

McKenzie Towne Council (MTC) - Board of Directors Meeting

Tuesday, January 19, 2016  
Board of Directors Meeting @ 6:00 p.m.  
McKenzie Towne Hall

MEETING MINUTES

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**PRESENT:** JAMES BOYLE; JAYDEL GLUCKIE; ROB VAN GASTEL; MARGARET MCPHERSON; UTE DAVIES;  
PRESTON THIRLWALL; LAURA ST. CROIX; MALIK AMERY; BRIAN HENDERSON;

**ABSENT:** JIM FITZ-MORRIS; JESSICA SMITH; SHAUNNA BOYD; ROGER DOUCET;

**GUESTS:**

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**ITEM**

1. **Call to Order** - Meeting called to order at 6:00 p.m. by Chair Rob Van Gastel.
2. **In Camera** – Meeting went in camera at 6:01 p.m.
3. **Open Meeting** – In Camera session ended at 6:10 p.m.. The President thanked everyone for their attendance at the Strategic Planning Meeting held the previous Saturday. Due to medical leave, the General Manager will be away from work until at least February 20.
4. **Introduction and Attendance** – Four Board members were absent, 1 due to health issues, 2 due to deaths in the family and 1 due to child care.
5. **Amendments to Meeting Agenda** - none
6. **GM Report** – General Manager Christine Hemminger

General Housekeeping

Hall Signage – discussion around the signage, greetings and notices being placed up by MTC in keeping with the Mission Vision and Values.

**MOTION:** "MTC will recognize in signage and business operations holidays that are listed as Statutory Holidays under the Statutory Holiday Act."

Moved by: Rob Van Gastel; Seconded by: Laura St. Croix.

Discussion held.

**CARRIED**

Arising from the Strategic Planning Session Meeting the Mission Vision and Values had been discussed, voted upon for recommendation and approval by the Board of Directors.

Action Items:

**MOTION:** "To change the MTC Mission Vision and Values as discussed at the Strategic Planning Session to be adopted:

Mission Statement:

MTC is a Steward of the community, MTC enhances and maintains physical amenities while actively promoting collaborative participation amongst residents in an inclusive environment.

Vision Statement:

To be Calgary's finest community where people live, work and play.

Values:

Fiscal responsible stewardship.

Promote a positive and inclusive experience.

Progressively maintain a safe, healthy and sustainable environment.."

Moved by: Rob Van Gastel; Seconded by: James Boyle.

No Discussion held.

**CARRIED**

There appears to have been no motion documenting the approval from a previous Board to approve the work related to the repairs to the handicap ramp at the front of the Towne Hall.

**MOTION:** "To move \$6,000 from reserve fund to cover the cost of Handicap Access Ramp repairs at the Towne Hall."

Moved by: Jaydel Gluckie; Seconded by: Brian Henderson.

Discussion held.

**CARRIED**

In June 2015, emergency repairs were made to the Prestwick Common Fountain as a result of a leak being detected. As there was no Board meeting an email approval was sent out to all Board members. At the time, the repairs were anticipated to be up to \$50k. The actual cost was close to \$30k.

**MOTION:** "To allow up to \$50,000 to be allocated for emergency repair work of the Prestwick Common Fountain."

Moved by: Brian Henderson; Seconded by: Malik Amery.

Discussion held.

**CARRIED**

The website currently has information on it about who sits on the Board of Directors. Staff have requested a decision to post photos and biographies of Board members on the website as part of an information campaign.

**MOTION:** "MTC would post photos of Board Members on the MTC website."

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

Discussion held.

**FAILED**

Action Items:

**MOTION:** "MTC would post biographies of Board Members on the MTC website."

Moved by: Malik Amery; Seconded by: Brian Henderson.

Discussion held.

**FAILED**

Action Items:

#### Adult Drop In Gym

A request is being made by the Programming Coordinator to create policy around who can be present for this session. Staff are suggesting that the age be 18 years of age and older. The situation arose when a youth was playing basketball with adults, and other youth have been left unaccompanied while their parent played in the gym.

Operations Committee to review and recommend policy changes

#### Second Quarter Report

The GM report was circulate, reviewed and will be attached to the minutes.

**MOTION:** "To accept the General Managers Second Quarter Report as provided."

Moved by: Malik Amery; Seconded by: Brian Henderson.

Discussion held.

**CARRIED**

### **7. Approval of Meeting Minutes**

**MOTION:** "That we approve the November 24, 2015 minutes as circulated."

Moved by: James Boyle; Seconded by: Preston Thirlwell.

Discussion held.

