane Keating was discussed at last board meeting is included in the Board package for reference.
- ii) Communication to GM – is to go through the President going forward.

B. HR/Compensation Committee –

Is requesting a re-alignment of an existing position. The committee has come up with some recommendations and adjustments to current positions. HR/Compensation and Finance committees to discuss compensation, revisit the job descriptions and organizational chart across the board.

Board went in-camera from 8:30 to 9:00 p.m.

MOTION: "To extend the meeting past 9:00 p.m."
Moved by: Shaunna Boyd; Seconded by: James Boyle. **CARRIED**

C. Finance/IT Committee – Malik Amery

Has not met. The Audit has gone well and the lead with PWC has been great. PWC would like to be retained for one more year.

MOTION: "To extend Price WaterhouseCoopers as auditors for McKenzie Towne Council for one more year".
Moved by: Rob Van Gastel; Seconded by: Malik Amery. **CARRIED**

D. Operations Committee – deferred to next meeting.

E. Policy Committee – did not meet.

9. MTCA – did not attend meeting.

10. New Business

A. President Correspondence – Letter to Councillor Keating - circulated

B. Canada 150 Grant Announcement - circulated

C. AGM Date and Record Date Change – date needs to be changed as President will not be available. New AGM date – Wednesday, October 28, 2015 @ 7:00p.m. Record date – September 29, 2015 @ end of business day.

11. Next Meeting Dates

Tuesday, September 15, 2015 – Board Meeting @ 6:00 p.m.

NOTE: The board meets every third Tuesday of the month.

12. Adjournment – meeting adjourned at 9:13 p.m.

Action Items:

Documentation to be reviewed and brought back to next meeting

Finance Committee – look into payments by EFT and report back to next Board Meeting

Canada 150 grant announcement to be communicated out to residents

GM to draft AGM package

President to draft the resident letter for the AGM package

Proxy rules to be revisited