



McKenzie Towne Council
Tuesday June 20, 2023
Board of Directors Meeting @6PM
Location: MTC Hall
Minutes taken by Nancey Yip

Attendance:

In Person: Darvin Zuch, Keith D'Souza, Shahzad Khan, Nancey Yip, Neha Ashani (Teams)

Regrets: Nicole Myrie, Teresa Hargreaves

Residents and guests: Evan Spencer Left at 6:45PM (Ward 12 – Teams), Sarah Ferguson (Ward 12), Jim Clement (GM), Patrick Giroux, Shelley Wark-Martyn, Stephen Carleton (Facilities Manager)

1. Call to Order 6:02 PM
2. In Camera
3. Open meeting - Call to Order (6:55 PM)
4. Approval of agenda – Motion to approve Agenda by Keith D'Souza, Farooq Qadir Second
5. Reading of Safety and Harassment Policy
6. Introductions & Attendance – Board and resident attendees as above.
7. Approval of Minutes from previous monthly meeting – circulated by email. Motion to approve minutes by Shahzad Khan, Keith D'Souza Second.
8. GM Selection Committee Report –.GM Selection status shared a couple resumes. Had some concerns so did not proceed. In process of pre-screen.
9. Executive Committee Report – No official meeting this month. Have meeting with Parks department this Thursday with OAA agreement. Had discussions with Ward 12. Looking at having

meeting with membership to get their opinion on what direction should be. Question if we were going to hire internal PR position. It would take time that this organization currently does not have and also need more experience with PR. There is a need for a temporary hire for a few months to boost up our communications prior to AGM.

10. Cenotaph Committee Report – Darwin Zuch and Patrick Giroux met to create terms of reference. **Motion made to approve terms of reference. No discussion. Motion Passes.**

11. Finance / HR Committee Report – Committee met once during this month June 19th. Received financial statements for April 2023. These are unaudited. Audited statements will be at end of May. We spend within our budget for the month. Well within our budget for year to date. Net surplus of income over expenses. Have 2023/2024 draft budget. Budget does include breakdown based on cost center. Creates a platform to communicate with our membership. Capital expenditure was about \$541000 but upon Ops committee review, it is approximately \$475000. Will start preparation for annual audit.

12 Communications & IT Committee Report – Committee met with communications person at MTC. Currently use a very outdated system for invoicing. Looking into online software to connect with website to make payments. Every member will get access to see any invoices and get calendar notifications. There will be more social media engagement and activity. **Motion to hire temporary PR inhouse person. – Motion made by Nancey Yip. Keith D’Souza second. No discussion. Motion passes.**

13. Ops Committee Report –

1. Ops Committee has met twice in June. June 14th and June 19th.
2. Splash park – Park is now on automatic mode for chemical balance. Concession stand is open and doing well. In lieu of paying rent, the company operating the concession has agreed to assist with maintenance of the area. GM has indicated Parks Manager has been spending a majority of his time dealing with the splash park since opening. The fountain area will need some repair of the foundation which could include a new liner. Washrooms did not have soap – this was due to vandalism and will be addressed. Request was made to GM to provide the monthly operation of the Splash Park for the committee.
3. Flowers & Trees Update – all planting has been completed for 2023. Weather has been extremely dry causing maintenance of moisture to be difficult. It has been noted that shrubs in the parks are dead, grass cutting is missing spots and operation of heavy equipment has been damaging pathways and fields. Trimming and weed removal is not happening in many areas. GM to investigate.
4. Roof Project – Review of Elite roofing bid was discussed. The committee has approved the choice of Elite roofing to complete the project. Roof Bid: \$99,515 plus flat roof (garage) \$7249. \$7500 to repair flat roof.
Motion – To approve the repair of the roof at a cost of \$99,515 plus \$7249 for the garage roof with Elite roofing. – no discussion – motion passes.
Motion – To approve the repair of the flat roof for \$7500 with Elite Roofing – no discussion – motion passes.
5. Budget/Lifecycle – GM has confirmed the period between FY2021 and 2029 have contributions planned of 6% per year to be added to the Reserve Fund. FY2030-2049 are scheduled for 2% contributions for the reserve fund.

Below are lists of items on 2022/2023 budget:

- a. Roof – asphalt shingles need to be completed in 2023 with \$123000 allocated from 2022-2023 year. Grant for \$70k received which is split between roof and furnaces.
- b. Eavestrough downspouts - \$6000 will go back to budget as unused. Inspected and should be able to be pushed to 2029. It is important that MTC staff ensure the eavestroughs are

cleaned in the fall to negate overflow of melting snow in the winter onto the ramp entering the building.

- c. Hot Water Tank - \$8000 – will need quotes
- d. Furnaces – replacement of 5 furnaces and other component will need to be replaced as these are original furnaces. Will be looking into High efficiency furnaces. \$80000 – will need quotes.
- e. Air Conditioners - replacement will be added to the budget to be completed at the same time as the furnaces 23/24 budget at the budgeted amount of \$40000. **Motion – to move air conditioner replacement to 2023/2024 budget instead of 2024 as it appears on the life cycle report. No discussion – motion passes.**

Below are on life cycle for 2023/2024:

- f. Exterior Painting and Renovation - \$5000
- g. Interior renovations - \$7000
- h. Electrical - \$5000
- i. Prestwick Common Mechanical – \$16000 - repair and maintenance work on components including splash park, fountain, pumps, filters, etc.
- j. Promenade Park Pavilion - \$12000 – Repair and replacement work on components including pavilion structure, concrete block planters, etc.
- k. Inverness Square Pavilion - \$22000 – repair and replacement work on components including pavilion, etc.
- l. Gravely Mower Zero Turn Replacement – \$8000 regular allowance for replacement of Zero 1 Turn Gravely Mower – moved forward to next year as not needed at this time.

