



McKenzie Towne Council Meeting Minutes

Tuesday May 21, 2024

Board of Directors Meeting @ 6pm: 6:30pm (Public)

McKenzie Towne Hall & Teams

Attendance

In person: Darvin Zuch, Jason Todd, Marshall Lang, Nancey Yip, Ignatius Emeye, Keith D'Souza, Debbie Mackinnon, Shauna Sanheim, Laura Kitchen

Teams: None

Regrets: Josh Samuel, Sheri Barclay, Shahzad Khan, Teresa Hargreaves

Resident Guests: Jim Clement (GM), Bree Moore (Community Relations Manager), Vanessa Rodriguez (Sponsor – ATB Event Director), Jodi Morton-Parcey, JoEllen Wickerson

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1. Call to Order 7:04 PM by – Darvin Zuch
 2. Reading of Safety and Harassment Policy – By Jason Todd
 3. Introductions & Attendance
 - Board & Resident attendees as above
 4. Approval of agenda – Motion to add Vanessa Rodriguez (sponsor – ATB Manager & Event Director) to the Agenda by Darvin Zuch. Second by Ignatius Emeye. No discussion. Motion approved.
 5. Approval of Minutes from previous monthly meeting – circulated by email. Motion to adjust title of circulated minutes to state Meeting Minutes instead of Agenda for April 16, 2024, made by Dar Zuch. Second by Shauna Sanheim. No discussion. Motion passes.
 6. Presentation by Vanessa Rodriguez –Manager & Event Director with ATB. Has sponsored events with MTC in the past and looking to be more involved and a part of the community in various ways.
 7. Executive Committee Report – did not officially meet. City has presented Temporary Use Agreement for maintenance of the Splash Park. It lays out responsibilities. Cost would be higher to maintain.

Motion – To not sign the Temporary Use Agreement as presented by the City. – Motion by Dar Zuch. Second by Keith D'Souza. Discussion – would be a blank check to the City that we will maintain the Splash Park at their discretion for an asset that we no longer own. Very one-sided agreement with no negotiation allowed. Signing would not be fiduciary for the board. City has stated in the past that they would not be looking to remove the Splash Park. Have had many discussions with two legal firms. Need to communicate that this would be run by the City like other parks. Balance sheet will need to be reduced by this asset. Cost of this asset will be going up each year. **Motion Passes.**

8. Finance / HR Committee Report – Met on May 17th. Committee is in receipt of the financial statements through March 2024. These statements are unaudited. Total expenses June-March are \$1.503MM against a budget of \$1.646MM. Revenues are ahead of budget \$2.339MM against a budget of \$2.217MM. Mainly represents higher interest income than budgeted.
- Objectives have been established and agreed with the General Manager. 3 main categories – council organization and operations, Activities, and Communication. Interim review will be performed and targeted to be brought to the Board by the October meeting.
 - HR review – initiated under Debbie MacKinnon from the HR committee. Update to be provided at next board meeting.
 - Budget – draft budget for 2024-2025 has been prepared. Total expenses are \$2.091MM compared to \$1.919MM in fiscal 2023-2024. This is consistent with inflationary pressures and higher activity levels. Revenues are \$2.535MM compared to \$2.354MM in Fiscal 2023-2024 from higher activities and increased daycare capacity.
 - **Motion – To approve the budget for fiscal Year 2024-2025 as appended to the Financial & HR Committee Report.** Discussion – have salaries been increased – anticipated raises will be reviewed with HR review. Have not been given yet. Insurance renewal date – was renewed in March. \$100k for events as there is an increase in events without charge to the membership. Reduced janitorial costs as switched cleaners. Surplus of \$435k will be used for capital expenditures. Bank charged interest is primarily credit card fees. **Motion Passes.**
 - Proposed Activities – continue with the comprehensive review of HR procedures. Finalize a Request for Proposal for the 2024-2025 audit to be sent. There has been a significant increase in accounting fees, and this will likely create higher costs of about 20-25% than current fees.
9. Communications & IT Committee Report – No meetings. New hire for Recreational Coordinator has been hired on – Jenn Kelly.
10. Ops Committee Report –
- Maintenance Documents – Are now uploaded to SharePoint for Ops committee to review.
 - Furnace/AC – Still need to get quotes – will try to get for board meeting but may need to hold emergency meeting once quotes are received. We will lose \$40k grant if not completed by July 2024.
 - Storm Pond Water – application has been submitted to receive approval to use the storm pond water. Needs multiple approvals. GM will look into to see where application status is.
 - Rain Barrels – not able to get these now due to demand.
 - 2008 Grey Dodge Truck – will replace the box rather than replace the truck.
 - Lights at steps of MTC Hall – received quotes – several options to choose from. Quote is for \$7600.

