



McKenzie Towne Council
Tuesday August 15th, 2023
Board of Directors Meeting @6PM
Location: MTC Hall
Minutes taken by Nancey Yip

Attendance:

In Person: Darvin Zuch, Nancey Yip, Farooq Qadir, Keith D'Souza, Teresa Hargreaves (Teams), Shahzad Khan (arrived 6:41PM)

Regrets: Nicole Myrie, Neha Ashani

Residents and guests: Jim Clement (GM), Carrie Cemka, Rose Anne Bouffard, Stephen Carleton (Facilities Manager), Jasmin MacDonald (First Capital)

1. Call to Order 6:15 PM
2. In Camera
3. Open meeting - Call to Order (6:31 PM)
4. Approval of agenda – Motion to approve Agenda by Keith D'Souza, Second by Farooq Qadir
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 Keith D'Souza, Second by Nancey Yip
8. Guest Presentation - First Capital – Jasmin MacDonald – Stampede was a great event that went very smoothly. Recommends to keep reaching out to businesses and building knowledge. Find out how businesses can become a business tenant member and communicate that to businesses. Generate a business email list so they can be informed. Jasmin MacDonald will let businesses know about MTC and how to contact. Positive impacts from the Stampede event.

No complaints reported regarding the event. Always opportunities to help promote businesses – cross functional opportunities. Question from resident - Will look at residential businesses be involved? MTC will add this topic for discussion at annual Strategic Planning Session to discuss how they can be involved.

9. GM Selection Committee Report – Have put the process on hold.

10. Executive Committee Report – Met on August 2nd – two main items discussed.

- AGM preparation - will be Wednesday, October 18, 2023. Our GM has checklist for material that is required and deadlines that must be met. Annual audit is well underway and will be completed in time for the AGM.

- Membership Information meeting - At the time of the meeting, we did not hear back from the City Parks department or their counsel regarding the proposed changes to updated agreements. We are hopeful that the proposed changes will be adopted. Until we hear back, the message for our community is not established. Since the meeting, there have been significant changes again from City Parks and we will be discussing to see how to move forward. We will be making efforts to promote the September board meeting and provide an update on our green spaces and stewardship at that time.

11. Cenotaph Committee Report – Have not met in the last two months. Priority is to confirm that the City will make land available for MTC.

12. Finance / HR Committee Report

- Has met twice July 18th and August 15th. Received unaudited financial statements for May 2023. Annual financial statements audit is in progress and expect that the audit report will be available prior to AGM meeting.

- expenses were lower than budget by approximately \$150K. This was primarily driven by lower salaries and wages from positions that were unfilled earlier this year. Costs other than salaries were broadly in line with the budget approved at the start of the fiscal year. Good job to the GM and Facilities manager on ensuring fiscal responsibility.

- Meeting with GM July 18th and set objectives under three broad categories – 1st being communication, 2nd being maintenance and facilities, and 3rd is in regard to activities.

- Will discuss with legal counsel and external auditors to ensure they are aware of our ongoing negotiation with the City in relation to the Splash Park assets.

- Our procedure manuals – including but not limited to the Organizational Policy Manual permits investments, including Bank Deposits, with “Canadian Schedule 1 Chartered Banks”. ATB, with whom we currently bank, is not a Schedule 1 Bank. However, all deposits are guaranteed by the Province of Alberta.

Motion to propose an update in our Procedure manuals updated to include “Deposits that are fully guaranteed by the Province of Alberta” – No Discussion. – Motion approved.

13 Communications & IT Committee Report – Working on a website currently.

14. Ops Committee Report

Ops Meeting held on August 2, 2023. August 3rd, Patrick Giroux submitted resignation from the Ops Committee. Ops report is record of meeting minutes discussed. Ops Meeting was attended by: Shelley Wark-Martyn, Nancey Yip, Patrick Giroux, Jim Clement (GM), Darvin Zuch.

-Splash Park – currently maintaining the splash park with no major issues. Switching to Benchmark due to performance issues with last company. MTC is \$33k into repairs this year from May 2022 to May 2023. Ice rink causes more repairs due to the seams. Not including Parks manager labor, costs are \$6500 to repair. Liner might be needed. \$17200 in utilities have been spent since 2022/2023 season. Costs are around \$8800 to staff the splash park. Costs are approximately \$55k total to run the splash park.

-Christmas Lights – Reviewed quotes for permanent lighting at MTC Hall. Costs are mostly comparable. Choosing Trimlight due to cost of approx. \$24700, longest warranty, uses manlift to install, and use their own employees vs contractors. Discussion to still take place as to whether the board would like to have all the lights as presented by GM. Rest of MTC detailed Christmas Lights residential plan to be presented at September Ops meeting.

Motion – Ops committee recommends using Trimlight for installing permanent lights at MTC Hall at a cost of \$24700. Discussion – will there be a schedule to dim lights? – YES. Will there be Trimlights at gazebos – committee will be looking at discussing at September Ops meeting. What is warranty? – lifetime warranty. GM will email picture of where lights will be put up so that board can discuss if there are any issues with the areas where lights will be put. **Motion passes.**

-HVAC/AC/Furnaces - \$2500-\$3000 cost for engineer report. Within scope of GM costs. TMP Consulting Engineers to prepare report. GM to create quote for Ops committee to review upon receiving report.