**CARRIED**

### **8. Committee Reports – all committees need to set meetings**

**A. Executive Committee** – None.

**B. HR/Compensation Committee**

The HR policy currently lists the benefit coverage for personnel and this needed to be reviewed.

**MOTION:** "It is moved that the Illness and Disability Policy be:

The first week of absence (7 days) will be 100% paid by the company with weeks 2-17 being paid at 66 2/3%, and the first week of absence (7 days) will be 80% for employees hired after January 20, 2016."

Moved by: Malik Amery; Seconded by: Brian Henderson.

Discussion held.

**CARRIED**

**MOTION:** "To add Board Director Laura St. Croix to the HR/Compensation Committee"

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

No Discussion.

**CARRIED**

**MOTION:** "To amalgamate the HR/Compensation Committee with the Finance/Budget/Information Systems Committee"

Moved by: Malik Amery; Seconded by: Preston Thirlwall.

Discussion Held.

**CARRIED**

The GM job descriptions need to be formulated and a GM search to be started as soon as possible. Consideration to both internal and external candidates needs to be given. Job description will be formulated by reviewing existing policy, interviews with senior staff to aid in requirements gathering as well as committee meetings.

The Committee is to start an immediate review of HR Policies.

**C. Finance/Budget/Information Systems Committee**

No meetings have been held. There was agreement that the committee will meet the first Tuesday of every month at 6 p.m. with the next meeting to happen on January 26. The Treasurer reports that fundamentally, revenues are ahead of comparable period last year. The financial statements from the June to December period were circulated and reviewed.

**MOTION:** "To approve the September to December 2015 Financial Statements as presented"

Moved by: Malik Amery; Seconded by: Brian Henderson.

Discussion Held.

**CARRIED**

**D. Operations Committee**

There was discussion around the Prestwick Common Committee and it was clear that they are two distinct committees with specific mandates. There is no need to merge.

**E. Policy Committee – none**

**F. Prestwick Common Committee**

There were 2 public meetings held in December with only 3 members of the community coming forward. Concerns were raised about the development increasing traffic or undesirable activities. The committee is in the process of getting ready to obtain development permits. An architect needs to be hired to develop plans to assist in the permit process. Brian Henderson will attend and speak with the Condominium Boards for the lands abutting Prestwick Common. There is an already approved motion from June 2015 to spend \$750k on the project. In order to receive the grant money, the project needs to be completed by July 1, 2017. The project is already approved and work has already been done on promoting the project through advertising, the webpage, public meetings. More will be done as we move forward, but there is a need to get the architectural work done so that more than a vision can be communicated to residents. The Board has to promote and execute the project with a solid plan.

Action Items:

Committee to start a requirements gathering phase for a GM

Review of HR policies to be started immediately

**MOTION:** "To allocate \$100,000 from the above mentioned \$750,000 for pre engineering and architectural designs and site surveys to support permit applications."

Moved by: Rob Van Gastel Seconded by: Malik Amery.  
Discussion Held.

**CARRIED**

Action Items:

**9. McKenzie Towne Community Association Update**

Jaydel Gluckie, President of MTCA and also a MTC Board Member provided a brief update from the MTCA perspective. A new Vice President was identified, James Boyle. The MTCA is working on an agreement to be signed off by MTC to show support and cooperation in the delivery of programs to the residents.

**10. Other Business**

With the retirement of the GM to occur in May, and the current medical leave, the Board discussed the options about an interim GM replacement. Recognizing that there would be an open competition for the position, a number of options were discussed about how to proceed during the current GM absence. With the approval of the motion, the President agreed to meet with staff and update them on the direction. The President agreed to keep the Board updated regularly on the operations normally handled by the GM.

**MOTION:** "In the absence of the GM the three business unit heads, as defined by McKenzie Towne Policy, will continue to be responsible for their business unit and when an issue arises, concerns will be brought to the President of MTC. All policies relating to GM Approval or oversight will refer to the President until February 20, 2016, with the exception of payroll approval which will be directed to the Treasurer."

Moved by: Malik Amery Seconded by: Preston Thirlwall.  
Abstain: Rob Van Gastel  
Discussion Held.

**CARRIED**

**11. Next Meeting Dates**

- A. Board Meeting – Tuesday, February 16, 2016 @ 6:00 p.m.
  - B. Board Meeting – Tuesday, March 15, 2016 @ 6:00 p.m.
- NOTE – Board meets the third Tuesday of each month

All Board members will be invited to all Committee Meetings. Attendance at Committee Meetings is mandatory for the respective members of that Committee.

**12. Adjournment**

The meeting was adjourned at 9 pm. Moved by: Margaret McPherson.