

**McKenzie Towne Council (MTC) - Board of Directors Meeting**

**Tuesday, April 21, 2015 at 6:00 p.m.**  
**McKenzie Towne Hall**  
(40 McKenzie Towne Blvd. SE)

**MEETING MINUTES**

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**ATTENDANCE:** LAURA ST. CROIX; JIM FITZ-MORRIS; BRIAN HENDERSON; ROB VAN GASTEL;  
UTE DAVIES; JAMES BOYLE; SHAUNNA BOYD (via phone)

**REGRETS:** MALIK AMERY; SHELLEY WARK-MARTYN

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

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**ITEM**

1. **Call to Order** - Meeting called to order at 6:00 p.m.
2. **In Camera** – Directors went into In Camera from 6:01 p.m. to 6:15 p.m.
3. **Open Meeting** – began at 6:17 p.m.
4. **Introduction and Attendance**  
  
Jaydel Gluckie, President of the McKenzie Towne Community Association (MTCA) was introduced as a guest.
5. **Amendments to Meeting Agenda** – none.
6. **GM Report** – Christine Hemminger, General Manager  
  
GM, Properties Manager and Parks Manager all met with the City of Calgary Parks Department to discuss the 2015-2016 season.  
  
Discussed pest management and the spraying of McKenzie Towne green spaces. Will continue with annual spraying which MTC will pay for.  
  
Inverness Square needs electrical upgrades and the sidewalks are very badly cracked. Will work towards a mutual solution.  
  
It was indicated that there will be no irrigation in the city this year as their budgets are being tightened and there is no money available for water. Discussed the ability of MTC to possibly pay for water in our community. GM stated that it could be possible in the small parks, but we would not pay for large sports fields, recommended that they go to the specific sports groups that use these areas for funding.  
  
The Annual Maintenance Contract has been set for the next 3 years, MTC should expect \$128,381.68 from the city annually going forward.  
  
With the excellent spring we have been experiencing, the crew has had a great start and the parks are looking very good and are in great shape. GM extended her appreciation for the hard work of her parks and maintenance staff.

Action Items:

GM to send letter to City of Calgary asking for confirmation that they will not be irrigating the community this year.

President Rob Van Gastel requested that the GM send a letter to the City of Calgary asking for confirmation that they will not be irrigating the community this year.

Action Items:

## 7. Approval of Meeting Minutes

**MOTION:** "That we approve the March 17, 2015 minutes as circulated with the change of 52<sup>nd</sup> Street to Avenue."

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

## 8. Committee Reports

### A. Executive Committee – Board Resignation – Don Reid

**MOTION:** "That we accept, with thanks for service, the resignation of Don Reid from the Board of Directors due to work commitments."

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

**CARRIED**

Letter to Residents – attached for information. This letter will be going out to all residents with their annual fee invoice.

### B. HR/Compensation Committee – James Fitz Morris

James reported that the committee did meet on March 26, 2015. The committee discussed HR infrastructure and administration to ensure that it aligns with current business policies and practices.

They reviewed the TOR and will be submitting for approval at next Board Meeting.

The HR Manual has been reviewed, job descriptions and responsibilities. Believe that the roles and responsibility needs updating which they will review and update to the Board periodically.

The GM has submitted a letter indicating that she will be retiring in May 2016. The committee will need to look at succession planning.

Recommend that due to the current economic conditions in the province that salary levels and compensation remain at current levels. As well, funds need to be set aside for recruitment expenses required for the General Manager position recruitment.

**MOTION:** "That current salary compensations stay at current levels for the upcoming year."

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

The HR/Compensation Committee recommends that funds be made available to hire a head hunter to find a new GM and allocate funds for an overlap of employment.

**MOTION:** "That the Board allocate 20% of the base GM's salary in the 2015-2016 budget to find a replacement."

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

Discussion showed a need to ensure that the process is started early enough. It was thought that the Executive Committee could handle the hiring of a

replacement and that the Board needs to be fiscally responsible and be mindful of tying future Boards hands. Some members wanted to ensure that the funds would be there if needed and asked for clarification that the Executive Committee would handle the head hunting and interviewing for the new GM. The President verified that they would. Succession planning for the GM to be discussed at the HR Committee meeting on May 7, 2015.

**VOTE: 1 in favour; 6 against – MOTION DEFEATED**

Reported that the GM has found substantial savings in regards to the benefit provider that MTC is using. Effective May 1, 2015 we will be switching providers. This will result in approximately a \$20,000 savings annually.

**MOTION:** “That we approve the change of the benefits provider to Group Source.”

Moved by: James Boyle; Seconded by: Brian Henderson. **CARRIED**

### **C. Finance/IT/Budget Committee – Brian Henderson**

i) Brian Henderson presented the February 2015 Financial Reports.

**MOTION:** “To approve the February 28, 2015 Financial Reports as circulated.”

Moved by: Brian Henderson; Seconded by: Ute Davies. **CARRIED**

ii) 2015-2016 Budget – Finance met several times to analyze the budget as prepared by the GM and administrative staff. No increase in annual fees is being requested. The finance committee requests that the 2015-2016 budget be accepted as circulated.

**MOTION:** “To approve the 2015-2016 Budget as circulated.”

Moved by: Brian Henderson; Seconded by: Rob Van Gastel.

**CARRIED UNANIMOUSLY**

### **D. Operations Committee – James Boyle**

Committee met on March 26, 2015 discussed budget requirements.

Recommend that rental prices go up 15% in order to keep up to neighbouring facilities. Rental rates have not gone up for several years.

Also, analyzed the usage of the hall and how vacant space can be rented out. Recommend that the current policy of not renting out to commercial entities be revisited. The committee will look into this further and come back with recommendations and an updated policy for approval.

**E. Policy Committee** – has not met, no report.

## **9. New Business**

### **A. President Correspondence – Rob Van Gastel**

President has had a request from a resident asking what they can do to help out, Rob will be talking to him and will report back to the Board.

### **B. Plan Meeting With Alderman Keating – update**

Still trying to arrange a date and time that works for everyone.

**C. Elections Alberta** – has rented the gym and will have polling stations set up here on May 5.

Action Items:

Submit new policy on commercial entities renting the hall

**D. CA Update - Jaydel Gluckie, President MTCA**

- Two mobile speed signs have been ordered for installation by Prestwick Common and Elgin Soccer field. The CA is hoping that this will reduce the incidence of speeding.
- Neighbourhood Watch has been active in the community, recommended that the Board members visit their Facebook page.
- The committee has sent in MTC's request that the City of Calgary SE LRT line in McKenzie Towne be a paid transit line and not honorary like other ones in the city. As well, the request for a reduced speed zone to 40 KM community wide was submitted.
- Stoney Trail and Deerfoot Trail – sound studies have been done and it has been determined that the decibel ratings are not high enough to warrant a solid wall going up along McKenzie Towne south. Are requesting that MTC send in a request to the Province to reconsider their decision.

**E. Next Meeting Dates**

**Next Meeting Dates:** Tuesday, May 19, 2015. NOTE: The board meets every third Tuesday of the month.

**F. Adjournment – meeting adjourned at 7:37 p.m.**

Action Items:

President to send a letter to the Province