

McKenzie Towne Council

Tuesday January 18, 2022

Board of Directors Meeting @ 5:00 PM

Virtual Meeting

Attendance: Rick Leigh, Courtney Hall, Jim Clement, Darvin Zuch, Shawn MacDougall, Shirley Wilson, Debra Klippenstein, Patrick Giroux, Farooq Qadir, Margaret McPherson, Teresa Hargreaves.

Regrets: Renato Echavez

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1. Call to Order

- Meeting call to order 5:00 PM
- In Camera 5:00 – 5:45 PM

2. Open Meeting – 5:45 PM

Approval of Minutes

**Motion:** To Approve November 18, '21 Meeting Minutes – circulated via email.  
Moved by Patrick Giroux; Seconded by Courtney Hall.

**Carried**

3. Introductions & Attendance

- a. One resident joined the Open Meeting via the zoom meeting linked provided by MTC
- b. Board Member attendance / regrets listed above.

4. GM Report – Mary Ann Miller

- a. GM presented report within meeting. Electronic copy to be emailed to all Board Members as a post meeting action. Items covered in said report:

**GM REPORT:**

**Administration:**

- Government of Canada – Canada Summer Jobs application submitted Dec/21
- Interviews in process for accountant position, Rentals/Events Coordinator
- New server purchased \$3500.00. Experiencing issues and current server no longer supported by warranty
- OHS, Occupational Health & Safety meeting with GM on Jan 11/22 to confirm measures in place for violence & harassment polices and procedures. Required is the completion of a

hazard assessment report that includes harassment/violence and Covid19 as potential hazards, and designation of a health and safety representative.

- Hazard assessment of MTC facility completed by GM on Sept 20/21, and the MTC amenities/structures in Oct/21. Several hazards identified, documented, and discussed with Facility Manager
- RA Fees 110 accounts outstanding as of Dec 31/21. \$25K total O/S fees
- Clock Tower/Mailboxes -Confirmation rec'd, MTC & I Am For Kids/Mailbox contract ended Feb 2022

**Programs:**

- Several new recreation programs & activities added to winter program schedule
- New programs include Little Medical School, Beginner Knitting, Zumbini (Mom & baby), Martial Arts, Kids drawing lessons to name a few
- Enhanced social media presence with regular updates to Facebook, Instagram, Twitter, emails etc.

**Events:**

- Community Clean-up scheduled for May/22. City of Calgary Community Clean Up application submitted on Jan/22. Confirmation of date expected from City in Feb/22

**Operations:**

- Expecting quotes for identified facility deficiencies

**END GM REPORT**

5. Committee Reports

- a. **Executive** – Rick Leigh: No report
- b. **Finance / IT** – Patrick Giroux: Presented two reports to attendees – Budget Report for January 18, '22 and MTC Board of Directors P&L Report 2021-1130. Electronic copies to be emailed to all Board Members as post meeting action.
- c. **Board Improvement** – Courtney Hall: Summary of Board Orientation and plans to complete for those who were unable to attend the December session.
- d. **Operations** – No report (Committee members to be established)

6. Other Business:

- a. Establish of 2021-2022 Committee Membership with each person in bold initiating the first meeting of respective committee.

**Executive:** Rick Leigh, Shawn MacDougall, Patrick Giroux, Margaret McPherson.

**Finance/IT:** Patrick Giroux, Farooq Qadir, Rick Leigh, Renato Echavez, Shawn MacDougall

**Operations:** Jim Clement, Darvin Zuch, Patrick Giroux, Rick Leigh, Renato Echavez

**Board Improvement: Courtney Hall, Debra Klippenstein, Shirley Wilson, Shawn MacDougall, Rick Leigh**

**b. Inverness Pathway (2021 Added section)**

**Motion:** MTC to take on clearing of snow from the newly completed section of Inverness Pond pathway and bridge as of January 24, '22. This is contingent on the GM finding no legal or other barriers to taking this activity on.

Moved by Shawn MacDougall; Seconded by Jim Clement.

**Carried**

c. Discussion on status of skating surface at Prestwick Common and commitment to continuous improvement of surface.

d. Discussion and commitment of all Directors to transition to @MTC email accounts as of February 1 '22.

e. Short term plan (as meetings remain virtual during pandemic) to have monthly meeting linked posted to MTC website.

7. Next Meeting Date – February 15, 2022

8. Adjournment:

**Motion:** To adjourn meeting @ 7:15 PM

Moved by Jim Clement; Seconded by Courtney Hall.

**Carried**