

**McKenzie Towne Council – Board of Directors Meeting**  
**Tuesday, March 15, 2016 at 6:00 p.m.**  
**McKenzie Towne Hall**  
**Meeting Minutes**

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**Present:** Rob Van Gastel (by phone), Malik Amery, Preston Thirwall, Jessica Smith, Jaydel Gluckie, Laura St. Croix, Margaret McPherson, Brian Henderson, James Boyle, Ute Davies, Rick Leigh.

**Regrets:** Jim Fitz-Morris, Roger Doucet

**Guests:** Shannon Lanigan/Celia Lee, d.talks  
 Sheldon Kingcott – Properties Manager

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Item	Action Item
1.) <b>Call to Order</b> – meeting called to order by Malik Amery	
2.) <b>In Camera</b> – no items.	
3.) <b>Open Meeting</b> -	
<b>4.) Introductions and Attendance:</b> <ol style="list-style-type: none"> <li>a. “d.talks” – Shannon Lanigan &amp; Celia Lee</li> <li>b. Sheldon Kingcott – Properties Manager</li> <li>c. See above for attendance</li> </ol>	
<ul style="list-style-type: none"> <li>• <b>“d.talks”</b> is a grassroots non-profit organization dedicated to fostering collaboration and conversation about design and the built environment.           <ul style="list-style-type: none"> <li>○ d.talks would like to engage the community through a local event for about 300 people.</li> <li>○ Objective is to increase awareness of community design to make the space more livable.</li> <li>○ d.talks would like to hold an event May 18<sup>th</sup>, 2016 from 6 – 9 p.m. Theme would be living in the sub-burbs.</li> <li>○ Engagement has been difficult within the community and it was suggested they start small.</li> <li>○ d.talks to prepare “5 Great Questions” that can be used in the Newsletter and website.</li> <li>○ d.talks could possibly engage residents at community events such as the Clean Up Day.</li> <li>○ Suggested items of engagement: “Getting Around” – public transportation, 40 km zones within the community, wide sidewalks, 4-way stop at Elgin &amp; McKenzie</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• d.talks will submit “Five Great Questions” to MTC.</li> <li>• Next steps to be determined.</li> </ul>

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<ul style="list-style-type: none"> <li>● <b>Storm Pond Update</b> – Sheldon Kingcott <ul style="list-style-type: none"> <li>○ Sheldon explained the flow of water in the storm sewer system from McKenzie Lake and McKenzie Towne to the river.</li> <li>○ At a recent meeting with the City a decision was made to install pumps in Prestwick Pond to circulate the water.</li> <li>○ If it is successful the same procedure will be applied to Inverness Pond.</li> <li>○ This is a \$100K project.</li> <li>○ Flaps will be placed at key points of the storm sewer system to prevent the H2S gas from escaping the system.</li> <li>○ Sheldon will post a copy of an information presentation on the web-site.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Sheldon to post copy of presentation to the website.</li> </ul>
<p><b>5.) Amendment to the Agenda:</b></p> <ul style="list-style-type: none"> <li>● Laura asked that two items be added to the Agenda <ul style="list-style-type: none"> <li>○ Mom to Mom Sale</li> <li>○ Stampede Breakfast</li> </ul> </li> <li>● All agreed to add the items with the caveat, if time permitted.</li> </ul>	
<p><b>6.) GM Report:</b></p> <ul style="list-style-type: none"> <li>● Refer to SitReps submitted each week</li> </ul>	
<p><b>7.) Approval of Meeting Minutes from February 16, 2016</b></p> <ul style="list-style-type: none"> <li>● <b>Moved</b> by Malik Amery to approve the minutes</li> <li>● <b>Seconded</b> by Jim Boyle</li> <li>● Ute asked about the organic fertilizer and Christmas lights issues.</li> <li>● Ops Committee will bring answers to next months' meeting.</li> <li>● Motion <b>carried</b>.</li> </ul>	<p>Ops Committee to report back to the Board at April's meeting.</p>
<p><b>Additional Agenda Items:</b></p> <p><b>Mom to Mom Sale</b></p> <ul style="list-style-type: none"> <li>● <b>Moved</b> by Laura St. Croix – To have MTC run an event as a pilot before June 15<sup>th</sup>.</li> <li>● <b>Seconded</b> by Jessica Smith</li> <li>● Discussion – event was previously run by a member of the community, however, it has become to big for her to continue to put on the event. MTC staff will plan and put on the event as a pilot to determine if it is worth pursuing in the future.</li> <li>● Motion <b>carried</b> unanimously.</li> </ul> <p><b>Stampede Breakfast</b></p> <ul style="list-style-type: none"> <li>● Discussion around whether or not MTC should re-introduce a Stampede Breakfast in the community. Opportunity exists through First Capital to engage the Stampede Caravan Committee at a cost of approximately \$9,000. MTC would have to supply about 55 volunteers.</li> </ul>	