-Roof – roof has been completed. Walk through of engineers will be happening August 16th.

-Flowers/maintenance – 2024 plans to be presented to Ops committee during January 2024. Water is on at every park this year. Currently there is a City ban on watering. Look into whether we would like to have contractors coming in vs in-house employees, or a mix. This will be discussed at Strategic Planning Session. This year MTC did have contractors come in and do some weeding for \$3000 each area done.

-Daycare Handwashing – getting quotes. This is not a large dollar value project and will fall into GM scope.

-MTC sign at Traffic Circle – Will have more info later in the Fall.

-Other Business – MTC fees – 1050 not paid as of August 2nd. Ivrrnet – looking at making request to move. GM to discuss with IT & Communications team.

Motion to add Rose Anne Bouffard to Ops Committee member. Discussion – Rose Anne Bouffard introduced herself. Has background with plants and horticulture. **Motion passes.**

15. General Manager Report –

- 30 total delinquent accounts in collections with Miller Thompson which is an improvement from June with another 11 cleared. Offering payment plan to residents that require assistance. Currently, we have 17 residents taking advantage of the payment plan for 23-24 fees.
- As of August 15th, there are 800 accounts that have not paid their annual fees for the 23-24 term.
- Sponsorship program is presently at \$20750 between Stampede and Annual Sponsors. Last year, there was \$5200 in Sponsorships.
- Splash Park – had a number of issues in July with a little higher than expected chemical usage. Working with Benchmark – one of the City contractors. Facilities Manager figured out that sensors needed to be replaced. Park has been running from 9AM to 9PM since July 1st with very little down times. Large improvement from last year based on not having as many negative comments on social media.
- There is a full time employee dedicated to park maintenance and assisting Facilities Manager with daily chores. We also have the concession open this year, first time since 2019. The Red Mountain Kettle Corn Company is a family company that are also assisting with keeping the park staffed and monitoring issues. They are also fully trained in First Aid. Stephen Carlton has the app working on his phone to control the pumps.
- Flowers and Parks – The Facility staff has been working mulching areas, planting flowers, tilling gardens, cutting and trimming the grass in all parks. Now are caught up and will be concentrating on any repairs required as well as difficult weeding areas and planting new shrubs that have been neglected. A plan is to plant more perennials and shrubs to improve maintenance efficiency and water requirements. Perennial plants are more drought resistant and will help reduce our yearly cost for planting and maintenance. Asking for board to approve getting residents thoughts for a community garden. Hardington.
- Programs – partnered with ATB to run a seminar assisting seniors with Fraud Protection. First program to be done with Age Care Residence. Another program will be planned for the MTC hall. Looking at connecting Music Works with Age Care residents. Music Works is planning to play live music with their accomplished students for the residents.
- Events – Stampede Breakfast was held on High Street on July 13th. There was a strong volunteer group to help make this a spectacular fun time for residents! There was great attendance with 4600 people served. According to the Stampede Caravan Organizers, the event was one of the best organized and run this year. This is a big thank you to the entire MTC staff participation, volunteers, and a special thank you to Courtney Hardington.
- Community Cleanup happened August 12th. 410 vehicles were serviced. Some reports back showed that Tecknotrash Recycler received 2668 kgs. Anticipated weight from City of Calgary will be over 41000kgs based on the weights from 3 truck loads. The event cost was \$700 plus hall staff wages. Will be applying for \$300 grant from the City.
- Movie Night in the Park is set to run two movies on Thursday August 24th. Pam Taylor from Parks helped get city permits. The screen is being donated by Brookfield Residential and Mike Burton Realty/Tim Lacroix Mortgage Team will be supplying popcorn. We are looking into

having a 50 amp permanent power outlet installed to run the screen without having to use a generator. Depending on the success of this event, there may be a possibility of running movies at least once a month next year all summer long. The power outlet will also be used to light up a lot more of the park for Christmas Lighting. Question – why were the movies not listed? The movies were not picked yet and also approvals need to be granted to play the movies. Why were the movie times so early? The screen needs to be booked with Brookfield Residential and these were the times available. If we get in early enough to book them next year, we will have more. Why do we not buy a screen? This screen is over \$100k to purchase. The movies will be announced shortly.

16. Motions Submitted in Advance: None

17. Other Business:

Motion to have a volunteer appreciation night before AGM at the MTC hall with food and drinks with anyone who volunteered with MTC and staff to be included - budget of \$1500. – Nancey Yip motion. Second by Shahzad Khan. Discussion– how many staff – 40-50 volunteers. What is budget? Discussed with Treasurer - \$1500. Motion revised to include budget. **Motion Passes.**

18. Comments from visiting members: Carrie Cemka says that lots is going on and great to see things getting done. Rose Anne Bouffard is very excited to be involved and is looking forward to contributing to the community.

19. Next Meeting Dates: September 19th, 2023 6:00PM (In Camera) 6:30 (Public)

20. Adjournment: Motion to adjourn. 7:57PM.