



McKenzie Towne Council Agenda

Tuesday February 20, 2024

Board of Directors Meeting @ 6:00 p.m. (In-Camera) 6:30 (Public)

McKenzie Towne Hall & Teams

Attendance

In person: Jason Todd, Peter Hall, Debbie Mackinnon, Sheri Barclay, Nancey Yip, Ignatius Emeye, Shauna Sanheim, Keith D'Souza, Laura Kitchen, Darvin Zuch,

Microsoft Teams: n/a

Regrets: Marshall Lang, Shahzad Khan, Teresa Hargreaves, Josh Samuel

Resident Guests: Jim Clement (GM), Cherise Baker (Meeting Minutes), Dania (Global Pet Foods)

1. Call to Order 6:00 PM
2. In Camera
3. Open meeting - Call to Order (6:33 PM) by Keith D'Souza
4. Approval of agenda: Motion to approve by Darvin Zuch, seconded by Jason Todd– No discussion – Motion Passes
5. Reading of Safety and Harassment Policy – By Keith D'Souza
6. Introductions & Attendance
 - Board & Resident attendees as above.
7. Approval of Minutes from previous monthly meeting – circulated by email. Motion to approve minutes for January 16th, 2024, by Darvin Zuch, seconded by Jason Todd, -- No Discussion -- Motion Passes
8. Guest Presenter – Global Pet Foods (Sponsor) -- McKenzie Towne location opened 7 months ago. 3 pillars which are expert advice, quality products and community involvement. Happy with Global Pet Foods sponsorship package such as price versus what you get in return getting your company out in the community. Asked about sponsoring local sports teams, reaching out to ask



them to donate monetarily as a sponsor when events are on to help toward supplies. Gave the idea of community dog walks and cat walks.

9. Executive Committee Report – Met on Sunday February 18th – land purchase moving slowly, awaiting feedback from Miller Thompson and the City of Calgary. MTC has specified in offer that this space would continue being a park for the public. Last meeting Jim Clement was sworn in as General Manager. Breaking the daycare into its own legal unit outside of MTC, police background checks on all is required. Reduces liability risk having the daycare being a separate organization. Cost of enhanced landscape agreement, the city currently pays \$140,000 per year for upkeep of city owned outdoor spaces. Looking to potentially outsource labour from an outside company after investigating versus the costs per annum doing it from within.
10. Finance / HR Committee Report – Met on Monday February 19th – received yearly statements for the fiscal year (June 1st-May 31st) we are currently \$100,000 under our budget. Interest received was \$50k higher than budget. HOA fees were \$50k higher than budgeted. We are not increasing our fees and still able to put money into reserves with the rising costs of inflation. Proposing updates at next board meeting as well as an HR comprehensive review of policies and procedures. Will continue to review monthly discussions. Going to market for an external auditor which was asked for at the last AGM. Have firms bid for our audit for the 2024-2025 fiscal year.
11. Communications & IT Committee Report – Did not meet – Nothing new to report.
12. Ops Committee Report – Met on February 13th – Original Ops chair has resigned. Ignatius Emeye is the new chair for the OPS committee. Bringing down the lights was discussed to be completed over a 3-day period. Reduced hanging baskets, perennials, more native plants being planted by the traffic circle due to the drought. Greenhouse is in good shape; they are working with the city who loves the idea of a community greenhouse and wants to implement in other communities. Hall improvements, the daycare sinks have been built and fixed. Hard wired the sinks instead of batteries that get replaced every 3 weeks. Training program for staff the board is in support, GM and OPS Committee to investigate grants. Formed a separate “Green Space Committee.” Maintenance report is given by GM on regular basis on the to-do list of the Parks and Facilities Team. Still in discussion regarding golf carts.

Motion from committee to investigate government grant for Xcelerate program – No Discussion – All in favour – Motion passes.

Motion from committee to form the green space committee– No discussion – All in favour – Motion passes.

Motion from committee for PFM to create a detailed list of the weekly maintenance item by month provided within 3 months' time by– Discussion on level of detail of report – All in favour – Motion Passes

13. General Manager Report: We have 65 people in collections versus 287 this time last year. Will be making direct calls to all outstanding HOA fees during the last month before they are sent to



collections. Rentals have taken off, we had 8 bookings last year in January versus 16 this year and 4 bookings in February of last year versus 17 this year. Cherise Baker has taken over rentals fully at this time. Stephen to redo his planting to perennials versus annuals. Hand watering only as per City guidelines due to the upcoming drought. Social media posts in regards on the drought. --- Discussion on looking into City rain barrel program. Look into artificial flowers.

14. Motions Submitted in Advance: No Motions to submit in advance.

15. Other Business: Xcelerate program training – Cost of \$4500 per department head registered in the program for the year – Designed for us to bring our staff to be community leaders – Rewriting the mission statement through this program – Motion to approve Xcelerate training for this year at the cost of \$27,000 by Nancey Yip, Second by Debbie Mackinnon. Discussion on benefits and cost as well as results of 360 review. Motion passes.

16. Comments from visiting members: No comments

17. Next Meeting Dates:

- Tuesday March 19, 2024, 6:00 PM (In-Camera) 6:30 (Public)

18. Adjournment.

- Motion to adjourn (7:56PM) by Darvin Zuch
- Second by Jason Todd
- **Carried**