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<ul style="list-style-type: none"> <li>• <b>Moved (amendment)</b> by Rob Van Gastel – To initiate planning of a Stampede Breakfast in McKenzie Towne by leveraging First Capital’s connection to the Stampede Caravan Committee. The breakfast would take place on High Street and MTC allocates up to a maximum of \$15,000 based upon a proposal prepared by MTC staff. The proposal must be completed by Tuesday, March 22, 2016.</li> <li>• <b>Seconded</b> by Laura St. Croix</li> <li>• Amended Motion <b>carried</b> unanimously.</li> </ul>	<p>MTC staff to prepare a proposal by Tuesday, March 22, 2016.</p>
<p><b>8.) Committee Reports</b></p>	
<p><b>A. Executive Committee</b></p>	
<ul style="list-style-type: none"> <li>I. Status of GM past February 22 - brief discussion.</li> <li>II. Nomination of Vice President – <b>Moved</b> by Rob Van Gastel – To nominate Jim Boyle a current Director of MTC as the Vice-President of MTC and to authorize the changing of banking authorities from Shaunna Boyd to Jim Boyle. <b>Seconded</b> by Malik Amery. Motion <b>carried</b> unanimously.</li> <li>III. Nomination of new Board member – Rick Leigh. - To accept the nomination of resident Rick Leigh to the Board of Directors. <b>Moved</b> by Rob Van Gastel. <b>Seconded</b> by Malik Amery. Motion <b>carried</b> unanimously.</li> <li>IV. Motion for Continuation of Operations - <b>Moved</b> by Preston Thirwall – “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 April 20, 2016, with the exception of payroll approval which will be directed to the Treasurer.” - <b>Seconded</b> by Brian Henderson. Motion <b>carried</b> unanimously.</li> </ul>	
<p><b>B. Finance/HR/Budget/Information Systems Committee</b></p>	
<ul style="list-style-type: none"> <li>i. Budget – Malik reported they will use a 12 month rolling average for next year’s budget and he has asked Department Heads for their input.</li> <li>ii. HR – The March 30<sup>th</sup> meeting will develop recommendations on how to proceed with staffing the GM position.</li> </ul>	
<p><b>C. Operations Committee</b></p>	
<p>Jim Boyle reported the:</p>	
<ul style="list-style-type: none"> <li>i. Asset Life Cycle Study – items are being added to the list, i.e. Skate Park Equipment.</li> <li>ii. Digital Sign <ul style="list-style-type: none"> <li>a. One quote from Pattison = \$55K to \$60K</li> <li>b. Second quote from \$30K in the \$35K range. Committee</li> </ul> </li> </ul>	<p>Ops Committee to follow up with second supplier and bring a third quote.</p>

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<ul style="list-style-type: none"> <li>has some outstanding questions to this supplier.</li> <li>c. A third quote is needed.</li> <li>d. The Committee will bring all quotes and related information to the Board.</li> <li>iii. Fertilizer Program <ul style="list-style-type: none"> <li>a. Staff requested another vehicle. Committee denied request and instructed Department Head to look at staffing schedule.</li> </ul> </li> </ul>	<p>Staff to report back to Committee.</p>
<p><b>D. Policy Committee</b></p> <ul style="list-style-type: none"> <li>i. No meeting held.</li> </ul>	
<p><b>E. Prestwick Common Committee – Update on RFP</b></p> <ul style="list-style-type: none"> <li>I. Architectural design was delayed until Friday of this week. There will be a meeting next week at the site.</li> <li>II. The tendering document is almost done.</li> <li>III. Only two comments received from community thus far – one positive and the other negative.</li> <li>IV. Contingency plans are in place for the washrooms.</li> </ul>	
<p><b>9.) McKenzie Towne Community Association</b></p> <ul style="list-style-type: none"> <li>a) Update – Jaydel received an email for a community social media site. He will look into this further.</li> <li>b) Joint Meeting – City/Community Assoc./Residents Assoc. <ul style="list-style-type: none"> <li>a. Facilitator Lisa Johnson was good. Mixed views on how the discussion went.</li> <li>b. The City will continue to study the issue.</li> <li>c. A “legal unification” option was tabled by Malik with the view to put a model, that works, in place while the City continues its’ research.</li> </ul> </li> </ul>	
<p><b>10.) Other Business</b></p> <ul style="list-style-type: none"> <li>a. None</li> </ul>	
<p><b>11.) Next Meeting Dates</b></p> <ul style="list-style-type: none"> <li>a. Board Meeting – Tuesday, April 19, 2016</li> <li>b. Board Meeting – Tuesday, May 17, 2016</li> </ul> <p>Note – Board meets the third Tuesday of each month.</p>	
<p><b>12.) Adjournment</b></p> <ul style="list-style-type: none"> <li>a. <b>Moved</b> by Brian Henderson</li> <li>b. <b>Seconded</b> by Jim Boyle</li> <li>c. Motion <b>carried</b>.</li> </ul>	