

McKenzie Towne Council

Tuesday, February 16, 2016
Board of Directors Meeting @ 6:00 p.m.
McKenzie Towne Hall

MEETING AGENDA

PRESENT: JAMES BOYLE; JAYDEL GLUCKIE; ROB VAN GASTEL; MARGARET MCPHERSON; UTE DAVIES;
PRESTON THIRLWALL; LAURA ST. CROIX; MALIK AMERY; BRIAN HENDERSON; ROGER
DOUCET; JIM FITZ-MORRIS

ABSENT: JESSICA SMITH; SHAUNNA BOYD;

GUESTS: Rick Leigh (resident)

6:05 1) Call to Order

6:06 2) In Camera

6:30 3) Open Meeting

MOTION: to accept resignation letter from Shaunna Boyd as VP and resident director.
Moved by James Boyle, seconded by Jim Fitz-Morris

Discussion:

CARRIED

6:31 4) Introductions & Attendance

6:32 5) Amendments to the Meeting Agenda
Add finance report to 8B iii

6:33 6) GM Report – Christine Hemminger, General Manager

- A. Refer to SitReps Submitted Each Week
 - GM had never had meetings with department heads before.
 - GM would meet with them individually except for facilities.
 - Now meetings take place every Friday AM.
 - Staff is appreciative.
 - Reiterated that the structure created in absence of GM will be ongoing .
 - Board members may come to these meetings.
- B. Outstanding Items from Last Meeting
 - a. Adult Drop In Gym – decision requested from OPS Committee
 - Should youth be allowed
 - Put to ops to be continued

6:42 7) Approval of Meeting Minutes

- A. January 19. 2016 Board Meeting Minutes(E7)
 - Brief discussion about the use of a cloud service for meeting agenda, handouts etc.
 - Roger Doucet and Rob Van Gestel to work on logistic to present to the board in the future.
 - Those that desire print copies would retain that method.

MOTION: to accept Minutes from Jan 19 2016 board Meeting
Moved by Ute Davies, seconded by Malik Amery

Discussion:

CARRIED

8)

Committee Reports

A. Executive Committee

- i. Summary of February 7 Meeting Report
 - Discussion of the Executive meeting held regarding GM leave.
 - Malik updating the board on the exec meeting held .
 - Three options:
 1. Return to work on 22nd
 2. Unpaid leave as of the 22nd
 3. Retire
 - Long term is 66 2/3 salary
 - Failure to return could lead to termination.

MOTION: The Board will provide compassionate leave to the GM amounting to 11.32 hours for the first pay period of February ending on February 6, and 75 hours compassionate leave for the second pay period of February up until February 19.

Moved by Rob Van Gestel Seconded by Roger Doucet

Carried

- Vote unanimous

B. Finance/HR/Budget/Information Systems Committee

- i. Status Update – requirements gathering for a GM
 - Show Results from Consultation with Staff
 - Staff were asked three questions: what do you want in a GM, What don't you want in a GM and what are the Qualifications of a GM
 - Discussion ensued as to staff suggestions
- ii. HR Policy Review – Status update
- iii. Finance
 - 6832 buildup 20 more units to go.
 - No fees increase for next year
 - Rob Van Gestel –how are we set for yearend (Malik Amery - ahead revenue up expenses also up but overall in a positive position

C. Operations Committee

Hard copy report distributed

- a. Electronic sign
 - Pattison cost \$1500 which will be subtracted from final costs if we go with Pattison
 - Sheldon said Pattison was the only company (sept meeting)
 - Other sign companies that can do the work has since been identified
 - Other quotes are at 30 000

Motion to approve up to 60000 for replacement sign including an additional 2 bids for cost comparisons

Moved by Jim Fitz-Morris Second James Boyle

Discussion

Motion to amend

Moved by Malik Amery and Seconded by Laura St. Croix

Motion: To obtain three comparable quotes for new signage (Pattison quote done) **Carried**

- Jessica to send off names of companies to the committee.

- b. Pond Fountains
 - March 3 open house for McKenzie town (being held by city of Calgary)
 - Jim Fitz Morris we need 15000 for seed money
 - Fountains may costs 8000-10000 for each fountain

Motion To approve 15000 as seed money for fountain for due diligence, planning and prep to be managed by ops committee, fountains to include aeration.

Moved by Jim Fitz Morris seconded by Laura St. Croix

Carried

Discussion

- Due diligence would include cost of maintenance
- Hoped to address the smell
- The city is responsible for the water and the smell

- c. Christmas Lights
 - o Discussion about what to do going forward.
 - o operations committee to make a policy.
- d. Traffic circle landscaping
 - On budget and on time
 - 10 000 budget
- e. Organic fertilizer
 - Working and will be expanded.
 - CA to assist with messaging.

D. Policy Committee

- i. Review of Policies: **ADV1-3, BG1-3, FG4, PERS2-10**

MOTION: The Board moves to accept the policies identified as **ADV1, ADV 3 , BG1-3, FG4, PERS4-8 and Pers 10** as amended and to update the policy binder accordingly.

Moved by Rob Van Gestel seconded by Laura St. Croix.

Carried

- Vote and discussion held on each individual policy.
- PERS 2, 3, and 9 tabled until next meeting so that board members could study new policy in depth

Motion to extend meeting past 9:00 pm

Moved by Malik Amery seconded by Roger Doucet

Carried

E. Prestwick Common Committee

- i. Update
- ii. Additional Grant Application – CoOp Community Fund also looking at other grants

9) McKenzie Towne Community Association

- A. Update
 - Request for Joint Meeting March 10 7:00pm-8:30pm
 - Information about scope for CA and RA including can they be amalgamated
 - The study is called the future of community building scoping study
 - Rob Van Gestel will send meeting invite to the board.

Other Business

Motion to authorize the completion of a grant application

Moved by Malik Amery seconded by Preston Thirlwall

Carried

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 are amended and the word "General Manager" is replaced with the word "President" until March 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 Gestel

Discussion Held.

CARRIED

11) Next Meeting Dates

- A. Board Meeting – Tuesday, March 15, 2016@ 6:00 p.m.
 - B. Board Meeting – Tuesday, April 12, 2016 @ 6:00 p.m.
- NOTE – Board meets the third Tuesday of each month

9:30

12) Adjournment

Moved by Malik Amery