Below are Items not on Life Cycle:

- m. New Program Registration system - \$30000 – GM still looking into. Previously approved by board.
- n. New Website - \$12000 – GM still looking into. Previously approved by board. GM advised new events coordinator is able to help with website.
- o. New 5 year capital assessment plan - \$10000 – GM will look into cost. Previously approved by board.
- p. Green Space on RA Land - \$6500 – Look into potentially developing space on RA land green space. **Motion to reach out to community pages to obtain public opinion on utilization of green space ideas. No discussion – Motion passes.**
- q. Green House - \$8500 – discussion of greenhouse to be built on top of Sea-can on premises. This would allow MTC staff to grow their own seedlings for flowers. **Motion to approve the build of a greenhouse on top of the Sea-Can for \$8500.** Discussion about cost savings – will happen after first year of use of using seedlings. Discussion about building in compound vs on Seacan – both have pros and cons but there will be more sunlight on top of Seacan and does not take more space. **Vote – Motion passes.**
- r. Daycare hand washing - \$5000 – currently daycare uses stools for kids to wash their hands in bathroom. In order to create safety for kids, there needs to be an additional handwashing station in the daycare area. **Motion to approve the installation of handwashing station in the daycare area for \$5000.** Discussion of having toilets and wash basin for kids – will discuss again in future with inclusive bathroom project. **Vote – motion passes.**
- s. Splash Park repairs and may also cover liner for foundation repairs - \$50000 - The fountain area will need some repair of the foundation. Liner will help create a barrier to protect from more cracking. **Motion to approve repairs to fountain area along with option to put liner in Splash Park for \$50000 contingent on MTC keeping ownership of Splash Park with Parks contract.** Discussion – this needs to be contingent based on the outcome of talks with Parks regarding MTC keeping ownership of the amenity. This is for foundation repairs with the potential of adding liner. **Voted – Motion passes.**
- t. Replace lighted MTC sign at Traffic Circle - \$35000 – MTC sign at traffic circle needs to be replaced. Looking at digital sign that can be programmed. **Motion to approve replacement of MTC sign at traffic circle with a new digital sign for \$35000.** Discussion – permit needed – sign company is to make sure permits are granted. There were issues

in the past regarding signs too bright, etc. Need to ensure that city will allow. **Voted – motion passes.**

6. Ops committee has requested an overall plan be created for building maintenance to encompass any large projects that may disrupt building use ie painting/flooring changes/ electrical/ reconfiguration of space, etc.
7. Dog Dispensers – find new sponsors, clean and remove current stickers
8. Cleaners – cleaners are doing a better job now with a bit of guidance.
9. Christmas Lights Plan – plan for Christmas lights will be prepared for mid-August.
10. Downstairs Gender Washroom Project –this item should be taken to the AGM for membership vote and discussion. MTC is a private building and is not currently included as part of the City Inclusive policy access. **Motion – To bring forward the washroom upgrade at the AGM to be voted on. No discussion. Motion passes.**

14. General Manager Report – Sent 41 accounts to Collections. Slightly higher than last year. Instituted payment plan program based on individual review. There are 4 residents taking advantage of this.

Sponsors last year \$5200. This year sponsorship program is at \$14000. Several incidents of residents threatening staff lately. Front lobby is now displaying harassment policy and will have to be enforced.

Looking at reinstating cards when we change systems.

Splash Park had a rocky start due to chemical imbalances. Sensors are fixed and now is set up on automatic system. Should be able to have park open from 9-9. City has mandated us to staff park with person. Concession stand is open and owners are also trained to help maintain the park. Splash Park is able to be run off an app now. Backup tablets are set up for the app.

Flowers and Parks – still working on areas. Dry weather has been difficult. Butterfly Park had remedial rejuvenation of the soil done. Will start working on cutting out dead shrubs.

Partnering with ATB to set up programs for Seniors to protect them against fraud.

June 17th MTC had Neighbour Day with Mike Burton and Tim Lacroix at the Splash Park. Had several other local companies involved as well like Girl Guides, Panago pizza. Attended to by volunteer at our Stampede Breakfast.

Community Cleanup will be August 12th.

Possible movie night at the Splash Park in August.

Discussion - Brought up that we need to have communications regarding vandalism. Also need communication when events are completed – posting results of the event.

15. Motions Submitted in Advance: **Motion to have AGM this year Wednesday October 18th, 2023 – Motion made by Darvin Zuch – Keith D’Souza seconds. No discussion. Motion passes.**

Finance committee - **Motion to Approve 2023/2024 budget with capital budget changed to \$475000 from \$541000. No discussion. Motion passes.**

16. Other Business: None

17. Comments from visiting members: None

18. Next Meeting Dates: August 15, 2023, 6:00PM (In Camera) 6:30 (Public)

19. Adjournment: Motion to adjourn. 8:36PM.