

McKenzie Towne Council (MTC) - Board of Directors Meeting

Tuesday, September 15, 2015 at 6:00 p.m.

McKenzie Towne Hall

(40 McKenzie Towne Blvd. SE)

MEETING MINUTES

PRESENT: ROB VAN GASTEL; JAMES BOYLE (6:37 pm); MALIK AMERY (via phone @ 6:17 pm, in person at 6:43 pm); UTE DAVIES; SHAUNNA BOYD; JIM FITZ-MORRIS; BRIAN HENDERSON

ABSENT: LAURA ST. CROIX

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 6:12 p.m.
3. **Open Meeting** – began at 6:12 p.m.
4. **Introduction and Attendance** – Sheldon Kingcott, Properties Manager MTC and Jaydel Gluckie, MTCA
5. **Amendments to Meeting Agenda** - Add 6A - Appointment of new Board Member and move Finance Committee to 6B.
6. **A.** Jaydel Gluckie stated that he was interested in becoming a MTC Board member.

MOTION: “That we appoint Jaydel Gluckie to the MTC Board of Directors”.
Moved by: Rob Van Gastel; Seconded by: Shaunna Boyd.

CARRIED

B. Finance/IT Committee – Malik Amery

i) Malik presented the May, June and July financial reports for review via phone at 6:17 p.m. He then left the meeting via phone at 6:30 p.m. to attend in person. Item put back later in the agenda upon his attendance. **To be continued.**

7. **GM Report** – General Manager Christine Hemminger

A. The 2014-2015 4th Quarter Report was submitted for review and discussion. President Rob Van Gastel noted that he thought that this was an excellent report and a testament to the hard working and dedicated staff. He believed that this report should be shared with the residents so that they would understand the scope of the operations. Numerous other board members agreed.

MOTION: “To approve the report as circulated with anything published publically will be edited to exclude any private information”.
Moved by: Rob Van Gastel; Seconded by: Brian Henderson.

CARRIED

Action Items:

- B. Calgary Police Service Handout – will be shared with the public via website, handouts, Facebook, etc.
- C. Organic Turf Program – had been circulated and published through various media.
- D. Facebook Posts – There have been numerous negative comments made on Facebook about MTC and what the Council is doing. The discussion around the engagement in other chat areas was brought up by President Rob Van Gastel. Everyone agreed that staff were not to respond to any comments that were not made on our official site and that board members were advised about how not to engage in any controversial conversations. Board members are free to speak but were reminded that they speak individually and not on behalf of the Board. The President speaks on behalf of the Board and concerns can be directed to the President.
- E. Letter to the City of Calgary – Re: Optional Amenity Agreement – as circulated.
- F. Other – Deerfoot Sound Wall – there will be an Open House at the hall on Sept. 30 to present the Province’s decision to replace the plastic fencing along the Deerfoot south of McKenzie Towne Boulevard to the new Elgin Middle Years school site. Trees on McKenzie Towne Boulevard from the Deerfoot maintenance sign to the traffic circle east of Deerfoot will all be removed this fall and replaced.

St. Albert the Great School has approached us as an emergency evacuation site – we will do everything to meet their request. We are already an emergency evacuation site for both the Revera Long Term Care building and the Seniors Home.

Collections – on September 1, 2015 we were at 730 properties outstanding, we have collected on over 400 since then. 312 are past due as of today, last year we sent 225 to collections and we expect to be around there again this year.

6 B. Continued - Finance/IT Committee - Malik Amery attended the meeting at 6:45 p.m. and continued his presentation.

MOTION: “To accept the May, June and July 2015 financial reports as circulated”.
Moved by: Malik Amery; Seconded by: Jim Fitz-Morris. **CARRIED**

- ii) Malik met with PWC to go over the results of the May 31, 2015 Audited Financial Statements and their analysis of operations. MTC received a clean bill of health which is a testament to our staff. There was new leadership at PWC this year so there was a new perspective and a fresh set of eyes looking at our operations on their behalf. There were no concerns about our practices and they reported that our practices were actually more reflective of a large for profit corporation than a not for profit.

MOTION: “To accept the 2014-2015 Audited Financial Statements as circulated”.
Moved by: Brian Henderson; Seconded by: Ute Davies. **CARRIED**
(NOTE: Shaunna Boyd was not in the room to vote)

Malik reported that with the GM retirement in the spring, there was further discussions with PWC about controls and analysis of what management is doing going forward. In order to have some continuity going forward he recommends that we retain PWC for a longer period of time than first requested.

MOTION: "To go into a 2 year agreement with PWC instead of 1 year".
Moved by: Rob Van Gastel; Seconded by: Brian Henderson.