Motion – To approve lighting install for front steps for \$7600 – by Nancey Yip. Second by Ignatius Emeye. Discussion – why the high cost – electrical is complex in MTC – lights will be built into the concrete along the sides of the steps. Will be on timers. **Motion passes.**

- MTC Sign – still enroute. Unable to track as it is on a boat.
- Budget – Reviewed line items on budget and life cycle.

Motion - To defer the following items to the 2025/2026 budget:

- Caulking \$15000 (still in good shape)
- Cladding, brick, maintenance repairs \$17000 (still in good shape)
- Windows/exterior doors - \$82500 (still in good shape)
- Asphalt repairs \$55000 (still in good shape)
- Kitchen, appliances, equipment \$14800 (still in good shape)
- Plumbing & pumps \$12000 (still in good shape)
- Zero Turn lawn mower \$8000 (moving to 2025/2026 budget as likely less need to use with drought)

The following budgets will be kept in the budget:

- Furnace & Heaters - \$80000
- A/C - \$40000

The following will be removed from the budget:

- Pickup Truck \$40000 (will remove as will be replacing the box)

Items below will be added to the budget:

- Proposed Playground. Should be receiving grant for \$125000. MTC will also be matching \$125000.
- Playground was not on the life cycle report. It was built when the building was built. Came to age when the life cycle was completed.

Discussion – All of the above in the motion are already in budget presented by Finance & HR Committee. City of Calgary inspects playground each year. **Motion passes.**

11. Greenspace Committee Report - Greenspace committee has met twice since last month.

- New Chair is Nancey Yip.

- New member has joined our Greenspace committee – Jennifer Dobson.

Motion – To accept Jennifer Dobson as committee member of the Greenspace committee. No discussion. **Motion passes.**

Terms of Reference has been established.

Motion - To accept the Terms of Reference. No Discussion. **Motion passes.**

-Changed location of potential greenspace to the one side strip (SE side) along the Hall. Reasons for the change – easier to manage, no major changes to the current area, which is underutilized, already fenced in and safe, can capture water from building into rain barrels, and can monitor how well this will work before expanding the community garden.

-If this area is successful, will look at other side strip along the Hall for Phase 2/Year 2. If both areas are successful, will look at middle area (current playground area) for Phase 3/Year 3 development.

-Budget completed for this year (Phase 1) development – total cost of \$5743.44. We would be looking at starting project immediately.

Motion – To approve the Greenspace Garden in the strip beside the MTC Hall for the amount of \$5743.44. Discussion – who gets the produce? Community members/struggling families. Plan is to start immediately to produce food this year. Trees and bushes may not produce this year but will for future and every year will have more produce. In future can teach kids about gardening. Have a waiver signed for volunteers. **Motion – To amend original budget for the Greenspace Garden in the strip beside the**

MTC Hall to \$6300 to allow for any small overages to quotes by Dar Zuch. Second by Nancey Yip. Motion passes.

12. General Manager Report – 28 properties left in collections plus 5 accounts at 2 years, 1 property at 3-year mark.

- Coffee with a Uniform was a great success!

- A couple neighbourhood nights started. Expecting this to grow in attendance.

- Newcomer night will be in January, May, and September.

- New knitting club on Mondays has been very popular.

- Parks & Facilities Manager has resigned. The role will be split – Richard Crookes will be Parks Superintendent with Chelsy Kelly as Lead Horticulturalist. There will be a role for Facilities.

- This year's annual planting has been scaled back with the impending draught year predicted. We will be planting perennials starting our new 3-year plan to eventually phase out annual planting to just the baskets at the Towne Hall.

- Spring Cleanup – The City is ready to sweep the streets. We are up to full strength with out facility staff. They are already busy cutting grass and trimming many of our parks. We have mulched a lot of the bedding areas especially where we do not anticipate planting annual flowers this year.

- Greenhouse has been started.

- looking at programs for teaching English to newcomers to Canada.

- daycare has received another glowing report from Alberta Childcare Licensing! We have expanded our daycare to 37 children from 30.

13. Motions Submitted in Advance – None

14. Other Business: Snow & Ice Agreement (SNIC) – **Motion – To have Ops Committee look into review of the Snow & Ice Agreement with The City made by Keith D'Souza. Second by Dar Zuch.**

Discussion – Other communities are being paid by The City for snow and ice removal. City has declined to offer compensation to MTC. 90 days is needed to terminate. **Motion passes.**

15. Comments from visiting members – None

16. Next Meeting Dates:

a. Tuesday June 18th, 2024, 6:00 PM (In-Camera) 6:30 (Public)

17. Adjournment.

b. Motion to adjourn (9:10PM)

c. Moved by: Darvin Zuch

d. Carried