



McKenzie Towne Council Agenda

Tuesday Sept 17th, 2024

6:30 pm Open to Membership

In-camera @ 6pm to 6:30pm

McKenzie Towne Hall & Teams

Attendance:

In person: Keith D'Souza, Darvin Zuch, Nancey Yip, Jason Todd, Sherry Barclay, Debbie MacKinnon, Ignatius Emeye. (MTC): Bree Moore, Jenn Kelly, Renee Barrett.

Teams:

Regrets: Shauna Sanheim, Josh Samuel, Shahzad Khan, Marshall Lang, Laura Kitchen

Resident Guests: Jeff Josey

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1. Call to Order 6:30 PM
 2. Reading of Safety and Harassment Policy
 3. Introductions & Attendance- Darvin Read
 - Board & Resident attendees as above
 4. Approval of agenda – Motion by Darvin Zuch, Second by Jason Todd
 5. Approval of Minutes from previous monthly meeting – circulated by email Aug 24, 2024. Motion to approve by Keith D'Souza, Second by Sherry Barclay.
 6. Executive Committee Report – AGM will be October 16th. Will be sent soon to membership.
 7. Finance / HR Committee Report- Audit RFP was sent to 8 firms. Schedule a Finance committee meeting to go over RFPs.

MOTION – To adopt the Capital Expenditure document supporting capital projects justification over \$20k. This document must be made available to all board members a minimum of 24 hours prior to board meeting at which approval of the project is requested. Discussion – Discussion of amount for this procedure. – Motion passes.

Finance committee will be having a meeting for the approval of the financial statements before October 1st.
 8. Communications & IT Committee Report- Staff work force is focused on Ivynet moving to Xplor. Bree is presenting events and advertising to the community. We expect to see more results in a couple of months. Bree wants to maintain the MTC brand. Xplor go live date is pushed to Nov 1st. With the website built last year we will be able to get more data. We can see when people read emails and see signs and we can see how our community responses to them. The website and email campaign that has been built we can see the results now and see that it was a successful

campaign. Would like to see more with MTC emphasis as we move into a new year. This is the value we bring to the table.

9. Ops Committee Report- Met Sept 10th. We are in line of going green in the community. Tried out a lawnmower that runs on one battery and that lasts 7 years. We are focused on going green. Need to see if the return would be greater on having electric or gas lawn movers. We spend \$40-50K on the SNIC agreement. The city has told us they will not clear the snow in our parks, so its is our responsibility. Vandalism on the property was discussed. GM will investigate quotes for night cameras. We could make an informational video and put on social media to show what we do in Mckenzie Towne. We could have a QR code for people to pull up financials to be available to the membership. Bree wants to make a video like a moving presentation at a third-grade level showing what we do with the community's money. Keith suggests a pie chart showing where the dollars go.
10. Green Space Committee Report - No official meeting. A tool shed was built a month ago, by the staff. We are not looking to expand anything right now. Planning on planting next year.
11. General Manager Report- Christmas lights. The focus will be on Promenade Park right between both elderly homes to involve the seniors and a warm white to light up the community. The City has grants on lights through the MTCA. Focusing on bigger events like Christmas. The Christmas market on Nov 16. On Nov 21st, Santa Claus is coming to Towne, with horse and carriage, carolers, cookie decorating. Focus on Ribfest for next year. MTCA should be consulted to see if they can cover some financial costs for smaller events. Monster Mash Dance - we are having an adult party this time as well. We will have a cash bar for the parents, we are going to try and see if this is a success or not. Maintenance has been decorating around the building to warm up the hall. All of these events are being communicated by signage and the digital board.
12. Jeff Josey will be backup for scrutineer at AGM. Can have waters/drinks/snacks at this meeting. Agenda should be available on the screen so people can follow. Questions and answer period will be after the conclusion of the formal AGM session.
13. Comments from visiting members- Jeff our guest appreciate the opportunity to be here to know what is happening and how dollars are spent.
14. Next Meeting Dates:
Next meeting Sept 27th at 6pm to approval the financial statements
 - Tuesday Oct 15, 2024, 6:00 PM (In-Camera) 6:30 (Public)
 - Wednesday Oct 16, 2024 – Annual General Meeting
15. Adjournment.
 - Motion to adjourn (8:05PM)
 - Moved by: Darwin, Nancey 2nds.
 - **Carried**