CARRIED

Action Items:

GM to send letter of support and motion to WED

8. Approval of Meeting Minutes

Under GM report – SEPED report should be spelled CPTED report.

MOTION: "That we approve the August 11, 2015 minutes as amended."

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

9. Committee Reports

A. Executive Committee –

- i) Motion of support and financial commitment for Canada 150 Grant Project.

MOTION: "McKenzie Towne Council acknowledges the agreement with Western Economic Diversification dated August 20, 2015 and approves proceeding with the Canada 150 Grant Project known as the "Prestwick Common Revitalization". Funding is confirmed and committed for up to \$750,000 and administration is authorized to proceed as required to meet the conditions of the said agreement".

Moved by: Shaunna Boyd; Seconded by: Rob Van Gastel.

CARRIED

- ii) Strategic Planning Meeting – scheduled for Saturday, December 5, 2015 from 9:30 am to 4:00 pm.

- iii) Board Absences Policy Discussion

MOTION: "Every absence is deemed unexcused unless in the subsequent meeting the board member can provide a reasonable explanation to which the board may deem excused. After two sequential unexcused absences the board member will be removed from the board in accordance with the by-laws."

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

CARRIED

- iv) EFT Payments

MOTION: "That MTC initiate reoccurring monthly payments via EFT to the following businesses – Enmax; Direct Energy; Telus Communications; Group Source; Workers Compensation Board; City of Calgary Waste; in accordance with current financial controls."

Moved by: Shaunna Boyd; Seconded by: Brian Henderson.

CARRIED

GM to book room

B. HR/Compensation Committee –

Has not met. Succession planning for the GM will be undertaken by the new board after the AGM. The committee needs to analyze the current job descriptions, organizational chart and compensation of the organization.

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

Moved by: Shaunna Boyd; Seconded by: James Boyle.

CARRIED

C. Operations Committee

- i) Rental Policy Recommendation - to further enhance the viability of MTC building and its facilities the operations committee recommends the following:

MOTION: "To amend the current MTC policy(ies) of non-commercial/non-competitive use of the MTC facilities, thereby allowing facility space rentals to commercial trade and sales shows. These events should comply with MTC family values and excludes any events that may be deemed offensive or contrary to the conservative nature of the McKenzie Towne community. It will be at the General Manager's discretion to determine the suitability of all requests."

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

AMENDMENT: "That the General Manager reports back to the Operations Committee any rentals that have been rejected.

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

CARRIED

- ii) Report from August 25, 2015 meeting circulated and discussed.

Gym air exchange unit is being investigated in regards to maintenance and repair/replacement. Green building options – amenities manager is meeting with companies to look at options going forward, will bring back findings. Community Electronic Sign Replacement – pricing has come in, next steps will be discussed at next operations committee meeting. Traffic circle rebuild will be starting soon in preparation of spring planting. Maintenance agreement in neighbouring community – further analysis is needed recommendations will come back to next board meeting. Hockey boards from Red Deer will not fit our needs, operations committee is recommending that we do not pursue this option any further.

D. Policy Committee – did not meet.

10. MTCA – Jaydel Gluckie

The CA has approved proceeding with a teen dance at the hall on Friday, October 16, 2015. MTC has donated the space to the CA at no charge and will work with them to market and promote this event.

MOTION: "To allocate \$600.00 to assist the MTCA in hosting their teen dance."

Moved by: Rob Van Gastel; Seconded by: Shaunna Boyd.

CARRIED

Action Items:

11. New Business

- A. President Correspondence** – correspondence circulated and discussed, GM to verify that the complainants are residents in good standing, once confirmed, President will respond and share with fellow board members.
- B. AGM Preparation** – Wednesday, October 28, 2015 – Nicole Taylor-Smith with Miller Thompson will be in attendance at the meeting as our legal representative. She has made recommendations to reduce the size of our AGM package based on our by-laws. The AGM package will be much smaller than in the past with full versions and audited financial reports being made available on the website.

MOTION: "That the nomination of interested directors for the Annual General Meeting of October 28, 2015 for the fiscal year ending May 31, 2015 is: Rob Van Gastel, Shaunna Boyd, Brian Henderson, James Boyle, Jim Fitz-Morris, Ute Davies and Jaydel Gluckie; the number of directors to serve is 15; the proxy form be accepted as designed; that the scrutineer be Brian Henderson; that the Chair holds the proxies."
Moved by: Shaunna Boyd; Seconded by: James Boyle.

CARRIED

12. Next Meeting Dates

Tuesday, October 20, 2015 – Board Meeting @ 6:00 p.m.

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

- 13. Adjournment** – meeting adjourned at 9:25 p.m.

Action Items:

GM to follow up with Malik Amery and Laura St. Croix as to their interest