

# Minutes of Meeting Board of Directors McKenzie Towne Residents' Association

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Location: McKenzie Towne Hall, 40 McKenzie Towne Blvd, Calgary, Alberta  
Date: 2016-05-17  
Time: 6:00 PM  
Attending: Malik Amery, Rob van Gastel, Brian Henderson, Laura St. Croix, Margaret McPhail,  
Jessica Smith, Preston Thirlwell  
Regrets James Boyle, , Ute Davis, Roger Doucette, Jim Fitz-Morris, Rick Leigh

1. Meeting Called to Order at 1808 by President Rob van Gastel - Christine Hemminger dropped in to say hello to the Board.
2. In camera session
  - a. Began at 1823.
  - b. In camera session closed at 1858.

No motions arising

3. Regular meeting opened at 1858.
4. Introductions and Attendance: Motion for acceptance of absent members, Rob Van Gastel. Second, Brian Henderson, motion carried.
5. Amendment to meeting Agenda – Fort McMurray fire relief added to item 10.
6. General Managers report – refer to Sitreps submitted by the President via email to board members.
7. Approval of minutes of meeting from April 19, 2016, motion by Brian Henderson, second, Malik Amery, motion carried.
8. Committee Reports
  - a. Executive Committee
    - i. No report.
    - ii. Motion for continuation of operation, “In the absence of the GM (General Manager), 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 preplace with the word “President” until June 20, 2016, with the exception of payroll approval which will be directed to the Treasurer.” Motion by Jessica Smith, second Malik Amery, motion carried.
  - b. Finance/HR/Budget/Information Systems Committee

- i. Status Update – budget
  - 1. Financial statements for January and February 2016 presented by Malik Amery. Motion for acceptance of financial statements by Malik Amery, second Jessica Smith, motion carried.
- ii. General Manager Competition
  - 1. Creation of Posting
  - 2. Creation of review and interview panel

Meeting planned for June 2, 2016. Meeting goals will be to create a posting and determine where the posting will be advertised. Intent is to have both an external posting for public and internal posting for staff.

Posting will be brought to the June 21 Board meeting for approval.

- iii. IT Issues – multiple billing emails were received by residents/recipients of the billing notice and e-newsletter. Problem was discovered and has been fixed by the IT supplier.

It has been noted that IVERNET, the IT provider for MTC has a good product, however, their support of the product requires constant monitoring by the customer.

- iv. HR Policy Review – Status update – meeting planned for June to continue ongoing policy review.

c. Operations Committee

- i. Status Update – no meeting has been held since March 2016. A meeting is required, however, there have been sickness and family issues among committee members.
- ii. MTC sign on RA land at west entrance to McKenzie Towne – Development Permit comments were due by May 11, 2016. City of Calgary Development Board has a further 14 business day appeal period.
- iii. Pond fountains – Enmax has requested \$5,000 to investigate availability of power around both Prestwick Pond and Inverness Pond. It is known that there is some power available. Brian Henderson to walk the ponds and determine location and voltage available and whether single phase or 3-phase. Motion “If required as a result of a needs assessment by Malik Amery and Brian Henderson to allocate up to \$5,000 to Enmax for a site survey” Motion by Malik Amery, second, Jessica Smith, Motion carried.
- iv. Optional Amenity Agreements – Skate park near Calgary Transit and Dog Bag Stations throughout McKenzie Towne. Rob Van Gastel has renewed the City of Calgary agreement for a further 5 years.

- v. Commercial property maintenance, First Capital properties along High Street. Motion “to engage discussion with First Capital Properties for maintenance and landscaping along High Street.” Motion by Malik Amery, second Laura St. Croix. Motion carried.
- d. Policy Committee – no meeting held.
- e. Prestwick Common Committee
  - i. Motion “Select van der Zalm and Associates, known as VDZ, to be hired in keeping with their received bid, for the purposes of architectural and building design for the Prestwick Common Revitalization Project.” Motion by Brian Henderson, second, Malik Amery. Motion carried. Brian Henderson will contact van der Zalm and other bidders to advise them of the decision.
  - ii. Motion, “Brian Henderson be appointed as the Project Manager to oversee all aspects of the Prestwick Common Revitalization Project.” Motion by Rob van Gastel, second, Malik Amery. Motion carried.
  - iii. Geotechnical investigation and coring is required to determine building foundation requirements. Three bids were requested, two were received, one from JASA Engineering for \$3,995, the second from xx for \$4,800. Motion “to select JASA Engineering to perform geotechnical study of soil conditions at the park,” Motion by Brian Henderson, second Malik Amery. Motion carried.
  - iv. City of Calgary Development Permit Application – Brian Henderson has requested a Pre Application meeting through the City of Calgary. The development officer, Stephanie Loria, has stated that there should be no problem and a Pre Application meeting is not necessarily required.

It is the preferred direction of the committee to continue with the Pre Application meeting as there are questions that will be asked of several City Groups,

**Roads and parking** – what parking stalls are required? Some residents have requested either limited time parking or a defined parking zone allowing for resident parking along the street.

**Water and Sewer** – pipes entering existing building – supply fresh water is 2 inch pipe, storm water is 6 inch, sanitary sewer is 4 inch, are these pipes large enough to meet requirements.

**Parks and recreation** – moving if irrigation control box from existing building wall.

- v. Brian Henderson to assemble a Gant chart schedule outlining key dates. Chart to include:
  1. Sod turning, August 2, 2016 – this will include the City councillor (Shane Keating) and other invited guests.

2. Start of construction, assuming City Development Permit received, September 6, 2016.
3. Official opening of Splash Park, July 1, 2017.

9. McKenzie Towne Community Association

- a. New Community Association Board of Directors elected at the AGM on Monday, April 25. An invite was sent to Stephanie Kruse, the new CA President, to attend this meeting.
- b. Discussion on Continuing Support and Opportunities to assist moving forward.

Motion to “The President is to notify the MTCA that McKenzie Towne Council will continue to print membership cards on request of the MTCA. MTC will no longer collect or manage funds from MTCA memberships.” by Rob van Gastel, second Malik Amery. There is no system of checks and balances in place to verify membership fees collected.

MTC will continue to print CA membership cards as requested by CA membership director. It is requested that sufficient notice be given to MTC to print CA membership cards.

10. Other Business

- a. Security at MTC Towne Hall – it has been discovered that office doors are left unlocked. Offices have material about McKenzie Towne business and HR files. Staff have been reminded to close and lock all office doors.
- b. Stampede Breakfast Committee – status report – Thursday, July 14, 2016 – have secured the Sobey’s parking lot for location. High Street will be used as part of the breakfast area. High Street is a private road and designated parking lot. It does not require City permits to close the road.
- c. Fort McMurray Fire relief – MTC Towne Hall will serve as a collection location as required.

11. Next Meeting Dates

- a. Board Meeting – Tuesday June 21, 2016 at 6:00 PM
- b. Board Meeting – Tuesday July 19, 2016 at 6:00 PM
- c. Board Meeting – Tuesday August 16, 2016 at 6:00 PM

Note Board meets 3<sup>rd</sup> Tuesday of each month.

12. Meeting closed at 2102. Motion, Rob van Gastel.