

McKenzie Towne Council

Tuesday, September 20, 2016

Board of Directors Meeting @ 6:00 p.m.

McKenzie Towne Hall

MEETING MINUTES

Attending: Sami Amery – guest, MTC Administrative department head
Shawn MacDougall – has stepped forward as a new board of directors member
Malik Amery, Ute Davies, Jim Fitz-Morris, Brian Henderson, Laura St. Croix, Preston Thirlwall
Via telephone: Rob van Gastel, Rick Leigh
Regrets: Roger Doucette, Margaret MacPherson, Jessica Smith

1. Call to Order – In Camera 6:03 pm
2. In Camera
3. Open Meeting (6:32pm)
4. Amendments to the Meeting Agenda – none requested
5. Approval of Minutes from previous monthly meeting – circulated by email

Motion: To approve the August 16, 2016 meeting minutes as circulated.

Moved: Malik Amery Second: Ute Davies

Carried

6. Introductions & Attendance
7. New Director Application – Shawn MacDougall – Shawn MacDougall new prospective board member. Shawn introduced himself and informed the group that he is a 5 year resident of McKenzie Towne.

Motion: The Board of MTC agrees to accept Shawn MacDougall as a Director of McKenzie Towne Council

Moved: Rob Van Gastel Second: Laura St. Croix

Carried

8. GM Report — sit rep from August 26
 - a. Fee collections, as of September 20, there remain 376 outstanding payments due.
 - i. Payments received by September 25 will not incur a collection penalty.
 - ii. Residents are no longer permitted to participate in a payment plan.
 - iii. No cash payments will be accepted outside of business hours.
 - b. Staffing – positions open are Programming Assistant and Recreation Assistant. Daniel Santiago will be conducting 2 internal and 2 external interviews prior to October 1, 2016.

- c. Pond – City is working on both Inverness Pond and Prestwick Pond. Walking path closures are expected.
- d. Facilities and Amenities – documents were attached to meeting agenda, notes and proposals by Sheldon Kingcott. Jim Fitz-Morris will discuss these in an upcoming Operations Committee meeting, expected during the week of September 26. Recommendations from Operations Committee expected at next Board of Directors meeting.
- e. Programming Cancellations and Registrations – email attached to meeting Agenda, of 25 programs, 9 were cancelled. It was suggested that programs should not be cancelled so early near the start of a program. Programs are to be revenue neutral. Malik Amery will speak to Daniel Santiago about attendance. Malik will raft and circulate a policy about program cancellations.
- a. Staffing – Programming and Rec Assistant has had 2 internal interviews and 2 external interviews are going to be completed.
- b. Pond – work on the pond by the City has begun some closures are occurring on the pathway
- c. Facilities and Amenities – see attached documents provide by Sheldon that are not included in the SitRep
- d. Programming Cancellations and Registrations – see attached email
- e. Luau After Action Report – see attached email
- f. Mail Processing – new procedure

9. Committee Reports

- a. Executive Committee
 - i. AGM: Annual General Meeting, Wednesday, October 26, 2016. Draft of Final AGM package – all directors to review the AGM package and provide corrections to Rob van Gastel or Sami Amery by September 23. An updated version from this meeting, with corrections will be circulated September 21.
 - 1. Draft minutes of October 28, 2015 AGM attached to meeting agenda for review by all Directors.
 - 2. Financial Statement – posted on the website, motion by Malik Amery, second, Brian Henderson, motion carried.
 - 3. Directors report – substitute Margaret MacPherson for Shauna Boyd as Vice President, where relevant.

MOTION: “The date of for the 2016 AGM for MTC is October 26, 2016 at 7:00pm”
Moved: Laura St. Croix Second: Ute Davies
Carried

MOTION: “The date of record for the 2016 AGM on October 26, 2016 is set at September 27, 2016 at 5:00pm”
Moved: Brian Henderson Second: Laura St. Croix
Carried

**MOTION: "The scrutineer for the 2016 AGM on October 26, 2016 is Brian Henderson:
Moved: Preston Thirlwall Second: Malik Amery
Carried**

**MOTION: "The proxy holder for the 2016 AGM on October 26, 2016 is Rob Van Gastel"
Moved: Jim Fitz-Morris Second: Laura St. Croix
Carried**

- ii. Continuation of President in role of 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 October 27, 2016, with the exception of payroll approval which will be directed to the Treasurer."

**Moved: Brian Henderson Second: Jim Fitz-Morris
Abstain: Rob Van Gastel
Carried**

- iii. Vice President Nomination

**MOTION: "To nominate Margaret McPherson as the Vice-President."
Moved: Malik Amery Second: Brian Henderson
Carried**

- b. Finance/HR/Budget/information Systems Committee
 - i. Financials – financial statement circulated at the meeting
 - ii. Auditors Report – will be circulated at the meeting

Motion - "To approve the audited financial statements as circulated and completed by PricewaterhouseCoopers LP for the fiscal term June 1, 2015 to May 31, 2016."

**Moved: Malik Amery Second: Brian Henderson
Carried**

- iii. Signing Authority – additions and removals motion required

Motion - "To add Brian Henderson and Margaret McPherson as assigned alternate signing authorities"

**Moved: Malik Amery Second: Jim Fitz-Morris
Carried**

- c. Operations Committee – see SitRep in GM Report and the next meeting of the committee will be September 26
- d. Policy Committee – no report
- e. Prestwick Common Committee – Development Permit has been filed with the City of Calgary. Brian Henderson is currently working on tender documents to obtain bids for the

construction based upon drawings provided by the architect. These tenders will be released the week of September 26.

10. McKenzie Towne Community Association - update from Malik Amery, at the last Community Association meeting President Stephanie Kusie stepped down. A new President will be identified in the future.
11. City of Calgary Notice of Potential Compensation – see included notices from City of Calgary

Motion: “McKenzie Town Council does not wish to pursue a claim against the City of Calgary for compensation pursuant to Section 534 of the Municipal Government Act for any possible devaluation of MTC properties due to construction of a pedestrian crossing outside of the Towne Hall or the RA park.”

Moved: Malik Amery Second: Preston Thirlwall
Carried

12. Other Business/ New Business Arising
 - a. Federation of Calgary Communities Committee – Malik Amery was successful in the competition and is being recommended by the Federation of Calgary Communities to sit on the committee as a Resident’s Association representative.
 - b. Community Garden proposal – request was received by Rob Van Gastel by a resident. The matter will be turned over to Preston Thirlwall to meet with the resident and Sheldon Kingcott about the idea and options available.

13. Next Meeting Dates
 - October 18/ 2016 – 6:00 pm
 - October 26/ 2016 AGM – 7:00 pm

14. Adjournment

Motion – “ To adjourn”
Moved: Jim Fitz-Morris Second: Preston Thirlwall